

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

No. TECH-TE-2013/1/2022-4TE2/ 525

Dated : 6/07/2022

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 2022-23. The Board shall 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 and Union Territory, Chandigarh, which are affiliated with the Board and stand approved by the All India Council for Technical Education for the session 2022-23.

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 legislation shall be eligible to apply for Three Years Diploma in Modern Office Practice.

Admission to Diploma in MOP course seats shall be made on the basis of relative merit in the qualifying examination mentioned above.

II. For the Academic session 2022-23, 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 or 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 mentioned in Punjab Government, Department of Technical Education and Industrial Training Memo. No. 35/44/95-1T(2)/978 dated 21st March, 2003.



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 Section B.

VII. The students shall pay the fees/ development fund and other charges as per rates fixed by the Government of Punjab/Union Territory of Chandigarh or the Board.

VIII. The fee structure for Foreign Nationals/Persons of Indian Origin shall be the same as is in vogue for NRI candidates.

IX. The guidelines for admission of Kashmiri migrants shall be as per Punjab Government in this regard. (Memo No. 8/21/11-ITE2/501423/1 dated 05.06.2015)

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, 2003.

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, No. 13/129/2003-1TE2/1892 dated 20<sup>th</sup> June 2008 and No.13/129/03-1TE2/171 dt.17<sup>th</sup> January 2011as amended from time to time.

XII. There shall be no bifurcation of the seats into "free seats" and "paid seats". This is in compliance with the judgment of the Honorable 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 2004 SC 355), and the instructions of Government of India, Ministry of Human Resource Development and the AICTE.

XIII. Academic session for newly admitted students may commence as per the academic schedule of AICTE for AY 2022-23.

XIV. State Government reserves its right to change any condition at any point of time.

#### **B. RESERVATION:**

I. The reservation of seats shall be as per Punjab Government, Department of Technical Education and Industrial Training Memo. No. 13/2/05-1TE/2/1987 dated 2<sup>nd</sup> July, 2013 and Memo No. 8/41/2019-4TE2/53 dated 13<sup>th</sup> Sep, 2019. As regards the reservation of seats of Polytechnics under Union Territory, Chandigarh, 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 Online Admission application form for the candidates to indicate the category, if any, under which they are seeking reservation. In case of no reservation is claimed in the application form, candidate shall be treated as general category. 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 2<sup>nd</sup> July, 2013. 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 2<sup>nd</sup> July, 2013.

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 withstanding 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.

### C. 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 2022-23 and therefore physical presence of candidates for the counseling will not be necessary.

II. During the online counseling, candidate shall be given opportunity to exercise choice of institutes / trade in centralized counseling and thereafter the vacant seats, if any, shall be filled by the institute on the criteria of admissions under management quota. It is categorically laid down that vacant seats are not being transferred as management quota seats. Only criteria as laid down for admission under management quota should remain applicable to fill such vacant seats.

III. The Board shall give a public notice in leading newspapers and media regarding the schedule of counselling.

IV. While fixing the date of counseling for admissions, the Board shall keep in view the cutoff date and schedule for approval by All India Council for Technical Education for the academic session 2022-23.

V. There shall be two rounds of centralized counselling by State Board of Technical Education, Punjab Chandigarh. The schedule and Deadline of counselling will be as per the academic calendar issued by AICTE for the academic session 2022-23 and strictly as per the orders of honorable Supreme Court.

**D. ADMISSION SCHEDULE**

The last date, up to which students can be admitted against vacancies will be as per academic calendar issued by AICTE for the academic session 2022-23 and strictly as per the orders of Honorable Supreme Court.

**E. SUPERNUMERY SEATS**

**I. FEE WAIVER SCHEME**

The Admissions under Fee Waiver Scheme of AICTE, shall be made by Punjab State Board of Technical Education & Industrial Training through online counselling simultaneously with general counselling in supersession of the Govt. Notification No. 13/60/08-1TE2/1797 dated 23.05.2011, Notification No. 13/60/80/1TE2/2007 dated 31.05.2012, Memo No. 751-752/S-1/ECC/2015 dated 13.05.2015 and Memo No.428-430/S-5/ECC/2019 dated 04.04.2019 as per, the terms and conditions laid down by All India Council for Technical Education from time to time.

**II. PM CARES for Children Scheme 2021**

PM CARES for Children Scheme has been launched by the Prime Minister for taking care of children who lost both parents during the COVID pandemic. Such children who are issued "PM CARES Certificate" shall be eligible for admission in Polytechnic Institutions under Supernumerary quota. They shall be eligible for SWANATH Scholarship. There shall be two supernumerary seats per course per institution.

**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 Honorable 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 2004 SC 355) or any other order of any Honorable Court. 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.

Dated: 05.07.2022

RAHUL BHANDARI, IAS  
Principal Secretary to Govt. of Punjab  
Department of Technical Education & Industrial Training



Endst. No. TECH-TE-2013/1/2022-4TE2/ 526

Dated Chandigarh, the 6/07/2022

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. – I, 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)

  
Superintendent

Endst. No. TECH-TE-2013/1/2022-4TE2/

Dated Chandigarh, the

A copy is forwarded to the Secretary, Punjab State Board of Technical Education & Industrial Training, Sector 36, Chandigarh. He is requested to publish the notification in to in the brochure and also send the brochure to Government for approval before it is got printed and is made available to the public. Besides, intimation about the admission may also be sent to Government.

—Sd—  
Superintendent