

**GOVERNMENT OF TELANGANA
DEPARTMENT OF TECHNICAL EDUCATION**

TS POLYCET-2023 ADMISSIONS

DETAILED NOTIFICATION

PAYMENT OF PROCESSING FEE, SLOT BOOKING, CERTIFICATE VERIFICATION AND OPTION EXERCISE FOR WEB BASED COUNSELLING

The eligible and qualified candidates of TSPOLYCET-2023 (Engineering State Rank Holders) who had passed SSC or its equivalent desirous of seeking admission into Diploma Courses in Polytechnics of Telangana State are informed that the payment of Processing Fee, Slot Booking for Certificate Verification, Certificate Verification and Option Exercise will commence as per the schedule given below. For details of procedure to be followed and other relevant information please read instructions to the candidate placed in the website <https://tspolycet.nic.in>

NOTE:

Agriculture State Rank holders of TSPOLYCET desirous of seeking admission

- For Agricultural Diploma courses visit website : www.pjtsau.edu.in
- For Horticultural Diploma courses visit website : <http://skltshu.ac.in>
- For Animal Husbandry and Fisheries Diploma courses visit website : <https://tsvu.nic.in>

COUNSELLING SCHEDULE:

S. NO	DETAILS	DATES
FIRST PHASE		
1	Online filing of Basic Information, Payment of Processing Fee & Slot Booking for selection of Help Line Centre, Date & Time to attend for Certificate Verification	14-06-2023 to 18-06-2023
2	Certificate Verification for already Slot Booked candidates	16-06-2023 to 19-06-2023
3	Exercising Options after Certificate Verification	16-06-2023 to 21-06-2023
4	Freezing of options	21-06-2023
5	Provisional Allotment of Seats on or before	25-06-2023
6	Payment of Fee & Self Reporting through website	25-06-2023 to 29-06-2023

FINAL PHASE		
7	Online filing of Basic Information, Payment of Processing Fee & Slot Booking for selection of Help Line Centre, Date & Time to attend for Certificate Verification for not attended candidates in First Phase	01-07-2023
8	Certificate Verification for already Slot Booked candidates in the Final Phase	02-07-2023
9	Exercising options	01-07-2023 to 03-07-2023
10	Freezing of options	03-07-2023
11	Provisional allotment of seats on or before	07-07-2023
12	Payment of Fee, Self Reporting through website	07-07-2023 to 10-07-2023
13	Reporting at the allotted College	07-07-2023 to 10-07-2023
14	Last date for updating candidates joining details	12-07-2023
15	Commencement of Academic Session	07-07-2023
16	Orientation	07-07-2023 to 14-07-2023
17	Commencement of Class work	15-07-2023
SPOT ADMISSIONS		
18	Announcement of spot admission guidelines 1. Centralized Spot Admissions by Commissioner of Technical Education into Government Polytechnics 2. Spot Admissions into Private Unaided Polytechnics by the Principals at the concerned colleges	07-07-2023
19	Payment of Processing Fee and uploading of certificates	08-07-2023 to 09-07-2023
20	Rank Generation	10-07-2023
21	Exercising options	08-07-2023 to 11-07-2023
22	Freezing of options	11-07-2023
23	Provisional allotment of seats on or before	14-07-2023
24	Payment of Fee, Self Reporting through website	14-07-2023 to 15-07-2023
25	Last date for reporting at the allotted College	15-07-2023
26	Last date for completion of spot admissions at private colleges	17-07-2023

Candidates / Parents are advised to exercise as many number of options as possible to avoid disappointment of not getting a seat. Therefore while exercising the options every care need to be taken in selecting the college and branch as per the choice of the candidates.

ELIGIBILITY FOR ADMISSION:

- Candidate shall be an Indian National.
- Candidate should belong to the State of Telangana /Andhra Pradesh as defined in G.O.(P).No. 646, Education (w) Dept., dated 10-07-1979 and its subsequent amendments.
- Candidates should have passed S.S.C. Examination conducted by State Board of Secondary Education, Telangana / Andhra Pradesh or any other examination recognized as equivalent there to by the Board of Secondary Education, TS/ AP such as Central Board of Secondary Education (CBSE), Indian Council for Secondary Education (ICSE), National Institute of Open School (NIOS), Telangana Open School Society (TOSS), A.P. Open School Society (APOSS), X class examination conducted by various State Boards of Secondary Education in India with Mathematics as one of the subjects and obtained at least 35% marks in the qualifying examination.
- Candidates belonging to NIOS/TOSS/APOSS/CBSE/ICSE/Other Examinations recognized as equivalent to SSC by Telangana State should have passed all the subjects including Mathematics, Physics, Chemistry, with minimum of 35% Marks in each subject.
- There is no age restriction for seeking admission into Diploma Courses in Polytechnics. However maximum eligible age for obtaining a Scholarship is 20 years for OC candidates and 24 years for other candidates as on the date of 01-07-2023 as per the guidelines prescribed in Memo No. 10537/SW(Edn.2)/2011, dated: 20-10-2012 and further guidelines issued from time to time by Social Welfare (Edn.) Department shall apply.
- Mere appearing for TSPOLYCET-2023 and obtaining a rank does not entitle a candidate to be considered for admission automatically unless the candidate fulfills the requirements laid down for admissions.

PAYMENT OF PROCESSING FEE:

- Visit website <https://tspolycet.nic.in> and click on the link "**PAYMENT OF PROCESSING FEE**"
- Register by entering
 - Registration Number given on TSPOLYCET-2023 Hall Ticket.
 - Date of Birth as mentioned in the SSC Marks Memo.
 - SSC Hall Ticket Number.
- The Basic Information Form is displayed and enter the details regarding Aadhar Number, Mobile Number and Email ID and also enter the details of Caste Certificate

and Income Certificate application Number issued by MeeSeva, if applicable.

Change of mobile number is not permitted.

- Update the information and pay the Processing Fee of Rs. 300/- (for SC/ST) and Rs. 600/- (for Others) through online payment (Credit Card / Debit Card / Net Banking)/T- Wallet.

SLOT BOOKING FOR CERTIFICATE VERIFICATION:

- All categories (OC/EWS/BC/SC/ST/MINORITY) candidates, Book your Slot(Selection of Help Line Centre, Date & Time) to attend certificate verification at your nearest or convenient Help Line Centre (HLC) mentioned in Annexure-I within the scheduled dates and attend for the Certificate Verification accordingly. Without payment of Processing Fee and Slot Booking, the candidate is not permitted to attend for Certificate Verification. The candidate shall be permitted to attend for Certificate Verification only at the Help Line Centre (HLC) on the date and time as per the slot booked by the candidate.
- Special category candidates i.e., National Cadet Corps (NCC) / Physically Challenged (PHC) / Children of Armed Forces Personnel (CAP) / Sports (SG) / Anglo – Indian (ANG) eligible candidates need to book Slot duly selecting the Help Line Centre of **GOVERNMENT POLYTECHNIC, MASABTANK, HYDERABAD** to attend for Certificate Verification for given date and time slots as mentioned in Annexure- I, other certificates of these candidates will also be verified on the dates mentioned along with Special Reservation category Certificates.
- The candidates residing in Quli-Qutub-Shahi Urban Development Area have to produce certificate of Residence and Ration Card to take seats available in Q.Q. Govt. Polytechnic, Hyderabad and they need to book Slot duly selecting the Help Line Centre of **Q.Q. GOVT. POLYTECHNIC, CHANDULAL BARADARI, OPPOSITE TO ZOO PARK, OLD CITY HYDERABAD** to attend for Certificate Verification only on Date and Time of slot booked as per the schedule given in the **Annexure-I.**

NOTE:

As per the G.O.Ms.No.4 Higher Education (TE/A1) Department dated 24.04.2020, ***"After exhausting the candidates i.e., permanent residents of Old City of Hyderabad, the general candidates other than permanent residents of Old City of Hyderabad shall also be considered."***

ECONOMICALLY WEAKER SECTIONS (EWS) RESERVATION:

- As per the guidelines issued in G.O.Ms.No. 244 General Administration (SER.D) Department, dated: 24-08-2021, 10% reservation to the Economically Weaker Sections (EWS) in respect of Admissions into Educational Institutions shall apply. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate for Economically Weaker Sections (EWS) issued by a Tahsildar valid for the year 2023-24.

ST RESERVATIONS:

- As per the guidelines issued in G.O.Ms.No.33 Tribal Welfare Department dated 30-09-2022, 10% reservations for Scheduled Tribes in Educational Institutions shall apply.

CERTIFICATE VERIFICATION:

- **Candidate's physical presence is mandatory for Certificate Verification strictly as per the scheduled slot booking date and time at Help Line Centre.**

Certificates to be produced by the candidates at the time of Certificate Verification:

All original certificates and 2 sets of Xerox copies of the following:

- TSPOLYCET-2023 Rank Card.
- Aadhar Card.
- S.S.C or its equivalent Marks memo.
- IV to X Study Certificates.
- Transfer Certificate (T.C).
- Income Certificate issued on or after 01-01-2023 by competent authority, if applicable.
- EWS Income and Asset Certificate issued by the Tahsildar valid for the year 2023-24, if applicable.
- Caste Certificate issued by competent authority, if applicable.
- Residence Certificate of candidate for a period of 7 years preceding to qualifying examination in case where the candidate has no institutionalized education.
- In respect of Non-Local candidates to consider them for allotment under unreserved seats the following certificates needs to be submitted.

- **Residence Certificate:** Candidates who has resided in the State for a total period of 10 years excluding periods of study outside the State; or either of whose parents have resided in the State for a total period of 10 years excluding periods of employment outside the State.

(OR)

- **Employer Certificate:** Candidates who are children of parents who are in the employment of this State or Central Government, Public Sector Corporations, local bodies , Universities and other similar Quasi Public Institutions within the State at the time of applying for TSPOLYCET-2023 Examination.
- **Minorities:** SSC TC containing Minority Status or Certificate from the Head Master.

Certificates to be produced by PHC/CAP/NCC/Sports (SG)/Anglo – Indian (ANG) eligible candidates:

All original certificates and 3 sets of Xerox copies of the following.

- **PHC**(Visually Handicapped, Hearing Impaired Handicapped & Orthopedically Handicapped)-Certificate issued by District Medical Board. Candidates with 40% and above disability are only eligible.
- **CAP**- (Children of Armed Forces Personnel):
 - a) "Children of Armed Forces (CAP)-2% (two percent) for the children of armed persons i.e., Ex-Servicemen, Defence Personnel including the Children of Border Security Force and Central Reserve Police Force who are Domiciled in Telangana State based on the permanent address / Home town declared by them while joining the service and as recorded in their Service Register".
 - b) The Ex-Servicemen have to produce the Children of Armed Forces Personnel (CAP) certificate issued by respective Regional Sainik Welfare Officer as per Appendix-"A" Attached with supporting documents to establish the Permanent address / Home town declared by Ex-Servicemen while joining the service and as recorded in their Service Register in accordance with G.O, such as Certificate from Records Office, Education Certificates of Ex-Servicemen etc.,
 - c) Serving Defence Personnel including CRPF and BSF Personnel should submit a Children of Armed Forces Personnel (CAP) certificate issued by unit Commanding officer (not less than the rank of a Colonel / equivalent in Navy and Air Force Commandant in CRPF/BSF) as per Appendix-"B" attached along with original and attested copy of Service Register where the Permanent address / Home town declared by them while joining the service is mentioned along with the education certificates of the Serving Defence personnel.
 - d) The retired CRPF and BSF Personnel have to produce the Children of Armed Forces Personnel (CAP) certificate issued by their respective competent authority as per Appendix-A along with supporting documents to establish the Permanent address / Home Town declared by them while joining the service and as recorded in their Service Register in accordance with GO, such as Certificate from Records Office, Education Certificates of CRPF/ BSF personnel, etc.,
- **NCC** (National Cadet Corps)-NCC Certificate issued by competent authorities.
- **Sports (SG)** -Sports Achievements / Testimonials along with the Form- I, II, III & IV duly certified / attested by the Concerned State Sports Associations recognized by the SATS which are categorized according to level of the Championships as laid down in G.O.Ms.No.02, Youth Advancement, Tourism & Culture (Sports) Department, dated: 22-09-2020, which are essential during Scrutiny.

- **Anglo-Indian (ANG):** The Anglo-Indian certificate issued by Tahsildar of their place of Residence.

The information related to all special categories [PHC/CAP/NCC/SPORTS(SG)] are available under Hyperlink special categories in website <https://tspolycet.nic.in>

SCHEDULE FOR SPECIAL CATEGORIES PHC/ CAP / NCC/ SPORTS (SG) / ANGLO INDIAN (ANG):

The special category candidates PHC/ CAP / NCC/ Sports (SG) / Anglo-Indian (ANG) need to book slot only selecting the Help Line Center of **GOVERNMENT POLYTECHNIC, MASAB TANK, HYDERABAD** to attend for certificate verification as per below schedule. The other certificates of these candidates will also be verified along with Special Reservation category certificates.

CAP (CHILDREN OF ARMED FORCES PERSONNEL) 16-06-2023	09:30 to 10:00 A.M	10:30 to 11:00 A.M
	11:30 to 12:00 Noon	12:30 to 01:00 P.M
SPORTS (SG) 16-06-2023	10:00 to 10:30 A.M	11:00 to 11:30 A.M
	12:00 to 12:30 P.M	02:00 to 02:30 P.M
	03:00 to 03:30 P.M	04:00 to 04:30 P.M
	05:00 to 05:30 P.M	
NCC (NATIONAL CADET CORPS) 17-06-2023 & 18-06-2023	10:00 to 10:30 A.M	11:00 to 11:30 A.M
	12:00 to 12:30 P.M	02:30 to 03:00 P.M
	03:30 to 04:00 P.M	04:30 to 05:00 P.M
PHC (PHYSICALLY CHALLENGED) 19-06-2023	10:00 to 10:30 A.M	10:30 to 11:00 A.M
	11:00 to 11:30 A.M	11:30 to 12:00 Noon
	12:00 to 12:30 P.M	
(ANG) ANGLO INDIAN 19-06-2023	02:00 to 02:30 P.M	

NOTE:

- Special Categories i.e., PHC/CAP/NCC/Sports(SG)/Anglo-Indian(ANG) certificates shall be verified during First Phase of counselling only on scheduled date and time. No further Certificate Verification for Special Categories after schedule date. **No Certificate Verification for Special Categories in Final Phase.** Allotments for NCC/Sports categories will be made in Final Phase only after due verification from the concerned authorities.
- After verification of original certificates, Receipt Of Certificates (ROC) will be issued to the candidate duly signed by Chief Verification Officer. Candidate /

Parents should check the details printed on ROC, if correction required, immediately contact Chief Verification Officer for rectification.

- Immediately after Certificate Verification the login ID will be sent to the candidate to the registered mobile number, if not received collect login ID at Help Line Center before leaving Certificate Verification Hall. **Note down the login Id received and do not disclose to anyone.**

FEE TO BE PAID:

- The Fee for Government Polytechnics is Rs. 3800/- per annum.
- An amount of Rs. 1000/- as Polytechnic Development Fee (SBTET) for the candidates allotted in Government Polytechnics.
- An amount of Rs. 180/- (Rupees One Hundred and Eighty only) towards Micro- Insurance Product – Janata Personal Accident – Group policy for a period of three years at the time of first year admissions from the candidates seeking admission into Government / Private Polytechnics.
- The Fee for Private Un-Aided Polytechnics is Rs. 15500/- per annum.
- The Polytechnic Development and Maintenance fee of Rs. 11700/- per year for the candidates admitted through Centralized spot admission into Government Polytechnics for the left over vacancies apart from regular Tuition Fee of Rs. 3800/-.
- An amount of Rs.100/- (Rupees One Hundred Only) towards contribution to Telangana Green Fund.

PROCEDURE FOR EXERCISING OPTIONS:

- Immediately after Certificate Verification, the Login Id will be sent to the candidates registered Mobile Number. All the messages / OTPs / Allotment details etc., will be sent to the Registered Mobile number, hence advised to **keep the mobile with you till the end of admission process.**
- Download the list of colleges / branches / districts from the website <https://tspolycet.nic.in>
- Take the printout of Manual Option Entry Form from the website.
- Consult Parents / Friends and prepare Manual Option Entry Form as per your preference duly writing institution code, branch code and district code. This is for your convenience and to avoid mistakes and save time while entering web options.
- The candidates can exercise options from Home / Internet Centre.
- Candidates during Admission Counselling can approach any Government Polytechnic for guidance/support for exercising options.
- If the candidate is exercising options from Internet Centre, make sure that proper logout is done after saving the options to avoid manipulation of the password by the Internet Centre person.
- Generate the Password by clicking on **Candidates Registration** link in the website.
- Do not share the password with others.

- After successful password generation, Login with the details under the link **Candidates Login** and enter OTP as received in registered Mobile Number.
- Refer the Manual Option Entry Form prepared by you and enter the options in the website.
- Candidates are advised to exercise options carefully in the order of priority. The order of priority of options is the important criteria in securing the seat.
- **Candidate has to exercise as many options as possible to avoid disappointment of not getting a seat.**
- Candidate can exercise and modify the options any number of times within the scheduled dates.
- Take a printout of final options saved for reference.

ALLOTMENT OF SEATS:

- The Provisional First Phase allotment of seats will be made **on or before 25-06-2023** and will be placed in the website <https://tspolycet.nic.in>
- For downloading the candidate's **Provisional allotment order, enter the ROC Form Number, TSPOLYCET Hall Ticket Number, Password and Date of Birth in Candidate login in <https://tspolycet.nic.in>**
- Pay the Fee mentioned in the Provisional allotment order through online (Net Banking / Credit Card / Debit Card) within the prescribed time and Self Report through online system in candidates login and take admission number to confirm the provisionally allotted seat. Take the printout.
- Candidates/Parents are advised to make Fee payment from their own Bank Accounts. In case of refunds, if any, the amount will be remitted back through online in to the same Bank Account from which the payment was made.
- The candidate has to report at the allotted college after Final Phase of counselling and handover a set of Xerox copies of the certificates and original Transfer Certificate (T.C).
- If the candidate does not pay the prescribed Fee within the schedule mentioned, the provisional allotted seat automatically stands cancelled and he / she shall not have any claim on the provisionally allotted seat.
- Follow further instructions printed on the provisional allotment order.
- After first phase, if the candidate cancels admission through Online after payment of Tuition Fee and exercise options in subsequent phases if any, Tuition Fee paid earlier shall be considered for subsequent allotment of seat and forfeiture of amount will be applicable as mentioned below.

- **If the candidate cancels his/her admission will forfeit the fee paid as mentioned below:**
 - **No forfeiture** – After first phase on or before the cutoff date notified for the cancellation before the commencement of final phase.
 - **50% forfeiture** – After final phase allotment date and before cutoff date notified for cancellation.
 - **100% forfeiture** – After cutoff date notified for cancellation in final phase of allotments.

FINAL PHASE:

The eligible candidates can attend for Certificate Verification and exercise options in Final Phase, if they have not attended earlier and can exercise options.

The candidates who have participated in First Phase Counselling can exercise options using their old password, Login ID, for the leftover seats now available and consequential vacancies that may arise in the process of allotment as per the schedule mentioned above, and it is advised to exercise options for interested Polytechnics only assuming that vacancies are available in the course of their choice.

WHO CAN EXERCISE OPTIONS IN FINAL PHASE?

- Candidates who have secured seat but not interested to join.
- Who have not secured seat so far but got their certificates verified.
- Who have not exercised the options so far but got their certificates verified.
- Who have secured a seat, self reported and aspiring for a better option.
- NCC and Sports category candidates whose certificates were submitted and got verified during First Phase of counselling have to exercise options in Final Phase to consider their candidature for NCC and Sports category seats.
- And any other eligible candidates.

NOTE:

1. Options given in the First Phase will not be considered for allotment and candidates have to exercise option afresh in Final Phase.
2. Candidates who are satisfied with their previous allotment and paid the Fee through online and self reported through website need not exercise options once again. However they have to report at the allotted college from **07-07-2023** to **10-07-2023** and register with Biometric for attendance at the college.
3. Candidates shall note that if they exercise options now and a seat is allotted as per the options, the vacated seat will be allotted to next meritorious candidate and hence they will have no claim on previous allotment.

PROCEDURE FOR EXERCISING OPTIONS AS MENTIONED ABOVE.

- **Candidate has to exercise as many options as possible to avoid disappointment of not getting a seat.**

FINAL PHASE ALLOTMENT OF SEATS:

The provisional final phase allotment of seats will be placed in the website <https://tspolycet.nic.in> on or before **07-07-2023**.

- For downloading the candidate's **Provisional allotment order, enter the ROC Form Number, TSPOLYCET Hall Ticket Number, Password and Date of Birth in Candidate login in <https://tspolycet.nic.in>.**
- Pay the Fee mentioned in the Provisional allotment order through online (Net Banking / Credit Card / Debit Card) within the prescribed time. Self Report through Website, report at the allotted college and register with Biometric for attendance in the college to confirm the provisionally allotted seat.
- Candidates/Parents are advised to make fee payment from their own Bank Accounts. In case of refunds, if any, the amount will be remitted back through online in to the same Bank Account from which the payment was made.
- In candidate's login, the candidate after Self Report through online system, the Admission Number will be generated. Take the printout and report at the finally allotted college from **07-07-2023** to **10-07-2023** and handover a set of Xerox copies of the certificates and original Transfer Certificate (T.C) otherwise your allotted seat stands cancelled. Register with Biometric for attendance at the college.
- If the candidate does not pay the prescribed Fee within the schedule mentioned, the provisional allotted seat automatically stands cancelled and he / she shall not have any claim on the provisionally allotted seat.
- **Follow the further instructions printed on the provisional allotment order.**
- **If the candidate cancels his/her admission, the fees paid will be forfeited as mentioned above.**
- **See the website <https://tspolycet.nic.in> periodically for updated information.**

SPOT ADMISSIONS:

The spot admission guidelines will be placed in the website <https://tspolycet.nic.in> on **07-07-2023** in respect of

1. Centralized Spot Admissions by Commissioner of Technical Education into Government Polytechnics.
2. Spot Admissions into Private Unaided Polytechnics by the Principals at the concerned colleges.

COMMISSIONER, TECHNICAL EDUCATION &
CONVENOR-TSPOLYCET-2023 ADMISSIONS