

**FEE TO BE SUBMITTED ALONGWITH
REGISTRATION FORM:**

ALL CANDIDATES (OTHER THAN SC/ST):	RS. 1250/-
SC/ST CANDIDATES ONLY :	RS. 1000/-

**LAST DATE OF SUBMISSION OF ONLINE REGISTRATION FORM:
15 JUNE, 2016**



**THE REGISTRATION FORM WILL BE
AVAILABLE ON THE COUNSELLING
WEBSITES**

www.punjabteched.com

-or-

www.psbte.gov.in



AT A GLANCE

- ◇ **This prospectus is common for Admission in the institutions affiliated to the Board located in the state of Punjab and union territory of Chandigarh.**
- ◇ **No separate Registration Form will be required by candidates seeking admission to Govt. Polytechnic for Women, Sector-10. The candidates need not submit separate Registratin form to these institutes for admission therein. However, candidates desirous of taking admission in institutes located in UT-Chandigarh are advised to study the prospectus issued by Chandigarh Administration for further details.**

⌘ IMPORTANT ⌘

1. Last date for filling online Registration Form - **15 June, 2016**
 2. Online Counselling for admission is likely to begin in the third week of June. Exact date will be notified in the newspapers/Websites. No separate information will be sent to the candidate.
- ☞ Admissions will be made on basis of inter-se merit and as per the reservation policy of the Government of Punjab and Chandigarh Administration.

Candidates are advised to keep visiting these websites for latest information about admission

**www.punjabteched.com
www.punjabteched.net**



List of Institutes offering Modern Office Practice courses

		Intake
1.	Government Polytechnic College for Girls, Jalandhar	30
2.	Government Polytechnic College, Khunimajra	30
3.	Government Polytechnic College for Girls, Patiala	60
4.	Mai Bhago Government Polytechnic College for Girls, Amritsar	30
5.	Government Polytechnic College for Girls, Ludhiana	30
6.	Government Polytechnic for Women, Chandigarh.	30



INTRODUCTION

The Punjab State Board of Technical Education & Industrial Training will be holding counselling for admission to three year Diploma in Modern Office Practice in the institutions affiliated to the Board from third week of June.

The candidates are advised to read the entire prospectus carefully before filling online Registration Form.

1. ELIGIBILITY

Eligibility for admission to three year Diploma Course in Modern Office Practice:

- i) The minimum educational qualification for admission to three year diploma course in Modern Office Practice will be 10+2 with or without Science. In the case of reserved seats, the relative merit of the candidates shall be determined within each category of reservation.
- ii) There is no lower or upper age limit for admission.
A Seat once allotted cannot be changed. The candidates should also exercise their option of Institution, very carefully as the candidates shall not have any claim to the change of institution. The admission to the seats reserved for sportsmen/ sportswomen category will be made as per the policy framed by the Sports Department, Govt. of Punjab/ U.T.

2. SUBMISSION OF ADMISSION FORM

1. Last date of Submission of online Registration Form is 15th June 2016.
2. All entries in the admission form must be filled by the candidate's himself.
3. Original certificates are to be shown at the time of counseling to the Central Admission Committee.
4. Fee to be submitted alongwith the Registration Form is Rs. 1250/- for all Candidates other than SC/ST. (Rs 1000/- for SC/ST candidates)
5. The online Registration Form shall be rejected if –
 - i) The entries are incomplete.
 - ii) The candidate is ineligible to apply for admission.
 - iii) Applications not accompanied by requisite fee.

3. PROCEDURE FOR ON-LINE COUNSELING

National Informatics Centres (NIC), New Delhi has been entrusted with the task of implementing ON-LINE OFF CAMPUS counseling. The procedure to be followed for ON-LINE OFF CAMPUS counseling is as under.

Objectives

The Board has adopted ON-LINE OFF CAMPUS counseling with following objectives:

- 1 To bring 100% transparency in seats allotment and admissions.
- 2 To build strong public interface to minimize travel burdens on the students and their parents for counseling.
- 3 To providing enough time to students for submission, change, delete, selection of multiple choices courses/institutes from anywhere any time.
- 4 To make provide of required information, answers to queries, reports at different levels through the counseling website.
- 5 To organize centralized database and centralized monitoring.
- 6 To achieve Paper-Less counseling.
- 7 To make secured and controlled data access at every level.

Strategies

NIC has been entrusted to accomplish the task of Software development, testing and implementation of Web based ON-LINE OFF CAMPUS registration and counselling for admissions to all AICTE approved technical diploma level courses being run in all technical institutions in the State. To achieve the said objectives, a website shall be launched by National Informatics Centres (NIC), the premier Science & Technology organization of Government of India under Union Ministry of Information Communication and Technology. The website shall entail all the information, procedures, instructions and guidelines for online counseling.

1. Admissions shall be made through ON-line counseling by NIC, in collaboration with the Board. Detailed instructions for online admission procedure will also be available on Board's websites www.punjabteched.net and www.punjabteched.com.

2. To participate in ON-LINE counseling, it shall be mandatory for every candidate to register through counseling website as per schedule available on the website.
 3. The candidates who participate successfully in the counseling will be required to exercise their initial choices of branches and Institutes through Internet from places of their convenience or the designated polytechnics.
 4. The procedure for exercising choices or seeking other information is simple and menu driven. It shall guide the candidates by appropriate messages on the computer screen.
 5. After declaration of the result of the 1st counseling, the candidates shall be directed to report in the allocated institute for verification of requisite testimonials in original. The admission of the candidates shall be confirmed after depositing the requisite semester fee in the bank account of the Board .
 6. After joining by a candidate at the designated Polytechnic, such institute shall update the status of joining/ non reporting online. Students joining the Institutes can also see the list of admitted students under one particular Institute at the counseling site "www.psbte.gov.in"
 7. The candidates, who would like to upgrade their earlier allotted seats in the 1st counseling are also permitted to participate in the subsequent counseling. In such cases, if candidate is allotted a seat in subsequent counsellings, his previous allotment of seat stand automatically cancelled and the candidate shall not have any claim whatsoever on the previous allotment.
 8. At the time of candidate reporting for verification of certificates and confirmation of the seat, the institute shall confirm his admission only after verifying his testimonials in original and proof of fee deposited.
- ♦ Certificate in support of claim under reserved category.
 - 2. **Attested copies** of above certificates.
 - 3. One recent stamp size **photograph**.
- 4. I) STATE WISE ALLOCATION OF SEATS (PUNJAB):**
- i 85% seats will be reserved for the candidates from within the State and 15% will be open to candidates on All India basis.
The eligibility criteria for 85% seats will be that the candidate must be resident of Punjab State in terms of Punjab Govt. Department of Personnel and Administrative Reforms (PP-I Br.) letter No. 1/395-3PP1/96'19 dated the 6th June 1996 and letter No. 1/3/95-PP-II/81 dated the 1st January, 1999 and should have passed qualifying examination from any recognised Board/University.
In case, the residence certificate is found at any stage to be false or incorrect, the admission against Punjab quota shall be liable to be cancelled, without prejudice to any criminal proceedings that may be initiated. Furthermore, the fees or any other amount paid, including advance or security, shall be automatically treated as forfeited.
 - ii. The above condition regarding a candidate being resident of Punjab shall not be applicable to the following categories of candidates:-
 - a. Candidates seeking admission under NRI quota, if eventually permitted;
 - b. Children, wards and dependents of Punjab Government employees and employees of Boards/ Corporations/ Statutory Bodies/ Companies/ Co-operative Societies set up or owned or controlled by the Punjab Government, including those established by or under an Act of the State of Punjab or a Central Act, by the Punjab Government, posted within or outside the state of Punjab.
 - c. Children, wards and dependents of members of All-India Services borne on Punjab Cadre, irrespective of where the officer is posted. This shall also include children, wards and dependents of members of All-India /Services borne on cadres other than that of Punjab, provided the said officers is on deputation with Punjab Government or any of its Board, Corporations, statutory bodies, companies, co-operative societies

Candidates must bring the following certificates at the time of admission (reporting to the institute) :

1. **Original Certificates:**
 - ♦ Qualifying Examination Detail Marks Card
 - ♦ Matriculation Certificates (Date of Birth)
 - ♦ Character Certificate from institutions last attended
 - ♦ Proof of Residence/Domicile Certificate

enumerated in sub-para (b) above, irrespective of his place of posting.

- d. Children, wards and dependents of the Central Government employees who have served for at least two years in connection with the affairs of the Punjab Government or any of its Boards, Corporations, Statutory Bodies, Companies, Co-operative Societies enumerated in sub-para (b) above out of 5 years preceding the year of entrance examination.
- e. Children, wards and dependents of those Punjab Government pensioners settled outside Punjab.
- f. Children, wards and dependents of military/ para-military forces personnel belonging to the State of Punjab as per record at the time of their entry in service (A certificate on prescribed performance by the Commanding officers of the Unit has to be furnished); and
- g. Children, wards and dependents of the ex-employees of military/ para-military forces personnel belonging to the State of Punjab as per record at the time of their entry into service.

The guidelines issued for the grant of residence certificates/ bonafide resident of Punjab by the Department of Personnel and Administrative Reforms (PP-2 Br.)- vide No. 1/3/95-3P-2/9619, dated the 6th June, 1996 and I.D. No. 1/2/96-3PP-2/8976, dated 7th July, 1998 and No. 1/3/95-3PP-2/80 dated 1st January, 1999 and further instructions, issued by that

Department, if any, will be adhered to in letter and spirit while making admission.

Note : In case the 15% seats reserved for candidates on all India basis remain unfilled, the vacant seats shall be merged with the 85% quota seats for internal candidates of Punjab.

4. II) STATE WISE ALLOCATION OF SEATS (UT):

85% seats of the total sanctioned intake of the institution situated in Union Territory of Chandigarh will be filled up from amongst the students who pass their qualifying examination from Schools recognized by Chandigarh Administration and situated in the Union Territory, Chandigarh under UT Administration. (This is as per the Chandigarh Administration notification No. 16/2/103-1H(3)-2003/12030 dated 26.06.2003.) These seats will be termed as "U.T.Pool". The remaining 15% seats will be filled from amongst the students who pass their qualifying examination from the institution other than those located in the Union Territory, Chandigarh or otherwise. These seats will be termed as "General Pool".

In case the list of applicants of General Pools exhausts and the seats of General Pool are still unfilled, the same will be filled-up out of UT-Pool. Similarly the unfilled seats of UT-Pool will be filled out of General Pool in case the list of applicants of UT Pool exhausts.

5. RESERVATION :

The Board shall make admissions to the affiliated institutes located in Punjab and the Union Territory of Chandigarh as per the reservation policy given by the respective Governments.

5.1 RESERVATION OF SEATS - PUNJAB

I The Reservation of seats for admission to Polytechnics in Punjab is as under: -

Sr. Category No.	Reservation of Seats
i. General Category	
ii. Scheduled Castes/ Scheduled Tribes	25%
iii. Backward Classes	5%
iv. Border Areas	2%
v. Backward Areas	2%
vi. Sportspersons	2%
vii. Children/ Grand Children of Freedom Fighters	1%
viii. Disabled Persons:	
a. Blind	1%
b. Deaf & Dumb	1%
c. Other Handicapped (If suitable candidates are not available in anyone of these sub- categories, the seats so available will be filled up by candidates from the other sub-categories of disabled candidates and if they are not available in any sub-category then seats shall be filled up from the general category candidates).	1%
ix. Children/ widows of defence personnel killed or disabled to the extent of 50% or more in action, wards of gallantry awardees, children of serving defence personnel/ ex-servicemen (2%). The priority to this category is given as under.	2%
a) Killed in action	
b) Disabled in action & Boarded out of service.	
c) Died while in service & death attributable to military service.	
d) Disabled in service & Boarded out of service with disability attributable to military service.	
e) Gallantry award/ other award winners both serving / retired	
f) Serving Defence Personnel/ Ex-servicemen.	
x. Children / widows of Para military forces personnel, Punjab Police, PAP and Punjab Home Guards killed or disabled in action to the extent of 50% or more; and children of paramilitary forces personnel/ ex-paramilitary forces personnel, wards of Punjab Policeman decorated with Gallantry Medals.	2%
xi. November 1984 riots affected displaced persons, children of Army deserters killed / 100% physically disabled, children of the families of persons killed as a result of terrorist violence or by security forces acting in aid of civil authorities and the children of innocent civilians who have sustained 100% disability in terrorist violence or during operation by security forces acting in aid of civil authorities.	2%
xii. The reservation for T-Sunami affected persons shall be available for children/ grand children of original Ex-servicemen settlers of Campbell Bay island only or student suffering from cancer / AIDS / Tharassemia (the claimant candidate will have to submit a certificate as a proof from the National Medical Institute like PGI, AIMS etc.in support of in his/her claim)	1%
xiii Sibling (single) Girl Child or one of the Girl of parents having two or more girls and having no male child (An affidavit on a stamp paper worth Rs. 20/- duly attested by 1st class Magistrate to obtained from teh parents of the girl child.	1%

II A candidate will be allotted only one seat in the category of his preference, even if he belongs to more than one reserved category. **A seat once allotted to a candidate in any category shall not be changed under any circumstances and he/she will not be allowed to claim seat in any other category.**

- III The seats reserved for a particular category shall be deemed to be un-reserved and shall be thrown open to general category if the required number of candidates in that category are not available.
- IV The concerned Government may change the reservation without any prior notice.
- V The admission to the seats reserved for Sports category will be made as per policy framed by the Sports Department, Punjab. The candidates shall be required to produce gradation certificate in support of their claim in this category.
- VI Candidates opting for different reserved categories must attach proof thereof along with Admission Form on the certificate as per specimen given in this prospectus. They must also bring original certificates as proof of their claim at the time of counselling.

Certificate to be produced by a candidate belonging to Backward Class of Punjab in support of his/her claim under this category must not be dated earlier than one year before the first day of the counselling for admission. A certificate more than one year before the counselling date shall not be valid. Column ii of this certificate (Form No. 4) must be filled both in figures & words.

5.2 RESERVATION OF SEATS - CHANDIGARH(UT)

Reservation of seats for institutions located in the UT-Chandigarh will be as per guidelines issued by the Chandigarh Administration. For details kindly refer to prospectus of GPW Chandigarh.

Break-up of seats for various categories for admission to Institutions located in Chandigarh is given at **Annexures -II to III.**

6. NUMBER OF SEATS :

The number of seats allocated for each institution can be seen on page No. 3, and profile of the institutions can be seen on page No. 3 of the prospectus. These numbers

are tentative and there may be alteration in the number of Institution/courses or in the sanctioned intake of each courses before the start of admissions. The exact information will be displayed on the website at the time of counselling.

7. FEES :

The 2016-2017 session's fee structure for the institutions located in Punjab and Chandigarh is available on page No. 31 In case of any change, the same will be notified at the time of counselling.

Important Note : Candidates must pay the requisite fee at the time of counselling. Allotment of seat is not final till payment of the requisite fee by the candidate. Hence, the candidates who do not pay the fee at time of counselling will not be admitted and if any seat is allocated, it shall be cancelled immediately.

8. REFUND OF FEES :

In the event of a student/candidate surrendering the seat before starting of the course, the entire fee collected from the student after a deduction of the processing fee of not more than Rs. 1000/- shall be refunded. However if a student leaves after joining the course and the seat consequently falls vacant is filled by another candidate by the last date of admission, the fee shall be refunded after making proportionate deductions of fee and hostel rent (where applicable).

The request for refund of fee should be made to the Board as well as to the concerned institute within 30 days of the end of counseling.

9. OTHER INSTRUCTIONS :

The candidate must give correct information in the Registration Form, and any information found incorrect or false at a subsequent stage shall render the student liable to expulsion from the institution.



Government Notifications
Annexures &
Forms

**GOVERNMENT OF PUNJAB
DEPARTMENT OF TECHNICAL EDUCATION
AND INDUSTRIAL TRAINING, PUNJAB
(TECH. EDU. BRANCH-II)**

NOTIFICATION

No.8/6/2016-4TE2/700771/1

Dated : 01.03.2016

The Governor of Punjab is pleased to appoint the Punjab State Board of Technical Education and Industrial Training, Chandigarh (hereinafter the Board) as the authority competent to make admission to Three Year Diploma in Modern Office Practice, for the academic session 2016-17. The Board shall also recommend and authorize admission to the Three Year Diploma in Modern Office Practice being run in various Polytechnics/ Institutions located in the State of Punjab, which stand approved by the All India Council of Technical Education for the session 2015-16. Any addition of courses or any increase or decrease in the seats for the year 2016-17, the Board is authorized for affiliation of the Polytechnics/Institutes at its own level as per the procedure laid down on the basis of the approval of All India Council of Technical Education.

Admission to the diploma in MOP course shall be made subject to grant of affiliation by the Punjab State Board of Technical Education & Industrial Training and approval by the AICTE:-

A. ELIGIBILITY FOR ADMISSION TO DIPLOMA IN MODERN OFFICE PRACTICE

- I. All those candidates who have passed the 10+2 examination with or without Science from a board recognized or established by Central/ State Government through a legislation shall be eligible to apply for Three Years Diploma in Modern Office Practice.
- II. From the Academic session 2016-17 85% seats shall be reserved for the internal candidates from within the State of Punjab and 15% shall be open to the candidates from outside Punjab on All-India basis.
- III. The Eligibility criteria for 85% seats will be that the candidate shall be a resident of Punjab State as per Punjab Government, Department of Personnel and Administrative Reforms (PP II Branch) letter No. 1/3/95-3PPII/9619 dated 6th June 1996 and letter No. 1/3/95-3PPII/80 dated 1st January, 1999 (attached as Annexure I) and should have passed the 10+2 with science/ without science examination from an institution/school affiliated to Punjab School Education Board/CBSE/ICSE/ National Open School situated in Punjab. The candidate would be required to submit a certificate to this effect from the Principal/Head of Institution last attended in the prescribed proforma as given in the prospectus.
- IV. Apart from the basic educational qualification prescribed above, the general eligibility criteria shall be as has been mentioned in Punjab Government, Department of Technical Education and Industrial Training Memo. No. 35/44/95-1T(2)/978 dated 21st March, 2003, which is attached as Annexure-II.
- V. The State Board of Technical Education and Industrial Training, Punjab shall formulate a scheme for making admissions.
- VI. Admission of candidates, who fulfill all other conditions, shall be made on the basis of the relative merit in qualifying examination subject to reservation of seats, detailed instructions in respect of which are given in Para C of this notification.
- VII. The students shall pay the fees/development fee and other charges both for the various seats, as per rates of fees/development fee and other charges as fixed by Government of Punjab/UT of Chandigarh or the Board.
- VIII. The fee structure for Foreign Nationals/Persons of Indian Origin shall be the same as is in vogue for NRI candidates.
- IX. The guidelines for admission of Kashmiri migrants shall be as per Punjab Government Notification No. 35/44/95-ITE2/3244 dated Chandigarh the 30th August 2001 which is attached as Annexure III.

- X. The guidelines for admission of Foreign Nationals/ Persons of Indian Origin shall be as per Punjab Government Notification No. 13/75/2001-ITE2/296 dated Chandigarh the 23rd January, 2002 which is attached Annexure IV.
- XI. The management quota shall be as per Punjab Govt. Department of technical Education and Industrial Training Memo no 13/129/2003-1TE2/1247 dated 25th April 2008 and No. 13/129/2003-1TE2/1892 dated 20th June 2008 as amended from time to time which is attached as Annexure V.
- XII. There shall be no bifurcation of the seats into “free seats” and “paid seats” .This is in compliance with the judgment of the Hon’ble Supreme Court of India vide its judgment the case of T.M.A. Pai Foundation and other vs. State of Karnataka and others (2002) 8 SCC 481: AIR 2003 SC 355, and the instructions of Government of India, Ministry of Human Resource Development and the AICTE.

B. ONLINE- COUNSELLING

- I. The admission to Three years diploma course in Modern office Practice shall be conducted through web based online counseling for the academic year 2016-17 and therefore physical presence of candidates for the counseling will not be necessary.
- II. During the online counseling, candidate shall be given opportunity to exercise choice of institutes / trade in centralized counseling and thereafter the vacant seats, if any, shall be filled by the institute on the criteria of admissions under management quota.
- III. The Board shall give a public notice in leading newspapers regarding the schedule of counseling.
- IV. While fixing the date of counseling for admissions, the Board shall keep in view the cut off date and schedule for approval by All India Council of Technical Education for the academic session 2016-17.
- V. There shall be two rounds of centralized counseling by State Board of Technical Education, Punjab Chandigarh. The 2nd counseling should be over by 10th of July 2016 and the admission consequent to this, should be allowed till 15 July. There after the direct admissions at the college level shall be allowed for vacant seats. The Punjab State Board of Technical Education Punjab, Chandigarh will

issue necessary instructions to the institutions on 16 July 2016 in this regard.

C. RESERVATION:

- I. The reservation of seats shall be as per Punjab Government, Department of Technical Education and Industrial Training Memo. No. 35/44/95-1T(2)/ 975-77 dated 20th March, 2003, which is attached as Annexure-II. As regards the reservation of seats of Chandigarh Polytechnics, the same shall be as per the policy intimated by the Chandigarh Administration to the Board.
- II. The attention of the applicants desirous of claiming reservation under any category whatsoever is especially drawn to the condition and stipulation that only the certificates that have been issued on or before the last date of counseling shall only be accepted. The candidates are accordingly advised, in their own interest, to get the requisite certificates issued well before the cut-off date, otherwise their certificates shall not be considered and their claim for reservation shall be summarily rejected. No extension shall be granted in this regard, under any circumstances. This provision should be given wide publicity and also included conspicuously in the prospectus–cum-information brochure to be issued by the Board.
- III. The Board shall make a provision in the Admission application form for the candidates to indicate the category, if any, under which they are seeking reservation. The Government of Punjab may also set up a Committee to effect inter se gradation of candidates claiming reservation under certain categories, as indicated in the aforesaid memo dated 20th March, 2003. In the absence of this Committee, the Board shall effect this inter se gradation, in accordance with the criteria laid down in the aforesaid memo dated 20th March, 2003.
- IV. A candidate shall be eligible to make claim for reservation under one reserved category only. However, the procedure for counseling/ allotment of courses and/ or institutes shall be such that if a candidate is getting a course/ institution higher in his/ her order of preference, as a general candidate, he/ she shall be so regarded, not with standing his/ her claim as a reserved category candidate. The seat under the reserved category shall then be offered to the candidates in that very reserved category.

- V The unfilled seat in any reserved category shall be merged in the General Category quota after all eligible candidates of the reserved categories have been called for counseling.

D) ADMISSION SCHEDULED

As per AICTE's notification No. Advt. No. Legal/12 (06) 2012 the admission shall not made after 15th August 2016

E) FEE WAIVER SCHEME

- I. The Admissions under Fee Waiver Scheme of AICTE, shall be made by Punjab State Board of Technical Education & Industrial Training as per Notification No.13/60/08-1TE2-1797 dated 23.05.2011 of Department of Technical Education and Industrial Training, Govt. of Punjab as amended from time to time, which is attached as Annexure VII.

F) OVER-RIDING PROVISION:

- I. Nothing in this notification shall be operative in so far as it is inconsistent with the law of the land as laid down of the judgment of the Hon'ble Supreme Court of India in the case of T.M.A. Pai Foundation

and other vs. State of Karnataka and others (2002) 8 SCC 481: AIR 2003 SC 355). Any such inconsistency may be brought to the notice of the Government of Punjab, clearly highlighting the inconsistency, for immediate rectification.

- II. The institutions which do not make admission on the basis of the Central Admission procedure as notified by the Board, from time to time or violate any of the above terms and conditions, shall automatically stand disaffiliated from the Board without any further notice.
- III. The notifications/ circulars/ instructions of Government of Punjab referred to in A-III, A-IV, A-IX, A-X, A-XI, C-I, E-I & F-I of this notification shall be treated as part of this notification for all purposes and all the provisions of this notification shall be read along with the contents of said notification/ circulars and instructions.

M.P Singh, IAS
Principal Secretary to Govt. of Punjab
Department of Technical
Edu. & Ind. Trg.

GOVERNMENT OF PUNJAB
Department of Technical Education & Industrial Training,
(Technical Education Branch-II)

Memo No. 13/2/05-ITE2/469

Dated: 20th February, 2006.

Subject: Reservation of seats for various categories of candidates for admission to the degree-level courses in Engineering and Technology in various Colleges, including MBA, MCA and B. Pharmacy as well as diploma level courses in Polytechnic Institutions and certificate courses in ITI's in the State of Punjab for the session 2006-07.

Reference Punjab Government Memo No.13/2/05-ITE2/869 dated 4th April, 2005, on the subject noted above.

2. The aforesaid Reservation Policy has been further reviewed and it has been decided to retain the previous policy in terms of substantive percentages of reservations for various categories. The percentage of reservation for each of the categories shall be now as under:-

i. Scheduled Castes/Schedule Tribes	25%
ii. Backward Classes.	5%
iii. Border Areas/Backward Areas (2% each)	4%
iv. Sportspersons	2%
v. Children/Grand Children of Freedom Fighters.	1%
vi. Disabled Persons:	3%
a. Blind	1%
b. Deaf & Dumb	1%
c. Other Handicapped	1%

(If suitable candidates are available in anyone of these sub-categories, the seats so available will be filled up by the candidates from the other sub categories of disabled candidates and if they are not available in any subcategory then seats shall be filled up from general category candidates.)
3. Children/widows of defence personnel killed or disabled to the extent of 50% or more in action, wards of gallantry awardees, children of serving defence personnel/ex-servicemen. The priority to this category is given as under :- **(2%)**
 - a) Killed in action
 - b) Disabled in action and Boarded out of service.
 - c) Died while in service and death attributable to military service
 - d) Disabled in service and Boarded out of service with disability attributable to military service.
 - e) Gallantry award/other award winners both serving/retired.
 - f) Serving Defence Personnel/Ex-servicemen
4. Children/widows of Para-military forces personnel, Punjab Police, PAP and Punjab Home Guards killed or disabled in action to the extent of 50% or more; and children of paramilitary forces personnel/ex-paramilitary forces personnel, wards of Punjab Policemen decorated with Gallantry Medals **(2%)**
5. November 1984 riots-affected displaced persons, children of the Army deserters Killed/100% physically disabled, children of the families of persons killed as a result of terrorist violence or by security forces acting in aid of civil authorities and the children of innocent civilians who have sustained 100% disability in terrorist violence or during operation by Security forces acting in aid of civil authorities **(2%)**
6. The reservation for T-Sunami affected person shall be available for children/grand children of Original Ex-serviceman settlers of Campbell bay Island only or student suffering from cancer/AIDS/Tharassemia(the claimant candidate will have to submit a certificate as a proof from the National Medical Institute like PGI,AIMS etc.in support of in his/her claim) **(1%)**
7. The aforesaid percentage reservation in respect of each category shall, however, be subject to the detailed clarifications and *inter se* gradation criteria as decided in the meeting chaired by Chief Secretary to the Government of Punjab on 13th March 2003, the minutes of which are appended. These minutes and the decisions recorded therein shall be treated as a part and parcel of this communication.
8. Nothing in the aforesaid policy shall apply to the courses run by the three universities in the state, other than Punjab Technical University, Jalandhar, in respect of the courses offered by them in their campuses or their regional centres. Admission to these courses shall be governed by the reservation policy framed by the respective University.
9. These policy instructions shall be subject to the law laid down by the honorable Supreme Court of India in the case of T.M.A. Pai Foundation and others vs. State of Karnataka and others (2002) 8 SCC 481: AIR 2003 SC 355.
10. You are requested to implement the above reservation policy in all the Professional/Engineering Colleges/ Polytechnic Institutions/Industrial Training Institutes and Technical Institutes in the State.

Secretary, Technical Education

The meeting regarding reservation of seats for different categories of candidates for admission to Degree Level Courses in Engineering and Technology in various Colleges, including MBA, MCA and B. Pharmacy as well as Diploma level courses in Polytechnic Institutions in the State of Punjab for the session 2003-04, held under the Chairmanship of the Chief Secretary to Government, Shri Y.S.Ratra, in his office room, on 13th March, 2003, at 3.30 P.M.

The list of the officers who attended the meeting, is given in Annexure "A".

At the outset, Secretary Technical Education introduced the subject of the meeting. He apprised that the Department of Technical Education and Industrial Training had been issuing guidelines from year to year for giving effect to the Punjab Government's policy regarding reservation of seats in the aforesaid institutions, for candidates belonging to various categories. These instructions were based on the policy instructions received from various other Administrative Departments, dealing with such specific categories. The necessary communication pertaining to the previous year i.e. Current Academic Session 2003-04) had been issued vide communication No. **35/44/95-1TE2/1824, dated 21.05.2002** (annexed to the agenda note).

2. The Department had been facing practical difficulties and interpretational problems at the time of counselling and admission. These had accordingly been summarized in the detailed agenda note.

3. The Secretary Technical Education made it clear that there was no proposal to change percentage already earmarked for various categories, or to add or delete any category, but only to issue clarifications and also take decision regarding the internal gradation, if any, within a specific category.

4. Thereafter, each item was discussed *ad seriatum* and the following decisions were taken :-

1. Sports Persons :

Joint Secretary Sports apprised that the Sports Department had already adopted a comprehensive policy regarding gradation of sports certificates. He clarified that the objective was to give preference to "A" category over "B" category, even if the marks obtained by the "A" category sportsmen was lower than those of "B" category sportsmen. He stated that if this were not done, the very objective of gradation would be defeated, and international level sportspersons would be clubbed with those who had represented only at the district level. He also clarified that even within the same category of sports certificates, preference had to be given to winners and runners up etc., and the policy instructions were comprehensive code in this regard. Only when the tie was not broken on the basis of these comprehensive sports gradation guidelines, the University/Colleges take recourse to the marks/rank in the entrance exam to break the tie.

The policy of the Sports Department which already has the approval of the Government, was found to be fair just and reasonable and it was, accordingly, decided that action may be taken exactly in accordance with the **Punjab Government, Department of Sports and Youth Services, letter No. 47/26/83-5Edu/2036, dated 10th December, 1997**. It was also decided that a copy of these instructions

may be appended to and circulated along with the minutes of this meeting.

2. Disabled Persons :

The Principal Secretary Social Security explained that unlike in case sportspersons, no preferential treatment could be given to a person with higher percentage disability. She explained that a person was certified to be handicapped, provided his disability was 40% or more. As such, she proposed that all the handicapped persons having disability of 40% or more, in the respective sub-category (i.e. blind, deaf and dumb etc.), should be regarded as at par and their *inter se* gradation should be effected in accordance with the rank in the entrance examination.

The proposal of the Principal Secretary Social Security was agreed and approved unanimously.

3. Children/Widows of Defence Personnel/Ex-Servicemen etc.:

This matter was discussed threadbare. It was felt that the children, wards and winners of gallantry awards should be given over-riding preference over children/ widows of the ordinary Defence Personnel/Ex-Servicemen. It was also felt that the children/wards of the posthumous awardees of the particular award should get precedence over other awardees of the same category.

It was, accordingly, decided that in this category of reservation of 2%, the following would be the priority, each higher sub-category being preferred to the exclusion of the lower ones :-

- 1) Gallantry awards winners in the following order : Param Vir Chakra (PVC), Ashok Chakra (AC), Sarvottam Yudh Seva Medal (SYSM), Maha Vir Chakra (MVC), Kirti Chakra (KC), Uttam Yudh Seva Medal (UYSM), Vir Chakra (VrC), Shaurya Chakra (SC), Yudh Seva Medal (YSM), Sena/Nau Sena/Vayu Sena Medal (gallantry only), Mention-in Despatches.
- 2) For the same medal/awards the children/wards of the posthumous awardees, would get preference as compared to those of other awardees of the same category.
- 3) Children/wards of defence personnel killed or disabled to the extent of 50% or more "**in action**", including cases of Home Guards.
- 4) Thereafter, children/widows of Serving Defence Personnel/Ex-Servicemen would be considered. However, the children/widows of personnel getting distinguished service awards such as PVSM, AVSM, VSM and Sena Medal/ Nau Sena Medal and Vayu Sena Medal (distinguished service) would get over-riding priority in this sub-category, in the said order. Here also, the children/wards of the posthumous awardees would get preference over the children/wards

of the normal awardees of the same category.

- 5) If there is more than one claimant within the same category/sub category as enumerated above, the tie is then to be broken with the assistance of the rank/marks in the entrance test.

In any case, it was decided that the higher sub-categories would be preferred, in exclusion to the lower categories as arranged above even when the marks obtained in the entrance test of a candidate of the former category is less than those obtained by a candidate of the lower category. The above proposal was also, accordingly, approved as such.

4. Children/Widows of Police/Para Military Forces:

This item was discussed threadbare. It was felt that the winners of President's Medal for Gallantry and the Police Medal for Gallantry by the President need to be given over-riding preference. Similarly, those killed or disabled in action should be given such preference.

Accordingly, the special categorization / precedence in this category was adopted as under :-

Children/wards of officers and jawans of Punjab Police, PAP and para-military forces who are :

- A** (1) Winners of President's Police Medal for Gallantry, including posthumous awardees.
- (2) Winners of the Police Medal for Gallantry, conferred by the President of India, including posthumous awardees.
- (3) Killed or disabled to the extent of 50% or more "**in action**", including cases of Home Guards.
- B** (1) Children and wards for serving para-military personnel and ex-para-military personnel.
- (2) Remaining categories, already mentioned in the policy, if any.

In any case, it was decided that the higher sub-categories would be preferred, in exclusion to the lower categories as arranged above even when the marks obtained in the entrance test of a candidate of the former category is less than those obtained by a candidate of the lower category. The above proposal was also, accordingly, approved as such.

It was clarified that the children/wards of the serving or retired Punjab Police Personnel are not entitled to any reservation under this category. It was also clarified that cases of S.P.O.s, killed and disabled in action, would not be considered in this category but rather in the next following category relating to terrorist-affected/riot-affected families.

5. Riot-affected/terrorist-affected families :

The matter was discussed threadbare. It was felt that the cases where the bread-winners of a family had died/been disabled to an extent of 100%, should get over-riding precedence. As such, the following categorization was decided to be adopted. Children/wards of persons :

- 1) persons killed in 1984 riots/killed as a result of terrorist violence or killed by the security forces acting in aid of civil authority, including innocent civilians and Army Deserters as well as those of these categories who

have been disabled physically to the extent of 100%, in accordance with the policy already in place.

- 2) Persons of the above categories who were disabled to an extent less than 100%.
- 3) All other categories mentioned in the existing policy under this head.

In any case, the higher sub-categories would be preferred, in exclusion to the lower categories as arranged above even when the marks obtained in the entrance test of a candidate of the former category is less than those obtained by a candidate of the lower category. The above proposal was also, accordingly, approved as such.

6. Children/Grand Children of Freedom Fighters :

The Principal Secretary Freedom Fighters stated that all Freedom Fighters, "Tamar Patra" holders would be regarded at par. It was accordingly decided that relative gradation within the category may be decided in accordance with the rank/marks in the Entrance Test.

Any other item with the permission of the Chair :

- 1) The Director Colleges, P.T.U. requested that it would be appropriate if a dead-line was adopted for the date of issue of the certificate in respect of these categories, since the candidates continue to submit certificates right up to the very day of the counselling. It was, accordingly, decided that **only** certificates issued up to the last date of submission of applications forms for the CET to PTU **and** annexed with the applications forms would be considered. This decision should be given wide publicity and also included in the prospectus-cum-information brochure to be issued by the PTU.
- 2) The Director, Colleges, PTU suggested that it would be appropriate that the relative and *inter se* gradation of the candidates in respect of categories discussed above should be effected at the level of the state headquarter. This proposal was approved and it was also decided that this would be done by a Committee headed by the Secretary Technical Education, having the following other members :-
- Director, Technical Education (DTE), Punjab (Convenor);
 - Director/Additional Secretary/Joint Secretary of the concerned Department.
 - Representative of the PTU.

The PTU shall send the particulars of these categories to the DTE after the last date of the receipt of application and also send the marks obtained/rank obtained by such candidates after declaration of the result. The above committee, after verification and personal counselling, shall send the necessary order of gradation, category-wise to PTU, which shall effect the subsequent counselling/admission in accordance with this order.

The meeting ended with a vote of thanks to the chair.

(Y.S.Ratra)
Chief Secretary.

GOVERNMENT OF PUNJAB
Department of Technical Education & Industrial Training
(Technical Education – 2 Branch)
NOTIFICATION

No. 13/129/2003-ITE2/1030

Dated: 05.04.2004

In pursuance to the judgment dated 31st October 2002 of Hon'ble Supreme Court of India's in the case of **TM.A. Pai Foundation and others versus State of Karnataka and others (2002) (8sc 481: AIR 2004 SC 335)** and the subsequent judgment dated 14th August, 2003 by constitution bench of the Hon'ble Supreme Court of India in the **Writ Petition (Civil) No. 350 of 1993, Islamic Academy of Education and another versus State of Karnataka and the others** and the order dated September 25, 2003 of the Hon'ble Punjab and Haryana High Court in **CWP No. 12758 of 2003 in the case of Shri Guru Ram Das Charitable Hospital Trust, Amritsar versus State of Punjab and another**, and after consulting all the stake-holders, the Governor of Punjab is pleased to direct that 'Management Quota' in all the Private Unaided Technical and Management Institutions (College as well as Polytechnics) shall be 31-1/3% (one third of the total seats) and the remaining 66-2/3% (two third of the total seats) shall be treated as the "state quota" which must be necessarily filled through the Common Entrance Test to be conducted by an agency to be designed by the State Government.

The Governor of Punjab is further pleased to direct that out of the "**Management Quota**" a maximum of 5% of the total sanctioned seats of an institution shall be filled from amongst Non-Resident Indian (NRI)/Persons of Indian Origin (PIO)/ Foreign National Students and other related categories, in accordance with procedure stipulated below:

- i) The candidates against NRI/PIO/NRI-Sponsored/Industry-Sponsored seats will be admitted on merit determined on the basis of marks obtained in the qualifying examination. They shall not be required to take the Common Entrance Test.
- ii) First preferences shall be given those NRI/PIO candidates who are having ancestral Punjab Resident background.
- iii) Second preference shall be given to those NRI/PIO candidates who are having ancestral background relating to other States of India.
- iv) Third preference shall be given to those resident Indian Candidates who are sponsored by an NRI/PIO and the sponsorship letter is attached with their application.
- v) Fourth preference shall be given to those resident Indian Candidates who are ready to pay fees in Indian Currency.
- vi) The fee structure for those seats shall be as notified earlier **vide-1/9/2000-ITE II/1188 dated 10/3/2003**. Miscellaneous charges like Admission Fee, Security, students Fund and Hostel Fee already fixed and conveyed vide memos dated 4/3/99 and 15/3/99 will continue be charged. Admission of the candidates under NRI/PIO/NRI Sponsored/Industry Sponsored category i) to iv) shall be made provided they fulfill other terms and conditions as laid down in this notification.
- vii) Any seats remaining vacant under NRI/PIO/NRI Sponsored/Industry Sponsored quota till last date of admission in these institutions shall stand transferred to the "Management Quota".

The Governor of Punjab is further pleased to direct that in case of the Private Unaided Institutions, as an association, want to conduct their own Common Entrance Test in respect of the "**Management Quota**" seats they shall submit a resolution to this effect to the **Director, Technical Education and Industrial Training, Punjab** within 10 days of the publication of this notification, failing which the seats under this "Management quota" shall have to be filled up in the following manner:

1. Each Institution shall publish an advertisement in two leading newspapers (one in English and one in Punjabi language), with a clear fifteen days of period before the last date for making applications for admission.
2. The Management shall fill these seats in accordance with the following order of preference:
 - i) **Merit in State-Level Entrance Test to be conducted by an agency to be designed by the State Government.**
 - ii) **Merit in All India Entrance Test, wherever applicable.**
 - iii) **Marks secured in the qualifying the examination.**
3. The fee of "**Management Quota**" seats shall be same as the latest uniform rate of fee already notified **vide No. 13/30/2003-ITE2/1241 dated 1/4/2003**, until it is revised in accordance with procedure established by law, subject to the condition that there shall be no profiteering or charging or any capitation fee, directly or indirectly. Miscellaneous charges like Admission Fee, Security, Student Fund and Hostel Fee already fixed and conveyed vide memos dated 4/3/99 and 15/3/99 will continue be charged.

The Reservation policy of the State Government for the time being in force shall apply to the "**State Quota**" only and there shall be no reservation in respect of the "Management Quota" (Including NRI quota).

The further guidelines for admission of Foreign Nationals/PIO shall be as per Punjab Government notification No. 13/75/2001-ITE2/296 dated the 23rd January 2003.

Any Institution not willing to avail their share of "Management Quota" seats, including NRI seats, wholly or partially, shall be allowed to surrender these seats to the "State Quota" to be filled through the common Entrance Test, conducted by an agency designed by the State Government.

K.K. Bhatnagar

Principal Secretary to Government of Punjab
 Department of Technical Edu. & Indl. Training,

GOVERNMENT OF PUNJAB
Department of Technical Education & Industrial Training,
(Technical Education-I Branch)

NOTIFICATION

No.13/129/2003-ITE2/171

Dated Chandigarh the 18.1.2011

In partial modification of Punjab Government Notification issued vide No.13/129/2003-1TE2/1247 dated 25.4.2008, the Governor of Punjab is pleased to amend para 2(iii) as under :-

“Merit based on Marks secured in the qualifying examination.”

Dated: Chandigarh, the
17.1.2011

Suresh Kumar, IAS
Principal Secretary to Govt. of Punjab
Department of Technical Education &
Industrial Training, Chandigarh

Endst.No.13/129/2003-1TE2/172

Dated: Chandigarh, the 18.1.2011

A copy is forwarded to the Controller, Printing & Stationary Punjab, Chandigarh with a request to publish the Notification in the Punjab Government Gazette (ordinary) & supply 20 copies for office use.

Additional Secretary Technical Education

Endst.No.13/129/2003-1TE2/173-176

Dated: Chandigarh, the 18.1.2011

A copy is forwarded for following for information & necessary action:-

- 1) Director, Technical Education & Industrial Training Punjab, Sector 36, Chandigarh;
- 2) Vice-Chancellor, Punjab Technical University, Jalandhar;
- 3) Secretary, Punjab State Board of Technical Education & Industrial Training, Sector 36, Chandigarh;
- 4) Director, Technical Education & Industrial Training, U.T., Chandigarh.

Superintendent

GOVERNMENT OF PUNJAB
DEPARTMENT OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING
(TECHNICAL EDUCATION-2 BRANCH)

Memo No.35/44/95-IT(2)/978

Dated:Chandigarh, the 21st March 2003.

Subject: General Eligibility Criteria for admission to Professional/Diploma/Degree/Post Graduate Degree level Engineering/Technical/Pharmacy & Architecture Courses for session 2004-05.

Reference on the subject noted above.

2. In supersession of this department memo No. 35/44/95-IT(2)/738, dated: 4th March 2003, the following shall be the eligibility criteria for admission to Professional/ Diploma/ Degree/ Post Graduate level Engineering/Technical/ Pharmacy and Architecture courses in Punjab State for session 2004-05:-
- i) 85% seats will be reserved for the candidates from within the State and 15% will be open to candidates on All India basis. The eligibility criteria for 85% seats will be that the candidate must be resident of Punjab State in terms of Punjab Government, Department of Personnel and Administrative Reforms (PP-I Br.) letter No. 1/3/95-3PP1/9619, dated the 6th June, 1996 and letter No. 1/3/95-PP-II/81, dated the 1st Jan.,1999 and should have passed qualifying examination from any recognized Board/ University.
 In case, the residence certificate is found at any stage to be false or incorrect, the admission against Punjab quota shall be liable to be cancelled, without prejudice to any criminal proceedings that may be initiated. Furthermore, the fees or any other amount paid, including advance or security, shall be automatically treated as forfeited.
 - ii) The above condition regarding a candidate being resident of Punjab shall not be applicable to the following categories of candidates:-
 - a. Candidates seeking admission under NRI quota, if eventually permitted:
 - b. Children, wards and dependents of Punjab Government employees and employees of Boards/ Corporations/ Statutory Bodies/ Companies/ Co-operative Societies set up or owned or controlled by the Punjab Government, including those established by or under an Act of the State of Punjab or a Central Act, by the Punjab Government, posted within or outside the state of Punjab.
 - c. Children, wards and dependents of members of All India Services borne on Punjab Cadre, irrespective of where the officer is posted. This shall also include children, wards and dependents of members of All India Services borne on cadres other than that of Punjab, provided the said officer is on deputation with Punjab Government or any of its Boards, corporations, statutory bodies, companies, co-operative Societies enumerated in sub-para (b) above, irrespective his place of posting.
 - d. Children, wards and dependents of the Central Government employees who have served for at least two years in connection with the affairs of the Punjab Government or any of its Boards, Corporations, Statutory Bodies, Companies, Co-operative Societies enumerated in su-para (b) above out of 5 years proceeding the year of entrance examination;
 - e. Children, wards and dependents of those Punjab Government pensioners settled outside Punjab.
 - f. Children, wards and dependents of military/para-military forces personnel belonging to the State of Punjab as per record at the time of their entry in service (A certificate on prescribed proforma by the Commanding officers of the Unit has to be furnished): and
 - g. Children, wards and dependents of the ex-employees of military/para military forces personnel belonging to the State of Punjab as per record at the time of their entry into service.
 - iii) A candidate must have appeared in the Common Entrance Test (CET) conducted by the Punjab Technical University for admission of graduate courses and Joint Entrance Test (JET) conducted by the Punjab State Board of Technical Education.
 - iv) The guidelines issued for the grant of residence certificates/ bonafide resident of Punjab by the Department of Personnel and Administrative Reforms (PP-2 Br.) vide No. 1/3/95-3P-2/9619, dated the 6th June, 1996 and I.D. No. 1/2/96-3PP-2/8976, dated 7th July, 1998 and No. 1/3/95-3PP-2/80, dated 1st January, 1999 and further instructions, issued by that Department, if any, will be adhered to in letter and spirit while making admission to the degree/ Technological courses in the Engineering Colleges and in the University etc.
 - v) NRI seats were being previously filled as per guidelines issued by AICTE vide No. F 38-7/Legal/ 2001, dated 03.10.2001. However, the admission to NRI seats, if at all permitted by the Government of India and/ or the AICTE, in light of the interpretation of the judgment of the honorable Supreme Court of India in the case of **TMA Pai Foundation and others vs. State of Karnataka and others (2002) 8 SCC 481: AIR 2003 SC 355**, shall only be in accordance with the fresh guidelines to be issued by them, in due course.

Secretary Technical Education

Extract of copy of letter No. 1/3/95-3PP-II/9619 dated 06.06.96 as amended vide Punjab Government Deptt. of Personnel and Administrative Reforms Letter No. 1/2/95-3PP-II/80 dated 01.01.99 from the Deputy Secretary, Personnel Government of Punjab, Department of Personnel and Administrative Reforms (Personnel Policies II Branch) to all Heads of Departments, etc., in then the State.

Subject : Bonafide resident of Punjab - Guidelines for the grant of residence certificate.

The matter regarding simplification of procedure for obtaining the certificate of domicile for the purposes of admission to educational institutions(including technical/medical institutions). The matter has been reconsidered in the light of judgement delivered by the Hon'ble Supreme Court of India in the case of Dr.Pradeep Jain Vs. Union of India and others reported as AIR 1984-SC-1421) wherein it was held that instead of the word 'Domicile' the word 'Residence'be used in the instructions issued by the State Government on the subject. Accordingly, it has been decided by the Government to revise the Government instructions referred to above as under:-

Categories :

- | | |
|---|--|
| a) Citizens of India | Affidavit / Certificate and the authorities competent to issue the same. |
| b) Produce an affidavit to the effect that they or their children/wards have not obtained the benefit of domicile in any other State. | Affidavit of the parent/Guardian to be attested by an Executive Magistrate/Oath Commissioner/Notary Public. |
| <u>Categories :</u> | |
| i) Candidates who have studied for a period of 5 years in Punjab for 2 years just preceeding the qualifying examination for the admission. | Certificate to be issued by the Head Master/ Principal of the Government and recognised schools/Colleges concerned. |
| ii) Children /Wards of | |
| a) the employees of Punjab Govt. posted in or out Punjab State or working on deputation having at least 3 years of service; | Certificate to be issued by the respective Head of the Department |
| b) the employees of Government of India posted in Chandigarh or in Punjab in connection with the affairs of Punjab Government for a period of 3 years; | -- do -- |
| c) the employees of state government institutions/undertakings who are posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Govt. for a period of 3 years; | -- do -- |
| d) The employees having at least 3 years of service in autonomous bodies/companies in which Punjab Government has 20% or more shares; | -- do -- |
| e) The residents of Punjab who are residing outside Punjab on account of their service either with the GOI or with other State Government, are to be treated on par with the employees of the Government of Punjab in the matter of issue of 'Residence Certificate' provided the permanent address of such employees fall in the reorganised Punjab i.e. on or after 1.11.66, as per their service books." Added as per letter No. 1/2/95-3PP-II/80 dated 1.1.99 | -- do -- |
| iii) Children/wards of the pensioners of Punjab Government irrespective of the fact that original home of the retiree is in a State other Punjab or he has settled after retirement in or outside Punjab. | PPO issued by the Accountant General Punjab. |
| iv) Children/wards of persons who have settled in Punjab or has resided in Punjab for a period of at least 5 years at any time prior to the date of the submission of the application either in pursuit of a profession or holding of a job. | Certificate to be issued by the DC ADC(R) ADC(D) SDO(Civil), GA to DC, DORG, DRO, EM, Tehsildar, Commissioners of Municipal Corporations of Amritsar, Jalandhar & Ludhiana. |
| v) Children/Wards of persons who have held immovable property in Punjab for a period of five years. The property should be in the name of the parents/ guardians or the candidate himself. | DC, ADC(R), ADC(D) SDO(Civil), GA to DC, EM, DORG, Tehsildar/DRO based on copies of Jamabandi, Revenue Record, Municipal Record, Registered deeds or any other document to the full satisfaction of the D.C. |
| vi) Persons who were born in Punjab and produced a certificate to that effect. | As per category (iv) above. |

Copy of letter No.1/3/95-3PP-II/7332 Dated: 14th June, 1999

From: Chief Secretary to Govt. Punjab to all the Heads of the department etc.

Subject: Issuance of Certificate for the purpose of seeking admission to various educational/technical/professional institutions in the State and also for employment.

Sir,

It has been brought to the notice of Govt. that educational authorities and institutions prescribe various certificates regarding residence, SC/BC category and backward area etc. to be furnished by the students/ candidates with the applications forms for entrance examinations or employment in the formats and by the authorities different from those prescribed by the Govt. departments. Cases have also been reported where the authorities concerned insist on retaining original certificates and refuse to accept the attested photo copies of the certificates. All this results in harassment and panic among the students/candidates and their parents/guardian, since they have to apply with such certificates to more than one authorities simultaneously and within a limited period. The lists of certificates required at the time of applying for CET/JET/PMT and PAU are enclosed by way of illustration.

2. In order to overcome the difficulty mentioned above, it has been decided by the Govt. that following procedure has been decided by the Govt. that the following procedure shall be followed meticulously by all the educational and other authorities concerned:-

- (1) Certificates issued in the format and by the authorities prescribed by the Govt. Departments shall be accepted as valid by all educational institutions and other authorities.
- (2) Where a number of authorities have been authorised to issue the certificates there shall be no insistence on issue of a certificate by any particular authority or by the highest authority indicated in the format.
- (3)(a) In case of entrance examinations, no certificate should be called for in the first instance alongwith the application form. It will be sufficient for the candidate seeking admission or other facility to indicate in the application from whether he/she belongs to any particular category entitling him/her to certain concessions or facility. Requisite certificates may be obtained only from the selected/wait listed candidates.
- (3)(b) To further simplify the procedure attested copies of the certificates only shall be retained and original certificates if required to be produced at the time of interview shall be returned immediately, thereafter.
- (4) Parents/guardian or candidates can also obtain SC certificates from the Head of the Institution where the candidates has studied if the proof is available in the school records.
- (5) The persons who are employed in Govt. of India or any other State Govt. are to be treated at par with the employees of the Govt. of Punjab in the matters of issue of Scheduled Caste certificate provided relevant Scheduled Caste certificate exists in their service record. The Scheduled Caste certificate in such will be issued by the respective Heads of Departments in the proforma below:-

CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT.

Certified that Shri _____ S/o Sh. _____ father/mother of Miss./ Mr. _____ is an employee _____ of (State Govt. Institution/ underworkings) the Govt. of Punjab and is working as _____. He is posted at Chandigarh/Punjab in connection with the Affairs of the Punjab Govt. for a period of past three years.

- (6) In case of freedom fighters, political sufferers terrorists/riot victims and migrations where the registers are maintained by D.C office, the certificate may be issued by Deputy Commissioner/ GA to D.C./A.D.C

These instructions shall come into force with immediate effect and shall be effective even where admission prospectus have already been printed following earlier instructions but entrance examination is yet to be hold or deadline for submission of forms is not yet over.

These instructions may be brought to the notice of all concerned for meticulous compliance.

The receipt of this letter may please be acknowledge.

Your faithfully

(Megh Raj)
Joint Secretary Personal

**RESERVATION FOR INSTITUTION LOCATED IN U.T.
GOVT. POLYTECHNIC FOR WOMEN, CHANDIGARH
Sanctioned intake Capacity and Reservation**

Sr.No. Name of Category	MOP
1. Total sanctioned seats	30
a) Less seats reserved for Sports Women (2% of total intake)	–
2. Seats reserved for NCC "A"Certificate	01
3. "UT Pool" seats reserved for students passing qualifying exam from recognized Institutions located in UT Chandigarh 85%.	25 (Bifurcation below)
a) Seats reserved for dependants of defence personnel / Paramilitary personnels (5%) of 85% of total seats.	01
b) Seats reserved for Physically Challenged (3%) (UT Pool)	01
c) Seats reserved for S.C. Candidates passing qualifying examination from U.T. Chandigarh (15%) (UT Pool)	04
d) Seats reserved for Childred/ grand children of freedom fighters (2%) (UT Pool)	–
e) General category candidates of U.T.Pool.	19
4. Seats reserved for General Pool (15%) (Other states)	04 Bifurcation Below
i) seats reserved for Physically Challenged (3%) (other states)	–
ii) Seats reserved for Scheduled Caste candidates (15%) (other states)	01
iii) Seats reserved for Scheduled Tribe candidates (5%) (other states)	–
iv) Seats reserved for Children / grand Children of freedom fighters (2%) (other states)	–
v) Seats reserved for dependents of defence personnel / paramilitary personals/ police gallantry awardees etc. (5%) of 15% of total seats (other states)	–
vi. General Category candidates of other states	03
5. Govt. nominees of GOI	02 (Arunachal Pardesh) (over & above)

FORM NO. 1**UNDERTAKING BY CANDIDATE FOR MEDICAL FITNESS**

I certify that I have no such physical handicap/disability which would hinder the pursuit of studies in the courses in which I am seeking admission. If at later stage it is found that I have a physical handicap/disability which would hinder the pursuit of studies in the courses in which I am seeking admission then my admission will be liable to be cancelled. I will produce medical fitness certificate from a Registered Medical Practitioner before my joining the Institution.

Date : _____ Counter signed by Father/Guardian _____ Signature of the Candidate _____

FORM NO. 2**PUNJAB RESIDENCE / DOMICILE CERTIFICATE**

(To be issued by the competent authority in accordance with the instructions issued by the Department of Personnel and Administrative Reforms Government of Punjab vide letter No. 1/3/95, 3PP II/9619 dated 6.6.96 and I.D. No. 1/2/96-3PP/2/8976, dated 07.07.1998 and No. 1/3/95, 3PP-2/80 dated 1.1.99. Annexure I of the Prospectus may also be seen.)

FORM NO. 2 (A)**CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEAD MASTER OF THE GOVERNMENT/RECOGNISED SCHOOL/COLLEGE CONCERNED IN CASE OF CATEGORY (b) (i)**

It is certified that Miss/Mr. _____ D/o, S/o Sh. _____ has been a student of this School for a period of _____ Years, from _____ to _____ He/She left the School on _____

Memo No. _____

Dated _____

Signature of Principal/Head Master
of the School/College (with seal).

FORM NO. 2 (B)**CERTIFICATE TO BE ISSUED BY HEAD OF DEPARTMENT IN CASE OF CATEGORY (b) (ii) (a)**

Certified that Mrs/Mr. _____ S/o/W/o Sh. _____ Father/mother of Miss/Mr. _____
(name of the Candidate) is an employee of the _____ (name of Office) of Punjab Government. He/She is working
as _____ and is posted at _____. He/She has more than three years service at his/her credit.

Memo No. _____

Dated _____

Place: _____

Head of Deptt. (with seal)

OR

Certified that Mrs/Mr. _____ S/o/W/o Sh. _____ father/mother of Miss/Mr. _____
(name of the candidate) is an employee of the _____ of Punjab Government. He/She is working as _____
On deputation with the _____ and is posted at _____. He/She has more than three years service at
his/her credit.

Memo No. _____

Dated _____

Place: _____

Head of Deptt. (with seal)

FORM NO. 2 (C)**CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF DEPARTMENT IN CASE OF CATEGORY (b) (ii) (b)**

Certified that Mrs/Mr. _____ S/o/W/o Sh. _____ father/mother of Miss/Mr. _____ is an employee of the _____ Government of India and he/she is working as _____. He/She has been Posted at Chandigarh/Punjab in connection with the affairs of Punjab Government for the past three years.

Memo No.

Dated :

Head of Deptt. (with seal)

Place:

FORM NO. 2 (D)**CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF DEPARTMENT IN CASE OF CATEGORY (b) (ii) (c)**

Certified that Mrs/Mr. _____ S/o/W/o Sh. _____ father/mother of Miss/Mr. _____ is an employee of the _____ (institution/undertaking) of the Government of Punjab and is working as _____. He/She has been Posted at Chandigarh/Punjab in connection with the affairs of Punjab Government for the past three years.

Memo No.

Dated :

Head of Deptt. (with seal)

Place:

FORM NO. 2 (E)**CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF DEPARTMENT IN CASE OF CATEGORY (b) (ii) (d)**

Certified that Mrs/Mr. _____ S/o/W/o Sh. _____ father/mother of Miss/Mr. _____ is an employee of the _____ (name of the autonomous bodies/company) in which the Punjab Government has 20% or more share. He/she is working as _____ and is posted at _____ it is also certified that he/she has three years service in the above said autonomous body/company.

Memo No.

Dated :

Head of Deptt. (with seal)

FORM NO. 2 (F)**RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADV (R), ADC(D), SDM, ASSTT. COMMISSIONER GENERAL, D.O.R.G, TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORIES (iv)**

Certified that Mrs/Mr. (name of person) _____ S/o/W/o Sh. _____ father/mother/guardian of Miss/Mr. _____ (name of the Child/Ward with full address) has settled* in Punjab or has resided* in Punjab for a period of 5 years from _____ to _____. He/She is working as _____ (name of profession/designation/job).

Memo No.

Dated:

Signature of DC, ADC(R), ADC(D), SDM
Asstt. Commissioner General, DORG, DRO,
EM, Tehsildar, Commissioners of Municipal
Corporations of Asr., Jal. and Ldh.

* Strike out whichever is not applicable

FORM NO. 2 (G)**RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC ADV (R), ADC(D), SDM, ASSTT. COMMISSIONER GENERAL, D.O.R.G, DRO, EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORIES (v)**

Certified that Mrs/Mr. (name of person) _____ S/o/W/o Sh. _____ father/mother/guardian of Miss/Mr. _____ (name of the Child/Ward with full address) hold immovable property at (place & district) _____ in the State of Punjab for the past _____ Years.

Memo No.
Dated :

Signature of DC, ADC(R), ADC(D), SDM
Asstt. Commissioner General, DORG, DRO,
EM, Tehsildar, Commissioners of Municipal
Corporations of Asr., Jal. and Ldh.

FORM NO. 2 (H)**RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC ADC (R), ADC(D), SDM, ASSTT. COMMISSIONER GENERAL, D.O.R.G, DRO, EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORIES (vi)**

Certified that Miss/Mr. _____ S/o/D/o Sh. _____ resident of _____ was born in Punjab as per Birth Certificate.

Memo No.
Dated :

Signature of DC, ADC(R), ADC(D), SDM
Asstt. Commissioner General, DORG, DRO,
EM, Tehsildar, Commissioners of Municipal
Corporations of Asr., Jal. and Ldh.

FORM NO. 3**CERTIFICATE TO BE FURNISHED BY CHILDREN/WIDOWS OF PARA-MILITARY FORCES PERSONNEL, PUNJAB POLICE, PAP, AND PUNJAB HOME GUARDS KILLED OR DISABLED IN ACTION TO THE EXTENT OF 50% OR MORE AND CHILDREN OF SERVING PARA-MILITARY FORCES PERSONNEL/EX-PARA-MILITARY FORCES PERSONNEL**

Certified that Mr/Ms. _____ son/daughter of Shri _____ father/mother /husband of Mr/ Ms. _____ (Name of candidate) is/ was serving in Punjab Police/PAP/Punjab Home Guards/Para-Military Forces as _____ (Give Rank/ Designation) in _____ (give name of Unit/Department), and he was killed / disabled to the extent of 50% or more in a aciton which took place at _____ on _____. (OR)

Certified that Mr/Ms _____ son/daughter of Shri _____ father/mother/ of Mr/ Ms _____ (Name of candidate) is/was serving in Para Military Forces as _____ (Give Rank/ Designation) in _____ (give name of Unit) (OR)

Certified that Mr/Ms _____ son/daughter of Shri _____ father/mother/of Mr/ Ms _____ (Name of candidate) is/was serving in Punjab Police as _____ (give Rank/Designation) and was decorated with gallantry medal on _____.

Memo No.
Date :

(Official Seal)

Signature of the Deputy Commissioner/
any other Competent Authority.

* *Strike out the portion which is not applicable.*

FORM NO. 4
CERTIFICATE OF SCHEDULED CASTE/TRIBE

Certified that Mr./Ms. _____ S/o / D/o of Sh. _____ resident of _____ Distt. _____ belongs to _____ caste/tribe which has been recognised as Scheduled Caste/ Tribe according to the notification of the Punjab Government.

Mr./Ms. _____ and/or his/her family ordinarily reside(s) in village/Town _____ of District/ Division _____ of the State of Punjab.

Memo No. _____

(Official Seal)

Date : _____

Signature of the D.M./S.D.M./DC/ADC/
Executive Magistrate of the District/Tehsil
concerned/MLA of the concerned
constituency/Revenue Officer not below
the rank of the Tehsildar

Following certificates will also be accepted by the Board -

- The SC/ST certificate issued by the Head of the Institutions, where the candidate has studied if such proof is available in the school records.
- The SC/ST certificate issued by the Head of the Deptt., (in the proforma give below) where the person employed in Government of India or any other State Government is to be treated at par with the employees of the Government of Punjab in the matters of issue of Scheduled Caste Certificate existing on their service record.

" Certified that Shri _____ S/o Sh. _____ father/mother of Miss/Mr. _____ is resident of _____ Distt. _____ and is an employee _____ of (State Govt. Institutions/Undertakings) the Government of Punjab and is working as _____. He is posted at Chandigarh/Punjab in connection with the Affairs of the Punjab Government for a period of past three years and belongs to _____ caste/tribe which has been recognised as Scheduled Caste/Tribe according to the notification of Punjab Govt."

FORM NO. 5
CERTIFICATE OF BACKWARD AREA OF PUNJAB

Certified that Mr./Ms. _____ is a permanent resident of village /Town _____ Tehsil _____ Distt. _____ which lies in the Backward Area of Punjab as per notification issued from time to time by Punjab Government

Memo No. _____

(Official Seal)

Date : _____

Signature of the D.M./S.D.M. of
the District/Tehsil concerned

FORM NO. 6
CERTIFICATE OF BORDER AREA OF PUNJAB

Certified that Mr./Ms. _____ Son/Daughter of Sh. _____ is a resident of village _____ Tehsil _____ Distt. _____ which has been declared as Border Area according to notification of Punjab Government.

Memo No. _____

(Official Seal)

Date : _____

Signature of the D.M./S.D.O.(C) of
the District/Tehsil concerned

FORM NO. 7

**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING
TO A BACKWARD CLASS IN SUPPORT OF HIS CLAIM.
FORM OF CERTIFICATE OF BACKWARD CLASS**

- i) This is Certified that Mr./Ms. _____ S/D of Sh. _____ village /town _____ in district/Division _____ of the State of Punjab belongs to the _____ caste which is recognised as a Backward Class in terms of Punjab Government Letter No. _____ Dated _____.
- ii) This is also certified that he/she does not belongs to any category of persobs/sections mentioned in column 3 of the schedule to Punjab Government, Department of Welfare letter No. 1/41/93-RCI/459 dated 17.01.1994.
- iii) Mr./Ms. _____ and/or his/her family ordinarily reside(s) in village/Town _____ of District/ Division _____ of the State of Punjab.

Memo No.
State :
Date :

Signature _____
Designation _____
(with seal of Deptt.)

Verified and attested
S.D.O.(C)/Executive Magistrate/Tehsildar/
Naib Tehsildar/B.D.O. District Revenue
Officer/MLA of the concerned constituency

Deponent
Father/Guardian

The certificate must not be dated one year before the first day of counselling for admission. A certificate issued more than one year before the counselling date shall not be valid. Column (ii) of this certificate must be filled both in figures and words.

FORM NO. 8-A

CERTIFICATE FOR WARDS OF FREEDOM FIGHTERS

Certified that Mr./Ms. _____ (Name of the candidate) Son/ Daughter/ Wife of Sh. _____ is a Son/Daughter or Son's/Daughter's Son/Daughter of Sh. _____ who is a Tamra Patra Holder and drawing pension from _____ treasury in Punjab and his/her P.P.O. is _____.

Memo No. _____ (Official seal)
Place : _____
Date :

Signature of District Magistrate/ADC/
GA to DC

FORM NO. 8-B

CERTIFICATE TO BE FURNISHED BY CHILDREN/GRAND CHILDREN OF POLITICAL SUFFERERS

Certified that Sh./Ms. _____ who is father/grandfather/mother/ grandmother of Mr./Ms _____ (Name of the candidate) and of village town _____ P.O. _____ Tehsit _____ District _____ is a bonafide resident of Punjab and has been declared political sufferer by the Punjab Government and in recognition thereof he has been issued Identity Card No. _____.

Memo No. _____ (Official seal)
Place : _____
Date :

Signature of concerned Deputy
Commissioner ADC/GA to DC

FORM NO. 9

**CERTIFICATE TO BE FURNISHED BY CHILDREN/WIDOWS OF DEFENCE PERSONNEL
KILLED OR DISABLED TO THE EXTENT OF 50% OR MORE IN ACTION,
WARDS OF GALLANTRY AWARDEES AND CHILDREN OF SERVING DEFENCE PERSONNEL/EX-SERVICEMEN.**

Certified that Mr/Ms. _____ son/daughter of Shri _____ father/mother /husband of Mr/ Ms. _____ (Name of candidate) is/ was serving in Defence Forces as _____ (Give Rank/ Designation) in _____ (give name of Unit/Department), and he was killed / disabled to the extent of 50% or more in action which took place at _____ on _____. (OR)

Certified that Mr/Ms _____ son/daughter of Shri _____ father/mother of Mr/Ms _____ (Name of candidate) is/was serving in Defence Forces as _____ (Give Rank/Designation) in _____ (give name of Unit)

He has been decorated with gallantry medal on _____.

Memo No. _____

(Office Seal)

Signature of the Commanding Officer/
Deputy Director Dist.Sainik Welfare

Date :

* Strike out the portion which is not applicable.

FORM 9-A

(Dependent Certificate for the purpose of admission only)

This is certified that No. _____ Rank _____ Name _____ is a resident of _____ village/town _____ Tehsil _____ District _____ and has served in the Indian Armed Forces from _____ to _____ and has been released/retired vide order No. _____ dated _____ or discharge certificate issued by _____ is an Ex-servicemen. Mr./ Miss/Smt. _____ wife/son/daughter of _____ is residing with him and is wholly dependent upon him.

2. This certificate has been issued for admission purpose only to Mr/ Miss/Smt _____ to apply for (name of the class/course) _____ in (name of the educational Institution) _____.

(Strikeout which is not applicable)

Memo No. _____

Place _____

Date _____

Deputy Director Sainik Welfare.

FORM NO. 10

CERTIFICATE TO BE FURNISHED BY THE CANDIDATES BELONGING TO CATEGORY NOVEMBER 1984 RIOT AFFECTED DISPLACED PERSONS, CHILDREN OF ARMY DESERTERS KILLED/100% PHYSICALLY DISABLED, THE CHILDREN OF THE FAMILIES OF PERSONS KILLED AS A RESULT OF TERRORIST VIOLENCE OR BY SECURITY FORCES ACTING IN AID OF CIVIL POWER AND THE CHILDREN OF INNOCENT CIVILIANS WHO HAVE SUSTAINED 100% DISABILITY IN TERRORIST VOILENCE OR DURING OPERATION BY SECURITY FORCES ACTING IN AID OF CIVIL POWER.

Certified that Mr/Ms _____ son/daughter of Shri _____ father/mother of _____ Mr/Ms. _____ (Name of candidate) was an innocent civilian killed /100% disabled as a result of terrorist violence/was innociant civilian killed /100% disabled by security forces in an operation against terrorists which took place at _____ on _____.

(OR)

Certified that Mr/Ms _____ son/daguther of Shri _____ father/mother of _____ Mr/Ms _____ (Name of candidate) belongs to the category of November, 1984 riot affected displaced persons / Army deserters killed/100% physically disabled.

Memo No

Date: _____ (Official seal)

Signature of Deputy Commissioner

* *Strike out the portion which is not applicable.*

FEES TO BE COLLECTED AT THE TIME OF ADMISSION FOR THE SESSION 2016-17

(Applicable to all the institutions in Punjab State* and SGGS Chandigarh)

Sr.No.	Details	Amount (in Rs.)
<u>Board's Charges</u>		
1.	Registration Charges (<i>one time</i>)**	500.00
<u>Collection on behalf of Institute</u>		
2.	Tuition Fee (<i>half yearly</i>)	11,000.00
3.	Refundable Security (<i>one time</i>)	500.00
4.	Development Fund (<i>yearly</i>)	3,650.00
5.	Student Activities fund (<i>yearly</i>)	2,235.00
	Student Activities fund (<i>One Time</i>)	265.00
Grand Total		18,150.00

The students of SC/ST category of Punjab shall pay only Rs 1133/- at the time of admission, subject to the condition that family annual income is less than Rs. 2,00,000/-

◆ Refundable Security	500
◆ Registration Charges	500
◆ Refundable Security of Student activities related fund	133

Such students shall not pay any other semester fee at the institute through out the duration of the course, but are required to pay the examination charges from time to time.

In case a candidate not having the proof of the income shall pay the fee as per other categories

Fee Applicable to GPW*, Chandigarh

For General Category	5,225.00
For SC/ST Category	4,625.00



Student activities related fund.....

a) Student Fund	665/-	PA
b) Annual/culture fund	67/-	PA
c) Audio Visual	67/-	PA
d) Common Room/Club	67/-	PA
e) Library fund	133/-	PA
f) Magazine charges	33/-	PA
g) NCC/NSS	33/-	PA
h) Cycle/scooter charges	133/-	PA
i) Medical fund	67/-	PA
j) Drawing Board	133/-	PA
k) General maintenance	667/-	PA
l) Recreation	68/-	PA
m) Student chapter	35/-	PA
n) Stationery Charges	67/-	PA
(I) Total (a to n)	2235/-	PA
o) Valedictory fund	66/-	One time
p) Identity card	66/-	One time
q) Refundable security	133/-	One time
(II) Total (o to q)	265/-	One time
(III) Grand Total	2500/-	

Note : CHANGES, IF ANY, IN THE FEE STRUCTURE SHALL BE NOTIFIED AT THE TIME OF ADMISSION.

**** For three years only. Students who do not complete the course within three years, will have to renew registration for further period of three years after paying renewal registration charges of Rs. 500/-**

*** For details kindly refer to U.T. Prospectus.**



PROCEDURE FOR ONLINE REGISTRATION SYSTEM

- 1 A candidate can apply online for his registration on the Boad's website www.psbte.gov.in.
- 2 The candidate has to fill Registration form by providing correct and accurate data of educational details and personal details.
- 3 Submit the Registration form after entering the details by clicking the submit option.
- 4 On successful submission of applicant data, Registration details will be displayed on the screen.
- 5 After successful submission of applicant data, Login ID (Registration Number) is generated.
- 6 The candidate has to note down registration number / login ID and Password for further reference.
- 7 The candidate has to deposit registration fees to complete the registration.
- 8 Candidate who has completed registration form and paid registration fees can download confirmation page, these candidate will be eligible to participate in online counselling.
- 9 Candidate must retain a copy of confirmation page along with proof of money for further reference or correspondence.

INSTRUCTIONS FOR THE APPLICANT

1. **Registration:** It is must for all the candidates to register online for participating in the Online counselling. Fill all the fields as per the instructions on the registration page.
2. **Upload:** Candidate is required to provide correct and accurate data of educational details and personel details .
3. Deposit Registration fee
4. Print Confirmation Slip
5. Participate in online counseling as per Schedule.
6. Result of Online counseling.
7. Print Provisional Allotment Letter.
8. Deposit Admission Fee.
9. Report at the allotted institutes.
10. Get confirmation Letter from Institute.

Proposed Tentative Schedule of Admission 2016-17

Schedule for On-line Registration : 20th April 2016 to 15th June 2016
II- Counselling Schedule for On-line Admissions.

Counseling	Choice filling	Declaration of Result	Reporting time and date of deposition
1st counseling	21st June (Tue) to 26th June (Sun)	28th June (Tue) (5.00 PM)	29th June (Wed) to 4th July (Mon)
2nd counseling	5th July (Tue to 10th July (Sun)	12th July (Tue) (5.00 P.M)	13th July (Wed) to 16th July (Sat)

MODERN OFFICE PRACTICE

1. Criteria of the Admission of Modern Office Practice course in the Polytechnic, Institutions

Merit for the admission to Modern Office Practice level courses will be made on the basis of the percentage of marks obtained in the 10+2 (any Stream)

2. Tie-Breaking Criteria: In case of a tie i.e. when two or more candidates obtain equal Aggregate Marks as mentioned in Point No. 1, Inter-se-Merit of such candidates shall be decided in the following order:

1. Resolution by Date of Birth of candidate. Elder candidate will be given better rank.
2. Resolution by name of the candidate (in English as per matriculation mark sheet) in alphabetical order i.e. candidate whose name appears first will be given better rank.
3. Resolution by father's name of the candidate (in English as per matriculation mark sheet) in alphabetical order i.e. candidate whose father's name appears first will be given better rank.
4. Resolution by mother's name of the candidate (in English as per matriculation mark sheet) in alphabetical order i.e. candidate whose mother's name appears first will be given better rank.