

ITEMS TO BE VERIFIED BY THE INSTITUTE AUTHORITY
WHILE ALLOWING PROVISIONAL ADMISSION OF THE CANDIDATES
(Academic Session 2022-23)

ONLY FOR FINAL ALLOTMENT

The Council prepared two Merit Lists for admission of students during the academic session 2022-23, one for 1st year of Diploma Courses and the other for 2nd year of Diploma Courses through Lateral Entry Scheme. Council also issued Provisional Rank Card to all merit listed candidates. The online counselling for admission of candidates is being made based on the aforesaid two Merit Lists.

The allotment of seat to a provisionally merit listed candidate will be made based on the General Rank, vacancy position at his/her rank, choices and priority, filled up by him/her during counseling.

Allotments will be made in the following categories of seats.

For JEXPO

- Tuition Fee Waiver Scheme [TFW]
- Land Loser Quota [LLQ]
- Wards of Ex-Servicemen [EXS]
- Economically Weaker Sections [EWS]
- State Quota (General) [SQGEN]
- State Quota (SC) [SQSC]
- State Quota (ST) [SQST]
- State Quota (PC) [SQPC]
- District Quota (Open – General) [DQOGEN]
- District Quota (Open – SC) [DQOOSC]
- District Quota (Open – ST) [DQOOST]
- District Quota (Open – PC) [DQOOPC]
- District Quota (Female – General) [DQFGEN]
- District Quota (Female – SC) [DQFSC]
- District Quota (Female – ST) [DQFST]
- District Quota (Female – PC) [DQFPC]
- OBC-A [OBC-A]
- OBC-B [OBC-B]

For VOCLET

- General [GEN]
- SC [SC]
- ST [ST]
- PC [PC]

Since the counseling will be made through online procedure, there is no scope for verification of testimonials of the candidates at the Council's end prior to admission. Therefore, admission of candidates for the Academic Session 2022-23 will have to be made after verification of all documents in original at the Institute level.

A. Candidates, who will take final admission against their allotted seat, will be advised to report at the concerned institution with the followings:–

- 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 taking final admission at the allotted institute.** 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:

- Rank Card
- Final Allotment Letter
- Admit Card of Madhyamik or equivalent examination 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. The Certificate of Madhyamik/Equivalent examination or Birth Registration Certificate will also be accepted as age proof.
- Mark sheet of Madhyamik or equivalent examination.
- Reservation (SC, ST, PC, OBC-A, OBC-B, LLQ, TFW, EXS, EWS, etc.) related certificates (as applicable)

For admission to 2nd Year of Diploma Courses:

- Rank Card
- Final Allotment Letter
- Admit Card /Certificate of Madhyamik / equivalent examination or Birth Registration Certificate.
- Mark sheet / Certificate of (X+2) examination/ HS (Voc) of WBSCT&VE&SD or equivalent examination with Physics/ Mathematics / Chemistry / Computer Science / Electronics / Information Technology / Biology/Informatics Practices / Biotechnology / Technical Vocational subject / Agriculture/ Engineering Graphics/ Business Studies / Entrepreneurship OR must pass 10th + (2 years ITI, continuous), in annual system or semester system
- Reservation (SC, ST, PC etc.) related certificates (as applicable)

For both JEXPO & VOCLET candidates:

- SC / ST / OBC-A / OBC-B candidates are required to produce Caste Certificate issued by competent authority of West Bengal, 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) issued by the 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 1st Year Admission only):

- The candidates opted for and allotted with “Land Loser” (LLQ) category seats will have to produce the relevant certificate issued by competent authority of the Government of West Bengal, without which such claim will not be entertained and thereby, allotment will be cancelled. **Certificate issued in the name of parents / legal guardians by the BDO / SDO / First Class Magistrates / Group ‘A’ Gazetted Officers shall only be considered in this regard.**

For candidates allotted seats under TFW Category (For 1st Year Admission 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 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. 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 (EXS)” (For 1st Year Admission only):

- Must produce original documents in the name of his/her parents/legal guardian in respect of his/her claim as wards of ex-servicemen, otherwise such claim will not be entertained and thereby, allotment will be cancelled.

For candidates allotted seats under “Economically Weaker Section (EWS)” (For 1st Year Admission at Ghani Khan Choudhury Institute of Engineering & Technology only):

- Must produce relevant documents in original at the time of admission in respect of his/her claim, otherwise such claim will not be entertained and thereby, allotment will be cancelled.

N.B. 1. In case of SC / ST / PC / TFW / LLQ / EXS / EWS candidate who have been allotted to a General Category seat, documents related to General Category seats have to be verified only.

2. The District Quota seats will be allotted based on the data provided by the candidates under “District Schooling” column. Candidates must pass Madhyamik or equivalent Examination from the district for which he/she claims district reservation facility. For determination of “District Schooling”, admit card / certificate of Madhyamik or Equivalent Examination may be referred.

Candidates passed Madhyamik or equivalent Examination from the districts of Kolkata, North 24 Parganas, South 24 Parganas, Hooghly and Howrah will be allotted seats under ‘KNSHH’ zone, while the candidates from the districts of Purba Bardhaman and Paschim Bardhaman will be allotted seats under ‘BWN’ zone.

B. All candidates, who will be allowed final admission, will have to submit the following documents in ORIGINAL:—

- 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.

Anti-Ragging Affidavit: Filled-in Anti Ragging Affidavit in the format given in the Council's website will have to be submitted in original at the time of taking final admission at the Institute.

Domicile Certificate: Filled-in Domicile Certificate in any one of the formats given in the Council's website will have to be submitted in original at the time of taking final admission at the Institute.

All documents of a candidate should invariably be checked before offering provisional admission with respect to eligibility criteria, age, category, district schooling, etc. The category through which a candidate has been allotted the seat will be mentioned in his/her Allotment Letter. Documents in support of the category are to be checked and the candidate, if he/she fails to furnish any of such documents, will not be allowed provisional admission. After verification, the institute authority will have to 'APPROVE' a provisionally admit candidate through online panel of the Council.

C. The Guidelines of checking all testimonials are as follows:–

• **For candidates taking admission in 1st Year:**

- Candidates must pass Madhyamik Examination from West Bengal Board of Secondary Education or its equivalent examination from the Board/Council (List of recognized Board / Council is available in the Information Brochure available on the council's website). ***For this purpose, Mark Sheet of the qualifying examination of the candidate is to be checked.*** In case of Grade Point, conversion formula of the concerned Board / Council is to be used.
- **There is no upper age limit. However, the candidate should not be born after 01.07.2007. For the purpose, Admit Card or Certificate of the qualifying examination or Birth Registration Certificate of the candidate is to be checked.**

• **For candidates taking admission in 2nd Year:** Candidates must pass any one of the following examinations:–

- Candidates must pass 10+2 examination with Physics / Mathematics / Chemistry / Computer Science / Electronics / Information Technology / Biology / Informatics Practices / Biotechnology / Technical Vocational Subject / Agriculture / Engineering Graphics / Business Studies / Entrepreneurship

OR

- Candidates must pass 10th + (2 years ITI, continuous), in annual system or semester system, in any branch of Engineering and Technology.
- There is no age limit.
- Scheduled Caste / Scheduled Tribe certificate issued by the competent authority of the State of West Bengal against a candidate, allotted a seat under such quota will be valid only. **SC/ST candidates having such certificates issued by the authorities of the States other than West Bengal are not eligible for such benefit. No candidate will be allowed admission in SC/ST quota unless he/she produces valid SC/ST certificate at the time of admission.**
- Candidates, allotted seats reserved for Physically Challenged (PC) category, are eligible for seeking admission under PC Quota. **Candidates who obtained such certificates to this effect declaring the extent of 'Handicap' to be not less than 40% by the competent authority are eligible for admission under PC quota.** The certificate should be issued by any Government Hospital. ***No candidate will be allowed admission in PC quota unless he/she produces valid PC certificate at the time of admission.*** Extent of 'Handicap' or disability should not be less than 40% to be eligible for availing the benefit.

- **For candidates allotted seats under Land Loser Category**

Out of total approved seats, certain numbers of seats in Government & Government Sponsored polytechnics have been kept reserved under “Land Loser” (LLQ) category for the candidates coming from land loser families. Candidates opted for and allotted “Land Loser” (LLQ) category seats for 1st year admission will have to produce relevant certificate in original issued by the competent authority of Government of West Bengal at the time of admission, without which such claims will not be entertained and thereby, allotments will be treated as cancelled. Certificate issued in the name of parents/legal guardians of a candidate by the BDO / SDO / First Class Magistrates / Group ‘A’ Gazetted Officers shall be considered.

- **For candidates allotted seats under TFW Category**

Candidates who are domiciled in West Bengal and whose annual family income from all sources during the financial year 2021-22 is less than Rs.2.50 lakhs will be allowed 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. ***TFW Scheme is equally applicable for Government, Government Sponsored & Private Polytechnics.***

Candidates who have allotted seats under TFW quota will have to produce certificate in ***prescribed format*** in original at the time of admission without which such claim will not be entertained and thereby, his/her allotment will be treated as cancelled. **No amount towards ‘Tuition Fee’ from the allotted candidates under this category will be collected by the Institute.**

N.B. In case, there is any minor error (spelling mistake in name or father’s name, wrong date of birth, etc. in the Provisional Rank Card of any candidate, Admit Card or Certificate of Madhyamik or equivalent examination or Birth Registration Certificate of the candidate is to be referred to check his/her eligibility criteria.

D. The eligibility criteria for the Part-time Courses, Diploma in Modern Office Practice & Management and 3D Animation & Graphics will be as under:-

<p>Part Time Morning Diploma in Mechanical, Electrical & Civil Engineering (4 years Course for ST candidates only) at Iswar Chandra Vidyasagar Polytechnic, Dist.- Jhargram.</p>	<p>Schedule Tribe (ST) Candidates, who passed Madhyamik or equivalent examination, are eligible. ST candidates who are citizens of India and domiciled in West Bengal for at least last two years from the date of application are only eligible for admission to these courses.</p>	<p>Date of Birth should not be after 01.07.2007</p>
<p>Part Time Diploma in Mining Engineering at Harasankar Bhattacharya Institute of Technology & Mining, Dist.- Paschim Bardhaman.</p>	<p>Passed 10th Std / SSC examination or equivalent examination from a recognized Board.</p>	<p>Not below 19 years as on 01.01.2022 (Female candidates are not allowed to apply for this course)</p>
<p>Part Time Diploma in Electrical Engineering at Technique Polytechnic Institute, Dist.- Hooghly.</p>	<p>Passed 10th Standard / SSC examination and 2 Year – continuous ITI after 10th Standard.</p>	<p>Date of Birth should not be after 01.07.2007</p>
<p>Diploma in Modern Office Practice & Management (MOPM) at Women's Polytechnic, 1/1/2 Gariahat Road (South), Jodhpur Park, Kolkata-700068.</p>	<p>Female candidates who passed Higher Secondary (10+2) or its equivalent examination from any recognised Board / Council / Institute are eligible. English must be one of the subject of study at Secondary (10) and Higher Secondary (10+2) level.</p>	<p>Date of Birth should not be after 01.07.2005</p>
<p>Diploma in 3-Dimensional Animation & Graphics (3DAG) at Women's Polytechnic, 1/1/2 Gariahat Road (South), Jodhpur Park, Kolkata-700068.</p>	<p>Female candidates who passed Higher Secondary (10+2) or its equivalent examination from any recognised Board / Council / Institute.</p>	<p>Date of Birth should not be after 01.07.2005</p>

S U M M A R Y

For JEXPO

- *Check details of the candidate from the council's web portal*
- *Check AGE of the candidate from his secondary admit card*
- *Check SCHOOLING DISTRICT of the candidate from the secondary admit card*
- *Must pass Madhyamik / Equivalent examination from the recognized Board/Council*
- *Studied English, Physical Science/Science/Science & Technology and Mathematics in secondary examination*
- *If allotted through reserved category, check relevant document and check the designation of the person issuing it is as per requirement*
- *Approve provisional admission of the candidate through council's web portal*

For VOCLET

- *Check details of the candidate from the council's web portal*
- *Check whether passed any of the examinations mentioned under eligibility*
- *If allotted through reserved category, check relevant document and check the designation of person issuing it is as per requirement*
- *Approve provisional admission of the candidate through council's web portal*