

Office Memorandum

Subject: Guidelines for “On-the-Spot-Mop-up round” admissions from 09.09.2026 to 11.09.2026 under CITS session 2026-27 - reg.

With reference to CITS admissions for session 2026-27, it is informed that admissions for “On-the-Spot-Mop-up round” will commence from 09.09.2026. In this regard, the guidelines are as under:

1. The admissions under “On-the-Spot-Mop-up round” would be carried out over a period of 03 days, from 09.09.2026 to 11.09.2026.
2. Accordingly, the revised qualifying AICET marks cut off for candidates eligible for admission under the “On-the-Spot-Mop-up round” for all the trades are proposed as follows:

Category	Cut off for “On-the-Spot-Mop-up round”
General	20
OBC/EWS	15
SC/ST/PH	10

3. It is pertinent to mention that the seat allocation under the “On-the-Spot-Mop-up round” shall be made strictly on the basis of merit. Candidates shall be **eligible for admission** under the “On-the-Spot-Mop-up round” if they:

- a. have secured marks equal to or above the cut-off marks prescribed at Point (2) above; **and**
- b. fulfil **any one** of the following conditions:

i. have participated in any of the Counselling Rounds, Spot Round-1 or Spot Round-2, but have not been allotted any seat; **or**

ii. have been allotted a seat in any of the Counselling Rounds, Spot Round-1 or Spot Round-2, but have not completed physical admission within the prescribed period; **or**

iii. have not participated in any of the Counselling Rounds, Spot Round-1 or Spot Round-2

“Candidates who have completed physical admission but subsequently cancelled/withdrawn their admission shall not be eligible for the “On-the-Spot – Mop-up Round” and shall be debarred from any further stage of the ongoing admission process”

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4. The Institute-wise and trade-wise vacancy position for the “On-the-Spot – Mop-up Round” shall be displayed on the NIMI portal on 31st August 2026. The vacancy position for the “On-the-Spot – Mop-up Round” shall be subject to change from time to time based on the availability of seats.
5. The eligible candidates are required to physically report before 1:00 PM in the desired institute (NSTI/Govt. IToT/Private IToT) where they wish to seek admission.
6. In case of candidates reporting to the Institute after 1:00 PM on the first day of “On-the-Spot-Mop-up round” (09.09.2026), his/her application may be considered for merit on day 2 of the “On-the-Spot-Mop-up round” (10.09.2026), subject to availability of seat(s).
7. No Institute shall have the right to admit a candidate in any of the other Institutes. They shall admit (physically reported) candidates only in their own institute.
8. For “On-the-Spot-Mop-up round” admissions in Private IToTs, the respective RDSDEs shall depute at least one officer in the Private IToTs to monitor the admission process.

9. Day 1 of “On-the-Spot-Mop-up round” (09.09.2026): -

- a. Institutes shall collect the applications from eligible candidates till 1:00 PM.
- b. Thereafter, the admission committee shall prepare the (trade-wise) merit list of the reported eligible candidates
- c. At 1:00 PM, seat allotment shall be done by the Institutes on the NIMI portal as per the merit list against the vacant seats.
- d. For candidates arriving after 1:00 PM, institutes shall consider their candidature for day 2 of “On the Spot - Mop up round”.

10. Day 2 of “On-the-Spot-Mop-up round” (10.09.2026): -

- a. In addition to the applications collected on day 1 after 1:00 PM, institutes shall collect the applications from eligible candidates arriving on day 2 till 1:00 PM.
- b. In case of availability of seats, the admission committee shall prepare the (trade-wise) merit list of the reported eligible candidates.
- c. For candidates to whom seat is allotted: The Institutes shall admit them provisionally through their logins.
- d. For *remaining candidates**: The Institutes shall check-in the details of these candidates in the NIMI portal through their logins **between 3:00 PM and 7:00**

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PM (subject to physical presence of the candidate and this shall enable such candidates to participate in the subsequent choice filling for allotment against vacancies available in other Institutes.)

**For the purpose of this document, the term “remaining candidates” shall mean those candidates who have physically reported in the Institute where they wish to seek SPOT admission, but could not be allotted seat due to unavailability.*

11. Choice filling for these **checked-in candidates only** shall be opened by NIMI from 10.09.2026, 08:00 PM to 11.09.2026, 04:00 PM. Candidates may fill their choices in the order of their preferences.
12. NIMI shall generate and display the “On-the-Spot-Mop-up round” merit-based seat allotment list on its portal on 11.09.2026 at 5:30 PM, based on the candidates' merit and choices filled against the vacancies available across the Institutes.
13. For “On the Spot - Mop up round” allotment, the total vacancies available in each Institute and trade shall be considered as a single pool. No reservation policy shall be applicable while preparing the “On-the-Spot-Mop-up round” merit-based allotment.
14. The time frame for **physical admission** of candidates allotted provisional admission in Institutes in “On-the-Spot-Mop-up round” shall be from **17.09.2026 to 18.09.2026**.
15. Document verification for the candidates who have been allotted a seat in “On the Spot - Mop up round” shall be done at the allotted Institutes only at the time of physical admission.
16. Candidates allotted seats through the “**On-the-Spot-Mop-up round**” **must have paid the counselling fee**. In case the counselling fee has not been paid earlier, the payment option shall be made available in the candidate's login/dashboard. The Provisional Admission Letter shall be generated only after successful payment of the counselling fee.
17. The **CITS session 2026-27** for “**On-the-Spot-Mop-up round**” trainees shall commence from **21st September 2026**. (Refer Annexure-I for timeline)
18. The admission committee shall ensure that the entire process of “On the Spot - Mop up round” is carried out with due diligence in adherence to these guidelines.
19. No representative of the candidate shall be permitted to participate in the “**On-the-Spot-Mop-up round**”. The candidate must be present in person to participate in the “**On-the-Spot-Mop-up round**”.

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20. Candidates are required to maintain discipline during the admission process. Any case of indiscipline may invite disciplinary action, including rejection of candidature/cancellation of admission. However, any such activity needs to be reported immediately to the RDSDE and HoOs/ Principals of concerned institute.
21. Report of admitted trainees may be provided to CFI division on daily basis (emails to cfi-dgt@dgt.gov.in with cc to chegondi.murthy@dgt.gov.in), stating number of trainees reported trade-wise, admitted, rejected and denied. A detailed report/ log may also be maintained by the institute stating the reasons of denial/rejection of trainees, etc.

This issues with the approval of competent authority.

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21-08-26

(निर्माल्य नाथ)
संयुक्त 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
21/08/26

(मोनिका चौधरी)
सहायक निदेशक, सीएफआई

Annexure-1

Timeline for CITS Session 2026-27 – “On-the-Spot-Mop-up round” admissions

Date	Time	Activity
09.09.2026	Up to 1:00 PM	Institutes to collect applications from eligible candidates.
09.09.2026	1:00 PM–5:30 PM	Trade-wise merit list preparation and seat allotment on the NIMI portal against vacant seats.
09.09.2026	After 1:00 PM	Candidates reporting after 1:00 PM shall be considered for merit on Day 2, subject to availability of seats.
10.09.2026	Up to 1:00 PM	Institutes to collect applications from candidates arriving on Day 2, along with applications received after 1:00 PM on Day 1.
10.09.2026	1:00 PM–5:30 PM	Trade-wise merit list preparation and seat allotment on the NIMI portal against vacant seats.
10.09.2026	3:00 PM–7:00 PM	Check-in of remaining candidates who could not be allotted seats due to non-availability of seats.
10.09.2026– 11.09.2026	8:00 PM–4:00 PM	Choice filling by checked-in candidates.
11.09.2026	—	No reporting of trainees to institutes.
11.09.2026	5:30 PM	NIMI displays the “On the Spot - Mop up round” merit-based seat allotment list.
17.09.2026– 18.09.2026	—	Physical admission of “On the Spot - Mop up round” trainees at the allotted Institutes and document verification.
21.09.2026	—	Commencement of CITS Session 2026–27 for “On the Spot - Mop up round” trainees