



GOVERNMENT OF ASSAM
DIRECTORATE OF TECHNICAL EDUCATION, ASSAM
KAHILIPARA, GUWAHATI – 781019

**ONLINE COUNSELLING SCHEDULE AND GUIDELINES FOR ADMISSION
FOR DIPLOMA ENGINEERING AND TECHNOLOGY IN ASSAM**

Sl. No.	Events	Time Period (in days)	Date
1	Allotment of seats of 1st online counselling.	1	16th of August 2022.
2	Acceptance against allotted seats along with Acceptance Letter and necessary documents upload.	4	17th of August to 20th of August 2022.
3	Physical Admission along with Document (Original) Verification at the respective Institute	7	17th of August to 23rd of August 2022.
4	Submission of Admission Report and Vacancy List by respective institutes to DTE Office	--	24th of August 2022
5	Display of Vacancy List received from institutes after 1st online counselling	--	26th of August 2022.
6	Allotment of seats of 2nd online counselling.	1	30th of August 2022.
7	Acceptance against allotted seats along with Acceptance Letter and necessary documents upload.	4	30th August to 2nd of September 2022.
8	Physical Admission along with Document (Original) Verification at the respective Institute	7	30th August to 5th of September 2022.
	Submission of Admission Report and Vacancy List by respective institutes to DTE Office	--	7th of September 2022.
10	Display of Vacancy List received from institutes after 2nd online counselling	--	9th of September 2022.
11	Revising/Modification of Institutions/Branches/Others by candidates, if any	2	9th of September to 10th of September 2022.
12	Allotment of seats of 3rd online counselling.	1	12th of September 2022.
13	Acceptance against allotted seats along with Acceptance Letter and necessary documents upload.	4	13th of September to 16th of September 2022.
14	Physical Admission along with Document (Original) Verification at the respective Institute	6	15th of September to 20th of September 2022.
15	Submission of Admission Report and Vacancy List by respective institutes to DTE Office	--	21st of September 2022.

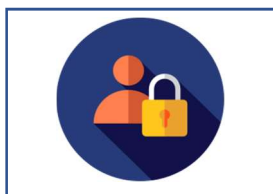
16	Display of Vacancy List received from institutes after 3rd online counselling	--	23rd of September 2022.
17	Allotment of seats of 4th online counselling.	1	25th of September 2022.
18	Acceptance against allotted seats along with Acceptance Letter and necessary documents upload.	3	26th of September to 28th of September 2022
19	Physical Admission along with Document (Original) Verification at the respective Institute	5	26th of September to 30th of September 2022
20	Submission of Admission Report and Vacancy List by respective institutes to DTE Office	--	6th of October 2022.
21	Display of Vacancy List received from institutes after 4rd online counselling	--	8th of October 2022.
22	Allotment of seats of 5th online counselling.	1	10th of October 2022.
23	Acceptance against allotted seats along with Acceptance Letter and necessary documents upload.	4	11th of October to 14th of October 2022.
24	Physical Admission along with Document (Original) Verification at the respective Institute	6	15th of October to 20th of October 2022.
25	Submission of Admission Report and Vacancy List by respective institutes to DTE Office	--	21st of October 2022.
26	Display of Vacancy List after 5th online counselling	--	24th of October 2022.

Note: 1. No. of rounds of counselling subject to the availability of seats.

2. Dates mentioned in the above schedule may be changed in due course of time.

3. All the candidates are requested to visit the DTE website regularly for the latest updates.

STEPS FOR THE CANDIDATES



STEP 1

CANDIDATE LOGIN

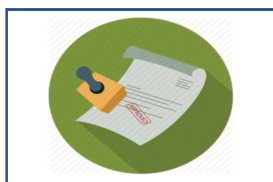
Login to the portal. Visit the website dte.assam.gov.in



STEP 2

ACCEPT ALLOTMENT

If allotted a seat in the counselling then accept the Allotment and upload the Acceptance Letter.



STEP 3

ALLOTMENT LETTER

After accepting the Allotment and uploading the Acceptance Letter, Download the Provisional Allotment Letter from the portal.



STEP 4

REPORT TO THE INSTITUTE

After downloading the provisional allotment letter, report to the allotted institute within the given dates for document verification & admission.



STEP 5

ADMISSION & FEE PAYMENT

After document verification & acceptance for admission, pay the admission fees to take admission in the respective institute.



STEP 6

ADMISSION CONFIRMATION

After the admission process is over, login into the web portal and download the admission receipt.

Guidelines to be followed in the entire Online Counselling process for admission to the Diploma Engineering And Technology for the session 2022-23.

1. The registered candidates who have completed choice filling and document uploading will be considered for allotment of seats as per merit & category of the candidate. The allotment will be made against one seat & the allotment of seats will be purely provisional.
2. The candidates who get the seat allotment must accept it through the portal. In order to download the provisional allotment letter, candidates must sign an acceptance letter and upload it to the portal. The candidates have to visit the allotted institutions with the required documents for physical verification and admission. Institutions will check and verify their documents physically. Any document deemed ineligible may be rejected by the institution, and the candidature may be forfeited from the entire admission process.
3. If a candidate does not accept an allotted seat, he will only be taken into consideration in the next round of counselling for possibilities that are better than the seat offered. In that case, the candidate has to submit an undertaking. However, this opportunity will only be offered once.
4. Candidates who accept the allotted seat and take the admission also but still wish to take part in the subsequent round of counselling in order to find a better choice will be permitted, but they must submit an undertaking.
5. If a candidate wishes to exit from the counselling process then his/her candidature will be forfeited for the entire counselling process in that case the candidate has to submit an undertaking.
6. If a candidate accepts the allotted seat but is unable to take the admission within the stipulated time, he or she will still be given consideration for the next round of counselling, but only for options that are better than the offered seat. However, the chance will only be presented once only.
7. Candidates will only be considered for the next round of allotment for opportunities that are better than the current allotment if they do not reply or respond to the system procedure and do not begin any action within the allotted period after receiving their allotment. However, the opportunity will be offered once only.
8. If no seat is allotted, then the eligible candidates will be considered in the next counselling automatically.

9. Candidates who haven't yet received an allocation, who haven't frozen their seats, or whose applications haven't been rejected for any reason will have the scope to edit or revise their preferences at the end of the 2nd round of counselling.
10. Candidates whose choice filling has been modified or edited the updated preferences will be taken into consideration for subsequent rounds of counselling and those whose choices have not been modified will be treated as the prior one.
11. If a candidate gets an allotment after opting for better options, the previous admission will be cancelled automatically and the admission fee will be refunded deducting a 10% charge after receiving confirmation from the institute.
12. The above instructions may be subjected to change if necessary. The final decision regarding all the process of counselling and admission will be taken by the Directorate of Technical Education as and when necessary.
13. The candidates are requested to check News & Events daily in the admission portal.

Rank Generation Formula:

1. The Rank Generation procedure if there is a tie in marks of Polytechnic Admission Test (PAT)-2022 with the following terms:
 - i) If there is a tie in the marks obtained in the PAT-2022, then the marks obtained in Mathematics of H.S.L.C. or its equivalent will be compared.
 - ii) If there is a tie in the marks in Mathematics of H.S.L.C. or its equivalent examination then the marks obtained in Science of H.S.L.C. or its equivalent examination will be compared.
 - iii) If there is a tie in the marks in Science of H.S.L.C. or its equivalent examination then the marks obtained in English of H.S.L.C. or its equivalent examination will be compared.
 - iv) Even if the marks in English of H.S.L.C. or its equivalent examination are the same then the overall percentage of H.S.L.C. or its equivalent examination will be compared.

- v) Even if there is a tie then the Date of Birth will be considered and older age will be considered.
 - vi) Even if there is a tie, the decision of the Counselling Committee will be final.
2. Document Verification will be done at the institute level at the time of admission. The checklist of documents for document verification is mentioned in **Annexure – I**
 3. If the marks entered in the online portal do not match with the original marks of the candidate then his/her candidature will be rejected for that round and after correction by the candidate side, he/she will be considered for the next rounds.
 4. The detail of the fees to be submitted on the day of admission is as follows:
 - i) Rs **4700 (Four Thousand Seven Hundred)** for all candidates except Tuition Fee Waiver (TFW) category excluding examination fees, hostel rent and mess dues.
 - ii) RS **4200 (Four Thousand Two Hundred)** for TFW candidates excluding examination fees, hostel rent and mess dues.
 5. The hostel and mess expenses will be collected at the institute level after the allotment of the hostel to the candidates as per prescribed rates/guidelines.
 6. In the case of upgradation, **10%** of the total fees paid by the candidate at the previous institute will be deducted and the remaining amount will be refunded to the candidate during release from the institute.
 7. There may be spot counselling only in those institutes where vacancy arises after counselling is over. The vacant seats will be filled according to their caste and category on a first come first serve basis by the respective institutes.

Annexure-I

Candidates will have to produce for verification the following documents in original at the time of admission and submit the self-attested photocopies of the same along with 2 (two) recent passport size photographs with their signature.

DOCUMENTS REQUIRED FOR ALL CANDIDATES:

1	AGE PROOF	H.S.L.C. OR ITS EQUIVALENT EXAMINATION ADMIT CARD.
2	QUALIFYING EXAMINATION MARK SHEET	H.S.L.C. OR ITS EQUIVALENT EXAMINATION MARK SHEET
3	PERMANENT RESIDENT CERTIFICATE	PERMANENT RESIDENT CERTIFICATE OF ASSAM [PRC] FOR THE CENTRAL GOVERNMENT EMPLOYEES QUOTA PLEASE FOLLOW THE INSTRUCTION OF THE C.G.E. QUOTA
4	PROVISIONAL ALLOTMENT LETTER	TO BE DOWNLOADED FROM THE WEBSITE
5	PART-A FORM	ATTACHED WITH THE PROVISIONAL ALLOTMENT LETTER

IN ADDITION TO THE ABOVE THE OTHER DOCUMENTS ARE REQUIRED AGAINST THE BELOW-MENTIONED CASTE/ CATEGORY AS FOLLOWS:

1.	SC/ST[P]/ ST[H]	CASTE CERTIFICATE
2.	OBC/MOBC [NON-CREAMY LAYER]	CASTE CERTIFICATE ALONG WITH NON-CREAMY LAYER CERTIFICATE [NCL]
3	TGLC/EX-TGLC/KOCH-RAJBANSHI/ CHUTIA/TAI-AHOM [NON-CREAMY LAYER]	CASTE CERTIFICATE ALONG WITH NON-CREAMY LAYER CERTIFICATE [NCL]
4	MORAN/MOTAK COMMUNITY CASTE CERTIFICATE ALONG WITH NON-CREAMY LAYER CERTIFICATE [NCL]	CASTE CERTIFICATE MENTIONING THE COMMUNITY AS MORAN ALONG WITH NON-CREAMY LAYER CERTIFICATE [NCL]
5	GRANDSON/GRAND-DAUGHTER OF FREEDOM FIGHTER	1. FREEDOM FIGHTER CERTIFICATE FROM HOME AND POLITICAL DEPARTMENT. 2. RELATIONSHIP CERTIFICATE FROM CONCERNED DEPUTY COMMISSIONER.

6	SON/DAUGHTER OF OF RETIRED DEFENSE PERSON	CERTIFICATE FROM THE DIRECTOR, RAJYIK SAINIK BOARD, ASSAM
7	SON/DAUGHTER OF CENTRAL GOVERNMENT EMPLOYEES	1. PERMANENT RESIDENT CERTIFICATE REQUIRED FROM THE CONCERNED STATE AUTHORITIES OUTSIDE ASSAM. 2. CERTIFICATE REGARDING THE SERVICE OF FATHER/MOTHER FROM THE CONCERNED AUTHORITY LOCATED IN ASSAM [ANNEXURE-III]
8	PERSONS WITH DISABILITIES [PwD]	IDENTITY CARD FOR DIFFERENTLY ABLED ISSUED BY THE SOCIAL WELFARE DEPARTMENT
9	ECONOMICALLY WEAKER SECTIONS [EWS]	VALID EWS CERTIFICATE
10	TUITION FEE WAIVER [TFW]	ANNUAL INCOME CERTIFICATE ISSUED BY THE AUTHORITY NOT BELOW THE RANK OF REVENUE CIRCLE OFFICER.
11	T.S.L.C CANDIDATE	CERTIFICATE AND MARK SHEET ISSUED BY SCTE, ASSAM

Contact Us

- For any queries, candidates can reach us via phone and mail through the **Contact Number** and **Email ID** mentioned below:

Contact Number: **+91 931 971 7289**

Email ID: dtepathelpdesk@gmail.com