

ONLINE COUNSELING / ADMISSION PROCEDURE TO DIPLOMA COURSES
FOR THE ACADEMIC SESSION 2022-23

Step 1 : Online Registration

- In the “New Registration Section” do the following actions [Refer RANK CARD]:
 - Enter Application Form Number
 - Click “Proceed” button
- An OTP (One Time Password) will be sent to the registered mobile of the candidate
- Enter OTP and then submit
- Edit your Personal Details (if required)
- Enter Password of your choice and then click “Update” button. (Do not disclose this Password to anybody)
- Check your modified (if so) personal details and then proceed. Once ‘Confirm’ button is clicked, entered data cannot be edited.
- Only after successful registration, a candidate can fill-up choices.

Step 2 : Student Login

- In the “Registered Candidate Login”, enter the followings:
 - Application Form Number
 - Password (Given by you during registration)
- Click ‘**Login**’ to enter into My Page

Step 3 : Choice Filling

- Go to the choice filling section of the website.
- Choice means “Institute-Branch” combination (Example: APC Roy Polytechnic – Mechanical)
- Add combinations of Institute & Branch one by one as per your preference.
- Add maximum number of choices to increase your chance of getting allotted a seat.
- Save your given choices.
- Take print out of the choices filled by you.

- You can edit your choices as many times as you want till closure of registration. Every time you edit your choices, 'Save' the same.
- After final entry of choices, the same should be locked clicking the "Lock" button. The printout of locked choices should be taken and retained. If any candidate forgot to lock his/her choices, the system will automatically lock the same after closure of registration. **Given choices, once Locked, cannot be edited.**

Step 4 : Seat Allotment

- Check your allotment in the result section of the website.
- A candidate who has been allotted a seat can participate in auto-up-gradation of the allotted seat OR can accept the allotted seat for admission. Candidates, having allotted their **first prioritized seats**, will not be allowed to participate in auto-up-gradation process.
- If no seat is allotted, wait for next phase of counseling, which will be made against the remaining vacant seats after admission.
- After each phase of allotment, results will be intimated to the candidates through SMS in their registered mobile.

Step 5 : Printing of Allotment Letter by paying Provisional or Final Seat Booking Fee

- If you do not wish to participate in auto-up-gradation and desire to take admission to the allotted seat, you will have to pay **Final Seat Booking Fee** through Debit Card / Credit Card / Net Banking / UPI and take printout of the **Final Allotment Letter**.
- If you want to opt for auto-up-gradation of your allotted seat then carefully select the correct option, pay **Provisional Seat Booking Fee** through Debit Card / Credit Card / Net Banking / UPI and take printout of the **Provisional Allotment Letter**.
- Read all instructions given in the allotment letter carefully.
- If a candidate fails to pay either Final Seat Booking Fee or Provisional Seat Booking Fee, the candidature will be cancelled automatically.
- Opting for auto-up-gradation and payment thereof do not ensure up-gradation of the allotted seat. **However, the allotted seat shall remain booked for the candidate until a new seat from higher order choices is allotted.**
- If, any provisionally allotted seat is up-graded in subsequent phases of allotment, former will be automatically cancelled and will be replaced by the upgraded seat.

Step 6 : Document Verification at Institute Level and Admission

- On taking printout of **Final Allotment Letter**, a candidate will have to report to the allotted Institute with all original documents (as mentioned afterwards) for verification and two copies of Final Allotment Letter cum Money Receipt to confirm admission on or before the specified last date for respective phases. He/she has to pay admission related fees separately at the time of admission. Admission to the allotted seat is subject to successful verification of all relevant documents. Candidature is liable to be cancelled if a candidate fails to produce any of the documents in original before the verifying authority or produces fake documents at the time of admission and his/her allotted seat will be cancelled automatically.
- Last date of taking final admission at the Institute will be specified in the Allotment Letter. After the specified last date, Institute will not allow admission.
- Candidates must bring the following documents in **ORIGINAL** along with a set of photocopy of all documents for verification and submission at the time of admission:

For admission to 1st year of Diploma Courses only:

- Rank Card
- Final Allotment Letter
- Admit Card or Pass Certificate of Madhyamik / Equivalent Examination or Birth Registration Certificate as age proof and for determination of District of schooling (in case a candidate is allotted District Quota seat) at Madhyamik or equivalent examination level.
- Mark sheet of Madhyamik or equivalent examination.
- Reservation (SC, ST, PC, OBC-A, OBC-B, LLQ, TFW, ESM, EWS etc.) related certificates (as applicable)

For admission to 2nd year of Diploma Courses only:

- Rank Card
- Final Allotment Letter
- Admit Card or Pass Certificate of Madhyamik / Equivalent Examination or Birth Registration Certificate.
- Mark sheet / Certificate of (X+2) Vocational Stream Course issued by West Bengal State Council of Technical & Vocational Education & Skill Development OR Higher Secondary OR Final Semester/Year Marksheet of 2 years' ITI (as applicable)
- Reservation (SC, ST, PC) related certificates (as applicable)

All candidates will have to submit the following documents in ORIGINAL at the time of physical reporting at the concerned institute for taking admission:

- Medical Fitness Certificate
- Anti-Ragging Affidavit
- Domicile Certificate

- Medical Fitness Certificate: Candidates must satisfy medical fitness with reference to (a) No Colour Blindness, (b) Physically & Mentally Fit, (c) Able to pursue technical course. Candidates seeking admission to the courses under the WBSCT&VE&SD should possess good health and physique with sound mind. They should not be suffering from any disease/physical or mental infirmity. All candidates (including Physically Challenged) have to produce Medical Fitness Certificate mentioning the above criteria issued by the Registered Medical Practitioner, at the time of admission. Such Medical Certificate must possess signature, seal and registration number of the Medical Practitioner.
- Filled-in Anti Ragging Affidavit in A4 size paper in the format given in the counselling website will have to be submitted in original at the time of taking admission at the Institute.
- Filled-in Domicile Certificate in any one of the formats given in the counselling website will have to be submitted in original at the time of taking admission at the Institute.
- SC / ST / OBC-A / OBC-B candidates are required to produce Caste Certificates in original issued by competent authority of West Bengal at the time of admission without which their claims for reserved seats will not be entertained and thereby, allotment will be cancelled.
- Physically Challenged (PC) candidates are required to produce Physically Challenged Certificates (disability: 40% or above) in original issued by competent authority at the time of admission without which their claim for reserved seats will not be entertained and thereby, allotment will be cancelled.
- For candidates allotted seats under Land Loser Category (For admission to 1st year only):
 - Seats in all Government and Government Sponsored Polytechnics shall be kept reserved as per the norms for the candidates of Land Loser Category and have valid JEXPO rank. Certificate issued in the name of parents/legal guardians by the BDO / SDO / First Class Magistrates / Group 'A' Gazetted Officers shall be considered. The candidates opted for and allotted with "Land Loser" (LLQ) category seats will have to produce the relevant certificate in original issued by competent authority of the Government of West Bengal at the time of admission, without which such claim will not be entertained and thereby, allotment will be cancelled.
- For candidates allotted seats under TFW Category (For admission to 1st year only):
 - Candidates who are domiciled in West Bengal and whose annual family income from all sources during the financial year 2021-2022 is less than Rs.2.50 lakhs and having valid ranks will be considered for admission under TFW scheme. For the purpose of determining the annual income of parents/guardian from all sources, an officer of the State Government in the rank of Block Development Officer or Sub-Divisional Officer or Additional District Magistrate or District / Group-A Gazetted Officer of the State or Central Government of similar rank or above in the rural region or Executive Officer of Municipality / Assistant Commissioner or above in Commissionerate / Group-A Gazetted Officer of State or Central Government of

similar rank or above in the urban region, will be competent to issue INCOME CERTIFICATE in the following format. **It may be noted that Income Certificate issued by any other person will not be entertained in this regard.**

- For candidates allotted seats under 'Wards of Ex-servicemen' Category (For admission to 1st year only):
 - Must produce original documents in the name of his/her parents/legal guardians in respect of his/her claim as wards of ex-servicemen died in action at the time of admission, otherwise such claim will not be entertained and thereby, allotment will be cancelled.

Format for Certificate of Family Income for the applicant applying under TFW Scheme	
Certified that the Annual Family Income from all sources in respect of _____, son/daughter of _____ of _____, Post Office _____, District _____, West Bengal for the financial year 2021-2022 is less than Rs.2.50 lakhs (Rupees two lakhs and fifty thousand) only and which stands at Rs. _____ (Rupees _____) only approximately.	Passport size colour photograph, same as given in the Application Form
Date: _____	Signature of Competent Authority _____
Place: _____	Designation with Official Seal _____

- Candidates who will be allotted seats under TFW quota will have to produce aforesaid certificate in original at the time of physical reporting at institution, without which such claim will not be entertained and thereby, allotment will be cancelled.