

T-11025/5/2026-O/o DIR(CFIs) (76435)

भारत सरकार/Government of India
कौशल विकास एवं उद्यमिता मंत्रालय/Ministry of Skill Development & Entrepreneurship
प्रशिक्षण महानिदेशालय/Directorate General of Training

कौशल भवन, नई दिल्ली
दिनांक: 19.08.2026

Office Memorandum

Subject: Guidelines for Physical Admission and Admission Cancellation under CITS session 2026-27 - reg.

With reference to CITS Admissions for the session 2026–27, it is hereby informed that the guidelines regarding Physical Admission and Admission Cancellation under CITS for the session 2026–27 are as follows:

1- Physical Admission of Provisionally Admitted Trainees

A. Candidates Provisionally Admitted up to SPOT Round–1

This category includes candidates provisionally admitted to Institutes through **all counselling rounds and SPOT Round–1**.

- i. The last date for completing **Physical admission** of provisionally admitted candidates has been extended up to **23rd August 2026**.
- ii. Institutes are requested to actively motivate and facilitate the provisionally admitted candidates to complete their physical admission within the prescribed timeline.
- iii. After completing physical admission, the candidate shall be marked **“Physically Admitted”** on the portal by the concerned Institute.
- iv. Biometric attendance registration is mandatory for all physically admitted trainees.
- v. **Attendance for all trainees shall commence on 17th August 2026, and any candidate admitted after this date will be treated as absent for the period spanning from 17th August 2026 until their actual day of joining.**

B. Candidates Provisionally Admitted in SPOT Round–2

- i. Candidates provisionally admitted through **SPOT Round–2** shall be required to complete their **Physical Admission on or before 31st August 2026**.
- ii. The concerned Institutes shall ensure that all such candidates who report for Physical admission are duly marked **“Physically Admitted”** on the portal and their biometric attendance is registered.

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C. Candidates Not Physically Admitted

- i. Institutes shall ensure that candidates who do not report to the concerned Institute for physical admission by **23rd August 2026** are appropriately marked as **"Not Physically Admitted"** on the portal through the Institute login alongwith the reason in the "Remarks" box.
- ii. The facility for marking candidates as **"Not Physically Admitted"** shall be available to Institutes from **24th August 2026 to 31st August 2026**.

2-Admission Cancellation Process

All requests for admission cancellation shall be processed strictly in accordance with the following guidelines:

A. Cancellation of Admission of Physically Admitted Candidates

- i. Candidates who have completed their **Physical Admission** and are marked **"Physically Admitted"**, but subsequently seek cancellation of Physical admission, shall submit the prescribed **Undertaking/Proforma, as enclosed at Annexure-I**, to the concerned Institute.
- ii. The concerned Institute shall verify and duly process the request and forward the same to NIMI for necessary action. On cancellation of such admission, the candidate shall be **debarred from participating in any further stage of the CITS Admission Process for the session 2026-27**.
- iii. Requests for cancellation submitted directly by candidates to NIMI shall not be entertained.

B. Cancellation Requests from Provisionally admitted candidates

- i. In case a provisionally admitted candidate seeks cancellation of admission and has **not completed Physical Admission**, the request shall also be submitted to concerned Institute by the candidate along with the candidate's duly signed Undertaking as per **Annexure-I**.
- ii. After verification of the request, the concerned Institute shall mark the candidate as **"Not Physically Admitted"** through its Institute login alongwith the reason in the "Remarks" box during the period from **24 August 2026 to 31 August 2026**.
- iii. No admission cancellation request shall be entertained after **31st August 2026**.

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Note:

- i. Vacancies arising due to admission cancellations made after 14th August 2026 shall not be reflected in SPOT Round-2.
- ii. Vacancies arising due to cancellations of candidates being marked **“Not Physically Admitted”** upto **31st August 2026** shall be considered for display in the **Final Mop-Up Round**.
- iii. Institutes shall ensure that all eligible cancellation requests are processed and the corresponding admission status is updated on the portal within the prescribed timeline.
- iv. **The prescribed fees shall be collected by the concerned Institute from the physically admitted candidates in accordance with the Fee guidelines specified in the CITS Prospectus for the Session 2026–27. The Counselling Fee paid by the candidates shall be non-refundable.**

This issues with the approval of competent authority.



(सी. एस. मूर्ति)

निदेशक, सीएफआई

Copy to:

1. Sr. PPS to DG (T)/SS, DGT
2. DDG, DGT(HQ) (SKG & SSN), DDG, South (NRA)
3. Director-IT Division, DGT, with a request to upload at DGT website.
4. Executive Director, NIMI Chennai
5. Regional Directors, all RDSDEs, with a request to circulate amongst the NSTIs/IToTs under their jurisdiction and ensure compliance
6. Principals, all NSTIs/ NSTI (W)s/ IToTs
7. Guard file



(मोनिका चौधरी)

सहायक निदेशक, सीएफआई

Annexure-IUNDERTAKING FOR CANCELLATION OF ALLOTTED INSTITUTE UNDER CITS
ADMISSIONS SESSION 2026-27

I, _____, S/o _____ / D/o _____
 _____, bearing **Registration No.** _____
 _____, have been allotted admission in the following institute during the
 counselling process:

- **Current Allotted Institute:** _____
- **Trade / Course:** _____
- **Counselling Round:** _____
- **Category (if applicable):** _____

I hereby voluntarily request the cancellation of my allotted seat/institute mentioned above.

I solemnly undertake and declare that:

1. I understand that upon approval of this cancellation request, my admission/allotment in the above-mentioned institute shall stand cancelled.
2. I understand/ agree that any fee / amount deposited by me in connection with the allotted seat/ admission shall be non-refundable upon cancellation of the seat.
3. I am fully aware that I shall have no claim over the allotted seat in future.
4. I further undertake that this shall be my final request for cancellation, and no subsequent request for cancellation, modification, restoration, or any further cancellation of any future allotment (if applicable under applicable guidelines) shall be entertained by the counselling authority under any circumstances.
5. I certify that the information furnished above is true and correct to the best of my knowledge. If any information is found to be false, I shall be solely responsible for the consequences.

I am submitting this undertaking in support of my request for cancellation of my allotted institute.

Place: _____

Date: ____ / ____ / ____

Signature of Candidate: _____

Mobile No.: _____

Email ID: _____