

**GOVERNMENT OF TELANGANA  
DEPARTMENT OF TECHNICAL EDUCATION**

# TS POLYCET-2021 ADMISSIONS

## DETAILED NOTIFICATION

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

The Qualified candidates of TSPOLYCET-2021 (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:**

1. Agriculture State Rank holders of TSPOLYCET-2021 desirous of seeking admissions into Diploma in Agriculture, Seed Technology, Organic Agriculture and Agricultural Engineering courses visit website: [www.pjtsau.edu.in](http://www.pjtsau.edu.in) .
2. Engineering State Rank holders of TSPOLYCET-2021 desirous of seeking admissions into IIIT, Basara courses visit website: [www.admissions.rgukt.ac.in](http://www.admissions.rgukt.ac.in) .

**COUNSELLING SCHEDULE:**

| S. NO              | DETAILS  | DATES                          |
|--------------------|--|--------------------------------|
| <b>FIRST PHASE</b> |  |                                |
| 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 | 05-08-2021<br>to<br>09-08-2021 |
| 2                  | Certificate Verification for already Slot Booked candidates  | 06-08-2021<br>to<br>10-08-2021 |
| 3                  | Exercising Options after Certificate Verification  | 06-08-2021<br>to<br>12-08-2021 |
| 4                  | Freezing of options  | 12-08-2021                     |
| 5                  | Provisional Allotment of Seats   | 14-08-2021                     |
| 6                  | Payment of Fee & Self Reporting through website  | 14-08-2021<br>to<br>20-08-2021 |

| <b>FINAL PHASE</b>  |   |                                |
|---|---|--------------------------------|
| 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 | 23-08-2021                     |
| 8   | Certificate Verification for already Slot Booked candidates in the Final Phase  | 24-08-2021                     |
| 9   | Exercising options  | 24-08-2021<br>to<br>25-08-2021 |
| 10  | Freezing of options   | 25-08-2021                     |
| 11  | Provisional allotment of seats  | 27-08-2021                     |
| 12  | Payment of Fee, Self Reporting through website  | 27-08-2021<br>to<br>31-08-2021 |
| 13  | Reporting at the allotted College   | 01-09-2021                     |
| 14  | Commencement of Academic Session  | 01-09-2021                     |
| 15  | Orientation   | 01-09-2021<br>to<br>04-09-2021 |
| 16  | Commencement of Class work  | 06-09-2021                     |
| <b>SPOT ADMISSIONS<br/>(for Private Unaided Polytechnics)</b> |   |                                |
| 17  | The spot admission guidelines for Private Unaided Polytechnics will be placed in the website <a href="https://tspolycet.nic.in">https://tspolycet.nic.in</a>  | 01-09-2021                     |

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 01-07-2021 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-2021 and obtaining a rank does not entitle a candidate to be considered for admission automatically unless the candidate fulfils 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
  - ICR Number given on TSPOLYCET-2021 Hall Ticket.
  - Date of Birth as mentioned in the SSC Marks Memo.
  - SSC Hall Ticket Number.
- The Basic Information Form is displayed and fill in the details regarding Aadhar, Mobile Number and Email Address. Also fill the details of Caste Certificate and Income Certificate application Number issued by Mee Seva, 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/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 at the Help Line Centre (HLC) only on the date and time of slot booked, as per the schedule.
- Special category candidates i.e., (NCC) National Cadet Corps / (PHC) Physically Challenged/(CAP) Children of Armed Forces Personnel / Sports (SG)/ Anglo Indians 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."***

**CERTIFICATE VERIFICATION:**

- **Candidate presence is mandatory for Certificate Verification Strictly as per the scheduled slot booking date and time at Help Line Centre.**
- No entry for the candidates without mask.
- Candidates must maintain social distancing.
- The body temperature of candidate will be checked using Thermal Scanner before entering into the Help Line Centre.
- Candidate alone is permitted to enter into the certificate verification hall.
- Candidates are advised to bring their own water bottle.

**Note: If any candidate is suffering with COVID-19 his/her parent may seek the permission from the Convenor, TSPOLYCET -2021 Admissions, Sankethika Vidya Bhavan, Masab Tank, Hyderabad duly filling the form placed in the website.**

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

All original certificates and 1 set of Xerox copies of the following:

- TSPOLYCET-2021 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 01-01-2021 by competent authority, 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-2021 Examination.

**Certificates to be produced by PHC/CAP/NCC/Sports (SG)/Minority/Anglo – Indian Candidates:**

- **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): **Candidates whose parents are domiciled in the State of Telangana based on the permanent address/home town declared by them while joining the service and as recorded in their Service Register are alone eligible to be considered under "CAP" Category.**
  - a) CAP Certificate (As per format Appendix - A)
    - (i) Retd Personnel: CAP Certificate Issued by Zilla Sainik Welfare Officer, Identity card and Discharge Book.
    - (ii) Serving Personnel: Issued by Unit Commanding Officer (not less than the rank of Colonel/Commandant).
  - b) Certificate duly mentioning the permanent Home address declared at the time of Joining Armed Forces as recorded in the Service Register as per format "Appendix - B"
    - (i) Retd Personnel: Records Office / Service Head Quarters.
    - (ii) Serving Personnel: Original Service Register/Book along with an attested Xerox copy of the pages where permanent address at the time of Joining Armed Forces is mentioned
- **NCC** (National Cadet Corps) - 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.

- **Minorities:** SSC TC containing Minority Status or Certificate from the Head Master.
- **Anglo-Indian:** A Certificate issued by Tahsildar of their place of Residence.

**The information related to all special categories are available under Hyperlink special categories in website <https://tspolycet.nic.in>**

**NOTE:**

- Special Categories i.e., PHC/CAP/NCC/Sports (SG) 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 these 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.

**FEE TO BE PAID:**

- The Fee for Government / Aided 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 Polytechnics.
- The Fee for Private Un-Aided / Self Finance Branch offered in Aided Polytechnics is Rs. 15500/- per annum.

**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 / Help Line Centre (HLC).
- 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 placed in the website <https://tspolycet.nic.in> on **14-08-2021**.
- For downloading the candidate's **Provisional allotment order, enter the ROC Form Number, 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 Website 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 and are advised to take a printout for future reference.
- 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.
- **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.
  - **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.
- After first phase, if the candidate cancels admission through Online after payment of Fee and exercise options in subsequent phases, fee paid earlier shall be considered for subsequent allotment of seat and forfeiture of amount will be applicable as mentioned above.

**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, reported and aspiring for a better option.
- 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.
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 on **01-09-2021** 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 allotment of seats for Final Phase will be placed in the website <https://tspolycet.nic.in> on **27-08-2021**.

- For downloading the candidate's **Provisional allotment order, enter the ROC Form Number, 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 on 01-09-2021 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 will forfeit the fee paid as mentioned above.**
- **See the website <https://tspolycet.nic.in> periodically for updated information.**

**SPOT ADMISSIONS:**

The spot admission guidelines for Private Unaided Polytechnics will be placed in the website <https://tspolycet.nic.in> on **01-09-2021**.

COMMISSIONER, TECHNICAL EDUCATION &  
CONVENOR-TSPOLYCET-2021 ADMISSIONS