

# Prospectus

( Session 2018-19)

For Admission to  
Diploma in  
**Modern Office Practice (MOP)**  
in Technical Institutions  
of Punjab State and Chandigarh

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Online Counselling Website: [www.psbte.gov.in](http://www.psbte.gov.in)



**THE PUNJAB STATE BOARD OF TECHNICAL  
EDUCATION AND INDUSTRIAL TRAINING**

Plot No. 1-A, Sector 36-A, Chandigarh 160036

Websites: [www.punjabteched.com](http://www.punjabteched.com)

[www.punjabteched.net](http://www.punjabteched.net)

**ADMISSIONS 2018-19****IMPORTANT NOTE: -**

- Candidates are advised to read the prospectus carefully.
- This prospectus is subject to alteration(s) and modification(s) without any prior notice.
- This prospectus is for information only and does not constitute a legal document.
- Candidates who have passed the qualifying examination and desire to seek admission must register on the counselling website “[www.psbte.gov.in](http://www.psbte.gov.in)” as per the counselling schedule.
- The schedule of on-line counselling shall be notified through the Newspapers and on official websites of the Board “[www.punjabteched.com](http://www.punjabteched.com)” and “[www.punjabteched.net](http://www.punjabteched.net)”. No separate intimation letters will be sent to candidates.
- Any change in the schedule of admissions will be notified through press and on Board’s websites.
- Admissions will be made on the basis of inter-se merit of the qualifying examination and as per the reservation policy of the Government of Punjab and Chandigarh Administration.
- Reservations of seats in the affiliated institutions in Punjab shall be as per the policy of Government of Punjab, and for the institutes located at Chandigarh the reservation shall be as per the policy of Chandigarh Administration.
- The attention of the applicants, desirous of claiming reservation under any category whatsoever, is especially drawn to the condition that only the certificates that have been issued on or before the last date of filling online registration form will be considered. 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.
- Kindly refer the latest notifications / amendments issued by Government from time to time regarding Reservation of seats.
- Candidates should produce all the relevant documents in original at the time of reporting for admission at the allocated institute.
- Physical presence of candidate is must at the time of reporting at the institution.

**Date for Online Registration : 10th May' 2018 to 11th June' 2018**

**Online Registration Fee**

<b>ALL CANDIDATES ( OTHER THAN SC/ST) :</b>	<b>Rs. 1250/-</b>
<b>SC/ST CANDIDATES ONLY :</b>	<b>Rs. 1000/-</b>

- **Registration Fee will be accepted through online mode of payment only.**
- **Admission fee is to be submitted through offline mode of payment in designated branches of Banks via Challan generated online along with Provisional Allotment letter on student's portal at website [psbte.gov.in](http://psbte.gov.in).**

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**IMPORTANT NOTE**

- This prospectus is common for Admission in the institutions affiliated to the Board and located in the state of Punjab and Union Territory of Chandigarh.
- The candidates need not submit separate application for admission to institutes located in Chandigarh viz. Chandigarh College of Engg. and Technology, Sector-26, Govt. Polytechnic for Women, Sector-10 and S.G.G.S. Pharmacy College, Sector-26, Chandigarh.
- The candidates having passed the matriculation exam from the schools located in UT(Chandigarh) are eligible to seek admission under 15% quota in the institutions located in Punjab State subject to fulfillment of eligibility criteria laid down by the Government.
- Similarly, the candidates having passed matriculation exam from Punjab and other states can seek admission in the institutions located in Chandigarh under 15% quota, subject to fulfillment of eligibility criteria laid down by the UT Administration.
- 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.

## 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.

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. ONLINE REGISTRATION

1. Last date for online Registration is 11th June 2018.
2. Original certificates are to be shown at the time of reporting in the allocated institute.
3. Registration Fee to be submitted alongwith the Online Registration is Rs. 1250/- for all Candidates other than SC/ST. (Rs 1000/- for SC/ST candidates)
4. Registration Fee will be accepted through online mode of payment only.

## 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](http://www.punjabteched.net) and [www.punjabteched.com](http://www.punjabteched.com).
2. To participate in ON-LINE counseling, it shall be mandatory for every candidate to register through counseling website ([www.psbte.gov.in](http://www.psbte.gov.in)) 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 by institute only after online payment of admission fee.
6. After joining by a candidate at the allocated institute, the 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](http://www.psbte.gov.in)"
7. The candidates who would like to upgrade their earlier allotted seats in 1st counseling, are also permitted to participate in the subsequent counseling. In such cases, if candidate is allotted a seat in subsequent counsellings, his/her previous allotment of seat shall stand automatically cancelled and the candidate shall not have any claim whatsoever on the previous allotment.
8. At the time of reporting for verification of certificates and confirmation of the seat, the institute shall confirm his/her admission only after verifying the testimonials in original and proof of fee deposited.

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

**1. Original Certificates:**

- Qualifying Examination Detail Marks Sheet
- Matriculation Certificates (Date of Birth)
- Character Certificate from institutions last attended
- Proof of Residence/Domicile Certificate
- Certificate in support of claim under reserved category.
- Income Certificate, if admitted under Tuition Fee waiver seat / Reserved Category in support of claim under reserved category.
- **Candidates who fail to produce the requisite documents will not be admitted.**

**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. 1/395-3PP1/9619 dated the 6<sup>th</sup> June 1996 and letter No. 1/3/95-PP-II/81 dated the 1<sup>st</sup> 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 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 sub-para (b) above out of 5 years preceeding 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 performa 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 6<sup>th</sup> June, 1996 and I.D. No. 1/2/96-3PP-2/8976, dated 7<sup>th</sup> July, 1998 and No. 1/3/95-3PP-2/80 dated 1<sup>st</sup> 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 un-filled, 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.

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

# MOP PROSPECTUS 2018



As per amendment in Reservation policy Notification dated 12-04-2017, Governor of Punjab is pleased to increase the Reservation quota / percentage for **Backward classes from 5% to 10%** for admissions in educational, Technical and professional Institutions in the State of Punjab.

## 6. NUMBER OF SEATS :

The number of seats sanctioned for each institution is mentioned therein 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 :

Detail of chargeable Fees for the institutions located in Punjab and Chandigarh is mentioned therein the prospectus. In case of any change, the same will be notified at the time of counselling.

**Important Note :** Candidates must pay the requisite admission 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.

### Chief Minister Scholarship Scheme:

The details of CM Scholarship Scheme for the candidates is available in part-II of the prospectus.

## 8. REFUND OF FEES :

In the event of a student/candidate surrendering the seat before starting of the course, the admission 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 within 30 days of the end of counseling through online submission of the application in the counselling website. No applications will be entertained after the stipulated time.**



### LIST OF INSTITUTES FOR 2018-19 SESSION

1. Government Polytechnic for Women, Sector-10, Chandigarh
2. Govt. Polytechnic College for Girls, Jalandhar
3. Govt. Polytechnic College for Girls, Patiala
4. Govt. Polytechnic College, Khunimajra
5. Mai Bhago Government Polytechnic College for Girls, Amritsar
6. SRS Government Polytechnic College for Girls, Ludhiana

**Note :- Subject to Affiliation of Punjab State Board of Technical Education and Industrial Training and Grant of AICTE approval for session 2018-19.**





**Government Notifications**

**Annexures &**

**Forms**



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

**NOTIFICATION**

No.08/10/2018-1TE2/

1176019/1

Dated :

28/2/18

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 2018-19. 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 2017-18. Any addition of courses or any increase or decrease in the seats for the year 2018-19, 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 2018-19 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. 1/3/95-3PP/9619 dated 6th June 1996 and letter No. 1/3/95-3PP/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 follow a proper process for making such admissions.
- VI. Admission of candidates, who fulfill all eligible 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 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 30<sup>th</sup> 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 23<sup>rd</sup> 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 25<sup>th</sup> April 2008 and No. 13/129/2003-1TE2/1892 dated 20<sup>th</sup> 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 2018-19 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 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 2018-19.
- V. There shall be two rounds of centralized counseling by State Board of Technical Education, Punjab Chandigarh. The 2<sup>nd</sup> counseling should be over by 10<sup>th</sup> of July 2018 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 and The Punjab State Board of Technical Education Punjab, Chandigarh will issue necessary instructions to the institutions on 16 July 2018 in this regard. The online registration of such admission should be completed by 15<sup>th</sup> August by all means.

## 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 15<sup>th</sup> August 2018.
- 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 and No. 13/60/08-1TE2/2007 dated 31.5.2012 and Memo no 751-752//A-1/ECC/2015 dated 13.5.2015 as amended from time to time.
- 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.

ed: Chandigarh  
2-2018

M.P Singh, IAS.  
Addl. Chief Secretary to Govt. of Punjab  
Department of Technical Education & Industrial Training.

1st. No.8/10/2018-1TE2/ 1176019/2

Dated Chandigarh, the 28/2/18

A copy is forwarded to the following for information and necessary action:-

1. Director, Technical Education & Industrial Training, Punjab, Chandigarh.
2. Director, Technical Education, UT, Chandigarh.
3. A copy is forwarded to the Sh. Umesh Chander, Supdt. Gr-2 O/O Director Technical Education & Industrial Training, Chandigarh for uploading at the portal of Printing and Stationary to published in the State Government Gazette (ordinary).

*Balinder Kaur*  
Deputy Secretary, Technical Education

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

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

**Dated: 20<sup>th</sup> 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	<b>25%</b>
ii. Backward Classes.	<b>5%</b>
iii. Border Areas/Backward Areas ( <b>2% each</b> )	<b>4%</b>
iv. Sportspersons	<b>2%</b>
v. Children/Grand Children of Freedom Fighters.	<b>1%</b>
vi. Disabled Persons:	<b>3%</b>
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 :-
  - a. Director, Technical Education (DTE), Punjab (Convenor);
  - b. Director/Additional Secretary/Joint Secretary of the concerned Department.
  - c. 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.

ਵੱਲੋਂ

ਡਾਇਰੈਕਟਰ, ਤਕਨੀਕੀ ਸਿਖਿਆ ਅਤੇ  
ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ  
(ਤਕਨੀਕੀ ਸਿਖਿਆ ਵਿੰਗ) ਚੰਡੀਗੜ੍ਹ।

ਸੇਵਾ ਵਿਖੇ

- ਪ੍ਰਿੰਸੀਪਲ,
1. ਸਾਰੇ ਸਰਕਾਰੀ ਬਹੁਤਕਨੀਕੀ ਕਾਲਜ।
  2. ਸਾਰੇ ਗੈਰ ਸਰਕਾਰੀ ਏਡਿਡ ਬਹੁਤਕਨੀਕੀ ਕਾਲਜ।
  3. ਸਾਰੇ ਪ੍ਰਾਈਵੇਟ ਬਹੁਤਕਨੀਕੀ ਕਾਲਜ।

ਮੀਮੋ ਨੰ: 46ਟੀਈ/  
ਮਿਤੀ:

/ਕੰਡਕਟ  
2017

ਵਿਸ਼ਾ:- ਦਾਖਲੇ ਵਿੱਚ ਬੀ.ਸੀ ਕੋਟੇ ਦੇ ਰਿਜ਼ੈਰਵੇਸ਼ਨ ਦੇ ਵਾਧੇ ਸਬੰਧੀ।

ਇਸ ਰਾਹੀਂ ਪੰਜਾਬ ਸਰਕਾਰ, ਭਲਾਈ ਵਿਭਾਗ (ਰਿਜ਼ਰਵੇਸ਼ਨ ਸੈਲ) ਦੀ ਅਧਿਸੂਚਨਾ  
ਨੰ:-1/12/17-ਆਰ.ਸੀ.1/96-102 ਮਿਤੀ 12/4/17 ਦੀ ਨਕਲ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ  
ਜਾਂਦਾ ਹੈ।

ਨੱਥੀ/ਉਪਰੋਕਤ ਅਨੁਸਾਰ।

-3731/-  
ਵਧੀਕ ਡਾਇਰੈਕਟਰ,  
ਵਾ:ਡਾਇਰੈਕਟਰ,ਤਕਨੀਕੀ ਸਿਖਿਆ ਅਤੇ  
ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ,ਵਿਭਾਗ,ਪੰਜਾਬ।

ਪਿੱਠ ਅੰਕਣ ਨੰ: 901-902

/ਕੰਡਕਟ

ਮਿਤੀ: 15/5/17

ਇਸ ਦੀ ਨਕਲ ਸਮੇਤ ਸਹਿ-ਪੱਤਰ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਯੋਗ ਕਾਰਵਾਈ  
ਲਈ ਭੇਜੀ ਜਾਂਦੀ ਹੈ:-

1. ਸਕੱਤਰ, ਪੰਜਾਬ ਰਾਜ ਤਕਨੀਕੀ ਸਿਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਬੋਰਡ, ਚੰਡੀਗੜ੍ਹ।
2. ਸਿਸਟਮ ਐਨਾਲਿਸਿਸਟ (ਮੁੱਖ ਦਫਤਰ) ਅਧਿਸੂਚਨਾ ਨੂੰ ਸਮੇਤ ਵਿਭਾਗੀ ਪੱਤਰ ਵੈਬ-ਸਾਈਟ ਤੇ  
ਅਪਲੋਡ ਕਰਨ ਦੀ ਕ੍ਰਿਪਾਲਤਾ ਕਰਨ।

ਨੱਥੀ/ਉਪਰੋਕਤ ਅਨੁਸਾਰ।

~ ~ ~  
ਵਧੀਕ ਡਾਇਰੈਕਟਰ,  
ਵਾ:ਡਾਇਰੈਕਟਰ,ਤਕਨੀਕੀ ਸਿਖਿਆ ਅਤੇ  
ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ,ਵਿਭਾਗ,ਪੰਜਾਬ।  
~ ~ ~



GOVERNMENT OF PUNJAB  
DEPARTMENT OF WELFARE  
(RESERVATION CELL)

**NOTIFICATION**

ਪੀ. ਐ. ਐ. ਡੀ. ਡੀ. (ਮੋਹ)  
ਸਕਿਨੀ ਨੰ. 1226/2017  
ਮਿਤੀ 10-5-17

No.1/12/17-RC1/96

Dated; Chandigarh the 12-04-2017

As per Punjab Government letter No. 1540-WG-54/17248, dated 17<sup>th</sup> March, 1954 and letter No. 1637-WCI-AS2-64/4289, dated 6<sup>th</sup>/13<sup>th</sup> March, 1964, 20% and 2% seats were reserved for the members of Scheduled Castes/Tribes and Backward Classes in Educational, Technical and Professional Institutions at the time of admission.

2. Keeping in view the population figures in 1974 which have been shown an increase of 5%, the Government decided to increase reservation quota in Educational, Technical and Professional Institutions from 20% to 25% in case of members of Scheduled Castes and from 2% to 5% in case of members of Backward Classes for admission purpose in these institutions vide Punjab Government letter No. 4933-SWI-74/21145 dated 6<sup>th</sup> November, 1974.

The Governor of Punjab is pleased to increase the reservation quota/percentage for Backward Classes from 5% to 10% for admissions into Educational, Technical and Professional Institutions in the State of Punjab.

For immediate compliance.  
D. P. (ECC)  
10/5/17

(R. Venkat Ramesh)  
Principal Secretary to Government Punjab  
Department of Welfare, Punjab,  
Chandigarh.

No. No.1/12/2017-1RC/ 97

Dated; Chandigarh 12-04-2017

A copy is forwarded to the Controller, Printing and Stationery, Punjab, S.A.S. Nagar (Mohali), with the request that the above said notification may please be got published in the next issue of the Punjab Government Gazette (Ordinary) and supplied 1 copy thereof to this Department for official use.

Superintendent. 12/04/2017

No. No.1/12/2017-1RC/98-102

Dated; Chandigarh 12-04-2017

A copy is forwarded to the following for information and necessary action:-

1. To the Chief Secretary, Govt. of Punjab, Chandigarh.
2. All Special Chief Secretaries/Additional Chief Secretaries/Financial Commissions/Principal Secretaries and Administrative Secretaries of Govt. of Punjab.
3. All Heads of Departments in the state.
4. All Commissioners of Divisions/Deputy Commissioners/SDM in the state;
5. The Registrar, Punjab and Haryana High Court, Chandigarh and, All District and Session Judges in the state
6. All Managing Directors of Corporations/Local Bodies of Govt. of Punjab.
7. All DIOs/SSPs in the State.

Superintendent. 12/04/2017

[Extract from the Punjab Govt. Gaz. (Extra), dated the 7<sup>th</sup> April, 2017]

(To be substituted bearing same number and date)

**GOVERNMENT OF PUNJAB**

**DEPARTMENT OF WELFARE**

**(RESERVATION CELL)**

**NOTIFICATION**

The 12th April, 2017

No. 1/12/17-RC1/96.-As per Punjab Government letter No. 1946-WG-54/17248, dated 17th March, 1954 and letter No. 1637-WCI-AS2-64/4289, dated 6th/13th March, 1964, 20% and 2% seats were reserved for the members of Scheduled Castes/Tribes and Backward Classes in educational, Technical and Professional Institutions at the time of admission.

2. Keeping in view the population figures in 1974 which have been shown an increase of 5%, the Government decided to increase reservation quota in Educational, Technical and Professional Institutions from 20% to 25% in case of members of Scheduled Castes and from 2% to 5% in case of members of Backward Classes for admission purpose in these institutions *vide* Punjab Government letter No. 4933-SWI-74/21145 dated 6th November, 1974.
3. The Governor of Punjab is pleased to increase the reservation quota/percentage for Backward Classes from 5% to 10% for admissions in Educational, Technical and Professional Institutions in the State of Punjab.
4. This Notification shall come into force with immediate effect.

Sd/-

**(R. VENKAT RATNAM)**

Principal Secretary to Government Punjab  
Department of Welfare, Punjab,  
Chandigarh.

1234/04-2017/Pb. Govt. Press, S.A.S. Nagar

**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 31<sup>st</sup> 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 14<sup>th</sup> 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 23<sup>rd</sup> 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: 4<sup>th</sup> 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 6<sup>th</sup> 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 6<sup>th</sup> June, 1996 and I.D. No. 1/2/96-3PP-2/8976, dated 7<sup>th</sup> 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**



**GOVERNMENT OF PUNJAB  
DEPARTMENT OF TECHNICAL EDUCATION & INDUSTRIAL TRAINING  
(TECHNICAL EDUCATION BRANCH-II)**

**NOTIFICATION**

No.13/3/2017-4TE2/ 995956/1

Dated Chandigarh 6-6-2017

1.0 The Governor of Punjab is pleased to notify the Chief Minister Scholarship Scheme as under:

1. This Scholarship Scheme shall be applicable to all the Govt. Institutions offering Diploma courses.
2. This scheme shall be applicable from the session 2017-18 onwards.
3. Under this Scholarship scheme tuition fee waiver is to be given to the students on the basis of %age of marks secured in the qualifying examination as under:-

Category	%age in 10 <sup>th</sup> & %age in ITI	Scholarship (%)	Tuition Fees to be charged after giving the Scholarship
Diploma (1st Semester)	60% & Above but less than to 70%	70%	Rs. 6,600/- per annum during the whole course.
-do-	70% & Above but less than to 80%	80%	Rs. 4,400/- per annum during the whole course.
-do-	80% & Above but less than to 90%	90%	Rs. 2,200/- per annum during the whole course.
-do-	90% & above	100%	Nil tuition fees during the whole course.

2.0 This notification will come into force with immediate effect.

Dated: Chandigarh the  
5<sup>th</sup> June 2017

M.P. Singh, IAS  
Additional Chief Secretary to Govt. of Punjab  
Deptt. of Technical Education & Indl. Training.

Endst. No. 13/3/2017-4TE2/

Dated: 6-6-2017

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

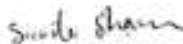
  
Under Secretary  
Deptt. of Technical Education & Indl. Training.

Endst. No.13/3/2017-4TE2/ 995956/6

Dated: 6-6-2017

A copy is forwarded to the following for information and necessary action: -

1. The Director, Technical Education & Industrial Training, Punjab, Chandigarh.
2. Secretary, Punjab State Board of Technical Education, Punjab, Chandigarh.
3. System Analyst, Computer Section, office of the Director, Technical Education & Industrial Training Punjab, Chandigarh.

  
Superintendent

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

NOTIFICATION

No.13/3/2017-1TE2 1014318/1

Dated: 03.7.2017

In partial modification of Punjab Government Notification No. 13/3/2017-4TE2/995956/1 dated 06.06.2017, the Governor of Punjab is pleased to notify that Chief Minister Scholarship Scheme shall also be applicable to all the Govt. Institutions offering diploma in Modern Office Practice and Diploma in Pharmacy based on the %age of marks secured in the qualifying examination.


Dated: Chandigarh the  
3-7-2017

G. Vajralingam, IAS  
Additional Chief Secretary to Govt. of Punjab.  
Deptt. of Technical Education & Indl. Training

Endst. No.13/3/2017-1TE2

Dated:

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

  
Under Secretary

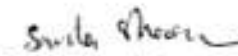
Deptt. of Technical Education & Indl. Training

Endst. No. 13/3/2017-1TE2 1014318/5

Dated: 03.7.2017

A Copy is forwarded to the following for information and necessary action:-

1. The Director, Technical Education & Industrial Training, Punjab, Chandigarh.
2. Secretary, Punjab State Board of Technical Education, Punjab, Chandigarh.
3. System Analyst, Computer Section, office of the Director, Technical Education & Industrial Training Punjab, Chandigarh.

  
Superintendent

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.  |
| <b>Categories :</b>   |  |
| 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 along with 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 perzonnels (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
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 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 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. \_\_\_\_\_

Date : \_\_\_\_\_

(Official Seal)

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. \_\_\_\_\_

Date : \_\_\_\_\_

(Official Seal)

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)

Date : \_\_\_\_\_

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

\* 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 VIOLENCE 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 innocent civilian killed /100% disabled by security forces in an operation against terrorists which took place at \_\_\_\_\_ on \_\_\_\_\_.

**(OR)**

Certified that Mr/Ms \_\_\_\_\_ son/daughter 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 2018-19

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

Sr.No.	Details	Amount (in Rs.)
<b>Board's Charges</b>		
1.	Registration Charges ( <i>one time</i> )**	500.00
<b>Collection on behalf of Institute</b>		
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		<b>18,150.00</b>

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**

**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.



### 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)	<b>Total (a to n)</b>	<b>2235/-</b>	<b>PA</b>
o)	Valedictory fund	66/-	One time
p)	Identity card	66/-	One time
q)	Refundable security	133/-	One time
(II)	<b>Total (o to q)</b>	<b>265/-</b>	<b>One time</b>
(III)	<b>Grand Total</b>	<b>2500/-</b>	



## ONLINE REGISTRATION

A candidate should must Register themselves on counseling website. Process of Registration shall start from 2nd week of May. During the registration period, a candidate shall be required to register ONLINE through website (<http://www.psbte.gov.in>) as per Counseling Schedule.

Registration will be done in first round as well as in 3rd round of counselling.

There are 3 simple steps for Registration:

1. **Fill Application Form:** The candidate shall be required to provide the personal, educational and demographic details while applying online.
2. **Upload Documents:** Candidate will be required to upload all prescribed documents.
3. **Pay Registration Fee:** After above 2 steps candidate is required to pay Registration Fee.

After successfully completing above 3 steps system will generate a seven digit Application Number which will be used as login ID by the candidate in the entire counselling process.

## PROCEDURE FOR ONLINE COUNSELING

There shall be total two rounds in counseling. 1<sup>st</sup> round of counselling shall start from 2nd week of June. The procedure for counselling shall be as follows:

1. Counselling is for candidates desirous of taking admission in Diploma in Engg. courses. In 1<sup>st</sup> round of counselling candidate shall have to register him/her self on counseling website [www.psbte.gov.in](http://www.psbte.gov.in).
2. After registration, candidates shall be asked to exercise their choices for courses and institutes in order of preference. In 1<sup>st</sup> round of counselling all candidates from general category and all reserved categories and candidates from other states are eligible to participate, however the allotment of seats shall only be made in respective categories.
3. After the declaration of result of 1<sup>st</sup> counselling, candidates shall print the provisional allotment letter available on student's Login and shall be asked to deposit admission fee (as applicable) and report to the allotted institute in the stipulated time as per counselling schedule for verification of documents and confirmation of seat.
4. If a candidate wishes to participate in 2<sup>nd</sup> round of counselling for up gradation of course/institute he/she shall re register him/her self as per schedule of counselling.
5. Such candidates shall require to sign an online under taking that  
*"Before participating in 2<sup>nd</sup> round of counselling I have understood that if I am allotted a seat in 2<sup>nd</sup> round of counselling, my allotment in first counselling shall automatically be cancelled and I shall have no claim on my previously allotted seat"*
6. This is to further clarify that if candidate is allotted seat in 2<sup>nd</sup> round of counselling than his/her seat allotted in 1<sup>st</sup> round is automatically cancelled and he shall have no right or claim on that seat of 1<sup>st</sup> round of counselling.
7. On declaration of result of 2<sup>nd</sup> round of counselling the candidate shall again be provided time as per schedule of counselling to deposit admission fee and physically report to the allotted institute for verification of documents and confirm the seat.

**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. Candidate is required to enter his/her correct and accurate data of educational qualifications and personal details.
3. Registration fee shall be paid by online mode of payment only.
4. Print Confirmation of Registration.
5. Participate in online counseling as per Schedule.
6. Fill choices of your Institute and course in order of your preference.
7. View Result of Online counseling.
8. Print Provisional Allotment Letter.
9. Deposit Admission Fee.
10. Report at the allotted institute along with your original certificates.
11. Get confirmation Letter from Institute.

**Schedule of Online Admission 2018-19**

**I- Online Registration : 10<sup>th</sup> May 2018 to 11<sup>th</sup> June 2018**

**II- Counselling Schedule:**

Counseling	Choice filling	Declaration of Result (Seat Allocation)	Reporting at Allocated Institute and Payment of Admission Fees
1 <sup>st</sup> counseling	13.06.2018 to 18.06.2018	20.06.2018 (5.00 PM)	21.06.2018 to 25.06.2018
2 <sup>nd</sup> counseling	27.06.2018 to 02.07.2018	04.07.2018 (5.00 P.M)	05.07.2018 to 09.07.2018
3 <sup>rd</sup> counseling	will start from 13.07.2018 and to be completed by 15-08-2018		