

ADVANCED TRAINING INSTITUTE  
M/O SKILL DEVELOPMENT & ENTREPRENEURSHIP  
DIRECTORATE GENERAL OF TRAINING  
SION, CHUNABHATTI  
MUMBAI-400022

**HOW TO APPLY FOR SHORT TERM COURSES- INDIVIDUAL PARTICIPANT &  
SPONSORED CANDIDATE .**

**FOR PRIVATE CANDIDATE :**

1. PARTICIPANT MAY SELECT INTERESTED TRAINING FIELD FROM SUB-MENU SHORT TERM TRAINING COURSES UNDER TRAINING COURSES MENU .
2. DOWN LOAD APPLICATION FORM .
3. DULY FILLED APPLICATION FORM TO BE SENT TO DIRECTOR – ATI MUMBAI ADDRESS BY POST OR BY HAND AT LEAST 30 DAYS BEFORE STARTING OF COURSE.
4. ATI MUMBAI WILL SEND CONFIRMATION LETTER .
5. REGISTRATION FEE & COURSE FEE TO BE DEPOSITED AT TIME OF ADMISSION ONLY .

**FOR SPONSORED CANDIDATE :**

1. SPONSORED ORGANIZATION MAY SELECT INTERESTED TRAINING FIELD FROM SUB-MENU SHORT TERM TRAINING COURSES UNDER TRAINING COURSES MENU .
2. SEND FORMAL REQUEST LETTER ON ORGANIZATION LETTER HEAD ,MENTIONING PARTICIPANTS NAME, NAME OF COURSE, STARTING & ENDING DATE AT LEAST 30 DAYS BEFORE OF COMMENCING OF COURSE.

**OR**

DOWN LOAD APPLICATION FORM .

DULY FILLED APPLICATION FORM WITH SPONSORED ORGANIZATION STAMP & SIGNATURE OF COMPETENT AUTHORITY TO BE SENT TO DIRECTOR – ATI MUMBAI ADDRESS AT LEAST 30DAYS BEFORE STARTING OF COURSE.

3. ATI MUMBAI WILL SEND CONFIRMATION LETTER ALONG WITH TOTAL COURSE FEES .
4. FEES MAY BE DEPOSITED AT THE TIME OF ADMISSION OF PARTICIPANTS .