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Information Brochure

For Admission to

Full Time Professional Diploma
Technical Courses

(First Year of Post SSC Diploma in
Engineering and Technology

And

First Year of Post HSC Diploma in
Pharmacy, Surface Coating Technology and Hotel Management &
Catering Technology

And

Direct Second Year of Post SSC Diploma in
Engineering and Technology)

For the Academic Year
2016-17

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1. Introduction.-

In exercise of the powers conferred by section 23 of the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. XXVIII of 2015), the Government of Maharashtra has notified the rules to regulate the admissions to the **First and Direct Second Year of Full Time Professional Diploma Technical Courses (Engineering and Technology, Pharmacy and Hotel Management and Catering Technology)**. These rules are called the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admission to the Full Time Professional Diploma Technical Courses) Rules, 2016. This brochure gives information regarding the eligibility and rules of admission for these courses to first year and Direct Second Year of various professional Diploma Technical courses in the State of Maharashtra. This also provides information about invitation of applications for admission, preparation of merit list, Distribution of seats, details of reservation, various rounds and stages of Centralised Admission Process (CAP), admission in Institutional Quota and vacant seats after CAP, super numeracy seats, refund of fees, etc.

These rules are also applicable for admissions in Government and Government aided professional educational institutions vide Government Resolution of Higher and Technical Education Department No. TEM-2016/CR 536/TE-4, dated 15th March, 2016.

2. Definitions.-

- (a) "Act" means the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. Act XXVIII of 2015);
- (b) "Admission Reporting Centre" means a centre where the Candidate shall report for confirmation of admission by submission of documents and payment of fees;
- (c) "Application Form" means prescribed form filled up online by the Candidate for admission;
- (d) "Autonomous Institution" means the institution to which autonomy is granted by the Maharashtra State Board of Technical Education and Government of Maharashtra;
- (e) "CAP Seats" means the seats filled in through the centralized process of admission carried out by the Competent Authority;
- (f) "Competent Authority" means the commissioner of state CET appointed by the Government under section 10, for admissions through CAP into private professional Educational institutions.
- (g) "Courses" means the Diploma Technical Courses in Engineering and Technology, Pharmacy and Hotel Management and Catering Technology;
- (h) "Eligible Candidates" means the candidates who are eligible for different professional courses as notified by the Government, from time to time, under sub-section (1) of section 3 of the Act;
- (i) "Facilitation Centre" means a centre where the facilities like sale of Application kits, filling online Forms, verification of documents and grievances, etc. are provided;
- (j) "Home District" means the revenue district area as specified in rule 4(1);
- (k) "HSC" means the Higher Secondary School Certificate (Standard XII) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a

recognized Boards;

- (l) "Institutional Quota" means seats available for admission to the Eligible Candidate at Institution level as declared by the Government or appropriate authority, from time to time;
- (m) "Inter-Se-Merit" means the order of merit in respect of various classes/category of Candidates;
- (n) "ITI" means the Certificate Courses offered by Industrial Training Institution;
- (o) "MSBTE" means Maharashtra State Board of Technical Education established under section 3 of Maharashtra State Board of Technical Education Act, 1997 (Mah. XXXVIII of 1997);
- (p) "Minority Quota" means seats earmarked for the Minority Community students from within the State, belonging to the Minority Community to which the institution belongs ;
- (q) "Non-Autonomous Institution" means those institutions which are not 'Autonomous Institutions' ;
- (r) "Overseas Citizen of India (OCI)" means a candidate/person registered as an Overseas Citizenship of India as declared by the Central Government under section 7A of the Citizenship Act 1955 and includes Persons of Indian Origin (PIO).

Explanation: For the purposes of this clause, all the existing Persons of Indian Origin (PIO) cardholders registered under notification of the Government of India, Ministry of Home Affairs No. F. No. 26011/04/98- F. I dated 19th August 2002 and shall now be deemed to be Overseas Citizens of India (OCI) card holders by virtue of Notification of Government of India, Ministry of Home Affairs, No. 25024/9/2014-F.I. dated 9th January, 2015 ;

- (s) "OHD" means the area Outside the Home District;
- (t) "Qualifying Examination" means examinations on the basis of which a candidate becomes eligible for admission or its equivalent examination;
- (u) "SSC" means the Secondary School Certificate (Standard X) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Boards;
- (v) "Supernumerary Seats" means seats which are over and above the Sanctioned Intake approved by the appropriate authority and the Government, from time to time.
- (w) "TFWS" means Tuition Fee Waiver Scheme.

3. Invitation of Application.– The Candidates seeking admissions to the professional courses for the seats provided in -

- (a) rule 6(1)- **Maharashtra State Candidature Seats**, 6(2) -**Minority Quota Seats** and 6(4)(b) - **Supernumerary Seats for Jammu & Kashmir Migrant Candidature** of these rules shall apply to the Competent Authority for admission through Centralised Admission Process(CAP).
- (b) rule 6(3) - Institutional Quota Seats - Candidates having candidature of these rules shall first/initially apply to the Competent Authority, who shall prepare Merit List of all such applicants, to enable the institutions to give admissions to such applicants on the basis of inter-se merit, as specified by the appropriate authority.
- (c) rule 6(3) - Institutional Quota Seats and 6(4)(a) Supernumerary Seats for - **OCI/PIO, Foreign Students and the children of Indian Workers in Gulf Countries** - For these seats, candidates after applying to the Competent Authority shall thereafter apply to the concerned institution for admission at Institution level and the Institution shall give admission on the basis of inter-se merit in the Merit List prepared by the Competent Authority. It is pre-requisite and mandatory to apply to the Competent

Authority to be eligible for admission under this quota. The candidate should submit necessary certificates issued by concerned appropriate authority, along with application in the given proforma. List of documents to be submitted is given in 21 of this Brochure.

4. Candidature Type.-

4(1) Maharashtra State Candidature.- A Candidate can claim only one type of Maharashtra State Candidature Type from A to E.

Type	Eligibility Criterion	Home District
Type-A	<p>(a) For First Year Post SSC Diploma Courses:- Candidates passing Std. VIII, IX and SSC from a recognized institution in Maharashtra State.</p> <p>(b) For Post HSC Diploma Courses :-</p> <p>(i) Pharmacy- Passed HSC Science with Physics and Chemistry as compulsory subjects along with one of the subject Mathematics or Biology (Botany and Zoology) from a recognized institution in Maharashtra State,</p> <p>(ii) Hotel Management and Catering Technology- Passed HSC from a recognized institution in Maharashtra State,</p> <p>(iii) Surface Coating Technology- Passed HSC Science with English, Physics, Chemistry and Mathematics from a recognized institution in Maharashtra State.</p> <p>(c) For Direct Second Year of Post SSC Diploma Courses:- Candidate Passing HSC Science or HSC Science with Technical or HSC Science with Vocational Examination of Maharashtra State Board of Secondary and Higher Secondary Education or SSC with 2 Years ITI with appropriate specialization from a Recognized Institution in Maharashtra State.</p>	Place of passing of Qualifying Examination falling within the jurisdiction of the respective District area.
Type-B	A Candidate who does not fall in Type-A above, but who or whose Father or Mother is domiciled in the State of Maharashtra and possess Domicile Certificate.	Place of Domicile Certificate issuing authority falling within the jurisdiction of the respective District area.

Type	Eligibility Criterion	Home District
Type-C	A Candidate who does not fall in either Type-A or Type-B but whose Father or Mother is an employee of the Government of India or Government of India Undertaking and who has been posted and reported to duty in Maharashtra State before the last date for submitting the Application Form for CAP.	Place of posting of Father or Mother of Candidate falling within the jurisdiction of the respective District area.
Type-D	A Candidate who does not fall in any of the above Type-A, Type B and Type-C but whose Father or Mother is an employee or retired employee of the Government of Maharashtra or Government of Maharashtra Undertaking.	Place of posting of Father or Mother of Candidate or the place of settlement of the Father or Mother if retired or the place of last posting if deputed outside Maharashtra falling within the jurisdiction of the respective District area.

Type	Eligibility Criterion	Home District
Type-E	<p>(a) For First Year Post SSC Diploma Courses :- Candidate passing Std. VIII, IX and SSC from a recognized institution located in a disputed Maharashtra Karnataka Border Area and also whose Mother tongue is Marathi.</p> <p>(b) For Post HSC Diploma Courses :-</p> <p>(i) Pharmacy- Passed HSC Science with Physics and Chemistry as compulsory subjects along with one of the subject Mathematics or Biology (Botany and Zoology) from a recognized institution located in a disputed Maharashtra Karnataka Border Area and also whose Mother tongue is Marathi.</p> <p>(ii) Hotel Management and Catering Technology- Passed HSC from a recognized institution located in a disputed Maharashtra Karnataka Border Area and also whose Mother tongue is Marathi.</p> <p>(iii) Surface Coating Technology- Passed HSC Science with English, Physics, Chemistry and Mathematics from a recognized institution located in a disputed Maharashtra Karnataka Border Area and also whose Mother tongue is Marathi.</p> <p>(c) For Direct Second Year of Post SSC Diploma Courses:- Candidate Passing HSC Science or HSC Science with Technical or HSC Science with Vocational Examination from a recognized institution located in a disputed Maharashtra Karnataka Border Area and also whose Mother tongue is Marathi or SSC with 2 Years ITI with appropriate specialization from a Recognized Institution located in a disputed Maharashtra Karnataka Border Area and also whose Mother tongue is Marathi.</p>	<p>Candidate shall be considered for the Outside Home District Seats or State Level Seats.</p>

4(2) All India Candidature.-The Candidates having Indian Nationality are eligible under this Category.

4(3) Minority Candidature.- The Maharashtra domiciled Candidates belonging to a particular Linguistic or Religious Minority Community from within the State and as notified by the Government are eligible under this Category.

4(4) NRI Candidature.- The Candidate who fulfils the conditions as defined in clause (n) of section 2 of the Act are eligible under this Category.

4(5) Foreign Student or OCI or PIO Candidature.- The Foreign Student candidates, as defined in clause (i) of section 2 of the Act, the Overseas Citizen of India (OCI) candidate as defined under clause (q) of rule 2 and Persons of Indian Origin (PIO) as defined in clause (o) of section 2 of the Act are eligible under this Category.

4(6) Jammu and Kashmir Migrant Candidature.-

(a) The children of citizens, who are displaced from Jammu and Kashmir to any part of India or from unsafe border area of Jammu and Kashmir to a relatively safer place in Jammu and Kashmir from 1990 onwards due to terrorist activities; or

(b) The children of officers belonging to Indian Administrative Services (IAS) or Indian Police Services (IPS) or Indian Foreign Services (IFS) and children of staff belonging to military and paramilitary forces transferred to Jammu and Kashmir to combat terrorist activities and joined the post on or before the last date for submission of application for admission; or

(c) The children of staff and officers of Jammu and Kashmir police engaged in combating terrorism

are eligible under this category.

5. Sanctioned Intake and Supernumerary Seats for various Courses:-

5(1) The Sanctioned Intake for First Year Diploma Courses and Direct Second Year (Lateral entry) of Diploma Courses shall be as per the approval given by the authority which is competent for giving approval to respective Courses and affiliation given by the MSBTE.

The Institute Information, Courses and the Sanctioned Intake displayed on the web site of the Competent Authority will be treated as authentic for admissions for the year 2016-17. Candidates shall refer the web site for the revised and final Institute Information before filling the Option/Preference Form.

For admission to Direct Second Year (Lateral Entry) of Diploma Courses, number of seats available shall be calculated as given in **Schedule -III**.

5(2) The supernumerary seats shall be available to the educational institutions as approved by the appropriate authority, from time to time.

6. Allocation of Seats.- The percentage of allocation of seats for Maharashtra State candidates in the Home District, Other than Home District and State Level shall be in accordance with the policy of the Government as specified in **Schedule-I** for First Year post SSC Diploma Courses, **Schedule-II** for First

Year post HSC Diploma Courses and **Schedule -III** for Direct Second Year of Post SSC Diploma Courses:

6(1) Maharashtra State Candidature Seats.- The Candidates having Maharashtra State Candidature as specified in rule 4(1) of these rules, shall be eligible for these seats;

6(2) Minority Quota Seats.-The Candidates having Candidature mentioned in rule 4(3) of these rules shall be eligible for these seats as specified in **Schedule-I**, **Schedule-II** and **Schedule-III**. These seats shall be filled in accordance with the provisions of sub-section (2) of section 6, of the Act.

6(3) Institutional Quota Seats.- The Institution can admit Eligible Candidates against 20 % of the Sanctioned Intake, subject to following conditions,-

- (i) The Candidates having Candidature mentioned in rule 4(1), 4(2), 4(3), 4(4) and 4(6) of these rules shall be eligible for these seats;
- (ii) The maximum 5% seats may be filled in from the NRI Candidates, if it is approved by the Appropriate Authority, at the Institution level;
- (iii) The seats reserved for this NRI quota remains vacant, those vacant seats may be filled in by the Institution, from the Eligible Candidates of All India Candidature seats:

Provided that while filling of these vacant seats the preference shall be given to the Maharashtra State Candidature Candidates on the basis of *Inter-Se-Merit*.

6(4) Supernumerary seats for,-

(a) OCI/PIO, Foreign Students and the children of Indian Workers in Gulf Countries.-

- (i) The Candidates having candidature as given in rule 4(5) of these rules and the children of Indian Workers in Gulf Countries shall be eligible for these supernumerary seats;
- (ii) These seats shall be subject to the maximum of 15% of the Sanctioned Intake seats or as prescribed by the appropriate authority, from time to time. Out of 15% seats, one third shall be reserved for the children of Indian Workers in Gulf Countries and two third seats shall be reserved for OCI / PIO or Foreign Student Candidates;
- (iii) These seats shall be filled in by the institution on the basis of *Inter-Se-Merit* of candidates as given in rule 10 of these rules.

(b) Jammu and Kashmir Migrant Candidature,-

(These seats are allotted to the Diploma courses except Pharmacy course Reference : 14-48/88-PCI-19689-20343 dt 13.03.2003)

- (i) The Candidates having Candidature as given in rule 4(6) of these rules shall be eligible for these seats;
- (ii) The number of seats for this quota shall be as per the policy of the Government;
- (iii) These seats shall be filled in by the Competent Authority.

Admission against these seats is made strictly on the basis of inter se merit from merit list of all eligible J & K Migrant candidates. The candidates seeking admission against the seats reserved for J&K migrant have to submit relevant Certificates shown in proforma J/K/L in support of their claim at the time of admission.

Under any condition the seats remaining vacant in this quota will not be offered to Candidates from any other category. Candidates seeking admission under this provision shall submit their duly filled application forms to the following address as per notified schedule.

1. For Post SSC Diploma Courses:

Sr. No	Institute Address	For Post SSC Diploma Courses
01	The Principal, S.B.M. Polytechnic, Vile Parle (West), Near Cooper Hospital, Mumbai-400056.	All Post SSC Diploma Courses

2. For Post HSC Diploma Courses:

Sr. No	Institute Address	For Post HSC Diploma Courses
01	The Principal, D.E.Society's Technical Institute, Servants of India Society Road, Pune- 411 004.	Surface Coating Technology
02	The Principal, Maharashtra State Institute of Hotel Management & Catering Technology, Bahirat Patil Chauk, Shivaji Nagar, Pune – 411 016.	Hotel Management & Catering Technology
03	The Principal, Government Institute of Hotel Management & Catering Technology, Nagpur	

Candidates who are eligible to apply against provision of Jammu & Kashmir migrant candidate seats as well as against Maharashtra State seats are entitled to claim for one of these seats. Candidates admitted under this provision are not allowed to change course or college in any year of study.

(c) Tuition Fee Waiver Scheme (TFWS) Seats:

(I) Scheme

- (i) These seats shall be filled in by the Competent Authority.
- (ii) The scheme shall be mandatory for all Technical Institutions offering Diploma programs and lateral entry of these programs that are approved by the All India Council for Technical Education.
- (iii) Seats up to maximum 5 percent of sanctioned intake per course shall be available. These seats shall be supernumerary in nature and will be available to such courses in an Institute where a minimum of 30 % of sanctioned seats in the respective courses are filled up in respective CAP Round. **For calculation of 30%, the Institutional Quota seats retained by institute for the course shall be considered as completely filled.**
- (iv) The Waiver is limited to the tuition fee as approved by the State Level Fee Regulation Authority for unaided Institutions and by the Government for the Government and Government Aided Institutions. All other fee except tuition fees shall be paid by the beneficiary.
- (v) The Candidates admitted under this scheme shall not be allowed to change Institution/course at any stage under any circumstances.
- (vi) These seats shall be available for admission to First Year of Diploma

in Engineering & Technology and Hotel Management & Catering Technology courses.

(II) Eligibility

- (i) Only Maharashtra State Candidature candidates are eligible for these seats
- (ii) Eligible Maharashtra State Candidates having their parent's annual income from all sources less than Rs.6.00 Lakhs shall only be eligible for these seats. The candidate shall submit Income certificate of financial year 2015-16 issued by Appropriate Authority.

(III) Admissions Procedure

These seats are allotted by the Competent Authority as per inter-se merit. For this purpose the Competent Authority shall invite applications, prepare a separate merit list for this category by following the same criteria as for Maharashtra State Candidature Candidates. In the event of non-availability of students in this category the same shall not be given to any other category of applicants.

(d) Seats for Government of India Nominees:

A number of seats as decided by Ministry of Human Resource Development (MHRD), Government of India will be available for the nominees from states and Union Territories which lack the facility in Technical Education. These seats are over and above the sanctioned intake of the institutes in which these admissions are provided. The admission procedure for these seats is as under:

- (i) The candidates shall report to the Directorate of Technical Education, Maharashtra State, for scrutiny of original certificates and for collecting the admission letter as per schedule.
- (ii) GoI Nominee candidate shall not report directly to the Institute without collecting admission letter from **Directorate of Technical Education, Maharashtra State, Mumbai-400001**. The Principal of the institute should not admit such candidate and ask the candidate to approach above mentioned office.

These admissions are subject to the following conditions :-

- (i) Candidates nominated by the concerned States shall be admitted only and only if they fulfill the educational qualifications as mentioned in Rule 7. Candidates so admitted will have to obtain eligibility certificate from the Maharashtra State Board of Secondary and Higher Secondary Education.
- (ii) GoI nominees belonging to backward class category does not get any exemption in tuition fees.
- (iii) Candidates admitted under this provision are not allowed to change course or college in subsequent years.

(e) Seats under centrally sponsored scheme of Ministry of Human Resource Development of GoI for Persons with Disabilities (PWD):

Under centrally sponsored scheme of Ministry of Human Resource Development of GoI for persons with disabilities, Five (5) seats in each course (Max 25 seats per Institute) are available over and above the sanctioned intake in the following institutes.

a. Post SSC Diploma Courses.

1. Government Polytechnic, Mumbai,
2. Government Polytechnic, Pune,
3. Government Polytechnic, Kolhapur.

b. Post HSC Diploma Course in Hotel Management and Catering Technology.

1. Maharashtra State Institute of Hotel Management and Catering Technology, Pune.

The disability criteria and other conditions of eligibility for these candidates will be as per the guidelines of Ministry of Human Resource Development of GoI. Each of the above institute shall issue advertisement to invite the applications for admission in specified branches and as approved by the AICTE.

Candidates seeking admission under this provision shall first apply to competent authority by filling online CAP application and then submit their duly filled separate application forms to the concern institutes as per schedule notified by the institute.

(f) Seats reserved for National Cadet Corps (N.C.C.) :

Provision of total 15 supernumerary seats shall be allotted to NCC Students in Post SSC Diploma courses. The candidate seeking admission under N.C.C. quota, must fulfil following conditions in addition to eligibility criterion mentioned in rule 7. Eligible candidates seeking admission under this provision shall first apply to competent authority by filling online CAP application. Eligibility criteria for NCC candidates is as under.

1. Certification of representation of Maharashtra at All India level.
2. Certificate of minimum 70% attendance in two years of N.C.C.
3. N.C.C. 'A' certificate.

The allotment of these seats shall be carried out on basis of merit in the branch & institute as selected by the candidate. No institute shall be given more than one seat over & above SI under this category.

Note:-

- (i) Candidates seeking admission under over & above under this quota, who has secured admission in any other institute under Normal quota shall produce certificate indicating his/ her original documents are retained with the previous institute.(Proforma N)
- (ii) Candidates seeking admission under NCC quota shall execute their applications such that their applications shall reach to the N.C.C. admission authority as per the schedule notified by the N.C.C. authority.
- (iii) Candidates seeking admission under NCC seats after Applying to competent authority by filling online application form shall submit the separate application along with required documents through their respective NCC units wherein these students has been enrolled. The NCC units shall forward applications to Director of N.C.C., Maharashtra State, A.F.I. Building, Mumbai Hospital Lane, Near Metro Cinema, Mumbai-400020 for verification and recommendation. Only names of the recommended candidates by the Director of N.C.C., Maharashtra will appear in the Merit List.

Note : There shall not be any reservation under different categories in an unaided professional Educational Institution, for allocation of seats stated in 6(2), 6(3) and 6(4) above.

6(5) D.D. Daruwala Memorial Scholarship Trust Seat :

One seat for D.D. Daruwala Memorial Scholarship Trust is available in Walchand College of Engineering, Sangli (Diploma Wing). The seat can be allotted to any of the course available in the institute. Candidate seeking admission against this seat shall first apply to competent authority by filling online CAP application form and then apply separately to the Principal of the institute.

7. Eligibility Criteria:

Course	Eligibility conditions and requirements for admissions
7(1) First Year of Post SSC Diploma in Engineering / Technology	<p>(1) Maharashtra State Candidature Candidate.- (i) The Candidate should be an Indian National; (ii) Passed SSC or its equivalent examination from recognized institution with at least 35% aggregate marks. (iii) Candidates who have passed Maths/ Mathematics (code 71 for Maharashtra State Board) and Science & Technology (code 72 for Maharashtra State Board) are only eligible for admission.</p> <p>(2) All India Candidature Candidates/ Jammu and Kashmir Migrant Candidature Candidates/ Government of India Nominee Candidates.- (i) The Candidate should be an Indian National; (ii) Passed SSC or its equivalent examination from recognized institution with at least 35% aggregate marks. (iii) Candidates who have passed Maths/ Mathematics (code 71 for Maharashtra State Board) and Science & Technology (code 72 for Maharashtra State Board) are only eligible for admission.</p> <p>(3) Minority Candidates.- (i) The Candidate should be an Indian National; (ii) Passed SSC or its equivalent examination from recognized institution with at least 35% aggregate marks. (iii) Candidates who have passed Maths/ Mathematics (code 71 for Maharashtra State Board) and Science & Technology (code 72 for Maharashtra State Board) are only eligible for admission. (iv) Candidate must be Maharashtra Domiciled and belonging to particular linguistic or religious minority community (Muslim/ Buddhist/ Christian/ Shikh/ Parsi/ Jain) from within the state and as notified by the Government.</p> <p>(4) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National.- (i) The candidate should have passed the SSC or its equivalent examination with at least 35 % aggregate marks; (ii) Candidates who have passed Maths/ Mathematics (code 71 for Maharashtra State Board) and Science & Technology (code 72 for Maharashtra State Board) are only eligible for admission.</p> <p>Note: 1. The NRI candidates are eligible to apply for admission against the Institute level seats, only in Unaided Polytechnics /Institutes. The extent to which such NRI</p>

	<p>candidates shall be admitted is limited to 5% of the sanctioned intake.</p> <p>2. The eligibility of the candidates passing the SSC (Std. X) equivalent examination from a school/college/Examination Board situated outside India shall be further verified by the Institute to which the candidate is admitted. Hence such candidates are advised to get their equivalence certificates from Maharashtra State Board of Secondary and Higher Secondary Education at the time of admission. (Refer rule 21(a))</p>
	<p>Note :</p> <p>1. The term 'aggregate marks' used here shall mean as follows</p> <p>A. For Maharashtra State Board Candidates: -</p> <p>I. The candidates who have passed SSC Examination prior to March 2009, the aggregate marks shall be grand total of marks obtained by the candidate in any 5 subjects where he/she has scored maximum marks.</p> <p>II. The candidates who have passed SSC Examination after March 2009, the aggregate marks shall be total marks of 5 subjects taken into consideration and mentioned on the Mark sheet.</p> <p>III. Candidates who have passed Maths/Mathematics (Code 71 for Maharashtra State Board candidates) and Science & Technology (Code 72 for Maharashtra State Board candidates) are only eligible for admission.</p> <p>IV. In case marks against sports activities are given on the marksheet, these shall be added to the aggregate marks for deciding merit.</p> <p>B. For ICSE Candidates-</p> <p>a. Student seeking admission on the basis of Group 1 & Group 2 subjects only, the aggregate marks shall be the grand total of marks in any of the 5 subjects from Group 1 & Group 2 where he/she has scored maximum marks.</p> <p>b. Student seeking admission on the basis of Group 1, Group 2 & Group 3, aggregate marks shall be the grand total of all subjects from all groups.</p> <p>C. For CBSE Candidates-</p> <p>The aggregate mark means the grand total of marks obtained by the candidate, including all subjects as declared on Mark sheet.</p> <p>D. For CBSE/ICSE Candidates: -</p> <p>In case the result of the candidate is given in terms of grades, such Candidates are required to submit the graded result into the</p>

	<p>equivalent marks authorised from the concerned institute /Board.</p> <p>Candidates passing SSC from other than State Boards or Central Boards shall bring equivalent certificate from Maharashtra State Board of Secondary & Higher Secondary Education (MSBSHSE).</p> <p>2. Admission to Mining and Mine surveying & Mining Engineering course: Female candidates are not eligible for admission to Mining and Mine surveying & Mining Engineering course.</p> <p>3. Admission to the Candidates who want to take repeat fresh admission in First year of Engineering/Technology diploma course during current academic year:</p> <p>The candidates who had already admitted to any diploma course during the previous academic years are eligible for fresh admission to first year diploma course during the current academic year subject to the condition that such candidates will not be eligible for exemption in any subjects passed during the earlier academic years. Such candidates shall have to produce NOC (No Objection certificate) from the institute of earlier admission in the “proforma N” given in the brochure.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">7(2) First Year of Post HSC Diploma in Engineering / Technology</p>	<p>(1) Maharashtra State Candidature Candidate.-</p> <p>a. Diploma Course in Pharmacy :</p> <p>(i) The Candidate should be an Indian National; (ii) Passed HSC Science with Physics and Chemistry as compulsory subjects along with one of the subject Mathematics or Biology (Botany and Zoology) from a recognized institution in Maharashtra State or Outside Maharashtra State;</p> <p>b. Diploma Course in Hotel Management and Catering Technology :</p> <p>(i) The Candidate should be an Indian National; (ii) Passed HSC from a recognized institution in Maharashtra State or Outside Maharashtra State;</p> <p>c. Diploma Course in Surface Coating Technology:</p> <p>(i) The Candidate should be an Indian National; (ii) Passed HSC Science with English, Physics, Chemistry and Mathematics from a recognized institution in Maharashtra State or Outside Maharashtra State;</p> <p>(2) All India Candidature Candidates/ Jammu and Kashmir Migrant Candidature Candidates/ Government of India Nominee Candidates.-</p> <p>a. Diploma Course in Pharmacy :</p> <p>(i) The Candidate should be an Indian National; (ii) Passed HSC Science with Physics and Chemistry as compulsory subjects along with one of the subject Mathematics or Biology (Botany and Zoology) from a recognized institution in</p>

	<p>Maharashtra State or Outside Maharashtra State; Note : Jammu and Kashmir Migrant Candidates will not be allotted in this course.</p> <p>b. Diploma Course in Hotel Management and Catering Technology :</p> <p>(i) The Candidate should be an Indian National; (ii) Passed HSC from a recognized institution in Maharashtra State or Outside Maharashtra State;</p> <p>c. Diploma Course in Surface Coating Technology:</p> <p>(i) The Candidate should be an Indian National; (ii) Passed HSC Science with English, Physics, Chemistry and Mathematics from a recognized institution in Maharashtra State or Outside Maharashtra State;</p> <p>(3) Minority Candidates.-</p> <p>Diploma Course in Pharmacy :</p> <p>(i) The Candidate should be an Indian National; (ii) Passed HSC Science with Physics and Chemistry as compulsory subjects along with one of the subject Mathematics or Biology (Botany and Zoology) from a recognized institution in Maharashtra State or Outside Maharashtra State; (iii) Candidate must be Maharashtra Domiciled and belonging to particular linguistic or religious minority community (Muslim/ Buddhist/ Christian/ Shikh/ Parsi/ Jain) from within the state and as notified by the Government.</p> <p>(4) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National.-</p> <p>a. Diploma Course in Pharmacy :</p> <p>(i) Passed HSC Science with Physics and Chemistry as compulsory subjects along with one of the subject Mathematics or Biology (Botany and Zoology) or its equivalent examination.</p> <p>b. Diploma Course in Hotel Management and Catering Technology :</p> <p>(i) Passed HSC or its equivalent examination;</p> <p>c. Diploma Course in Surface Coating Technology:</p> <p>(i) Passed HSC Science with English, Physics, Chemistry and Mathematics or its equivalent examination.</p> <p>Note:</p> <p>1. The NRI candidates are eligible to apply for admission against the <u>Institute level seats</u>, only in Unaided Polytechnics /Institutes. The extent to which such NRI</p>
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	<p>candidates shall be admitted is limited to 5% of the sanctioned intake.</p> <p>2. The eligibility of the candidates passing the appropriate equivalent examination from a school/college/Examination Board situated outside India shall be further verified by the Institute to which the candidate is admitted. Hence such candidates are advised to get their equivalence certificates from Maharashtra State Board of Secondary and Higher Secondary Education at the time of admission. (Refer rule 21(b))</p>
<p>7(3) Direct Second Year (Lateral Entry)- Engineering /Technology</p>	<p>(1) Maharashtra State Candidature Candidate and All India Candidature Candidate.-</p> <p>(i) The Candidate should be an Indian National;</p> <p>(ii) Candidate Passing HSC Science or HSC Science with Technical or HSC Science with Vocational Examination of Maharashtra State Board of Secondary and Higher Secondary Education or its Equivalent examination or SSC with 2 Years ITI with appropriate specialization from a recognized Institution in Maharashtra State or its Equivalent.</p> <p>(2) Minority Candidates.-</p> <p>(i) The Candidate should be an Indian National;</p> <p>(ii) Candidate Passing HSC Science or HSC Science with Technical or HSC Science with Vocational Examination of Maharashtra State Board of Secondary and Higher Secondary Education or its Equivalent examination or SSC with 2 Years ITI with appropriate specialization from a recognized Institution in Maharashtra State or its Equivalent.</p> <p>(iii) Candidate must be Maharashtra Domiciled and belonging to particular linguistic or religious minority community (Muslim/ Buddhist/ Christian/ Shikh/ Parsi/ Jain) from within the state and as notified by the Government.</p> <p>Note : For Maharashtra State Candidature Candidate, All India Candidature Candidate and Minority Candidates.</p> <p>1. Candidate with HSC Science or HSC Science with Technical or HSC Science with Vocational Examination of Maharashtra State Board of Secondary and Higher Secondary Education or SSC with 2 Years ITI should have passed SSC (10th Standard) examination of Maharashtra State Board of Secondary and Higher Secondary Education with subjects English, Maths/Mathematics (code 71) and Science & Technology (code 72).</p> <p>2. Eligibility of the Student for the specific branches of Diploma Programs shall be as per MSBTE guidelines prescribed by rule no. 4.</p> <p>3. Female candidates are not eligible for admission to Mining and Mine surveying & Mining Engineering course.</p>

Eligibility criteria for admission to First Year of Post SSC and Post HSC Diploma Courses for Candidates belonging to Persons with Disability:

In addition to the basic qualification mentioned above, candidate who is suffering from any one of the following permanent disability is eligible to seek admission against seats reserved for Persons with Disability candidates (i.e. Candidate who is visually impaired (blind) Candidate type- P1, Candidate who is speech & hearing impaired (deaf & dumb) Candidate type- P2, Candidate who has orthopaedic disorders, learning disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic Candidate type -P3), provided they submit a certificate (Proforma F/F-1) clearly stating that the extent of disability is more than 40% and the disability is of permanent nature.

8. Reservations:

The various reservations provided for the seats available under Centralized Admission Process under the purview of competent authority are detailed here.

The seats available over & above sanctioned intake of the institute as prescribed under **Rule-6(4)** do not have any further internal reservation.

8(1) For First Year of Post SSC Diploma Courses : Provision of 15% seats for candidates passing SSC examination with Technical/ Vocational subjects from SSC Board Maharashtra state:

1. 15 % of Maharashtra State Candidature seats (M.S. seats) available under Centralized Admission Process as prescribed in Schedule - I shall be reserved for Candidates passing SSC examination with Technical/ Vocational subjects as prescribed by the Directorate of Vocational Education, Maharashtra State.
2. For deciding the merit of such candidates, the marks scored by the candidate in the SSC Examination, without considering the marks scored in the Technical/ vocational subjects, shall be considered.
3. The seats reserved for these candidates shall have further reservation among themselves for the Backward Class category candidates mentioned in these Rules.

8(2) For First Year of Post SSC Diploma Courses and Post HSC Diploma Courses: Reservation for sons / daughters of Defence Service Personnel:

Five per cent (5%) of Maharashtra State Candidature seats (M.S. seats) available under centralized admission process as prescribed in Schedule - I and Schedule - II in each Polytechnic, subject to a maximum of five (5) seats, shall be reserved for children of active/Ex defence service personnel. These **seats are within the sanctioned intake capacity for the course.**

- a) Children of Ex- service personnel who are domiciled in Maharashtra State (D1).
- b) Children of active service personnel who are domiciled in Maharashtra State (D2).

c) Children of active service personnel (D3)

- Who are transferred to Maharashtra State but are not domiciled in Maharashtra State.
- Who are not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children education. Provided further that, such candidate should have appeared and passed the SSC (Std.X) examination of Maharashtra State Board or its equivalent examination from a school situated in the State of Maharashtra.

These 5% seats should be offered to eligible children of defence service personnel on the inter-se merit of all Defence category candidates taken together. These seats are available as **state level seats**.

Note:

This provision is NOT available to the children of CIVILIAN STAFF who is working/ who has worked with the Indian Defence Services.

8(3) For First Year of Post SSC Diploma Courses and Post HSC Diploma Courses: Reservations for Persons with Disability Candidates:

As per the provisions in Clause 39 of Equal Opportunities, Protection of Rights and Full Participation Act 1995, three per cent (3%) of Maharashtra State Candidature seats (M.S. seats) available under centralized admission process as prescribed in Schedule - I and Schedule - II in each Polytechnic, shall be reserved for Persons with Disability candidates. **These seats are within the sanctioned intake capacity.**

This reservation shall be applicable for following types of Persons with Disability candidates:

- Blind / visually impaired candidates (P1)
- Speech & hearing impaired (Deaf & dumb) candidates-(P2)
- Candidates with orthopaedic disorders and learning disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic-(P3)

These 3% of Maharashtra State Candidature seats (M.S. seats) available should be offered to eligible Persons with Disability Candidates on the inter-se merit of respective PH candidates. These seats are allotted in Home District quota for admission to Post SSC Diploma courses and Maharashtra State Candidature seats (M.S. seats) quota for admission to Post HSC Diploma Courses.

Note:

1. It should be noted that the Persons with Disability candidates on admission to Diploma course will not be given any exemptions or additional facilities in the academic activities other than those which may be provided by the MSBTE.
2. No relaxation in educational qualification will be entertained for Persons with Disability candidates.

3. The certificate (proforma F/F-1) should clearly state that the extent of disability is more than **40%** and the disability is permanent in nature.

8(4) For First Year of Post SSC Diploma Courses, Post HSC Diploma Courses and Direct Second Year: Reservation for female candidates:

As per the provisions in Government Resolution No. GEC-1000/ (123/2000)/ Tech. Edu.-1, dated 17th April, 2000, 30% of Maharashtra State Candidature seats (M.S. seats) available shall be reserved for female candidates in all the courses of the institutions.

This reservation shall be within all categories like Open, SC, ST, VJ/DT (NT-A), NT-B, NT-C, NT-D and OBC categories.

There shall be no reservation for Female candidates under Defence, Persons with Disability and SBC categories.

8(5) For First Year of Post SSC Diploma Courses : Reservation for the Weaver Community of Solapur District :

10% seats of the sanctioned intake capacity of the Textile course at Government Polytechnic, Solapur shall be reserved for the weaver communities of Solapur district. These admissions shall be made at the institute level by inter se merit from among the candidates appeared in the General Merit List.

Candidates seeking admission under this provision shall first apply to competent authority by filling online CAP application form and then apply separately to the concern institutes as per schedule notified by the institute.

8(6) For First Year of Post SSC Diploma Courses, Post HSC Diploma Courses and Direct Second Year : Reservation for Backward Class Candidates:

All the reservations given below shall be applicable to candidates **belonging to Maharashtra State Candidature only** subject to the fulfilment of the eligibility criteria specified by respective authorities from time to time.

Backward class candidates shall have to claim the reservation of seat at the time of submitting online application.

If a candidate fails to claim reservation for backward class on the application and subsequently claims reservation at the time of admission by producing necessary documents, such claim shall not be considered.

Sr. No.	Category of reservation	% of M.S. seat reservation
1.	Scheduled Castes and Schedule caste converts to Buddhism (SC)	13.0
2.	Schedule Tribes (ST)	7.0
3.	Vimukta Jati (VJ) And De notified Tribes (DT)(NT-A)	3.0
4.	Nomadic Tribes 1 (NT-B)	2.5
5.	Nomadic Tribes 2 (NT-C)	3.5
6.	Nomadic Tribes 3 (NT-D)	2.0
7.	Other Backward classes (OBC)	19.0
Total		50.0

Note:

1. Reservation for backward class candidate i.e. 50% as stated above shall be available in Government, Government Aided, and Unaided Non-Minority Institutes.
2. The reservation for backward class candidates shall be depending on availability of Maharashtra State Candidature seats (M.S. Seats) in Unaided Minority Institute.
3. Candidates belonging to **Special Backward Class (SBC)** will be offered reservation up to extent of 2% seats of Maharashtra State Candidature seats (M.S. seats) available which are coming under the purview of the Competent Authority subject to condition that any seats remain vacant in the reserved category at the end of stage-II of allotment. These seats are carved out during the allotment of stage-II and no separate seats are earmarked before the start of the allotment process. However care shall be taken that reservation quota for S.B.C. category shall not exceed 2% of the seats available under Centralized admission process and total reservation does not exceed 50%.
4. Even if the candidate belonging to Backward Class Category secures admission against a seat belonging to the General category by virtue of merit, such candidate has to produce all the necessary documents in support of the category claimed both at the time of admission and while filling up of the CAP admission form.
5. All India Candidature candidates are treated as GENERAL/OPEN category candidates and are not eligible to claim reservation.

8(7) For First Year of Post SSC Diploma Courses : Reservation in Government Institutes with Second shift Courses for Religious Minority Students:-

70 % seats of sanctioned intake of the course for Religious Minority Students belonging to Muslim, Buddhist, Christian, Sikh, Parsi and Jain community and 30% seats of sanctioned intake of the course for general & backward class category candidates are reserved in Second shift Courses for Religious Minority Students in Selected Government polytechnics (For details see Annexure 1). **These seats will be filled through CAP at State Level.**

For each course with sanctioned intake of 60, 70% seats (42) will be reserved for above mentioned religious minority candidates as indicated in the following table, 30 % seats shall be available to all Maharashtra State Candidates and shall be filled as per the existing rules of the admission process.

Sr.No	Minority Religious Group	No of Seats
1	Muslim	22
2	Buddhist	14
3	Christian	02
4	Sikh	01
5	Jain	02
6	Parsi	01
Total		42

1. In a particular Minority Religious Group, if sufficient numbers of candidates are not available and available seats could not be filled then in such case vacant seats shall be filled with the candidates from amongst other Minority Religious Groups on the basis of Inter se Merit.
2. As per rule 8(4), if sufficient number of female candidates is not available against the specified reservation, then such seats shall be given to the male candidates from the respective Minority Religious Group.

9. Distribution of seats available under Centralized Admission Process:

(a) For Post SSC Diploma Courses:

The seats available for admission through admission Authority shall be distributed as per the details given below

Seat allocation	Seats available for admission
District Level 70% seats (HD)	70% of the Maharashtra State Candidature seats (M.S. Seats) available under centralized admission process as mentioned in schedule 1 in all polytechnics (except for the unique courses mentioned in Annexure-2 of these rules) are available for Candidates of Maharashtra State Candidature type A, B, C and D.
State Level 30% seats (OHD)	30% of the Maharashtra State Candidature seats (M.S. Seats) available under centralized admission process as mentioned in schedule 1 in all polytechnics (except for the unique courses mentioned in Annexure-2 of these rules) are exclusively reserved for Maharashtra State candidates passing qualifying examination (SSC). These seats will be filled on the basis of State Level merit list amongst all the applicants who have opted for 30% State Level seats. Seats remaining vacant in 30% quota will be offered in subsequent round of 70% quota.
Unique Courses (specified in Annexure- 2)	All seats are considered as State level (SL) Seats

District Level 70% Seats:

1. The eligibility of a candidate for 70% district level seats shall be decided on the basis of type of Maharashtra State candidature of the candidate.
2. In the Government/ Non-Government Aided and Un-aided Polytechnics / Institutions running post SSC Diploma courses in Mumbai and Mumbai Suburban Candidates passing qualifying examination (SSC) from any of the two districts are eligible for 70% district level seats offered by all the two districts. Home District for the candidates applying from above districts seeking admission will be considered under Mumbai district.
3. Admissions to the unique courses in the Polytechnics, as shown in Annexure 2, shall be carried out on the basis of **State level merit**.

(b) For Post HSC Diploma Courses:

All Maharashtra State Candidature Seats (M.S. Seats) are State Level Seats and admission to these courses shall be carried out on the basis of State Level Merit.

(C) For Direct Second Year of Post SSC Diploma Courses:

All CAP seats are State Level Seats and admission to these courses shall be carried out on the basis of State Level Merit for Government/ Non-Government Aided/ Un-aided Private professional Educational Institutions excluding Minority institution.

In case of Un-aided Minority Educational Institution minimum 51% of (Lateral Entry Seats + Vacant Seats) will be allotted for the Minority Quota to which institute belongs.

Distribution of seats is as per Schedule III.

Available seats under CAP in each institute shall be distributed as per eligibility criteria mentioned below.

Sr.No	Qualification	% of CAP seats	
		Lateral Entry seats	Vacant seats
1	HSC Science	25%	25%
2	HSC Science with Technical	25%	25%
3	HSC Science with Vocational	25%	25%
4	SSC with 2 years ITI with appropriate specialization	25%	25%

The Group and Subgroup of qualifying group and corresponding diploma courses for which admission to Direct Second year as below.

Group No.	Qualifying Examination/Course	Eligible for admission to Diploma Programme
A	Eligibility:-XII Science pass with (PCM or PCB or PCMB)	
Sr.No	Title of HSC Science	Eligible for Admission to Diploma Programme (Regular/Part Time)
1	H.S.C. (PCM or PCB or PCMB)	1. Civil Engg. Group 2. Mechanical Engg. Group (including Mechatronics) 3. Computer Engg. Group 4. Electrical Engg. Group 5. Electronics & Telecommunication Engg. Group 6. Instrumentation Engg. Group 7. Chemical Engg. Group 8. Textile Engg. Group 9. Printing Technology 10. Agricultural Engg. 11. Medical Laboratory Technology Group 12. Food Technology 13. Mining Engineering Group 14. Sugar Manufacturing
B	Eligibility:-XII Science with Technical / Vocational Subjects (Bifocal). HSC Science or Technical subjects (Bifocal)	
Sr.No	Title of HSC Science with Technical/Vocational Course (Bifocal)	Eligible for Admission to Diploma Programme (Regular/Part Time)
1	1. Electrical Maintenance (A-1) 2. Mechanical Maintenance (A-2) 3. Scooter & Motor Cycle Servicing (A-3) with PCM 4. General Civil Engg. (A-4) 5. Chemical Plant Operation (C-3) 6. Electronics (C-2) 7. Computer Science (D-9)	1. Civil Engg. Group 2. Mechanical Engg. Group (including Mechatronics) 3. Computer Engg. Group 4. Electrical Engg. Group 5. Electronics Engg. Group 6. Instrumentation Engg. Group 7. Chemical Engg. Group 8. Textile Engg. Group 9. Medical Laboratory Technology 10. Food Technology Group 11. Printing Technology 12. Agricultural Engg. 13. Sugar Manufacturing (Only for courses A-1, A-2, C-3)
2	1. General Civil Engg. (A-4)	1. Architecture Assistantship (AA)
C	Eligibility :- S. S. C. Pass + 3 years duration ATS Course	
Sr.No	Title of ITI (ATS) courses	Eligible for Admission to Diploma program (Regular/Part Time)
1	1. Machinist Grinder 2. D'man Mech. 3. Fitter 4. Turner 5. Machinist 6. Tool & Die Maker (J&F) 7. Tool & Die Maker (M&D) 8. Mech. Machine Tool Maint/ Mechanic Millwright Maint. 9. Mechanic Ref. & Air conditioning 10. Steam Turbine Cum Auxiliary Plant operator 11. Mechanic (Dairy Maint.) 12. Mat. Handling Equip.	1. Mechanical Engineering (Regular and Sandwich Pattern) (including Mechatronics) 2. Production Engineering & Technology 3. Fabrication Technology 4. Automobile Engineering 5. Sugar Manufacturing (for courses 1 to 10 & 13 to 16, 20, 28, 29)

	<p>13. Operator cum Mechanic (Power Plant) 14. Operator Adv. Machine Tool 15. Machine (Agri. Machinery) 16. Maint. Mechanic (Chem. Plant) 17. Mechanic (earth Moving Machinery) 18. Mechanic Maint. (Textile Machinery) 19. Mechanic (Mining Machiner) 20. Pipe Fitter 21. Mechanic Motor Vehicle 22. Mechanic Diesel 23. Driver cum Fitter 24. Auto Mech. 2/3 wheeler 25. Mech. Marine Diesel 26. Construction Machinery cum Operator 27. Auto Electrician 28. Machine Advacne Machine Tool Maint. 29. Pump Operator Cum Mech.</p>	
2	<p>1. D'man Civil 2. Surveyor 3. Pipe Fitter</p>	<p>1. Civil Engineering 2. Civil & Rural Engineering 3. Construction Technology</p>
3	<p>1. Electrician 2. Auto Electrician 3. Electrician Air Craft 4. Cable Jointer 5. Electrician (Mines) 6. Armature Winder</p>	<p>1. Electrical Engineering 2. Electrical Power Systems 3. Electrical and Electronics (Power Systems) 4. Sugar Manufacturing (for course no. 1)</p>
4	<p>1. Instrument Mechanic (Chem. Plant) 2. Attendant Operator (Chem. Plant) 3. Maint. Mechanic (Chem. Plant) 4. Electroplater 5. Lab. Asst. (Chem. Plant) 6. Pipe Fitter</p>	<p>1. Chemical Technology 2. Chemical Engineering 3. Sugar Manufacturing (for course no. 1 to 3 & 5, 6)</p>
5	<p>1. Plastic Processing Operator 2. Fibre Reinforced Plastic Processor 3. Tool & Die Maker (M&D)</p>	<p>1. Plastic Engineering</p>
6	<p>1. Data Prepration and Comp. Software 2. Programming and system administration Assistant with pass in XII science (Physics, Maths, Chemistry) 3. Info. Tech. & Electronic System Maintenance</p>	<p>1. Computer Engineering 2. Computer Technology 3. Information Technology 4. Computer Science and Engineering</p>
7	<p>1. Electronic Mech. 2. Mechanic Radio & Radar Air Craft 3. Mechanic Television (video) 4. Info. Tech. & Electronics System Maintenance 5. Instrument Mechanic 6. Instrument Mechanic (Chemical Plant)</p>	<p>1. Electronic 2. Electronic and Telecommunication Engg. 3. Electronic & Video Engineering 4. Electronic Engineering 5. Industrial Electronics 6. Electronics Engineering (Industry Integrated) 7. Electronics & Communication Engineering 8. Digital Electronics 9. Instrumentation 10. Electronics & Communication Engineering (Industry Integrated) 11. Instrumentation & Control 12. Medical Electronics</p>
8	<p>1. Litho Offset Machine Minder</p>	<p>1. Printing Technology</p>

D	Eligibility :- S. S. C. Pass with Maths, Science & English + 2 Years Duration I.T.I. Trade Craftsman Training Scheme (CTS) Course (ITI) with 60% Marks	
Sr.No	Title of Craftsman Training Scheme (C. T.S.) Course	Eligible For Admission to (Regular/Part Time)
1	<ol style="list-style-type: none"> 1. Machinist Grinder 2. D'Man Mech. 3. Fitter 4. Turner 5. Machinist 6. Tool & Die Maker (J&M) 7. Tool & Die Maker (M &D) 8. Mach. Machine Tool Maint./ Mechanic Millwright Maint. 9. Mechanic Ref. & Air Conditioning 10. Operator Adv. Machine Tool 11. Marine Fitter 12. Lift Mechanic 13. Mechanic Mechatronics 14. Mechanic Motor Vehicle 	<ol style="list-style-type: none"> 1. Mechanical Engineering (Regular & Sandwich Pattern) (including Mechatronics) 2. Production Engineering Technology 3. Fabrication Technology 4. Automobile Engineering 5. Sugar Manufacturing (for course no. 1 to 10)
2	<ol style="list-style-type: none"> 1. D'man Civil 2. Surveyor 3. Architectural D'man(SCVT) 	<ol style="list-style-type: none"> 1. Civil Engineering 2. Civil & Rural Engineering 3. Construction Technology 4. Architectural Assistantship(for course no. 3)
3	<ol style="list-style-type: none"> 1. Electrician 2. Lift Mechanic 	<ol style="list-style-type: none"> 1. Electrical Engineering 2. Electrical Power Systems 3. Electrical and Electronics (Power Systems) 4. Sugar Manufacturing (for course no. 1)
4	<ol style="list-style-type: none"> 1. Instrument Mechanic (Chem. Plant) 2. Attendant Operator (Chem. Plant) 3. Maint. Mechanic (Chem. Plant) 4. Electroplater 5. Lab. Asst. (Chem. Plant) 6. Rubber Technician (SCVT) 	<ol style="list-style-type: none"> 1. Chemical Technology 2. Chemical Engineering 3. Sugar Manufacturing (for course no. 1 to 3 & 5)
5	<ol style="list-style-type: none"> 1. Tool & Die Maker (M&D)/(SCVT) 2. Plastic Mould Maker (SCVT) 3. Rubber Technician (SCVT) 	<ol style="list-style-type: none"> 1. Plastic Engineering
6	<ol style="list-style-type: none"> 1. Mech. Computer Hardware 2. Info. Tech. & Electronics System maintenance 	<ol style="list-style-type: none"> 1. Computer Engineering 2. Computer Technology 3. Information Technology 4. Computer Science & Engineering
7	<ol style="list-style-type: none"> 1. Electronic Mech. 2. Mechanic Consumer Electronics 3. Mechanic Cum Operator 4. Electronics Communication System 5. Mechanic Radio & TV 6. Info. Tech. & Electronics System Maint. 7. Mechanic Industrial Electronics 8. Instrument Mechanic 9. Instrument Mechanic (Chemical Plant) 	<ol style="list-style-type: none"> 1. Electronic 2. Electronic and Telecommunication Engg. 3. Electronic & Video Engineering 4. Electronic Engineering 5. Industrial Electronics 6. Electronics Engineering (Industry Integrated) 7. Electronics & Communication Engineering 8. Digital Electronics 9. Instrumentation 10. Electronics & Communication Engineering (Industry Integrated) 11. Instrumentation & Control 12. Instrumentation
8	<ol style="list-style-type: none"> 1. Mechanical & Medical Electronics 	<ol style="list-style-type: none"> 1. Medical Electronics

E		
Eligibility:- Centre of Excellence Candidate completing one year course of Basic Sector & thereafter corresponding one module of six months duration and one specialized module of 6 months duration will be eligible for direct second year admission of diploma. (Total duration of course:- 2 years) C. O. E. Course / Basic Sector of 1 year duration (where aggregate marks shall be sum of all 3 groups)		
Sr. No.	Title of C.O.E. Course/ Basic Sector (Duration 1 Year)	Eligible For Admission To Diploma Programme (regular/Part Time)
1	1. Plastic Processing 2. Chemical	1. Plastic Engineering 2. Chemical Engineering 3. Chemical Technology 4. Sugar Manufacturing (for course no. 2)
2	1. Information Technology 2. Electronics	1. Computer Engineering 2. Computer Technology 3. Information Technology 4. Computer Science & Engineering
3	1. Construction & Wood Working	1. Civil Engineering 2. Civil & Rural Engineering 3. Construction Technology
4	1. Fabrication (F & W) 2. Production & Manufacturing 3. Automobile 4. Refrigeration & Air Conditioning 5. Chemical 6. Plastic Processing 7. Industrial Automation	1. Fabrication Technology & Erection Engineering 2. Mechanical Engineering (including Mechatronics) 3. Production Technology/ Engineering 4. Automobile Engineering 5. Sugar Manufacturing (for course no. 1, 2, 4, 5 & 7)
5	1. Electronics 2. Electrical 3. Information Technology 4. Industrial Automation	1. Electronics & Tele Comm. Engineering 2. Electronics Engineering 3. Electronics 4. Industrial Electronics 5. Electronics & Comm. Engineering 6. Electronics & Comm. Engg. (Industry Integrated) 7. Electronics & Engineering (Industry Integrated) 8. Digital Electronics 9. Industrial Electronics (Sand witch pattern) 10. Electronics & Video Engg. 11. Medical Electronics
6	1. Electrical 2. Industrial Automation 3. Electronics	1. Electrical Engineering 2. Electrical Power System 3. Electrical & Electronics(Power System) 4. Sugar Manufacturing (for course no. 1 & 2)
7	1. Apparel	1. Fashion & Clothing Technology 2. Dress Designing & Manufacturing 3. Garment Technology
8	1. Textile Processing and Technology	1. Textile Technology 2. Textile Manufacturing

F	Vocational Course in Engineering Group	Eligible for admission to Diploma Programme
Sr. No.	Title of Vocational Course	Eligible For Admission To Diploma Programme (regular/Part Time)
1	1. Mechanical Technology (K4/K5/K6) 2. Auto Engineering Technician (K1/K2/K3)	1. Mechanical Engineering (Regular and Sandwich Pattern) (including Mechatronics) 2. Production Engineering & Technology 3. Fabrication Technology 4. Automobile Engineering 5. Sugar Manufacturing
2	Building Maintenance (J7/J8/J9)	1. Civil Engineering 2. Civil & Rural Engineering 3. Construction Technology 4. Architecture Assistantship
3	1. Electric Appliances Maintenance (J4/J5/J6) 2. Repairing & Rewinding of Electric Motor (T1/T2/T3)	1. Electrical Engineering 2. Electrical Power Systems 3. Electrical & Electronics Power System 4. Sugar Manufacturing
4	Computer Techniques (X1/X2/X3) Multimedia Internet Technology	1. Computer Engineering 2. Computer Technology 3. Information Technology 4. Computer Science & Engineering
5	Electronics Technology (J1/J2/J3)	1. Electronic, Electronic and Telecommunication Engg., Electronic & Video Engineering, Electronic Engineering, Industrial Electronics, Electronics Engineering (Industry Integrated), Electronics & Communication Engineering, Digital Electronics, Instrumentation, Electronics & Communication Engineering (Industry Integrated) 2. Instrumentation & Control, Instrumentation 3. Medical Electronics
6	1. Clinical Pathology and Haematology Blood Bank (P1) 2. Histotechnology (P2) 3. Laboratory Management & Ethics (P3)	1. Medical Lab Technology

Note for all Groups: - The Student admitted to direct 2nd year will have to appear in the examination of backlog subjects of 1st year. Such Backlog Subjects of first year will be notified by MSBTE, Mumbai.

10. Preparation of Merit List.-

10(1) Assignment of merit number.- All the eligible Candidates who have submitted Application Form on or before the last date specified for the submission of Application Form for Admission through CAP shall be assigned a merit number.

10(2) Change of Marks due to verification.- If the marks in the qualifying examination are modified due to verification and the same is duly certified by the concerned Competent Authority or respective HSC or SSC Board, the same shall be reported to the Competent Authority for admission through CAP or its designated representatives immediately. However the effect of such change will be taken into consideration only for the subsequent round (s) of admission.

10(3) Method of calculating marks at qualifying examination for deciding eligibility.- While deciding the eligibility of the Candidates following procedure shall be adopted,-

- (a) The percentage of marks shall be calculated by rounding off to two places after decimal.
- (b) If letter grades are assigned at SSC, HSC or its equivalent examination, the Candidate must submit the certificate of conversion of letter grades into equivalent marks from the concerned Competent Authority or Board at the time of submission of Application Form. The eligibility shall be decided on the basis of equivalent marks.
- (c) If the Candidate reappears for the qualifying examination with all subjects then the marks obtained in the latest examination shall only be considered.

10(4) Assignment of Merit Number for various Courses.-

<p>(a) For Admission to First Year of Post SSC Diploma Courses in Engineering and Technology.-</p>	<p>The merit list of the eligible candidates shall be prepared on the basis of percentage of aggregate marks obtained at SSC (including marks for sports, if mentioned in mark sheet):</p> <p>Provided that, in case of tie, the relative merit of Candidates shall be resolved in the following order of preference and the methodology as specified below,-</p> <ul style="list-style-type: none"> (a) higher percentage of marks in the subject Mathematics at SSC; (b) higher percentage of marks in the subject Science at SSC; (c) higher percentage of marks in the subject English at SSC; (d) Passing HSC Science ; (e) Passing HSC with Minimum Competency Vocational Course ; (f) Passing ITI Trade of 2 Years duration; (g) Passing Intermediate Grade Drawing examination
<p>(b) For Admission to Post HSC Diploma Courses in Engineering & Technology</p>	<p>1. For Admission to First Year Diploma in Pharmacy,-</p> <p>The merit list shall be prepared on the basis of percentage of marks obtained in the subjects Physics, Chemistry and higher marks of Mathematics or Biology (Botany and Zoology) in HSC Science:</p> <p>Provided that, in case of tie, the relative merit of Candidates shall be resolved in the following order of preference and the methodology as specified below,-</p> <ul style="list-style-type: none"> (a) higher percentage of aggregate marks in HSC; (b) higher percentage of marks in Physics at HSC; (c) higher percentage of marks in Chemistry at HSC; (d) higher percentage of marks in English at HSC; (e) higher percentage of marks in SSC. <p>2. First Year of Diploma in Hotel Management and Catering Technology.-</p> <p>The merit list shall be prepared on the basis of Percentage of marks obtained at HSC:</p> <p>Provided that, in case of tie, the relative merit of Candidates shall be resolved in the following order of</p>

	<p>preference and the methodology as specified below,-</p> <ul style="list-style-type: none"> (a) Passing HSC Science; (b) Passing HSC Home Science; (c) Passing HSC Vocational; (d) Passing HSC Commerce; (e) Passing HSC Arts. <p>3. First Year of Post HSC Diploma in Surface Coating Technology -</p> <p>The merit list shall be prepared on the basis of percentage of marks obtained in the subjects Physics, Chemistry and Mathematics taken together at HSC:</p> <p>Provided that, in case of tie, the relative merit of Candidates shall be resolved in the following order of preference and the methodology as specified below,-</p> <ul style="list-style-type: none"> (a) higher percentage of aggregate marks in HSC ; (b) higher percentage of marks in Mathematics at HSC; (c) higher percentage of aggregate marks in SSC; (d) higher percentage of marks in Mathematics at SSC; (e) Passing Intermediate Grade drawing examination.
<p>(c) For Admission to Direct Second Year of Post SSC Diploma Courses in Engineering and Technology.</p>	<p>The separate merit lists for each of qualifying Examination of the eligible candidates shall be prepared on the basis of percentage of marks obtained at the qualifying examination;</p> <p>Provided that, in case of tie, the relative merit of Candidates shall be resolved in the following order of preference and the methodology as specified below,-</p> <ul style="list-style-type: none"> (a) Higher percentage of marks in Mathematics at SSC; (b) Higher percentage of marks in Science at SSC; (c) Higher percentage of marks in English at SSC.

11. Centralised Admission Process (CAP).-

11(1) The Unaided Private Professional Educational Institution shall admit Candidates through the Centralised Admission Process (CAP) as referred in sub-section (3) of section 3 of the Act. The Government, Non-Government Aided/ Unaided institutions shall admit the candidates allotted through CAP. The stages of CAP shall be as stated below,-

- (a) Display or Publishing of Information Brochure by the Competent Authority. This shall be published on the website of the Competent Authority and the hard copy shall also be provided to candidates at the time of purchasing the Application Kit for Admission.
- (b) Filling Online Application Form by Candidate for participation in the Centralised Admission Process.

- (i) For First Year of Post SSC/ Post HSC Diploma Courses in Engineering and Technology and Direct Second Year of Post SSC Diploma Courses in Engineering and Technology: The eligible candidates are required to purchase the Application Kit with Information Brochure from the nearest Facilitation Centre on payment in Cash as given below -

Admission Detail	General Category Candidates, Maharashtra State Candidate and children of Indian Workers in Golf Countries	Reserved Category Candidates from Maharashtra State and Persons with Disability Candidates from Maharashtra	Children of NRI/ OCI/ PIO, Foreign National
First Year of Post SSC Diploma in Engineering and Technology	Rs. 400/-	Rs. 300/-	Rs. 4000/- (Online Payment only)
First Year of Post HSC Diploma in Engineering and Technology	Rs. 400/-	Rs. 300/-	Rs. 4000/- (Online Payment only)
Direct Second Year of Post SSC Diploma in Engineering and Technology	Rs. 400/-	Rs. 300/-	Rs. 4000/- (Online Payment only)

- (ii) The Application Kit is Non Transferable and amount is Non refundable.
- (iii) The candidate should read the information brochure carefully
- (iv) The candidate should fill the Online Application Form as per the notified schedule for respective admission.
- (v) The list of the Facilitation Centers shall be available on the website. The facilitation center shall facilitate the candidate to fill the Online Application Form, scan and upload the required documents without any charges.
- (vi) The Candidates will also be able to fill in Online Application Form and upload the scanned copies of the required documents through any computer connected to internet from home, cybercafé.
- (vii) Candidates are required to fill in all the details as per the instructions.
- (viii) After completion of the information and submission of Application Form, the Candidates are required verify the data filled and correct, if required. There after candidate shall take printout of the form and sign on it.
- (ix) The Printout of form shall have list of documents required to be produced by the candidate for substantiating his claim made in the application form.

- (x) Candidate can edit/update the information in his application form before he confirms it at any of the Facilitation .
- (c) Confirmation of Online Application Form and Document Verification at Facilitation centre by the Candidate in person;
 - (i) The Candidates shall report to any convenient Facilitation centre in person along with duly signed printout of application form filled online and the required original documents for verification.
 - (ii) The Facilitation centre In-charge shall verify the information from the original copies of required documents and collect the duly signed application. The Facilitation center in-charge shall correct the information, if required, and shall take fresh printout of the application form for processing in such case.
 - (iii) The Facilitation centre In-charge shall confirm candidate's Application Form through online system and issue the receipt for Acknowledgement of Application Form.
 - (iv) After confirmation of application form information cannot be changed by candidate.
- (d) Display or Publishing of Provisional merit lists, Submission of grievances, if any, and Display or Publishing of Final Merit Lists;
 - (i) Provisional Merit List of eligible candidates will be displayed on the website.
 - (ii) For discrepancy if any, in the provisional merit list, Candidates can submit the grievances in written along with required documents at Facilitation centre where candidate has confirmed application form within the specified grievance period given in the schedule.
 - (iii) No document shall be accepted to substantiate the claim made in application after scheduled dates.
 - (iv) Final merit lists will be displayed on the website.

NOTE: - The merit list gives relative position of the candidate and it does not guarantee admission to any course.

- (e) Display of available Category wise Seats (Seat Matrix) for CAP Round I, - The competent authority shall publish the information about institutes, courses offered, Sanctioned intake and number of seats available for each category.
- (f) Filling up and Confirmation of Online Option Form having preferences of Courses and Institutions before CAP Round I - Candidates may fill in **maximum 300 choices** of Institutes and Courses in decreasing order of their preference. The Option Form once confirmed by the Candidate through his/her login shall be considered for allotment in CAP Round I, II and III;
 - (i) In order to participate in the CAP (subject to fulfillment of the eligibility criterion of respective CAP round), it is mandatory to fill the Online Option Form for CAP Round I.
 - (ii) Candidates will be able to fill in the online option form through their login on website
 - (iii) It is mandatory for all candidates to confirm the online option form by himself/ herself.

- (iv) The candidate will not be able to change the Options once it is confirmed.
 - (v) Candidates should not disclose their Application ID & Password to others to avoid impersonation. Competent Authority shall not be responsible for submissions given by the others on behalf of the candidate. Hence candidates are instructed to keep changing the password and keep note of it in secured place.
 - (vi) The serial number of block in the option form indicates preference of choice. Thus the choice code of the course filled by the candidate in block No. 1 will be his/ her first preference (Highest Priority choice).
 - (vii) Option form received through online submission only will be considered valid for further processing
 - (viii) Candidate shall confirm the submitted on-line Option Form himself/herself by re-entering Application ID and Password. The candidate can take the printout of the confirmed Option form for his/ her record and future reference
 - (ix) The candidate can fill in minimum 1 and maximum 300 options. The candidate has to fill the institute choice code against the option number in the online option form.
 - (x) The user friendly facilities shall be provided to select the preferences.
- (g) Display of Provisional Allotment of CAP Round I indicating allotted institute and Course.
 - (h) Reporting and accepting the offered seat as per the allotment of the CAP Round I by the Candidate at Admission Reporting Centre(ARC).
 - (i) Display of available category wise seats (seats matrix) for CAP Round II.
 - (j) Display of Provisional Allotment of CAP Round II indicating allotted institute and Course.
 - (k) Reporting and accepting the offered seat will be as per the allotment of the CAP Round II by the Candidate at Admission Reporting Centre.
 - (l) Display of available category wise seats (seats matrix) for CAP Round III.
 - (m) Display of Provisional Allotment of CAP Round III indicating allotted institute and Course.
 - (n) Reporting and accepting the offered seat as per the allotment of the CAP Round III, by the Candidate at Admission Reporting Centre.
- 11(2)** During the CAP, before accepting the allotted seat in Round I, II and III, a Candidate can opt to 'Freeze', 'Slide' or 'Float' choice for subsequent round(s), if any, of seat allocation, as provided below,-
- (a) **Freeze:** Candidates accept the offered seat and they do not want to participate in any further rounds of seat allocation. Such Candidates will not be considered in subsequent rounds of admission;
 - (b) **Slide:** Candidates accept the offered seat and indicate that, if admission to the academic program of higher preference is offered within the same Institution, they will accept it. Such Candidates will be considered in subsequent rounds of admission;
 - (c) **Float:** Candidates accept the offered seat and indicate that, if admission to an academic program of higher preference in any Institution is offered, they will accept it. Else, they will continue with the currently accepted academic program. Such Candidates will be considered in subsequent rounds of admission;

- (d) Candidate should select the reporting option as 'Freeze', 'Slide' or 'Float' through his/her login.
- (e) If candidate get better choice in CAP Round II and /or III, Candidate may change the reporting option as 'Freeze', 'Slide' or 'Float' through his/her login, otherwise earlier option will be carried forward.
- (f) For Candidate who chooses the Float or Slide option, and secures a seat of his choice of higher preference, then it would automatically result in the forfeiture of the seat accepted by the Candidate in the earlier round;
- (g) Sliding and Floating options will not be available to a Candidate who is offered admission to his/her first choice.
- (h) If the candidate fails to accept the allotted seat in Round I by not reporting at Admission Reporting Centre (ARC) in scheduled time and not paying seat acceptance fee at Admission Reporting Centre, then such candidate shall not be eligible for CAP Round II and / or III. However such candidates are eligible to participate in CAP Round IV. (Seat acceptance fee shall be Rupees 3000/- for General Category, VJ/DT, NT, SBC/OBC category and Rupees 1000/- for SC, ST category candidates.)

11(3) Conduct of CAP Round-IV.-

- (a) The seats available for this round shall be published on the website. The Candidates are allowed to fill in or edit the already filled online option Form. The seats to be allotted during the course of this round shall be subject to following conditions,-
 - (i) Before start of this round, the Candidates can change their option from Sliding or Floating to Freezing or vice-versa.
 - (ii) Candidates who have not been allotted any seat in any of the previous rounds or those who have taken and cancelled their admission in the earlier rounds or rejected the offered seat by not reporting to Admission Reporting Centre and those who are desirous of Floating and Sliding in this final round are eligible to participate in this round.
 - (iii) Candidates who have opted for Floating and Sliding and also applying for this round shall fill in the allotted institution in their choice list. Once the upward allotment is made the earlier allotment automatically stands cancelled.
 - (iv) Sliding and Floating options are not available for the seats allotted in this round as it is final CAP Round.
- (b) Reporting and accepting the offered seat will be as per the allotment of the CAP Round IV by the Candidate at Admission Reporting Centre.

11(4) Reporting and confirming the admission.-After final CAP Round, the Candidate shall report to the institution allotted to him/her and confirm his/her admission in institution.

(a) Fees and Concessions:

(i) Fees Prescribed for Government and Non-Government Aided Institutes:

Fee structure for the academic year 2016-17 shall be as follows.

Fees	First year and Direct Second year admission of Post SSC Diploma Courses : Non Autonomous and Autonomous Government Institutes and Non-Government Aided Institutes	First year of Post HSC Diploma Courses : Non Autonomous and Autonomous Government Institutes and Non-Government Aided Institutes
Tuition Fee	Rs. 6,000/- per year	Rs. 6,000/- per year
Development Fee	Rs. 1,000/- per year	Rs. 3,000/- per year
Other Fee	Rs. 550/- per year	Rs. 550/- per year
Total	Rs. 7550/- per year	Rs. 9550/- per year
Caution Money Deposits (Refundable)	Rs. 200/- as a Caution Money Deposit to be paid only once and not every year.	

Important Notes:

- No tuition fee for SC/ST/VJ/DT NT(A)/NT(B)/NT(C)/NT(D)/SBC/OBC category candidates and for candidates admitted under TFWS.**
- In case the Government revises the fees for the Government institutes for the year 2016-17, then the admitted candidates will be required to pay the difference in fees as per the Government order.
- Rubber Technology course - A self financing course conducted at Government Polytechnic, Mumbai. This course shall be treated as un-aided programme and the rules for fees in case of private un-aided polytechnic shall be applicable to this course.

(ii) For Un-aided Private Institutes:

(a) For Open Category candidates:

The interim fee structure for unaided private institutes shall be as approved by the Fee Regulating Authority under the Act. The final fee approved and published by the Fee Regulating Authority for that year shall be the fee payable by the candidate for that course for that academic year.

(b) Concession in Fees for Backward Class Category Candidates (belonging to Maharashtra State only):

For SC/ST/VJ DT NT(A)/NT(B)/NT(C)/NT(D)/SBC /OBC category candidates,

The scheme/mode of concessions, scheme of loan scholarship (if any) in tuition & other fees for eligible candidates, will be announced by the Central /State Government. These candidates will get only that amount of waiver as notified in the circulars issued by the Government Department from time to

time, subject to fulfillment of various norms and conditions laid down by these Departments.

Candidates claiming fee concessions under various categories shall produce the requisite certificates as may be specified by the respective Government Departments.

(C) For NRI/OCI / PIO / Foreign Students / Children of Indian Workers in the Gulf Countries

1. Tuition fee - a) US \$ 2000/annum for the students of SAARC

countries excluding Bangladesh & Pakistan.

b) US \$ 3000/annum for Others

2. Other Fees - US \$ 2000 per annum

(d) Fees for J&K Migrant Candidates and GoI nominees:

1. Jammu and Kashmir Migrant candidates shall pay the same fees as that of the fees of the Government institutes to respective institutes where they have secured the admission.
2. Government of India Nominee candidates shall pay the same fees as that of the fees of the Government Institutes to respective institutes where they have secured the admission.

Note:

1. If the concerned Social Justice/Tribal welfare authority denies the claim or backward class category candidate fails to substantiate claim for fees reimbursement with documents in respect of his/her category, then it will be the responsibility of the candidate to pay the prescribed fees to the admitted Institute.
2. If candidate seeks admission to Post SSC Diploma Course after his/her XIth and/or XIIth standard Pass/Fail and availed the fee concessions shall pay full tuition, development & other fees for equivalent number of years.
3. Candidates claiming for fee concession under Backward Class category shall produce the Caste Certificate. Candidates claiming for fee concession under OBC, SBC, VJ/ DT(A), NT-B, NT-C and NT-D category shall also produce Non-Creamy layer certificate Valid up to 31st March 2017. The candidates not having validity of Non-creamy layer up to 31st March 2017 may submit the Non-creamy Layer certificate issued in the previous academic year having validity up to the cut off date of the current admission process, subjected to the condition that the candidate will have to submit the revised validity up to 31st March 2017 within a period of one month from the date of his / her admission in the institute, failing which the candidates admission in the institute stands cancelled on its own.
4. Hostel Fees in case of candidates opting for hostel accommodation, Insurance and any other fees as applicable to respective institute shall be charged at institute level from the candidates.
5. Changes if any in the fees will be notified later and will be binding on the candidates.
6. The admission shall be confirmed only after payment of fees as indicated above.

(e) Caution Money Deposits:

Caution money deposits received from the students shall be refunded after successful completion of the course or after cancelling the admission. Unless there is any recovery, no deduction shall be made from the caution money deposit.

However, the amount of caution money deposit shall be transferred to Students Aid Fund in case of Un-Aided colleges and credited to Government in case of Government and Non Government-Aided Colleges, if candidate does not apply for refund, as given below.

1. Within 3 complete financial years after the student actually leaves the institution;

OR

2. Within 3 complete financial years after the date of successful completion of the course, whichever is earlier

12. CAP allotment stages and process of allotment.-Allotment of seats under CAP shall be made in the following manner,-

12(1) Maharashtra State Candidature Candidate.-The stages of computerised allotment are as follows,-

Stage -I: For all the Candidates.-

- (a) All the Candidates (Technical, Non-Technical, Open, Reserved, Male, Female) belonging to various categories shall be considered for allotment as per their *Inter-Se-Merit*.
- (b) The Minority seats shall be allotted to the Candidates of the State belonging to the Minority Community to which the institution belongs by virtue of merit or in Open Category as per their *Inter-Se-Merit*, if the seats reserved for them are not available at their merit.
- (c) Backward Class Category Candidates shall be considered for allotment in Open Category seat by virtue of their *Inter-se-Merit* or in their respective Category of reservation, if Open Category seats are not available at their merit.
- (d) SBC Category Candidates shall be considered for allotment in Open Category by virtue of their merit and in case of SBC Candidates who were in Backward Class prior to their inclusion in SBC Category shall be considered in their original Backward Class Category.
- (e) Persons with Disability Category Candidates shall be considered for allotment for the seats reserved for them otherwise in Open Category as per their *Inter-Se-Merit* if the seats reserved for them are not available at their merit.
- (f) Defence Category Candidates shall be considered for allotment for the seats reserved for them by virtue of their merit or in Open Category as per their *Inter-Se-Merit* if the seats reserved for them are not available at their merit;
- (g) For the Candidates with Technical or Vocational subjects in qualifying examination , the seat availability shall be checked in the following order,-
 - (i) Seats for Technical Candidates in Open Category;
 - (ii) Seats for Technical Candidates in respective reserved Category;
 - (iii) Seats for general Candidates (for both Technical and Non-technical) in Open Category;
 - (iv) Seats for general Candidates (for both Technical and Non-Technical) in the respective reserved Category.

Stage – II: For Allotment of seats reserved for Female to Male Candidates.-If the seat remains vacant after allotment to Female Candidates of the Backward Class Category or Open Category, such seat shall be allotted to the Male Candidates belonging to respective Backward Class or Open Category.

Stage –III: For SBC Category Candidates.-If the Backward Class Category seat remains vacant, such seat shall be considered for allotment to the Candidates of SBC Category, limited to the extent of 2% seats.

Stage –IV: For respective groups of Backward Class Category Candidates.-If the seat remains vacant in the respective group of following Categories, such seat shall be considered for allotment to the Candidates of within the respective group, -

- Group 1:** (i) Scheduled Castes and Scheduled Castes converted to Buddhism (SC),
(ii) Scheduled Tribes including those living outside the specified areas (ST).
- Group 2:** (i) Vimukta Jatis/De- Notified Tribes (VJ/DT) NT(A),
(ii) Nomadic Tribes 1 (NT-B).
- Group 3:** (i) Nomadic Tribes 2 (NT-C),
(ii) Nomadic Tribes 3 (NT-D),
(iii) Other Backward Class (OBC).

Explanation.- For Group 1, if the seat remains vacant in ST Category due to non-availability of its Candidates, such seat shall be considered for allotment to the Candidate belonging to the SC Category or vice versa.

Stage-V: For all Backward Class Category Candidates.-If the seat reserved for Backward Class Category Candidate remains vacant, such seat shall be considered for allotment to the Candidate of any Backward Class Category.

Stage –VI: For Persons with Disability Candidates.-If the seat reserved for Persons with Disability remains vacant, such seat shall be considered for allotment to any Persons with Disability Candidates.

Stage –VII: For all Candidates (without HD and OHD Seat Tag).-If the seat remains vacant after completion of Stage –VI, then for allotment of such vacant seat Stage-I, Stage-II, Stage-IV, Stage-V and Stage VI shall be executed by removing the HD and OHD Seat Tag.

Stage –VIII: For all Candidates (without any type of Reservation).-The seats shall be considered for allotment to all the Candidates based on *Inter-Se-Merit*.

12(2) For seats reserved for Female Candidate, the procedure for reservation as given in Government Circular of General Administration Department No. RSV 1012/CN-16/12/16A Dated 13th August 2014 shall be adopted.

13. Allotment of seats by CAP Round I, II, III and IV.-

- CAP Round I, II, III and IV shall be conducted by computerised allotment.
- In CAP Round I, II and III, the Stage I to Stage III of rule 12 of these rules shall be executed.
- If the seat remains vacant due to non-allotment and non-reporting, such seat will be considered for allotment in subsequent round.
- For the CAP Round-IV, the Stage-I to Stage-VIII of rule 12 of these rules shall be executed.

14. General provisions.-

- (a) Allotment in CAP Round-I, II, III and IV of Home District Seats, Other than Home District seats and State Level seats will be carried out as per *Inter-Se-Merit* of Candidates having Maharashtra State Candidature. Seats will be allotted to Candidates as per *Inter-Se-Merit*, options filled and seats available at that point of time in the stage of CAP Round-I, II, III and IV.
- (b) All Candidates eligible for a particular stage of allotment will be considered for allotment of a seat in that stage, even if they have been allotted or not allotted a seat in the previous stage.
- (c) During the allotment of any stage, the Candidate may get upward shift in the allotment with reference to the options filled by the Candidate according to availability of seats at that point of time.
- (d) There shall not be any reservation under different categories in an Unaided Professional Educational Institution, for allocation of seats stated in rule 6(2), 6(3) and 6(4);
- (e) All reserved Category Candidates (including SBC in their original Category) shall be considered for allotment in all stages.
- (f) Due to upward shifts, the seats falling vacant shall be considered for allotment in further iterations of the same stage as per the provisions of that stage of allotment.
- (g) Allotment against the first available option in the order of preference filled in shall be retained as final allotment.
- (h) During CAP Round I, II and III, stage I and II will be repeated after stage III for betterment to all the Candidates due to allotment to SBC Candidates in stage – III.
- (i) The allotment list displayed on website will show the provisional allotment offered to the Candidates. No personal communication or allotment letters in this regard shall be issued to the Candidates.
- (j) A Candidate who has been allotted a seat shall download the “Provisional Seat Allotment Letter”. At the time of seat acceptance Candidate has to pay a demand draft in favour of Competent Authority at an Admission Reporting Centre. Seat will be confirmed by the Reporting Centre after verification of the original documents and ensuring that the Candidate meets all the eligibility norms. The centre in-charge shall issue the Online Receipt of acceptance.
- (k) The Seat Acceptance Fee shall be Rs. 3,000/- for Candidates of General Category, VJ/DT, NT, SBC/OBC Category and Rs.1,000/- for SC, ST Category Candidates. The candidate has to pay the Seat Acceptance Fee during first reporting only. This fee shall be transferred to the institution after deducting Rs. 1,000/- towards processing fee, if the Candidate reports to the institution after completion of CAP process which shall be adjusted towards fees to be paid by the Candidate to the institution. The candidate should opt 'Freeze', 'Slide' or 'Float' through Login only and submit the duly signed printout to the Reporting Officer. The Officer shall issue the acknowledgement of the Reporting. The candidate can change the options as 'Freeze', 'Slide' or 'Float' whenever there is change in the allotted institute and course, however if the candidate do not wish to change the option, previous option shall be carried forward for CAP Round II and/ or III.
- (l) For cancellation of admission before reporting to the institution, the candidate shall apply to the Reporting Centre to which he has paid Seat Acceptance Fee. On cancellation of such admission through Online System before reporting to the institution, the amount shall be refunded after deduction of Rs. 1,000/- towards processing charges. Candidates of General Category shall pay Demand Draft of Rs. 1000/- and shall get the Demand Draft of Rs. 3000/- back.

- (m) The Seat Acceptance Fee is to be paid by **Demand Draft** in favour of '**Commissioner, State CET Cell, Maharashtra State**' payable at '**Mumbai**'.
- (n) Failure to report in person for seat acceptance will be considered as if the Candidate has rejected the offer.
- (o) Allotted Seat will be cancelled if, at any time, any of the documents or certificates is found to be invalid or fraudulent and/or the Candidate does not meet the eligibility norms.
- (p) Candidates who want to reject the allocated seat can do so by not remitting the seat acceptance fee at the reporting centre. Candidates who reject allocated seat cannot participate in CAP Round II and / or III.

15. Admissions in Institutional Quota and vacant seats after CAP.-The Director or Principal of the institution shall carry out the admissions for these seats in the following manner.-

- (a) Admissions shall be made in a transparent manner and strictly as per the *Inter-Se-Merit* of the Candidates who have applied to the institution.
- (b) Information brochure or prospectus of the Institution which specifies rules of admission should be published well before the commencement of the process of admission. All the information in the brochures should also be displayed on the Institution's website.
- (c) Institution shall invite applications by notifying schedule of admission and the number of seats in each course to be filled by the institution, by advertisement in at least two leading newspapers and on the website of the institution.
- (d) Aspiring Candidates fulfilling the eligibility criteria as notified by the Government and specified by the appropriate authority, from time to time, shall apply to the Principal or Director of the respective institution for admission at the Institution level as provided in rule 3(b).
- (e) The institution, as specified by the appropriate authority, shall fill the seats in the NRI Quota, based on the Merit list prepared and published by the Competent Authority.
- (f) The institution may give admission to the applicants on the basis of their inter-se merit derived from Merit list declared by the Competent Authority for filling the seats in the Institutional Quota, excluding the NRI seats.
Provided that, where the appropriate authority specifies that such admissions shall be based on the basis of CET, in that case the Institutional quota, excluding NRI seats, shall be filled on the basis of Inter-Se-Merit prepared by following the procedure specified in rule 10(4) of these rules.
- (g) The institution shall prepare and display the Inter-Se merit lists of the Candidates to be filled in at the institution level, in the Institutional Quota and Supernumerary Quota of OCI / PIO, Foreign National, Children's of Indian workers in Gulf Countries along with the vacant seats after CAP, on the notice board and shall publish the same on the website of the institution.
- (h) The Minority or Non-Minority institution intending to surrender the Institutional Quota (in part or full) of specified courses to the CAP shall communicate two days before the display of seat matrix of each CAP Round and the same shall be allotted as per the rules of CAP.
- (i) All the admissions and cancellations shall be updated immediately through online system.
- (j) If any CAP seat becomes vacant after the CAP Rounds then the same shall be filled in by the Candidate from the same Category for which it was

earmarked during the CAP. Further if the seats remain vacant then the seats shall be filled on the basis of Inter-Se-Merit of the applicant.

16. Institution Level Round.-

If the seats remain vacant after all CAP Rounds, the said seats shall be filled in by the institution through Institution Level Round with the prior approval of the Competent Authority.

17. Reporting at institutes:

- i. Candidates shall confirm the admission by paying the requisite amount of fee and by submitting required documents in original to the respective institute, to which admission is granted as per schedule.
- ii. If a candidate fails to substantiate the claims made at the time of submitting necessary original documents within the reporting time for CAP Round, the candidate forfeits the claim on the allotted seat.
- iii. If a candidate is unable to produce original certificates at the time of his/her admission on account of admission already secured to some other institution, he or she shall produce a certificate from the Head of the institution where he/she has already taken admission indicating that he/she has been admitted to a particular course in that institution on a particular date and hence original certificates have been retained in that institution. The candidate shall produce the attested copies of the certificates duly attested by the Head of the concerned institution. Such candidates shall be required to pay the fees immediately at the time of admission and such candidates shall be permitted to submit the required original certificates within 04 working days after the date of payment of fees.

18. Approval of Merit List and the Admitted Candidates List.-

18(1) After completion of Admission process every Unaided Private Professional Educational Institution shall submit the Admission- approval proposal to the Director Technical Education and the Admission Regulating Authority in accordance with the subsection (5) of the section 9 of the Act.

18(2) The Admission-approval proposal shall include the list of all Candidates admitted which shall have the quota, Candidature Type, Reservation, Qualification Marks, etc as well as the required documents of the Candidates admitted at institution level.

19. Refund of fees after cancellation of admission by Institutions.-

- (a) The Candidate shall apply online for cancellation and submit signed copy of system generated Application for cancellation of admission to the institution.
- (b) After receiving admission cancellation request from the Candidate, the institution shall cancel the admission immediately and generate online acknowledgement of cancellation of admission through institution login and issue a signed copy to the Candidate.
- (c) The refund of fees before cut-off date of admission shall be made within two days i.e. total fee minus the processing charges of Rs. 1000/-, or refund rule shall be as per the guidelines of the appropriate authorities or the State Government, as the case may be.

- (d) If the admission is cancelled after the cut-off date of admission declared by the Competent Authority, there shall be no refund except the Security Deposit and Caution Money Deposit.

20. Change of Course or Institution after First, Second year.-

20(1) The Candidate seeking for a change in course or shift after successfully completing the First Year of studies will be allowed to do so in the same institution subject to the availability of seats and changes will be carried out based on the marks of First Year or First and Second Semester together. The Principal shall be responsible for ascertaining the eligibility of the Candidates as laid down by the MSBTE for the course to which the Candidate is being transferred. List of such changes shall be communicated to the office of the Admissions Regulating Authority.

20(2) Transfer of Candidates (Course or Institution) after one Year shall be made in the following manner,-

- (a) The Candidate once admitted in First Year shall not be eligible for transfer to any other institution during the same academic year;
- (b) The Candidate passing the First Year or both first and second semester examinations in full or failed in one of the heads of passing are considered as eligible for transfer of institution or course;
- (c) There shall be no transfer of students at any stage in any case from Unaided Institutions to Government or Government Aided Institutions. However, the Candidate from Government or Government Aided institution may seek transfer to Unaided Educational Institution;
- (d) There shall be no transfer of students at any stage to Autonomous Institutions;
- (e) Transfer to Unaided Institutions.- The Principals of Unaided institutions shall consider the Candidates from other institutions for transfer with prior approval from the Admissions Regulating Authority on submission of No Objection Certificate (NOC) from institution, Eligibility Certificate from MSBTE and Vacancy position. The Principal or Director shall ascertain the eligibility of Candidates as laid down by the MSBTE for the course to which the Candidate is being transferred;

Transfer in Government or Government aided Institutions- Eligible Candidates aspiring for a transfer from Government or Government Aided Institution to other Government or Government Aided Institution, shall apply in writing to the Principal in which he/she studied first year or second semester. The Principal or Director shall forward the consolidated branch wise merit list of eligible candidates giving details like Name, Course, percentage of Marks, Names of Courses and Institution in order of preference to which candidates desires to seek transfer, reasons for transfer and Remarks, along with course wise vacancy position in institution, to the Director of Technical Education, Maharashtra State, so as to reach him as per the schedule given by him. All the Principals of Government and Government Aided Institutions shall submit vacancy position of all courses to the Directorate of Technical Education Mumbai before stipulated date

- (f) No Application without recommendation of the Principal of Institution shall be entertained by the Admissions Regulating Authority;

- (g) If the result of the MSBTE or Institution is not declared before the process of transfer, Candidates of that Board or Institution will lose claim on transfer.

20(3) The candidates admitted under supernumerary quota seats are not eligible for Change of course or institution.

21. Documents to be attached along with “Application Form for Centralized Admission Process”.-

The candidates are required to carry **ALL Original Certificates/Documents** in support of their claim at the time of filling up of Application Form for Admission for the scrutiny and verification at Facilitation . The candidates are required scan the document in .jpg or .gif format (minimum 300 dpi resolution, file size upto 2 MB) upload the the scanned copies of the documents at the time of filling up Application Form for Admission. The Facilitation Center shall assist the candidate, fee of cost, to scan and upload the documents.

21(1) For First Year of Post SSC Diploma Courses:

Sr. No.	Type of Candidate	Attested true copies of documents to be attached along with application Form
1.	All Candidates	Indian Nationality Certificate*, VIII,IX Mark sheet/ Proforma Z, S.S.C. (Std.X) mark sheet. School leaving certificate after passing SSC (Std. X), HSC/ HSC Vocational mark sheet and Leaving Certificate, if applicable. Certificate of passing Intermediate Grade Drawing examination, if applicable.
2.	Type – B Candidates	In addition to the documents mentioned in Sr. No. 1 above, Domicile certificate** of candidate or of father/mother of candidate indicating that he/she is domiciled in the State of Maharashtra
3.	Type – C Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate from the employer in the proforma – A stating that father/mother of the candidate who is a Central Government / Government of India undertaking employee is presently posted in Maharashtra.
4.	Type – D Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate from the employer in the proforma – B stating that father/mother of the candidate who is a Maharashtra State Government / Maharashtra State Government undertaking employee. or Undertaking along with documentary evidences from

		the retired employee stating the place of settlement.
5.	Type - E Candidates Maharashtra Karnataka disputed border area candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate stating that candidates belongs to disputed border area in proforma-G1. Certificate stating that mother tongue of the candidate is marathi in proforma-G2. (List of villages in Maharashtra Karnataka disputed border area is available on website.)
6.	Backward class Candidates belonging to SC / ST	In addition to the documents mentioned in Sr. No. 1 above, Caste certificate
7	Backward class Candidates belonging to VJ/ DT NT(A)/ NT(B)/ NT(C)/NT(D) /OBC/SBC categories	In addition to the documents mentioned in Sr. No. 1 above, Caste certificate Non creamy layer certificate valid up to 31 st March 2017
8.	Ex-servicemen (Def1)/ Active Defence servicemen (Def2)	In addition to the documents mentioned in Sr. No. 1 above, Defence Service Certificate Proforma – C. Domicile certificate of father/mother who is an Ex service/ active defence personnel is domiciled in the state of Maharashtra.
9.	Active Defence servicemen (Non Domiciled) (Def3)	In addition to the documents mentioned in Sr. No. 1 above, Defence Service Certificate Proforma – C and D/E. Certificate from the employer in the proforma – D stating that father/mother of the candidate who is an active defence service person presently posted in Maharashtra. Or Certificate from the employer in the proforma – E stating that father/mother of the candidate who is an active defence service person and has retained the family in his previous place of posting in Maharashtra.
10.	Persons with Disability Candidates(P1/P2/P3)	In addition to the documents mentioned in Sr. No. 1 above, Certificate in the proforma-F/F-1.
11.	Jammu & Kashmir Migrant candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate of posting in case of defence and

	(J1/J2/J3)	Government. servants in proforma – J Certificate for stay in refugee camp for those staying in refugee camp in proforma – K Certificate stating that the candidate belongs to displaced family in proforma – L
12.	Foreign Students/ NRI Children	Equivalence certificate from MSBSHSE And Certificate / Proof of Foreign Student/Proof of NRI Children.
13.	Persons of Indian Origin	Equivalence certificate from MSBSHSE Proof of Persons of Indian origin status.
14.	Workers in Gulf Countries/Non Resident Indian	Equivalence certificate from MSBSHSE Proof of Person having Workers in Gulf Countries/NRI status.
15	NCC	In addition to the documents mentioned in Sr. No. 1 above, Certification of representing Maharashtra at All India level, Certificate of minimum 70% attendance in two years of N.C.C., N.C.C. 'A' certificate.
16	Minority Candidate	In addition to the documents mentioned in Sr. No. 1 above, Certificate of Religion or leaving certificate showing that candidate belongs to any one of the Muslim, Buddhist, Christian, Shikh, Parsi or Jain community. Domicile Certificate of candidate.
17	TFWS Candidate	In addition to the documents mentioned in Sr. No. 1 above, Income certificate of financial year 2015-16 issued by competent authority stating that candidate's parents annual income from all sources is less than Rs.6 Lakhs.

21(2) For First Year of Post HSC Diploma Courses:

Sr. No	Type of Candidate	Attested True copies of the documents to be attached along with the application form
1.	All Candidates	Indian nationality certificate*, HSC mark sheet & SSC mark sheet, School leaving certificate after passing HSC. Certificate of passing Intermediate grade drawing examination, if applicable.
2.	Type-B Candidates	In addition to the documents mentioned in Sr. No. 1 above, Domicile certificate** of candidate or of father/mother of candidate indicating that he/she is domiciled in the State of Maharashtra
3.	Type-C Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate from the employer in the proforma – A stating that father/mother of the candidate who is a Central Government / Government. of India undertaking employee is presently posted in Maharashtra.
4.	Type – D Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate from the employer in the proforma – B stating that father/mother of the candidate who is a Maharashtra State Government / Maharashtra State Government undertaking employee.
5.	Type - E Candidates Maharashtra Karnataka disputed border area candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate stating that candidates belongs to disputed border area in proforma-G1. Certificate stating that mother tongue of the candidate is marathi in proforma-G2. (List of villages in Maharashtra Karnataka disputed border area is available on website.)
6	Backward class candidates belonging to SC / ST categories.	In addition to the documents mentioned in Sr. No. 1 above, Caste certificate issued by Executive Magistrate / Sub Divisional Officer.
7	Backward class candidates belonging to VJ / DT / NT B / NT-C / NT-D / OBC / SBC categories.	In addition to the documents mentioned in Sr. No. 1 above, 1. Caste certificate issued by Executive Magistrate / Sub Divisional Officer 2. Non creamy layer certificate issued by the competent authority valid up to 31st March 2017
8	Ex-servicemen (Def1)/ Active Defence servicemen (Def2)	In addition to the documents mentioned in Sr. No. 1 above, Defence Service Certificate Proforma – C. Domicile certificate of father/mother who is an Ex service/ active defence personnel is domiciled in the state of Maharashtra.

9	Active Defence servicemen (Non Domiciled) (Def3)	In addition to the documents mentioned in Sr. No. 1 above, Defence Service Certificate Proforma – C and D/E. Certificate from the employer in the proforma – D stating that father/mother of the candidate who is an active defence service person presently posted in Maharashtra. Or Certificate from the employer in the proforma – E stating that father/mother of the candidate who is an active defence service person and has retained the family in his previous place of posting in Maharashtra.
10.	Persons with Disability Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate in 'Proforma F/F1' in application form the Director All India Institute of Physically Handicapped, Mumbai or Civil Surgeon regarding candidate's physical disability, and ability to undergo all parts of syllabus such as theory, practical, workshop etc. for the course.
11	Jammu & Kashmir Migrant candidates	In addition to the documents mentioned in Sr. No. 1 above, Necessary Proforma J/K/L in support of J and K migration.
12	Foreign Students/NRI	Equivalence certificate from MSBSHSE Proof of Foreign national or Foreign student status
13.	Persons of Indian Origin	Equivalence certificate from MSBSHSE Proof of Persons of Indian origin status Certificate of passing the qualifying examination from an institution outside India.
14	Minority Candidate	In addition to the documents mentioned in Sr. No. 1 above, Certificate of Religion or leaving certificate showing that candidate belongs to any one of the Muslim, Buddhist, Christian, Shikh, Parsi or Jain community. Domicile Certificate of candidate.
15	TFWS Candidate	In addition to the documents mentioned in Sr. No. 1 above, Income certificate of financial year 2015-16 issued by competent authority stating that candidate's parents annual income from all sources is less than Rs.6 Lakhs.
16	Workers in Gulf Countries/Non Resident Indian	Equivalence certificate from MSBSHSE Proof of Person having Workers in Gulf Countries/NRI status.

21(3) For Direct Second year of Post SSC Diploma Courses:

Sr. No.	Type of Candidate	Attested true copies of documents to be attached along with application Form
1	All Candidates	Indian Nationality Certificate*, SSC Mark sheet, HSC Science/ HSC Science with Vocational/HSC Science with Technical/ITI (2 year duration) Mark sheet, Leaving certificate issued by last institute.
2	Type – B Candidates	In addition to the documents mentioned in Sr. No. 1 above, Domicile certificate** of candidate or of father/mother of candidate indicating that he/she is domiciled in the State of Maharashtra
3	Type – C Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate from the employer in the pro forma – A stating that father/mother of the candidate who is a Central Govt / Govt. of India undertaking employee is presently posted in Maharashtra.
4	Type – D Candidates	In addition to the documents mentioned in Sr. No. 1 above, Certificate from the employer in the pro forma – B stating that father/mother of the candidate who is a Maharashtra State Govt / Maharashtra State Government undertaking employee.
5	Backward class candidates belonging to SC / ST categories.	In addition to the documents mentioned in Sr. No. 1 above, Caste certificate issued by Executive Magistrate / Sub Divisional Officer.
6	Backward class candidates belonging to VJ / DT / NT B / NT-C / NT-D / OBC/ SBC categories.	In addition to the documents mentioned in Sr. No. 1 above, 1. Caste certificate issued by Executive Magistrate / Sub Divisional Officer 2. Non creamy layer certificate issued by the competent authority valid up to 31st March 2017
7	Minority Candidate	In addition to the documents mentioned in Sr. No. 1 above, Certificate of Religion or leaving certificate showing that candidate belongs to any one of the Muslim, Buddhist, Christian, Shikh, Parsi or Jain community. Domicile Certificate of candidate.

***In lieu of the “Certificate of Indian Nationality” following documents will also be acceptable-**

1. The School leaving Certificate indicating the Nationality of the candidate as 'Indian'.
2. Indian Passport in the name of the candidate, issued by appropriate authority.
3. Birth Certificate of the Candidate indicating the place of birth in India.

**** Domicile certificate:**

Domicile certificate issued by the Maharashtra State's appropriate authorities will be considered valid. The domicile certificate of Mother of the candidate shall be supported with marriage certificate and legal proof of change in name if any. Such candidates will be required to submit birth certificate clearly mentioning the name of the mother.

(d) Cut off date for the eligibility:

The eligibility of the candidate shall be determined and/or decided for all purposes including for applicability of all these Rules and Regulations by considering the last date of submission of Online Application form for CAP as the cut off date. It is made abundantly clear that if a candidate is found ineligible as on the last date of submission of Online Application form for CAP, in terms of these Rules and Regulations, and if such an ineligible candidate acquires the requisite eligibility after the aforesaid cut off date (i.e. the last date of submission of Online Application form), such subsequent acquisition of eligibility will not make an ineligible candidate eligible for any purpose whatsoever, much less for the purpose of admission.

(e) Caste validity Certificate:

The candidates belonging to SC, VJ/DT (NT(A)), NT(B), NT(C), NT(D), OBC and SBC categories should produce "Caste Validity Certificate" issued by Scrutiny Committee of Social Welfare Department and the Candidate belonging to ST category should submit "Tribe Validity Certificate" issued by Scrutiny Committee of Tribal Department at the time of claiming fees reimbursement as demanded by the concerned authority. If candidate fails to produce the caste validity certificate by concerned department then he/she shall be required to pay the fees applicable to the General Category candidate.

22. Miscellaneous provisions

a) Conduct and Discipline

- (i) Failure of the candidate in making full and correct Statements in the application form and/or suppression of any information and/or submission of false documents shall lead to disqualification of the candidate from the examination or at later stage during the Admission Process such candidate will be debarred from the entire selection process.
- (ii) Adopting any unfair means or engaging in malpractice in the examination shall render a candidate liable for punishment under, "Maharashtra Prevention of Malpractices Act, Universities, Board and Other Specified Examination Act, 1982" and disqualify him/her for examination.
- (iii) Any issue not dealt here-in above will be dealt with, when arising, fully and finally by the Competent Authority.
- (iv) Notwithstanding anything contained in these Rules, if the Government takes any policy decision pertaining to admission, then the same shall be brought in to effect from that point of time as per the directives from the Government from time to time.
- (v) Students while studying in any college, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to rules of discipline, will be liable to be expelled from the college without any notice by the Principal of the college.

b) Action against ragging:

Maharashtra Prohibition of Ragging Act 1999 and Prevention and Prohibition of Ragging (Appendix 12 published in AICTE Approval Process Handbook 2016-17) and their amendments which may be published from time to time. The Maharashtra Prohibition of Ragging Act 1999 is in effect from 15th May, 1999 has the following provisions for Action against Ragging.

- a) Ragging within or outside of any educational institution is prohibited,
- b) Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.
- c) Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
- d) Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is located, for further action. Where, on enquiry by the head of the educational institution, it is found that prima facie there is no substance, in the complaint received; he / she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final.
- e) If the Head of the educational institution fails or neglects to act in the manner specified in section “d” above when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section “b” above.
- f) Undertaking from the candidate shall be taken while admitting the candidate in the Institute.

Any Acts or its amendments which may be published from time to time by AICTE, Government or Judgments by Hon. Supreme Court of India, Hon. High Court of Bombay etc will be applicable to Candidates and Institutions covered under these rules of admission.

If any of the statement made in application form or any information supplied or any certificate(s) submitted by the candidate in connection with his or her admission is later on at any time, found to be false or incorrect, his or her admission will be cancelled, fees forfeited and he or she may be expelled from the college by the Principal/Director. An appeal against the order of expulsion, however, may be sent within 7 days to the Director of Technical Education, Maharashtra State, Mumbai, whose decision in such cases will be final. Such candidates are also liable for penal action as per the provisions in the law.

c) Others:

- (i) The medium of instruction for diploma courses is English.
- (ii) The candidates are advised to ensure before applying that he/she is eligible for admission to the program as per the prevailing eligibility norms of the MSBTE.
- (iii) Physical fitness: Head of the institution at his or her discretion may refer any candidate to the appropriate medical authority for ascertaining the physical fitness of the candidate to undergo the requirements of the course. The report of medical authority shall be submitted to the Regional Head of Technical Education for further necessary action.
- (iv) The Head of the institution shall have the right to satisfy himself about the conduct and character of a candidate by verifying the antecedents of a candidate through the appropriate police-authority, before admitting him / her to the college / institution.

d) Hostel accommodation:

Accommodation in Hostel cannot be guaranteed to the admitted candidates. All the Candidates are advised to personally verify the availability of Hostel, Hostel fees payable etc. from the Director/Principal of the college to which they intend to take admission. The Director/Principal of the colleges shall consider on priority the applications of Persons with Disability candidates, Sons and Daughters of Jammu and Kashmir migrant candidates and Government of India nominees for Hostel accommodation.

Schedule -I

**(For First Year of Post SSC Diploma Courses)
(See rules 5 and 6)**

A. Allocation of seats within Sanctioned Intake

Sr. No	Type of Institution	No. of Seats- as % of Sanctioned Intake		
		CAP Seats		Institution Quota (including 5% Quota for NRI, if applicable)
		Maharashtra State (M.S.) Candidates.	Minority Quota	
1	Unaided Private Professional Educational Institutions (excluding minority Institutions)	Home District: Technical 8.4% Non-Technical 47.6% Other than Home District: Technical 3.6% Non-Technical 20.4%	Nil	20%
2	Unaided Minority Educational Institutions	Home District* (70% of M.S. Seats\$) Technical 10.5 % of M.S. Seats\$ Non-Technical 59.5% of M.S. Seats\$ Other than Home District* (30% of M.S. Seats\$) Technical 4.5% of M. S. Seats\$ Non-Technical 25.5% of M. S. Seats\$	Minimum 51%@	20%
<p>CAP Seats = Sanctioned Intake – Institutional Quota \$ M.S. Seats = CAP Seats - Minority Quota %- Percentage * The seats excluding the Minority Quota and the Institutional Quota shall be filled in the stipulated percentage from the Maharashtra Candidature Candidate and All India Candidature Candidate. @These are the minimum percentage of seats to be filled in the Minority Institution through CAP, this may be extended up to 100%. However before commencement of the CAP, such Institution shall declare and inform to the Competent Authority, the maximum percentage of minority quota to be filled in their institution.</p>				

B. Allocation of Supernumerary Seats,-

- (1) Jammu and Kashmir Migrant Candidates to be filled by Competent Authority- The number of seats for this quota shall be as per the policy of the Government.
- (2) OCI/PIO, Foreign Students and the children of Indian Workers in Gulf Countries candidates to be filled by Institution - 15% of the Sanctioned Intake seats or as prescribed by the appropriate authority, from time to time.

Schedule -II

**(For Post HSC Diploma Courses)
(See Rule 5 and 6)**

A. Allocation of seats within Sanctioned Intake

Sr. No.	Type of Institution	No. of Seats in as % of Sanctioned Intake		
		CAP Seats		Institutional Quota (including 5% Quota for NRI, if applicable)
		Maharashtra State (M.S.) Candidates	Minority Quota	
1	Unaided Private Professional Educational Institutions (excluding minority Institutions)	80 %	Nil	20%
2	Unaided Minority Educational Institutions	100% of M.S. Seats*\$	Minimum 51%@	20%

CAP Seats = Sanctioned Intake – Institutional Quota
 \$ M.S. Seats = CAP Seats - Minority Quota
 %- Percentage
 * The seats excluding the Minority Quota and the Institutional Quota shall be filled in the stipulated percentage from the Maharashtra Candidature Candidate and All India Candidature Candidate.
 @These are the minimum percentage of seats to be filled in the Minority Institution through CAP, this may be extended up to 100%. However before commencement of the CAP, such Institution shall declare and inform to the Competent Authority, the maximum percentage of minority quota to be filled in their institution.

B. Allocation of Supernumerary Seats,-

1. Jammu and Kashmir Migrant Candidates to be filled by Competent Authority- The number of seats for this quota shall be as per the policy of the Government.
2. OCI/PIO Foreign Students and the children of Indian Workers in Gulf Countries candidates to be filled by Institution - 15% of the Sanctioned Intake seats or as prescribed by the appropriate authority, from time to time.

Schedule III

**(for Direct Second Year of Post SSC Diploma Courses)
(see rule 5 and 6)**

The distribution of seats available shall be notified on the website before submission of option Form of Centralised Admission Process.

- (a) Lateral Entry Seats: 20% of Sanctioned Intake, which will be over and above the Sanctioned Intake;
- (b) Seats remaining vacant within Sanctioned Intake (S) : In addition to above, vacant seats (S) in a course,
 $S = SI - (\text{Admitted within SI} - C - F + B - L + P)$, and if $S > 0$, may also be available where,

Abbreviation used in calculation	Description
SI	Sanctioned Intake
Admitted within SI	Admitted within Sanctioned Intake
C	No. of cancellations at the first year level
F	No. of students not eligible for admission to second year as per rules of MSBTE
B	No. of students who belong to earlier batches who have become eligible for admission to second year as per rules of MSBTE
L	No. of students who are shifted from the Institution to another Institution and/or from the course to other course within institution for the second year
S	Seats remaining vacant within Sanctioned Intake
P	No. of students who are shifted to the Institution from another Institution and/or to the course from other course within institution for the second year

Explanation.-1. While calculating Seats remaining vacant within Sanctioned Intake, Students admitted against any type of supernumerary seat/s shall not be considered

Explanation.-2. If the result of the MSBTE or Institution is not declared till the last date of calculation of the vacant seats within SI as per schedule, then the value of B is to be taken as total number of Candidates who belong to earlier batches and appeared for examination during last academic year.

Explanation.-3. Transfer to the Course shall be effected only after accommodating repeaters, to such an extent if and only if the $S > 0$ after declaration of the result.

Seat Distribution for Direct Second Year

Sr. No	Type of Institution	No. of Seats with Competent Authority (CAP Seats) as % of Sanctioned Intake or (Lateral Entry Seats + Vacant Seats)	
		General Seats	Minority Quota
1	Unaided Private Professional Educational Institutions (excluding minority Institutions)	100% of (Lateral Entry Seats + Vacant Seats)	Nil
2	Unaided Minority Educational Institutions	(Lateral Entry Seats + Vacant Seats)–Minority Quota	Minimum 51% of (Lateral Entry Seats +Vacant Seats)

Distribution of seats for Admission to Direct Second Year of Post SSC Diploma Courses as per eligibility criteria

Sr.No	Qualification	General Seats	Minority Quota
1	HSC Science	25%	25%
2	HSC Science with Technical	25%	25%
3	HSC Science with Vocational	25%	25%
4	SSC with 2 years ITI / CoE (Equivalent to 2 years ITI) with appropriate specialization	25%	25%

Speciment Data to be filled in **Application Form**

1.	Nationality	Indian or Foreign
2.	Do you belong to NRI, OCI, PIO, Children of Indian Worker in Gulf Countries, Foreign Student	Select the appropriate category
3.	Type of Candidate (A/B/C/D/E)	Please refer Rules Para Types of Candidature and select Candidate type which applicable (A/B/C/D & E)
4.	Candidate's Full Name	As per SSC/HSC mark sheet
5.	Father's Name	Fill the Father's name
6.	Mother's Name	Fill the Mother's name
7.	Gender (Male / Female)	Select Gender
8.	Date of Birth	Date of birth of the candidate
9.	Aadhaar Number	
10.	Family Income	Select the Income Group Upto 15,000/- , 15,001-50,000/- , 50,001 – 1 Lac, 1 Lac to 2 Lac, 2 Lac to 3 Lac, 3 Lac to 4.5 Lac, 4.5 Lac to 6 Lac, 6 Lac to 8 Lac, 8 Lac to 10 Lac, 10 Lac to 15 Lac, Above 15 Lac
11.	Religion	Select the religion from the list Hindu / Muslim / Sikh/ Christian/ Buddhist / Jain / Zoroastrian (Parsi)
12	Mother Tongue	Select the mother tongue from the list Assamese , Bengali, Dogri, English, Gujarati, Hindi, Kannada , Khasi, Konkani , Malayalam ,Manipuri ,Marathi , Mizo ,Oriya, Punjabi , Sanskrit, Sindhi, Tamil , Telugu , Urdu
13	Category of Candidate	Select OPEN or backward class category for Maharashtra State Candidate - SC / ST / VJ DT NT(A) / NT(B) / NT(C) / NT(D)/ SBC /OBC
14	Caste Name	Select the name of the caste and Sr. Number in case of Backward Class candidates.
15	Permanent Address	Fill the Lane/Street, Village/Town, Tahsil, District , State and PIN
16	Person with Disability (Yes/No)	If Disability Yes: Select Visually impaired (blind) (P1) Speech & hearing impaired (deaf & dumb) (P2) Orthopedic disorders (P3-OD), Learning Disabilities, Dyslexia, Dyscalculia, Dysgraphica, Spastic (P3-LD)
17.	Defence Category (Yes/No)	If Defence Yes Select Defence 1 – Candidate's Father is Ex –

		service person & Domicile of Maharashtra. Defence 2 – Candidate’s Father is Active service person & Domicile Maharashtra Defence 3 – Candidate’s Father is Active service person & from Outside Maharashtra, but family retained in Maharashtra
18.	Tuition Fee Waiver Scheme (Yes/No)	Select 'Yes' if eligible and interested in seats under TFWS
19.	Religious Minority (Yes/No)	Select Yes and select the type of Religious Minority. (Refer Rule 5(3))
20.	Linguistics Minority / (Yes/No)	Select Yes and select the type of Linguistic Minority.
21.	District of SSC	Select district from where the candidate has passed SSC or equivalent examination
22.	i) SSC details	
	a) Name of SSC Board	Select the SSC Board Name
	b) SSC Passing Year	Year of Passing of SSC
	c) SSC Seat Number	Seat number as given on mark sheet
	d) SSC Mathematics(code 71) marks	Fill SSC Mathematics marks obtained and maximum marks
	e) SSC English marks	Fill SSC English marks obtained and maximum marks
	f) SSC Aggregate marks	Fill SSC Aggregate marks obtained and maximum marks
	ii) HSC details (if applicable)	
	a) Name of HSC Board	Select Board Name
	b) HSC Seat Number	Seat number as given on mark sheet
	c) HSC Physics marks	Fill HSC Physics marks obtained and maximum marks
	d) HSC Chemistry marks	Fill HSC Chemistry marks obtained and maximum marks
	e) HSC Mathematics marks	Fill HSC Mathematics marks obtained and maximum marks
	f) HSC Biology marks	Fill HSC Biology marks obtained and maximum marks
	g) HSC English marks	Fill HSC English marks obtained and maximum marks
	h) HSC Total marks	Fill HSC Total marks obtained and maximum marks
	iii) ITI details (if applicable)	
	a) ITI Total Marks	Fill ITI Total marks obtained and maximum marks

If letter grades are assigned at SSC, HSC or its equivalent examination, the Candidate must submit the certificate of conversion of letter grades into equivalent marks from the concerned Competent Authority or Board at the time of submission of Application Form. The eligibility shall be decided on the basis of equivalent marks

The data required according to the type of admission shall only be required.

Annexure –1

List of the Governemnt institutes with second shift courses in which 70% seats are reserved for Religious minority candidates belonging to Muslim, Buddhist, Christian, Sikh, Parsi and Jain community

Inst Code	Name of the Institute	Name of Second shift Course	Choice Code
D1012	Government Polytechnic, Yavatmal	Civil Engineering	101219100
		Mechanical Engineering	101261200
D2013	Government Polytechnic, Ambad	Electronics Engineering	201337600
		Mechanical Engineering	201361200
D2014	Government Polytechnic, Jalna	Civil Engineering	201419100
		Electrical Engineering	201429300
		Mechanical Engineering	201461200
D2017	Government Polytechnic, Nanded	Civil Engineering	201719100
		Mechanical Engineering	201761200
D3006	Government Institute of Printing Technology, J.J. School Of Architecture Compound, Near CST Station, Mumbai	Printing Technology	300684300
D3007	Government Polytechnic, 49, Ali Yawar Jung Marg, Kherwadi, Bandra(E), Mumbai	Computer Engineering	300724500
		Information Technology	300724600
D3009	Government Polytechnic, Ratnagiri	Civil Engineering	300919100
		Electronics and Telecommunication Engg	300937200
		Mechanical Engineering	300961200
D3011	Government Polytechnic, Thane, At Phadke Pada, Opp. Bharat Gears, Mumbra Shil Road, Thane, - 400612	Civil Engineering	301119100
		Mechanical Engineering	301161200
D4009	Government Polytechnic, Bramhapuri	Civil Engineering	400919100
		Electronics and Communication Engineering	400937000
		Mechanical Engineering	400961200
D5008	Government Polytechnic, Jalgaon	Civil Engineering	500819100
		Mechanical Engineering	500861200
D6016	Government Polytechnic, Karad	Civil Engineering	601619100
		Electronics and Telecommunication Engg	601637200
		Mechanical Engineering	601661200
D6017	Government Polytechnic, Akkalkot Road, Solapur	Civil Engineering	601719100
		Mechanical Engineering	601761200
D6013	Government Polytechnic ,Pune.	Electrical Engineering	601329300
		Electronics and Telecommunication Engg	601337200
D2015	Puranmal Lahoti Government Polytechnic, Latur	Civil Engineering	201519100
		Mechanical Engineering	201561200
D2012	Government Polytechnic, Hingoli	Mechanical Engineering	201261200

Note: - Above information may change. Candidates are requested to visit website

Annexure - 2

List of unique courses for which the admission shall be carried out as per State Level Merit in the CAP

Sr.No	Course Code	Course Name
1.	491	Leather Technology
2.	712	Apparel Manufacturing and Design
3.	727	Jewellery Design & Manufacturing
4.	492	Leather Goods and Footwear Technology
5.	880	Garment Technology
6.	896	Textile Technology
7.	666	Ophthalmic Technology
8.	861	Sugar Manufacturing
9.	876	Fashion and Clothing Technology
10.	883	Knitting Technology
11.	508	Plastic Technology
12.	885	Man Made Textile Chemistry
13.	590	Fabrication Technology and Erection Engineering
14.	886	Man Made Textile Technology
15.	889	Textile Applied Chemistry
16.	527	Petro Chemical Engineering
17.	593	Packaging Technology
18.	501	Plastic and Polymer Engineering
19.	509	Plastic Engineering
20.	503	Food Technology
21.	702	Mining and Mine Surveying
22.	692	Metallurgy Engineering
23.	730	Travel and Tourism
24.	894	Textile Manufactures
25.	843	Printing Technology
26.	467	Medical Electronics
27.	872	Dress Designing and Garment Manufacturing

Note: - Above information may change. Candidates are requested to visit website.

Pro forma – A

(To be issued on the Printed Letter Head of the concerned office)

(For Type – C Candidates)

(For sons and daughters of Central Government / Government of India undertaking employees)

CERTIFICATE

This is to certify that Shri / Smt. is an employee in the capacity of..... in
(Designation) (Name of the Organization / Establishment / Department)

This Organisation / Establishment / Department is under
(Department of Central Government / Government of India undertaking)

Shri / Smt. is transferred toin Maharashtra State vide transfer order No..... Dated.....
He / She has joined duty in Maharashtra on and is currently working in the same post.

This certificate is issued for the purpose of his / her son / daughter’s admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

Outward No.&Date:

Place :

(Signature)

Name & Designation
of the Head of the office

Seal of the Office

Note : This pro forma is to be accompanied by attested copy of :

- 1) Transfer order
- 2) Joining report

Pro forma B-1

(To be issued on the Printed Letter Head of the concerned office)

(For Type D Candidates-)

(For sons and daughters of Maharashtra State Government/Maharashtra State Government undertaking employees)

CERTIFICATE

This is to certify that Shri / Smt.is an employee in the capacity of in
(Designation) (Name of the Organisation / Establishment / Department)

This Organisation/Establishment /Department is under Department of Maharashtra State Government / Maharashtra State Government undertaking.

Shri / Smt.is transferred to/fromIn/out of Maharashtra State vide transfer order No..... Dated.....

He / She has joined duty in/out of Maharashtra State on and is currently working in the same post.

This certificate is issued for the purpose of his/her son/daughter’s admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

Outward No.&Date :

Place :

(Signature)

Name & Designation
of the Head of the office

Seal of the Office

Note : This pro forma is to be accompanied by attested copy of :

- 1) Transfer order
- 2) Joining report

Pro forma B-2

(For Type D Candidates)

(For sons and daughters of Maharashtra State Government/ Maharashtra State Government undertaking retired employees)

UNDERTAKING

This is to undertake that I,, have retired from the service from the post of in
(Designation) (Name of the Organisation / Establishment / Department)

This Organisation / Establishment / Department is under
Department of Maharashtra State Government / Maharashtra State Government undertaking.

I have retired on and settled in taluka
district --..... .

This undertaking is submitted for the purpose of my son/daughter’s admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

(Signature)

Name

Place :

Date :

Note : This pro forma is to be accompanied by attested copy of :

- 1) Pension Pay Order.
- 2) Proof of settlement (Ration Card/ Electricity Bill/Aadhaar Card/ Telephone Bill/ Property Document/ Election Card).

Pro forma – C

(To be issued on the Printed Letter Head of the concerned office)

(For Def-1, Def-2 and Def-3 Candidates)

(For sons and daughters of defense service personnel)

CERTIFICATE

This is to certify that Shri. / Smt.....,
(Full Name of the Employee with Rank of the employee)
is / has been a member of Armed forces of India. He / She has put in years of service in Indian Army / Indian Navy / Indian Air Force from to and is currently working / retired from services on / permanently disabled since / killed in action on

This certificate is issued for the purpose of his / her son / daughter’s admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

Outward No.&Date :

Place :

(Signature)

Name and designation

of the Authority not below the rank

of Commandant or equivalent /

District Sainik Welfare officer

Seal Of the Office

Note:-

1.This certificate is not to be issued for the Civilian Staff working in the Indian Army/ Navy/ Airforce.

2.For Def-1 and Def-2 candidates, above pro forma is to be accompanied by attested copy of **Domicile certificate of parent who is in active service or ex-serviceman.**

Pro forma- D

(To be issued on the **Printed Letter Head** of the concerned office)

(For Def-3 candidates)

(For sons and daughters of Active defence service personnel not domiciled in Maharashtra State)

CERTIFICATE

This is to certify that Shri / Smt. is a member of
(Full Name of the Employee with Rank of the employee)
Armed forces of India, and is currently working in Indian Army / Indian Navy / Indian Air Force.

Shri / Smt. is transferred to (Place of posting) in Maharashtra State vide transfer order No.....
Dated..... He / She has joined duty in Maharashtra on And is currently working in the same post.

(Date of Joining)

This certificate is issued for the purpose of his / her son / daughter’s admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

Outward No. & Date:

Place:

(Signature)

Name & Designation
of the Head of the office

Seal Of the Office

Note : This pro forma is to be accompanied by attested copy of

- 1) Transfer order
- 2) Joining report

This certificate is not to be issued for Civilian Staff working in the Indian Army/Navy/Air force.

Pro forma - E (To be issued on the Letter Head of the concerned office)

(For Def-3 candidates)

(For sons and daughters of Active defence service personnel not domiciled in Maharashtra State but retained their family accommodation)

CERTIFICATE

This is to certify that Shri / Smt. is a member of
(Full Name of the Employee with Rank of the employee)
Armed forces of India, and is currently working in Indian Army / Indian Navy / Indian Air Force.

Shri / Smt. is presently posted at
(Place of posting)

His / Her previous posting was atin Maharashtra State.

He / She has retained family accommodation in..... in Maharashtra State on account of posting in non-family station / for education purpose of son / daughter.

This certificate is issued for the purpose of his / her son / daughter’s admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

Outward No. & Date:

(Signature)

Place:

Name & Designation
of the Head of the office

Seal Of the Office

Note:- This certificate is not to be issued for Civilian Staff working in the Indian Army/Navy/Air force.

PROFORMA -F

(For P-1, P-2, and P-3 Candidates)
(For Persons with Disability Candidates)

Name and address of the Institute / Hospital
 Certificate No.

Date

Recent Photograph
 of the candidate
 showing the
 disability duly
 attested by the
 chairperson of the

DISABILITY CERTIFICATE

This is certified that Shri/Smt./Km.
 son/wife/daughter of
 Shri age..... sex..... identification mark
 (s)..... is suffering from permanent disability of following category :-

A. Locomotors or cerebral palsy:

- (i) BL-both legs affected but not arms.
- (ii) BA-Both arms affected (a) Impaired reach
(b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left) (a) impaired reach
(b) Weakness of grip
(c) Ataxic
- (v) OA-One arm affected (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

B. Blindness or low vision

- (i) B-Blind
- (ii) PB-Partially Blind

C. Hearing impairment

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category, whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re- assessment of this case of not recommended/is recommended after a period of _____ years _____ months*.

3. Percentage of disability in his/her case is _____ percent.

4. Shri/Smt./Kum. _____ meets the following physical requirements for discharge of his/her duties.

- | | | |
|--------|---|--------|
| (i) | F-can perform work by manipulating with fingers | Yes/No |
| (ii) | PP-can perform work by pulling and pushing | Yes/No |
| (iii) | L-can perform work by lifting | Yes/No |
| (iv) | KC-can perform work by lifting | Yes/No |
| (v) | B-can perform work by bending | Yes/No |
| (vi) | S-can perform work by sitting | Yes/No |
| (vii) | ST-can perform work by standing | Yes/No |
| (viii) | W-can perform work by walking | Yes/No |

- | | | |
|------|--|--------|
| (ix) | SE-can perform work by seeing | Yes/No |
| (x) | H-can perform work by hearing/speaking | Yes/No |
| (xi) | RW-can perform work by reading and writing | Yes/No |

(Dr.
Member
medical Board

)

(Dr.
Member
Medical Board

)

(Dr.
Member
Medical Board

)

Countersigned by the Medical
Superintendent/CMO/
Head of Hospital (with seal)

*Strike out which is not applicable

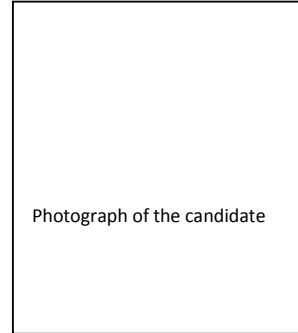
Proforma-F-1

(To be issued on the **Letter Head** of the concerned office)

(For Person with Disability Candidates)

P3 (Learning Disability) Candidates

CERTIFICATE



Name :

Age :

Date of Birth :

Date of Registration : L.D.No.

Father's Name :

Std. : School Name :

Physical & Neurologic Assessment (Date :)

Psychologic Assessment (Date :)

WISC (R) Verbal IQ :

Performance IQ :

Global IQ :

Interpretation:

Educational Assessment (Date:) WRAT : R

S

A

Certified that:

1. The percentage of Challenged is not less than 40% and is equal to%.
2. The disability is permanent in nature.
3. The candidate is capable of carrying out all activities related to theory and practical works as applicable to degree course in Engineering/Technology without any special concessions and exemptions.
4. This Certificate is issued as per the provisions given in the Person with Disability Act, 1995 and its amendments.

This certificate is issued for the purpose of his/her admission to Diploma course in Engineering/Technology for the year 2016-17.

Recommendations:

(Name and Signature Of Issuing Authority)

Outward No.& Date:

Seal of the Office

Pro forma – G1

(To be issued on the Printed Letter Head of the concerned office)

(For Candidates from Maharashtra and Karnataka disputed Border Area)

CERTIFICATE

This is to certify that Shri / Smt. (candidate himself/herself) is a resident of Village inTaluka District. This village is a village which exists in Maharashtra Karnataka disputed border area.

This certificate is issued for the purpose of his / her ward's / candidate's admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

Outward No. & Date : District Collector/ Deputy Commissioner/
District Magistrate/Additional District Magistrate/
Place : Taluka Executive Magistrate

Pro forma – G2

*(To be issued on the **Letter Head** of the concerned office)*

(For Candidates from Maharashtra and Karnataka disputed Border Area)

CERTIFICATE

This is to certify that Mr. /Miss is a student of this school / College. He / She has passed SSC/ HSC/ ITI examination from this school/college located in Maharashtra Karnataka disputed border area. His / Her mother tongue is Marathi and he / she has passed SSC/ HSC examination with Marathi as one of the subjects.

This certificate is issued for the purpose of his / her admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

Outward No. & Date :
Place: Head Master /Principal
School/ College

Seal of the School / College

Proforma- H

(रुपये १००/-च्या नॉन ज्युडीशियल स्टॅम्पपेपरवर खाली नमूद केलेले हमीपत्र सादर करावे)

हमीपत्र

मी..... (उमेदवाराचे नाव)असे हमीपत्र देते/देतो की, जर मला प्रथम वर्ष/ थेट द्वितीय वर्ष पदविका अभियांत्रिकी व तंत्रज्ञान या प्रवेश प्रक्रियेत प्रवेश मिळाला तर जात पडताळणीबाबतची आवश्यक ती सर्व कागदपत्रे मी प्रवेश झालेल्या महाविद्यालयात दि. पर्यंत सादर करीन.

जात वैधता प्रमाणपत्र दिनांक पर्यंत मिळविण्याची सर्वस्वी जबाबदारी माझी असेल. जात वैधता प्रमाणपत्र प्रवेश मिळालेल्या संस्थेत दिनांक पर्यंत सादर न केल्यास किंवा माझे जात वैधता प्रमाणपत्र कोणत्याही कारणास्तव मिळण्यास ऊशीर झाल्यास पर्यायाने प्रथम वर्ष/ थेट द्वितीय वर्ष पदविका अभियांत्रिकी व तंत्रज्ञान अभ्यासक्रमासाठी मिळालेला प्रवेश रद्दबातल झाल्यास त्याची जबाबदारी महाराष्ट्र शासन व तंत्रशिक्षण संचालनालय, महाराष्ट्र राज्य, मुंबई यांची राहणार नाही व सदर जबाबदारी सर्वस्वी माझी राहिल.

विद्यार्थ्याचे नांव :

विद्यार्थ्याची स्वाक्षरी व दिनांक :

जातीचा प्रवर्ग/ जातीचे नांव :

ॲप्लिकेशन आय.डी. :

Pro forma – J

(To be issued on the **Letter Head** of the concerned office)

(For sons and daughters of Defence / Paramilitary force / I.A.S. / I.P.S. / I.F.S. / J& K Police officials posted in Jammu / Kashmir to combat terrorist activities)

CERTIFICATE

Ref. No.

Date:

This is to certify that Shri / Smt. is an official belonging to Defence / Paramilitary force / I.A.S. / I.P.S. / I.F.S. / J& K Police presently posted and working at which is treated as disturbed area in Jammu & Kashmir.

This certificate is issued for the purpose of his/her son/daughter’s admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

Outward No.&Date :

Head of the Office

Place :

Seal of the Office

Proforma – K

(To be issued on the **Letter Head** of the concerned office)

(For Jammu / Kashmir Migrant Candidates)

(Migrants staying in refugee camps)

CERTIFICATE

Ref. No.

Date:

This is to certify that Mr./ Miss. belongs to a family residing in this refugee camp after being displaced after 1990 due to terrorist activities in Jammu and Kashmir. The detail of refugee status is as under.

Ration card Number:

Name of the members on the ration card:

This certificate is issued for the purpose of his / her admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

Outward No. & Date:

Name & Signature of Head of the Office

Place:

Migrant/Refugee Camp

Seal of the Office

Pro forma – L

(To be issued on the **Letter Head** of the concerned office)
(For Refugees staying with relatives)

**(Displaced Jammu / Kashmir Candidates staying with relatives / friends in India
other than Migrant / Refugee camp)**

CERTIFICATE

Ref. No.

Date:

This is to certify that Mr./Miss. is a displaced person from Jammu & Kashmir after 1990 due to terrorist activities in Jammu and Kashmir. He/She is staying with

.....
(Name and complete address of the Person with whom the candidate is staying at present)

..... since pastyears.
This certificate is issued for the purpose of his / her admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2016-17.

Outward No. & Date :
Collector
Place :

Name & Signature of District

Seal of the Office

Proforma - N

(Candidate who has secured admission in any other institute shall produce certificate indicating his/ her original Leaving Certificate retained with the previous institute)

This is to certify that Shri. / Ku. _____
(Full name of the Candidate) has admitted and studying in this institute _____
_____(Name of the Institute). in _____ Branch. His /her
original leaving certificate is retained by this institute. A copy of leaving certificate is
attested by this institute, is enclosed.

This certificate is issued for the purpose of his / her admission to First / Direct Second year
Diploma course in Engineering / Technology for the academic year _____.

Date :
Place :

Seal of the Institute/Office
(Mandatory)

(Signature)

Name & Designation of the Head of the Office

Pro forma – O

(For seats under Minority Quota)

MINORITY COMMUNITY STUDENT'S SELF DECLARATION

I, _____ Son/Daughter/of _____
Resident of (full address) _____

_____ hereby declare that

I belong to the Muslim/Sikh/Christian/Buddhist/Jain/ Zoroastrian (Parsi)*
religious minority community

and / or

for deciding my candidature for linguistic minority, my mother tongue is
_____.

Date: _____
Place: _____

Signature of Candidate: _____
Name of Candidate: _____

(*strike out whichever is not applicable)

Performa-T

This certificate shall be issued on letter head of institute

Ref.No.

Date :

NO OBJECTION CERTIFICATE FROM PARENT INSTITUTE

This is to Certify that Mr/Ms _____ has passed Ist Sem. & IInd Sem. / first year (full pass / with one ATKT) during year 20 - , Diploma in _____ . He is seeking admission to Second Year (3rd Semester) in _____ / DTE_____ institute code through Change of Institute. I have No Objection if /she get Admission in that Institute.

Seal of institute

Principal

This certificate shall be issued on letter head of institute

Ref.No.

Date :

NO OBJECTION CERTIFICATE FROM ADMITTING INSTITUTE

This is to Certify that Mr/Ms _____ has passed Ist Sem. & IInd Sem. / first year (full pass / with one ATKT) during year 20 - , Diploma in _____ . from institute _____. He is seeking admission to Second Year (3rd Semester)in course _____. We have no objection for his /her transfer to our institute. No of vacancies in _____course are _____ excluding 20% additional seats for direct second year admission.

Seal of institute

Principal

APPLICATION FOR ADMISSION BY TRANSFER

1 Name of the Student (In Full) : _____

2 Address for Correspondence with: _____

Pin code & Telephone Nos. (if any). _____

3 Institute & Sem where currently: _____

Studying. _____

4. Details of the result of last Exam

Branch Faculty	Year/ Semester	Year of Passing	Summer/ winter	Full pass /pass with one ATKT	Percentage
1	2	3	4	5	6

5. Institute where admission by transfer is sought: _____

6. Branch & Year /Semester in which admission: Branch _____

is sought. Year/ Semester _____

7. Reason for asking the transfer: _____

of institute and changer of _____

branch (if any) _____

I the undersigned state that the information stated above is true to my knowledge and belief. I am fully aware that transfer / change of institute /branch is not a right and if is upto the authority to decide my case on the basis of its merit.

Date :

Signature of Student

Documents attached:

1. All Marksheets,
2. NOC's ,
3. 1st year Admission receipt,
4. Document related to reason for asking transfer etc

Pro forma Z

**(Candidate who has passed Std VIII & Std IX from any institute from Maharashtra and could not produce mark sheet of Std VIII & Std IX shall produce Proforma Z)
(Applicable for Maharashtra Candidates only)**

This is to certify that Shri. / Ku. _____

(Full name of the Candidate) has has studied in Std VIII & Std IX & std X in the institute _____ (Full name of the Institute).

This certificate is issued for the purpose of his / her admission to First year Diploma course in Engineering / Technology for the academic year _____.

Note:- In case of the students who have studied VIII,IX & X th std from distinct institutes they shall produce the certificates from those institutes.

Date:

Place:

(Signature)

Name & Designation of the Head of the Institute

Seal of the Office

Notes

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