Applicant Guidelines — ITI Admission 2026-27

Directorate of Employment, Craft & Training (DECT), Government of Meghalaya

Important: Please read these guidelines completely before starting your online application. Keep all required documents (in correct size and format) ready in soft copy before you begin. Merely submitting the application does **NOT** guarantee admission – selection is strictly on the basis of merit, trade eligibility and document verification.

1. Admission Session

Online applications are invited for admission to Industrial Training Institutes (ITIs) under DECT, Government of Meghalaya for the Session **2026-27** (one-year and two-year courses under CTS).

Event	Date / Window
Online application starts	To be notified
Last date to submit application	To be notified
Document verification at ITI	To be notified
Provisional Merit List publication	To be notified
Counselling & Seat Allocation	To be notified
Fee payment (online)	Within 5 days of seat allocation
Commencement of Classes	To be notified

Note: *Applicants are advised to check the portal regularly for any changes to these dates.*

2. Before You Begin

Please keep the following ready before you start filling the online application:

- Email address (latest update notification and communication details will be sent to this email).
- Mobile number for OTP verification and SMS updates on application status, merit list, counselling, etc.
- All supporting documents scanned in the specified size and format (see Section 5).
- A recent passport-size colour photograph.
- Scanned signature as per specifications.
- A valid Aadhaar number (for identity and address verification).

3. Eligibility

3.1 General Eligibility

- The applicant must be an Indian citizen.
- The applicant should normally be a resident of Meghalaya (PRC / Residence certificate required for Meghalaya domicile seats).
- Minimum age on the date of admission: 14 years. There is no upper age limit.
- The applicant should be medically fit to undergo practical training in the chosen trade.

3.2 Academic Qualification (Trade-wise)

Minimum Qualification	Offered Trades	Duration
Passed Class 8	Plumber, Welder, Carpenter, Surface Ornamentation (Embroidery), Driver Cum Mechanic (LMV)	6 months – 1 year
Passed Class 10	Electrician, Fitter, Mechanic Motor Vehicle, Stenographer, COPA, Multimedia Animation & SFX	1 – 2 years

Minimum Qualification	Offered Trades	Duration
Passed Class 10 with Science & Math	Electrician, Fitter, Mechanic Motor Vehicle	2 years

The complete trade-wise eligibility, NSQF level, duration and seat matrix is available in the document "List of Trades for Admission" on the DECT portal. Applicants must verify the exact entry qualification of the trade they are applying for before submitting.

4. Documents Required

Keep the following documents ready in soft copy (scanned / clear photograph) before you start the online application. Scanned copies should be clear, readable and of the original (colour) document. Documents marked **Mandatory** are required from every applicant; the rest are required only if they apply to you.

SL.	Document	When Required
1	Recent passport-size colour photograph	**Mandatory.** White / light background, face clearly visible, taken within the last 6 months
2	Scanned signature of the applicant	**Mandatory.** On plain white paper, in black or blue ink
3	Proof of Date of Birth	**Mandatory.** Any ONE of: Birth Certificate, Class 10 (SSLC) Admit Card, Class 10 (SSLC) Pass Certificate / Marksheet
4	Class 8 Marksheet / Pass Certificate	**Mandatory.** Proof of minimum qualification
5	Class 10 Marksheet / Pass Certificate	Required if the selected trade needs Class 10, or if Class 10 is your highest qualification
6	Residential / Permanent Residence Certificate (PRC)	**Mandatory.** Proof of residence in Meghalaya
7	Higher Education Marksheet (Class 12 / Diploma / ITI / Degree)	Only if you hold a qualification above Class 10
8	EWS / Income Certificate	Only if you are applying under the EWS (Economically Weaker Section) category
9	Person with Disability (PwD) Certificate	Only if applying under the PwD quota (minimum 40% disability)
10	Migration / Transfer Certificate	Only if you passed Class 8 / Class 10 from a Board outside Meghalaya, or on transfer
11	Character / Conduct Certificate	Optional. From the last attended school (not older than 6 months)

Please note: All scanned copies of enclosures should be clear and readable. Blurred, cropped or partially visible documents may be rejected at the verification stage, which can lead to cancellation of the application. Your Aadhaar number is captured during registration for identity verification – you do **not** need to upload an Aadhaar card image.

5. Document Upload Specifications

The online portal accepts the following file formats. Please keep each file clear and reasonably small.

SL.	Document	Accepted Format	Recommended Max Size
1	Passport-size photograph	JPG / JPEG / PNG	100 KB
2	Signature	JPG / JPEG / PNG	50 KB
3	Date of Birth proof	PDF / JPG / JPEG / PNG	1 MB
4	Class 8 / Class 10 / Higher Education Marksheet	PDF / JPG / JPEG / PNG	1 MB
5	Residential / PRC Certificate	PDF / JPG / JPEG / PNG	1 MB
6	EWS / PwD / Migration / Character & other certificates	PDF / JPG / JPEG / PNG	1 MB

Additional upload rules

- Allowed formats: **JPG, JPEG, PNG and PDF**. Other formats (DOC, DOCX, HEIC, etc.) are not recommended.

- **NOTE:** Please avoid password-protected PDFs – they cannot be opened during verification.
- Photograph dimension recommended: 3.5 cm × 4.5 cm (or approximately 200 × 230 pixels), portrait orientation.
- Signature dimension recommended: 3.5 cm × 1.5 cm, on plain white background.
- Each document must be uploaded as a single file – do not combine multiple documents into one.
- File names should not contain special characters or spaces. Example: `class10_marksheet.pdf`
- Once uploaded and the application is submitted, documents cannot be changed. Please review carefully before final submission.

6. How to Apply – Step by Step

1. Visit the official portal **dectmeg.nic.in** and click on "Apply Online for ITI Admission".
2. Click on "New Registration" and create an account using your email ID and mobile number. An OTP will be sent to your mobile to activate the account.
3. Login with your registered credentials.
4. Fill in the application form section by section: Personal Details, Contact & Address, Parent / Guardian Details, Educational Qualification, Category & Reservation, and Trade / ITI Preferences.
5. Preview every section. Fields marked with an asterisk (*) are mandatory.
6. Upload all mandatory documents as per Section 5 specifications.
7. Verify all details in the final preview screen. Tick the declaration / self-attestation checkbox.
8. Click "Submit". On successful submission, a confirmation email and SMS will be sent to your registered email and mobile.
9. Your unique Application ID will be generated automatically and sent via SMS and email.
10. Immediately after submission, download and take a printout of the Acknowledgement Slip / Application PDF. Keep it safely – it will be required during document verification and counselling.
11. Track the status of your application at any time using your Application ID under "Check Status" on the portal.

> **Multiple Trade Preferences:** Applicants who wish to apply to more than one trade may do so through the same login by selecting multiple trade preferences.

7. Application Fee & Admission Fee

- There is **NO application fee** for submitting the online ITI admission application.
- The admission / tuition fee (to be paid only after seat allocation) are as defined by the authority.
- Admission related payments can be made through the online payment options provided on the portal (UPI / Net Banking / Debit / Credit Card) or Cash payment at the ITI during admission process.
- A digital fee receipt will be generated automatically and will be available under the applicant's login.
- The fee once paid is non-refundable except in cases where admission is cancelled by the Institute.

8. Reservation Policy

Reservation of seats will be implemented as defined by the DECT authority. Applicants availing reservation must upload the valid certificate issued by the competent authority. Reservation will be applied in the following categories:

- Persons with Disability (minimum 40% disability)
- Women candidates
- EWS (Economically Weaker Section)

Applicants not claiming reservation should apply under General / Unreserved category.

9. Merit List, Counselling & Admission

- Selection is strictly on the basis of merit (marks in the qualifying examination) and trade-wise eligibility.
- The Provisional Merit List will be published on the DECT portal. Applicants can download their individual rank card from their login.
- Shortlisted candidates will be called for Online / Offline Counselling based on schedule. Call-letters will be sent through SMS, email and the portal.
- Seat allocation will be done during counselling based on merit, category, trade preference and seat availability.
- After seat allocation, the candidate must pay the admission fee online and report physically to the allotted ITI with originals of all uploaded documents for final verification within the stipulated time.
- Failure to pay the fee or report on time will automatically cancel the seat allotment.

10. Do's and Don'ts

Do's

- Use your own email ID and mobile number – many communications will be sent only to these.
- Fill in the name, father's / mother's name and date of birth exactly as they appear on your Class 10 (or Class 8) certificate.
- Scan original documents only. Ensure they are clear, readable and in colour.
- Review every entry in the final preview before submitting the form.
- Take a printout of the Acknowledgement Slip after submission and keep it safely.
- Visit the DECT portal regularly for merit list, counselling schedule and notifications.

Don'ts

- Do not submit more than one application using different email IDs – duplicate applications will be rejected.
- Do not share your login credentials, OTP or Application ID with anyone.
- Do not upload blurred, cropped, photocopied or notarised-only documents. Originals are required at verification.
- Do not use special characters, symbols or emojis in any field.
- Do not wait until the last day – portal traffic is very high close to the deadline.

11. Declaration by the Applicant

By submitting the online application, the applicant (and parent / guardian, in case of minors) declares that:

- All information furnished is true, complete and correct to the best of their knowledge.
- The uploaded documents are genuine copies of the originals and can be produced for verification.
- They will abide by the rules, regulations and code of conduct of the ITI and DECT, Government of Meghalaya.
- They understand that submission of the application does not automatically confer any right to admission.
- If any information is found to be false or misleading at any stage, the application / admission is liable to be cancelled and appropriate action may be taken.

12. Help & Support

Channel	Details
Helpline (Toll-free)	1800-345-3637 (Monday to Saturday, 10:00 AM – 5:00 PM)
Phone	0364-2223592
Email	dect-meg@nic.in / dectmeg@gmail.com
Office Address	Directorate of Employment, Craft & Training, Government of Meghalaya, Shillong – 793001
On-ground assistance	Meghalaya One / CSC (Common Service Centres) across the State can help applicants in remote areas with registration and document upload.
ITI-level support	Each ITI has a nodal officer for admissions. Contact details of all 13 ITIs are listed on the DECT portal under "ITI Network".

Disclaimer: Merely submitting the application form does not guarantee acceptance for admission. Candidates are advised to go through the trade list, entry qualifications, NSQF level and ITI details carefully before applying. The Directorate of Employment, Craft & Training, Government of Meghalaya reserves the right to modify the schedule, seats or procedure at any stage, with appropriate notice on the DECT portal.