

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

The Governor of Punjab is pleased to appoint the Punjab State Board of Technical Education & Industrial Training, Chandigarh (hereinafter the Board) as the authority competent to conduct the online counseling on the basis of merit of qualifying examination for admissions to 1st Year of Three Year Diploma Course in Modern Office Practice being run in Polytechnics/ Institutions located in the State of Punjab and Union Territory Chandigarh for the session 2024-25, which are affiliated with the Board and stand approved by the All India Council for Technical Education for the session 2024-25 as per the prescribed intake.

- A) **ELIGIBILITY FOR ADMISSION TO DIPLOMA IN MODERN OFFICE PRACTICE**
- I) All those candidates who have passed the 10+2 examination 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.
- II) Admission to Diploma in MOP course seats shall be made on the basis of relative merit in the qualifying examination mentioned above.
- III) For the Academic session 2024-25, 85% seats shall be reserved for the internal candidates from within the State of Punjab and 15% shall be open to all candidates from outside Punjab, on all India basis.
- IV) The Eligibility criteria for 85% seats shall be for candidates who are resident of Punjab State as per Punjab Government, Department of Personnel and Administrative Reforms (PP-II Branch) letter No. I/3/95-3PPII/96I9dated 6th June 1996 and letter No. I/3/95-3PPII /80 dated 1st January, 1999 or shall have passed the matriculation 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 domicile certificate to this effect from the Principal/Head of Institution last attended in the prescribed Performa.
- V) Apart from the basic educational qualifications 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.

- VI. The Punjab State Board of Technical Education and Industrial Training, Chandigarh shall follow a proper process for making such admissions.
- VII. Admission of candidates, who fulfill all eligibility conditions, shall be made on the basis of the relative merit subject to reservation of seats, the detailed instructions in respect of which are given in Section B.
- VIII. The students shall pay the fees/ development fee and other charges both for the various seats, as per rates fixed by the Government of Punjab/Union Territory of Chandigarh or the Board.
- IX. The fee structure for Foreign Nationals/Person of Indian origin shall be the same as for NRI candidates.
- X. The guidelines for admission of Kashmiri migrants shall be as per Punjab Government in this regard. (Memo No. 8/21/II- ITE2/501423/1 dated 05.06.2015)
- XI. The guidelines for admission of Sikh minority community students to Guru Nanak Dev Polytechnic College, Ludhiana and Baba Banda Singh Bahadur Polytechnic College, Fatehgarh Sahib shall be as per Punjab Government Notification No. 18/33/2001-GC (6) 4513 dated Chandigarh, the 3rd April, 2001.
- XII. The management quota shall be as per Punjab Govt. Departments of Technical Education and Industrial Training Memo no 13/129/2003-ITE2/1247 dated 25th April 2008, no,13/129/2003-1TE2/1892 dated 20th June 2008 and No.13/129/03-1TE2/171.dt.17th January 2011 as amended from time to time.
- XIII. 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 2004 SC 355), and the instructions of Government of India, Ministry of Human Resource Development and the AICTE.
- XIV. Academic session for newly admitted students may commence as per the academic schedule of All India Council for Technical Education, New Delhi for academic year 2024-25.
- XV. 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. 13/2/05-1TE2/1987 dated 2nd July, 2013 and Memo No. 8/41/2019-4TE2/53 dated

13th 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 2nd 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 2nd 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, notwithstanding 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- COUNSELING**

- I. For admission to THREE years Diploma Courses in Modern Office Practice, web based online counseling shall be followed for the Academic year 2024-25 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 vacant seats/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 counseling.
- IV. There shall be two rounds of centralized counseling by State Board of Technical Education, Punjab Chandigarh. The schedule and Deadline of counseling will be as per Academic Calendar issued by AICTE for the academic session 2024-25 and strictly as per orders of honorable Supreme Court, if any.

D) **ADMISSION SCHEDULE**

- I. 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 2024-25 and strictly as per orders of honorable Supreme Court, if any.

E) **SUPERNUMERY SEATS**

I **FEE WAIVER SCHEME**

"Tuition Fee Waiver" Scheme (if any) will be applicable as per guidelines of AICTE

ii **FOREIGN NATIONALS/Overseas Citizen of India (OCI)/Children of Indian Workers in Gulf Countries.**

The Admission of FOREIGN NATIONALS/Overseas Citizen of India (OCI)/ Children of Indian Workers in Gulf Countries. Scheme of AICTE, shall be made by Punjab State Board of Technical Education & Industrial Training as per guideline of all India council for Technical Education issued by time to time. However the equivalency certificate for students who have passed their qualifying examination from outside India will be determined by Punjab State Board of Technical Education & Industrial Training.

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 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 and instructions of the Government of Punjab as referred to in A-IV,A-V,A-X,A-XI,A-XII,X-III and B-I in 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.

G) **OTHER REQUIREMENTS**

AICTE approved institutions shall fulfill any other requirements as specified/required which are notified by AICTE from time to time.

Dated, Chandigarh
25.04.2024

Vivek Pratap Singh, IAS
Principal Secretary to Govt. of Punjab,
Deptt. Of Technical Education & Indl. Training

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

1. The Director, Technical Education & Industrial Training Punjab, Chandigarh.
2. The Director, Technical Education & Industrial Training UT, Chandigarh.
3. Secretary, Punjab State Board of Technical Education & Industrial Training, Punjab, Chandigarh.
4. The System Analyst, Computer Section, Office of the Director, Technical Education & Industrial Training, Punjab, Chandigarh.
5. Umesh Chandar, Registrar, O/o Director, Technical Education & Industrial Training Punjab, Chandigarh for uploading on the portal of Controller, Printing and Stationery, Punjab, Chandigarh for request that the notification may be published in the State Govt. extra-ordinary Gazette and 20 copies of the notifications may be supplied to Government for record.

Cheranjit Kaur
Under Secretary

25-04-2024

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