



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

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No: PSBTE/ACAD/2019/ 2284

Dated:- 12.7.19

To

The Principal

All affiliated Institutions including Pharmacy,

**Subject: Filling up of vacant & management seats through 3<sup>rd</sup> round of "ONLINE" counselling after closure of second round of online counseling for Diploma, LEET, PTD, LEET PTD, Diploma in Pharmacy and Modern Office Practice, for session 2019-20- Regarding.**

The second round of online counseling for admission to various Diploma courses has completed on 11.07.2019 with the final reporting of selected candidates and thereafter confirmation by the concerned institutes.

The list of vacant seats available in different trades in different institutes has been compiled and made available to the institutes on the institute portal website of the NIC (<https://psbte.gov.in/Login.htm>) where the institutes interact for confirmation of admissions.

As per the Govt. notification of 1st year Diploma vide Notification No. 8/27/2019-4TE2/1458413/1 dated 08.04.2019, Lateral Entry (LEET) vide notification no. 8/27/2019-4TE2/1458438/1 dated 08.04.2019, Modern Office Practice (MOP) notification no. 8/27/2019-4TE2/1458466/1 dated 08.04.2019 and Pharmacy Notification No. 8/27/2019-4TE2/1458543/1 dated 08.04.2019, Part Time Diploma Notification No. 8/27/2019-4TE2/1458517/1 dated 08.04.2019, Lateral Entry (LEET) Part Time Diploma vide notification no. 8/27/2019-4TE2/1458489/1 dated 08.04.2019 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 vide letter no. 13/129/2003-ITE 2/1247 and 1892 dated 25.04.2008 and 20<sup>th</sup> June 2008 respectively.

In regard to above Punjab Government Notifications for admission to various courses during 2019-20 session, under the heading "Online Counseling", regarding filling of vacant and management quota seats during third round of Counseling, 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 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."

*[Handwritten signatures and dates]*  
12/7/19 12-07-19



**Guidelines for 3<sup>rd</sup> round of online Admissions for Vacant and Management Quota Seats:-**

**Admission Procedure for 3<sup>rd</sup> round of Online Counselling:-**

Three Simple Steps are to be followed to fill vacant and management Quota seats.

Institutes are required to login on website <https://psbte.gov.in/Login.htm> for filling up the vacant seats of the 1<sup>st</sup> and 2<sup>nd</sup> round of online counseling and seats under Management Quota. The "ONLINE Portal" will open on 15/07/2019 & close on 15-08-2019.

**Step 1: Registration of candidates on "ON LINE Portal":-**

- Fill all the required data in the Online Registration Form.
- After successful submission of candidate data, "Application Number" will be generated and it will be used to complete the remaining steps of the counseling and also required for all future correspondence.

**Step 2: Upload Documents on the "ON LINE Portal":-**

**Upload Scanned Images of Candidate Photograph, Signature and other Qualifying certificates:**

- The Scanned images of Candidates Photograph, Signature and other Qualifying Certificates should be in jpg/jpeg format only.
- Size of the Candidate photo image must be greater than 4 kb and less than 100 kb.
- Size of the Candidate signature image must be greater than 1 kb and less than 30 kb
- Size of Date of Birth (DOB) Certificate image must be greater than 50 kb and less than 300 kb.
- Size of Qualifying Exam Mark sheet/Certificate image must be greater than 50 kb and less than 300 kb.

**Step 3: Allocation and Confirmation of Seat by the Institute:-**

- Institute will select the candidate after entering his/her online generated "Application Number" during registration of candidate on the "ON LINE Portal".
- Select the Institute and course opted by the candidate.
- Available seats will be shown. Institute can fill only the available vacant / Management quota seats as shown on the screen.
- Thereafter, the institute has to confirm the seat of the candidate and print the admission slip.
- The Seat confirmation shall be completed by the institute on "ON LINE Portal" latest by 15<sup>th</sup> August 2019 positively. Without seat confirmation on the "ONLINE Portal" latest by 15/08/2019, the admission of candidate will not be valid.

*James D. K.*  
12/7/19  
12.07.19