



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

PLOT NO. 1-A, SEC. 36-A, CHANDIGARH PH. : 2615385, 2622584-85 FAX : 2660734

No: PSBTE/ACAD/2023/ 2557

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Circular

**Instructions for filling up of vacant seats & management quota seats through 3<sup>rd</sup> round of Online Counselling for session 2023-24.**

This is to inform that the list of vacant seats in various trades in the institutes after the completion of second round of counselling has been compiled and made available on the institute portal of online counselling website. As per the Govt. Notifications any vacant seats after the closure of central admissions shall be filled at the level of the institutions on the basis of guidelines issued for filling up the Management quota.

In regard to filling of vacant & management quota seats during third round of Counselling, Punjab Government Notifications for admission to various Diploma courses during 2023-24 session, under the heading "Online Counselling", it is mentioned that:-

"During the online counselling, candidate shall be given opportunity to exercise choice of institutes/trade in centralized counselling 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."

Further, any amendments/ corrigendum/ letter issued by Govt./ DTE Punjab will be intimated from time to time on Board's website. Accordingly the institutions have been permitted to fill the vacant seats as per the guidelines mentioned below:

1. The admissions will be made on the basis of merit (irrespective of the category) of qualifying examination by following a uniform criteria and defined procedure for selection for all streams.
2. The selection criteria must be given with wide circulation among the stakeholders.
3. During third online counselling, the students who are being admitted under the vacant seats and management quota seats shall be registered on the online portal of counselling website.

4. Seats under vacant seats shall be filled prior to the seats under management quota seats.
5. Admission fee will be accepted through online/offline mode of payment as done in previous round of counselling on online portal.
6. Students already registered during 1<sup>st</sup> or 2<sup>nd</sup> round of Online Counselling are not required to register again in 3<sup>rd</sup> round of Online Counselling. Registration Fee of new candidates will be accepted only through online mode of payment.
7. It is the sole responsibility of the institute to verify the required original documents of each student along with the registration details slip generated online as per the data uploaded by the students at the time of Online registration and must get these documents verified from their respective Nodal officer.
8. If Admission fees paid by Admitted Candidates during First and second round of Online Counselling is same that to be paid in 3<sup>rd</sup> round, then Candidates previous fees will be adjusted. In case of difference in fee structure then Candidates are required to submit it again and apply for refund of previous fees within stipulated time as given by Board.
9. The institutes are advised to complete the admission process of third round of counselling as per schedule uploaded on Board's Website.

For strict compliance please

  
**Director Academics**  
**For Secretary, PSBTE & IT,**  
**Chandigarh**  
May 2022 