



सत्यमेव जयते

GOVERNMENT OF MAHARASHTRA
Higher & Technical Education Department

Information Brochure

For Admission to
Full Time Technical Diploma 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
2019-20



Directorate of Technical Education
Maharashtra State, Mumbai

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**Maharashtra State Technical Diploma Courses Educational Institutions
Admissions Information Brochure, 2019**

Government of Maharashtra hereby publishes Rules for eligibility and admission to First Year and Direct Second year of various Technical Diploma courses in the State of Maharashtra. These Rules also provides procedure about invitation of applications for admission, Eligibility Criteria, preparation of merit list, distribution of seats, various rounds and stages of Centralised Admission Process (CAP), admissions in Institutional Quota seats and vacant seats after CAP, supernumerary seats, cancellation of admission, approval of list of admitted candidates, refund of fees.

These Rules shall apply for admission to the First Year and Direct Second year of Full Time Technical Diploma Courses in Engineering/ Technology & First Year of Diploma in Pharmacy and Hotel Management and Catering Technology conducted by various types of Institutions from Maharashtra State as described below-

- a) All Autonomous and Non Autonomous Government Polytechnics / Institutions
- b) All Government Aided Autonomous and Non Autonomous Polytechnics / Institutions including Minority Institutions
- c) All University managed Diploma Institutes/Polytechnics
- d) All Un-Aided Private Polytechnics including Minority institutes

1. Short title and commencement. - (1) These Rules may be called the Maharashtra State Technical Diploma Courses Educational Institutions (Admissions) Rules, 2019.

(2) They shall come into force with effect from Academic Year 2019-20 onwards.

1-A. Abbreviations used in the brochure:

AICTE	All India Council for Technical Education
CAP	Centralised Admission Process
CBSE	Central Board of Secondary Education
CGPA	Cumulative Grade Point Average
DTE	Director of Technical Education, Maharashtra State
EWS	Economically Weaker Section
GoI	Government of India
GoM	Government of Maharashtra

HD	Home District
HSC	Higher Secondary Certificate
ICSE	Indian Certificate of Secondary Education
MSBTE	Maharashtra State Board of Technical Education, Mumbai
MSBSHSE	Maharashtra State Board of Secondary & Higher Secondary Education
NRI	Non Resident Indian
OHD	Other than Home District
OMS	Outside Maharashtra State
PIO	Persons of Indian Origin
SSC	Secondary School Certificate
HSC	Higher Secondary Certificate
PCI	Pharmacy Council of India
DVET	Director of Vocational Education and Training
ITI	Industrial Training Institute
SL	State Level
SI	Sanctioned Intake
TFWS	Tuition Fee Waiver Scheme

2. Definitions. -In these Rules, unless the context otherwise requires, –

- (a) “Admission Reporting Centre” means a center where the Candidate shall report for confirmation of admission by verification of documents and payment of Seat Acceptance fees;
- (b) “Application Form” means prescribed Form filled up online by the Candidate for admission;
- (c) “appropriate authority” means the authorities declared by the State or Central Government which approve and regulate the Diploma courses or educational disciplines;
- (d) “Autonomous Institution” means the institution to which autonomy is granted by the Maharashtra State Board of Technical Education and Government of Maharashtra;
- (e) “BATU” means Dr. Babasaheb Ambedkar Technological University, Lonere;
- (f) “Candidate” means the candidate who is eligible for admission to various courses as notified by the Government, from time to time;

- (g) “Centralized Admission Process (CAP)” means the centralized process of admission carried out by the competent authority through single window system in a transparent manner for admitting the students for various courses in Technical Diploma educational institutions;
- (h) “Competent Authority” means the Director, Technical Education, Mumbai as appointed by the Government of Maharashtra to implement the admission process;
- (i) “Course” means the full time Technical Diploma Courses in Engineering and Technology, Pharmacy and Hotel Management and Catering Technology approved by the All India Council for Technical Education, New Delhi and/or Pharmacy Council of India, New Delhi as the case may be;
- (j) “Department” means the Higher and Technical Education Department of Government of Maharashtra;
- (k) “Diploma” means a diploma awarded by concerned authority after successful completion of course of study;
- (l) “Director” means the Director of Technical Education, Maharashtra State;
- (m) “DTE” means Directorate of Technical Education, Maharashtra State;
- (n) “Facilitation Centre” means a Centre where the facilities like filling online Forms, verification of documents, confirmation of online forms and grievances, etc. are provided;
- (o) “Fees” means the amount fixed as fee which includes tuition fee, library fee, gymkhana fee, examination fee, development fee or amount payable for any curricular or co-curricular activities, laboratory fee, information brochure fee and any other amount collected from the students, by whatsoever name called, and accepted in whichever manner, that is made payable to an Educational Institution, for whatever purpose, by any candidate admitted to a Diploma course at such institution, but excludes any charges payable towards use of any optional hostel accommodation, mess charges and Students Insurance Fees;
- (p) “Foreign Student” means a student who is not a citizen of India;
- (q) “Government” or “State Government” means the Government of Maharashtra;
- (r) “Home District” means the revenue district area as specified in sub rule (1) of rule 5;

- (s) “HSC” means the Higher Secondary School Certificate (Standard XII) examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Board;
- (t) “Institution” means an Educational Institution which runs Courses imparting technical education in Engineering and allied technical subjects leading to Diploma in Engineering / Technology and Pharmacy;
- (u) “Institutional Quota” means seats available for admission to the Eligible Candidates at Institution level as declared by the Government or appropriate authority, from time to time;
- (v) “*Inter-Se-Merit*” means the order of merit declared by the Competent Authority in respect of various classes or category of Candidates;
- (w) “ITI” means the Certificate Courses offered by Industrial Training Institution;
- (x) “Lateral Entry” means admission of students in second year of the course against seats as per the guidelines of the appropriate authorities;
- (y) “MSBTE” means the Maharashtra State Board of Technical Education established under section 3 of the Maharashtra State Board of Technical Education Act, 1997 (Mah. XXXVIII of 1997);
- (z) “Minority Quota” means seats earmarked for the Minority Community students from within the State, belonging to the Minority Community to which the institution belongs;
- (aa) “Minority Educational Institution” means an Educational Institution notified as such by the State Government, established and administered for and by the persons belonging to the minority community, domiciled in the State of Maharashtra, having right to do so under clause (1) of article 30 of the Constitution of India;
- (bb) “Non-Autonomous Institution” means those institutions which are not declared as an ‘Autonomous Institution’ by MSBTE;
- (cc) “Non-Resident Indian (NRI)” means a person who is “not ordinarily resident” under sub-section (6) of section 6 of the Income Tax Act, 1961, and includes a person resident outside India under clause (w) of section 2 of the Foreign Exchange Management Act, 1999, and also includes his child or ward;

(dd) “Overseas Citizen of India (OCI)” means a candidate or a person registered as an Overseas Citizen 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 purpose 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 Citizen 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;

(ee) “OHD” means area Outside the Home District;

(ff) “Person of Indian Origin (PIO)” means a person who is a citizen of a country other than India but who, at any time, was a citizen of India; or in whose case either parent or any grandparent was a citizen of India by virtue of the provisions of Part II of the Constitution of India or under the Citizenship Act, 1955;

(gg) “Qualifying Examination” means examinations on the basis of which a candidate becomes eligible for admission or its equivalent examination;

(hh) “Sanctioned intake” means the total number of seats sanctioned or approved by the appropriate authority for admitting candidates in a single academic year in each course of study or discipline in an Educational Institution at the appropriate level of entry;

(ii) “SSC” means the Secondary School Certificate (Standard X) examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognized Board;

(jj) “Supernumerary Seats” means seats which are over and above the Sanctioned Intake approved by the appropriate authority and the Government, from time to time.

(kk) “University” shall have the same meaning as assigned to it in clause (f) of section 2 of the University Grants Commission Act, 1956.

(ll) "TFWS" means the Tuition Fee Waiver Scheme of All India Council for Technical Education.

3. Role and Responsibilities of Competent Authority –

(1) The Competent Authority shall invite online applications in the prescribed form, from the eligible candidates for participating in Centralized Admission Process (CAP) for seeking admission to the Technical Diploma courses in all institutions i.e. Government, Government Aided, University Department, BATU, and Unaided Private Technical Educational Institutions in Maharashtra.

(2) The Competent Authority shall deal with the representations received from the candidates (excluding Private Deemed, Self Financing Universities) pertaining to allotment and admissions as Grievance Redressal Authority.

(3) All the decisions taken in relation to Admission to First/ Direct Second Year of Diploma courses, by the Competent Authority shall be final and binding on all concerned.

(4) The Competent Authority shall be solely responsible for smooth conduct of whole admission process.

(5) To appoint persons / agency as service providers required for the conduct of admission process. It shall exercise financial powers for execution of all activities related to conduct of admission process.

(6) To prescribe application fees for admission process with prior approval of Government.

(7) To deposit funds collected through fees prescribed for admission process in the Personal Ledger Account (PLA).

(8) To develop a proper system by using the funds collected through fees, for smooth conduct of admission process.

(9) To prescribe remuneration to the officers and staff involved in the admission process with prior approval of Government.

4. Eligibility Criteria,-

Sr. No. (1)	Name of Courses (2)	Eligibility conditions and requirements for admissions (3)
1	Diploma in Engineering and Technology	(A) First Year of Post SSC (1) Maharashtra State Candidature Candidate, Jammu and Kashmir Migrant Candidature Candidates.- (i) The Candidate should be an Indian National ; (ii) Passed 10th Std./ SSC examination or its equivalent, with at least 35% aggregate marks Note: Other than Maharashtra State Candidates shall be eligible for Institution quota only.

		<p>(2) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National.-</p> <p>(i) Passed 10th Std./ SSC examination or its equivalent, with at least 35% aggregate marks</p> <p>(ii) Any other criterion declared from time to time by the appropriate authority as defined under the Rules.</p> <p>(B) Direct Second Year of Post SSC</p> <p>(1) Maharashtra State Candidature Candidate.-</p> <p>(i) The Candidate should be an Indian National ;</p> <p>(ii) Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics/ Biology subject.</p> <p>OR</p> <p>10+2 Science (with Mathematics as one of the Subject)</p> <p>OR</p> <p>10+2 Science with Technical</p> <p>OR</p> <p>10+2 with Vocational.</p> <p>OR</p> <p>10th + (2 years ITI) with appropriate Trade</p> <p>Note: Other than Maharashtra State Candidates shall be eligible for Institution quota only.</p> <p>(C) Post HSC in Surface Coating Technology</p> <p>(1) Maharashtra State Candidature Candidate, Jammu and Kashmir Migrant Candidature Candidates.-</p> <p>(i) The Candidate should be an Indian National ;</p> <p>(ii) Passed HSC Science with subjects English, Physics, Chemistry and Mathematics.</p> <p>Note: Other than Maharashtra State Candidates shall be eligible for Institution quota only.</p> <p>(2) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National.-</p> <p>(i) Passed HSC Science with subjects English, Physics, Chemistry and Mathematics.</p> <p>(ii) Any other criterion declared from time to time by the appropriate authority as defined under the Rules.</p>
2	Diploma in Pharmacy	<p>(1) Maharashtra State Candidature Candidate</p> <p>(i) The Candidate should be an Indian National ;</p> <p>(ii) Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics/ Biology subject.</p> <p>Note: Other than Maharashtra State Candidates shall be eligible for Institution quota only.</p>

		<p>(2) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National.-</p> <p>(i) Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics/ Biology subject.</p> <p>(ii) Any other criterion declared from time to time by the appropriate authority as defined under the Rules.</p>
3	Diploma in Hotel Management and Catering Technology	<p>(1) Maharashtra State Candidature Candidate, Jammu and Kashmir Migrant Candidature Candidates.-</p> <p>(i) The Candidate should be an Indian National ;</p> <p>(ii) Passed 10+2 /HSC examination or its equivalent, with at least 35% aggregate marks</p> <p>Note: Other than Maharashtra State Candidates shall be eligible for Institution quota only.</p> <p>(2) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National.-</p> <p>(i) Passed 10+2 /HSC examination or its equivalent, with at least 35% aggregate marks</p> <p>(ii) Any other criterion declared from time to time by the appropriate authority as defined under the Rules.</p>

4-A. For First Year of Post SSC Diploma in Engineering / Technology

- The term ‘aggregate marks’ used here shall mean as follows:
 - a. For Maharashtra State Board Candidates:
 - 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.
 - 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.
 - b. For ICSE Candidates
 - I. 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.
 - II. 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.

c. For CBSE Candidates

The aggregate mark means the grand total of marks obtained by the candidate, including all subjects as declared on Mark sheet

4-B. For Direct Second Year of Post SSC Diploma in Engineering / Technology

- There is No Institutional quota as such for direct second year diploma admissions; however, vacancies if any after last round can be filled by institution, which is termed as institutional quota.
- For candidate passing ITI, The term ‘aggregate marks’ used here shall mean as follows:
 - a. ITI (CTS or ATS): The aggregate marks shall be the marks obtained in the last year/last two semesters (Third and Fourth Sem).
 - b. COE Course/Basic Sector of 1 year duration: aggregate marks shall be sum of all 3 groups
- The Group and Subgroup of qualifying group and corresponding diploma courses for admission to Direct Second year is given in Annexure - III

4-C. General Note:

- If letter grades are assigned at SSC, HSC,ITI 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.
- 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).
- Female candidates are not eligible for admission to Mining and Mine surveying & Mining Engineering course
- Candidate who has secured admission in any other institute shall produce certificate indicating his/ her original Leaving Certificate retained with the previous institute in the form of “proforma N” given in the brochure

5. Candidature Type,–

(1) Maharashtra State Candidature.-

Type	Eligibility Criterion	Home District
A	(a) For First Year Post SSC Diploma Courses, - Candidates passing Std. VIII, IX and SSC from a recognized institution in Maharashtra State.	Place of passing of Qualifying Examination falling within the jurisdiction of the respective District area.

	<p>(b) For Post HSC Diploma Courses, -</p> <p>(i) Pharmacy- Passed HSC with Physics and Chemistry as compulsory subjects along with one of the subject Mathematics or Biology 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 12th Std. examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics/ Biology OR 12th Science (with Mathematics as one of the Subject) or 12th with Vocational OR 12th Science with Technical OR 10th + (2 years ITI) with appropriate Trade from a recognized institution in Maharashtra State.</p>	
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 possesses domicile certificate.	Place of domicile certificate issuing authority falling within the jurisdiction of the respective District area.
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
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.
E	(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 or from Maharashtra, residing in the disputed Maharashtra Karnataka Border area and also whose mother tongue is Marathi.	Candidate shall be considered for the Outside Home District seats or State Level Seats.

<p>(b) For Post HSC Diploma Courses, -</p> <p>(i) Pharmacy- Passed HSC with Physics and Chemistry as compulsory subjects along with one of the subject Mathematics or Biology from a recognized institution located in a disputed Maharashtra Karnataka Border area or from Maharashtra, residing in the 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 or from Maharashtra, residing in the 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 or from Maharashtra, residing in the 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 12th Std. examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics/ Biology OR 12th Science (with Mathematics as one of the Subject) or 12th with Vocational OR 12th Science with Technical OR 10th + (2 years ITI) with appropriate Trade. from a Recognized Institution located in a disputed Maharashtra Karnataka Border area or from Maharashtra, residing in the disputed Maharashtra Karnataka Border area and also whose mother tongue is Marathi.</p>	
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(2) All India Candidature.- The Candidates having Indian Nationality are eligible under this Category.

(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) NRI Candidature.- The Candidate who fulfills the conditions as defined in clause (2)(cc) of this Rule.

(5) Foreign Student or OCI or PIO Candidature.-The Foreign Student candidates, as defined in clause (2) (p) of this Rule, the Overseas Citizen of India (OCI) candidate as defined in clause

(2) (dd) of this rule, Persons of Indian Origin (PIO) as defined in clause (2)(ff) of this rule are eligible under this Category.

(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.

6. Sanctioned Intake, Reservations and Supernumerary Seats for various Courses.- (1) The Sanctioned Intake for First Year Diploma Course and Direct Second Year (Lateral entry) of Diploma Courses shall be as per the approval given by the appropriate authority which is competent for giving approval to respective Courses and affiliation given by the MSBTE. For admission to Direct Second Year (Lateral Entry) of Diploma Courses, number of seats available shall be calculated as given in *Schedule -III*.

(2) The provision of various reservations for the seats available & documents required under Admission Process are mentioned in Schedule IV.

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

7. 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:

- (1) Maharashtra State Candidature Seats.- The Candidates having Maharashtra State Candidature as specified in rule 5(1) of these Rules, shall be eligible for these seats;

- (2) Minority Quota Seats.-The Candidates having Candidature mentioned in rule 5(3) of these Rules shall be eligible for these seats as specified in *Schedule-I, Schedule-II* and *Schedule-III*. In an Unaided Minority institutes these seats shall be filled as per the policy of the State Government and not less than fifty-one per cent (fifty per cent in case of Government Aided minority institute) of the sanctioned intake shall be filled by minority students from within the State, belonging to the minority community to which the institution belongs on the basis of inter-se merit through Centralized Admission Process (CAP).
- (3) Institutional Quota Seats.- The Institution can admit Eligible Candidates as specified in *Schedule-I, Schedule-II* and *Schedule III*, subject to following conditions,-
- (i) The Candidates having Candidature mentioned in rule 5(1), 5(2), 5(3), 5(4) and 5(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) If the seats reserved for this NRI quota remain 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*.
- (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 5(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. Out of 15% seats, one third seats 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, or as prescribed by the appropriate authority, from time to time;
- (iii) These seats shall be filled in by the institution on the basis of *Inter-Se-Merit* of candidates as given in rule 8 of these Rules.
- (b) Jammu and Kashmir Migrant Candidature.- (i) The Candidates having Candidature as given in rule 5(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.
- (5) Invitation of Application form-
- (1) The Candidates seeking admissions to the courses for the seats provided in -

(a) rule 7 (1), 7(2) and 7 (4) (b) of these Rules shall apply to the Competent Authority for admission through Centralized Admission Process (CAP),

(b) rule 7 (3) and 7 (4) (a) of these Rules shall initially apply to the Competent Authority for verification of documents and then to respective institute. The institutions shall give admission to such eligible applicants on the basis of *Inter-Se-Merit* prepared by respective institute, as specified in rule 13.

(2) The Candidate should submit, along-with the application, the requisite certificates, as applicable in the necessary Proforma issued by the concerned competent authority.

8. Preparation of Merit List.-

(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. The merit list shall be prepared on the basis of marks obtained at qualifying examination, or any other criterion as specified in sub-section (3) of this rule.

(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 Appropriate Authority or Board, the same shall be reported to the Competent Authority for admission through CAP or its designated representatives prior to 5 p.m. on the day of display of final merit list.

(3) *Assignment of Merit Number for various Courses.-*(a) *For Admission to First Year of Post SSC Diploma Courses in Engineering and Technology.-*The merit list of the Eligible Candidates shall be prepared on the basis of percentage of aggregate marks obtained at SSC (including additional marks, if mentioned in mark sheet)) or as per any other criterion as may be specified from time to time:

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,-

- (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.

(b) *For Admission to Direct Second Year of Post SSC Diploma Courses in Engineering and Technology.*-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:

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,-

- (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.

(c) *For Admission to Post HSC Diploma Course in Surface Coating Technology.*- 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:

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,-

- (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.

(d) *For Admission to First Year Pharmacy.*- 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 in HSC:

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,-

- (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.

(e) *First Year Hotel Management and Catering Technology.*- The merit list shall be prepared on the basis of Percentage of marks obtained at HSC:

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,-

- (a) Passing HSC Science;
- (b) Passing HSC Home Science;
- (c) Passing HSC with Minimum Competency Vocational Course;
- (d) Passing HSC Commerce;
- (e) Passing HSC Arts.

9. Centralised Admission Process (CAP).– (1)The Technical Diploma Educational Institution shall admit Candidates through the Centralised Admission Process. The stages of CAP shall be as stated below,-

- (a) Display or publishing of Information Brochure by the Competent Authority;
- (b) Filling Online Application Form by Candidate for participation in the Centralised Admission Process;
 - (i) All eligible candidates for admission to First year of Diploma in Engineering/Technology/ Pharmacy/HMCT and for Direct Second Year Diploma of Engineering/Technology are required to fill the application form Online as per the notified schedule.
 - (ii) Candidate can edit/update the information in his application form before he confirms it at any of the Facilitation Centre.
 - (iii) Following are the details of the non refundable fees to be paid by the candidate through online mode only.

Admission Type	General Category Candidates from Maharashtra State, Outside Maharashtra State (OMS), J & K Migrant candidates	Reserved Category Candidates [SC, ST, VJ/DT-NT(A), NT(B), NT(C), NT(D), OBC, SBC, SEBC, EWS] & PWD Candidates belonging to Maharashtra State only.
First Year of Post SSC Diploma in Engineering/Technology	Rs. 400/-	Rs. 300/-
First Year of Post HSC Diploma in Pharmacy /Surface Coating Technology / HMCT	Rs. 400/-	Rs. 300/-
Direct Second year of Post SSC Diploma	Rs. 400/-	Rs. 300/-

- (c) Uploading of scanned images of valid necessary original documents as per the requirement of the admission while filling of online application form;
- (i) Candidates are required to Upload scanned images of valid necessary original documents as per the requirement of the admission while filling online application form.
 - (ii) The Candidates shall verify the data filled and correct it, if required. The candidate shall take printout of the submitted application form and sign it.
 - (iii) The Printout of Application form shall have list of documents required to be produced by the candidate for substantiating his claim made in the application form. The candidate shall carry a set of Xerox copies of the required documents.
- (d) Document Verification at Facilitation Centre by the Candidate. It is mandatory on the candidate's part to produce all original documents in support of the claim made in the application form;
- (i) The Candidates shall report to any convenient Facilitation Centre along with 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.
 - (iii) The Facilitation Centre In-charge shall confirm candidate's Application Form through online system and issue the Receipt cum Acknowledgement of Application Form.
 - (iv) FC shall verify all documents from Original and put FC stamp with date & Signature on Xerox copies and return original and verified documents along with Receipt-cum-Acknowledgement of application form.
 - (v) After confirmation of application form at FC, information cannot be changed by candidate.
- (e) 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, within specified grievance period, Candidates can submit the grievances in writing along with necessary documents to substantiate the claim, at Facilitation Centre where candidate has confirmed application form.

- (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.
- (v) The merit list gives relative position of the candidate and it does not guarantee admission to any course/ institute
- (f) Display of Category wise Seats (Seat Matrix) available for CAP Rounds; The competent authority shall publish the information on the website about institutes, courses offered, Sanctioned intake and number of seats available for each category before each round.
- (g) Filling up and Confirmation of Online Option Form having preferences of Courses and Institutions prior to respective CAP Rounds. Candidates may fill in preferences of Institutes and Courses in decreasing order of their preference as specified by Competent Authority. The option form once confirmed shall be considered for allotment in the respective CAP Rounds; In order to participate in the CAP (subject to fulfillment of the eligibility requirements of respective CAP round), it is MANDATORY to fill the Online Option Form for respective CAP Round
 - (i) Candidates will be able to fill in the online option form through their login.
 - (ii) It is mandatory for all candidates to confirm the online option form
 - (iii) After confirmation of Option form, the candidate will not be able to change the Options.
 - (iv) Candidates should not disclose their Application ID & Password to others to avoid impersonation. Competent Authority shall not be responsible for submissions done by others on behalf of the candidate. For Security reasons, candidates are instructed to keep changing the password and keep note of it in secured place.
 - (v) The serial number of block in the option form indicates preference of choice. Thus the choice code of the institute filled by the candidate in block No. 1 will be considered as first preference (Highest Priority Choice).
 - (vi) Option form received through online submission only will be considered for further processing
 - (vii) Candidate shall confirm the submitted on-line Option Form by reentering Application ID and Password. The candidate can take a printout of the confirmed Option form for his record and future reference
 - (viii) The candidate can fill in minimum 1 and maximum 300 options. The candidate shall fill the institute choice code against the option number in the online option form.

- (h) Display of Provisional Allotment of respective CAP Rounds indicating allotted institute and Course;
 - (i) Reporting and accepting the offered seat at Admission Reporting Centre by the Candidate as per the schedule declared by the Competent Authority;
 - (j) Only after reporting to ARC as per clause (i), the candidate should report to the allotted institute for seeking admission on the allotted seat as per final allotment in CAP rounds;
 - (k) The time schedule prescribed by the competent authority for compliances for various stages of CAP is mandatory.
- (2) Conduct of CAP Round-I.- The seats available for Round I shall be published on the Website. The Candidate whose names appeared in the final merit list of CAP shall be eligible to participate in this round by filling online option form. The candidate shall fill and confirm the option form through candidate's Login.
- (3) During the CAP: (a) If a candidate is allotted the seat as per his first preference, such allotment shall be auto frozen and the candidate shall accept the allotment so made. Such candidate shall then be not eligible for participation in the subsequent CAP rounds. Such candidates shall then report to ARC for verification of documents and payment of seat acceptance fee. Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. If such candidate does not report to ARC for confirmation of seat acceptance, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. For such candidate, the allotment so made shall be the final allotment;
- (b) Candidate who have been allotted seat other than the first preference given by the candidate and if the candidate is satisfied with such allotment and do not wish to participate in further CAP rounds, such candidate can freeze the offered seat through candidate's login. Once the candidate freezes the allotted seat, such candidate shall then report to ARC for verification of documents and payment of seat acceptance fee. Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. If such candidate does not report to ARC for confirmation of seat acceptance, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. For such candidate, the allotment so made shall be the final allotment. Such candidate shall then be not eligible for participation in the subsequent CAP rounds;

(c) Candidate who have been allotted seat other than first preference and accepted the seat by reporting to ARC for confirmation of seat acceptance shall be eligible for participation in the subsequent rounds for betterment;

(d) Candidate who have been allotted seat other than first preference and not accepted the seat by not reporting to ARC for confirmation of seat acceptance shall be eligible for participation in the subsequent rounds;

(4) Conduct of CAP Round-II and III.- (a) The seats available for Rounds II and III shall be published on the website. The Candidates eligible for respective rounds II & III are allowed to fill in and/or edit online option form filled in by the candidate for the previous round. The seats to be allotted during these rounds shall be available to the eligible candidates falling under the following categories. –

(i) Candidates as per the Rule 3(c) and 3(d) above;

(ii) Candidates who have not been allotted any seat in any of the previous rounds;

(iii) Candidates who did not participate (failure of filling option form) in previous rounds.

(b) Candidates who have been allotted seat other than first preference and reported to ARC for confirmation of seat acceptance, whilst filling fresh option form, he/she need not fill the preference already allotted to the candidate in the previous round. Once upward preference is allotted to such candidate, his earlier seat allotment shall stand automatically cancelled. In the event of no such upward preference is allotted, his previous allotment stands retained;

(c) There shall be no further betterment option available to the candidate after round III. The allotment made and/or allotment retained in round III for participating candidates in round III shall be final;

(d) At the time of reporting to ARC for confirming the allotted seat, the candidate shall produce all the original documents in support of the claims made in the application. In the event the candidate fails to produce the documents in support of the claim, so made in the application, the allotment shall stand cancelled automatically and the seat shall become available for allotment in further rounds;

(e) The candidate will be entitled to rectify the following errors in the application form at the time of scrutiny of documents at ARC viz.

(i) change of gender from male to female and vice-versa;

(ii) error while entering marks obtained by candidate in examination, However the change in the merit number due to increase in the marks will not be permitted;

(iii) error while mentioning the caste/sub-caste/the category of backward class but in no case a candidate will be allowed to change from General to Reserved Category. A reserved category candidate will be allowed to change his category from Reserved to General upon his failure to submit requisite documents like Caste/Tribe Certificate, Validity Certificate, Non-Creamy Layer Certificate etc. as the case may be.

(iv) Removal of minority status due to failure of submission of supporting documents;

(v) Removal of Disability status due to failure of submission of supporting documents;

(vi) Removal of Defence status due to failure of submission of supporting documents

(vii) Change in Type of Candidature;

(viii) Change in Home District;

(ix) Removal of Tuition Fee Waiver Seats (TFWS) status due to failure of submission of supporting documents;

(x) Removal of Technical/Vocational Status due to failure of submission of supporting documents;

(xi) Change in Qualification.

Apart from the above no other change or rectification shall be allowed.

(f) In case of additional round, if any, the category of candidates mentioned in clause (a) above shall be entitled to participate and will be entitled to fill in fresh option Form. In such case, the candidate need not fill in the previously allotted preference in their preference list. Once the upward allotment is made, the earlier allotment shall stand automatically cancelled. In the event no such upward preference is allotted in this round, the candidate's previous allotment stands retained.

(5) The Candidate shall report to the institution finally allotted to him and confirm his admission in institution as per the schedule. The Institute shall verify the required documents and upload the admission of the candidates in the online system through Institute Login immediately and shall issue a system generated receipt of confirmation of admission & fee paid receipt to the candidate.

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

(1) *Maharashtra State Candidature Candidate.-* (a) 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 of seats as per their *Inter-Se-Merit*.
- (b) Economically Weaker Section (EWS) & Orphan 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.
- (c) Backward Class Category Candidates shall be considered for allotment in Open Category seat by virtue of their *Inter-Se-Merit* and if seat is not available in Open Category then they shall be considered for allotment in their respective reserved category.
- (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 of the seat reserved for them in their respective category, as per their *Inter-Se-Merit* and if seat in their respective reserve Category is not available, then he shall be considered for allotment in Open Category as per their *Inter-Se-Merit*.
- (f) Defence Category Candidates shall be considered for allotment of the seats reserved for them in their respective Category as per their *Inter-Se-Merit* and if seat in their respective reserve Category is not available then he shall be considered for allotment in Open Category as per their *Inter-Se-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.
- (h) If a seat is available for a candidate in more than one category, then the seat allotment shall be done in the sequence as given below,-
- 1. Seat for Ladies,
 - 2. Seat for person with disability candidates,
 - 3. Seat for Defence.

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 seats shall be allotted to the Male Candidates belonging to respective Backward Class or Open Category.

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

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

Stage –V: *For all Candidates (without any Candidature Type)*- (a) The seats remaining vacant shall be allotted to the all Eligible Candidates.

(b) 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.

(2) *Minority Quota Seats.*-The stages of computerised allotment are as follows,-

Stage –I: The seats under minority quota in the minority institution linguistic or religious shall be allotted to the respective minority candidates.

Stage – II: If the seats remain vacant, they shall be allotted to the Maharashtra State candidature Candidates.

(3) *For Jammu and Kashmir Migrant Candidature Candidates:* The Supernumerary seats for Jammu and Kashmir Migrant Candidature candidates shall be allotted to the Eligible Candidates as in 5(6) on the basis of *Inter-Se-Merit*.

11. Allotment of seats by CAP Rounds I, II and III.-

(1) CAP Round I, II, and III shall be conducted by computerized allotment.

(2) In CAP Round I.-

(a) for Minority Institutions, the allotment shall be given to the candidates as per following preference,-

(i) Stage I of sub-rule (2) of rule 10,

(ii) Stages I to II of sub-rule (1) of rule 10;

(b) for other than Minority Institutions, the allotment shall be given to the candidates as per Stages I to II of sub-rule (1) of rule 10 of these Rules.

(3) In CAP Round II.-

(a) for Minority Institutions, the allotment shall be given to the candidates as per following preference, -

- (i) Stage I of sub-rule (2) of rule 10,
- (ii) Stages I to IV of sub-rule (1) of rule 10,
- (iii) Stage II of sub-rule (2) of rule 10;

(b) for other than Minority Institutions, the allotment shall be given to the candidates as per Stages I to IV of sub-rule (1) of rule 10 of these Rules.

(4) In CAP Round III.-

(a) for Minority Institutions, the allotment shall be given to the candidates as per following preference, -

- (i) Stage I of sub-rule (2) of rule 10,
- (ii) Stages I to V of sub-rule (1) of rule 10,
- (iii) Stage II of sub-rule (2) of rule 10;

(b) for other than Minority Institutions, the allotment shall be given to the candidates as per Stages I to V of sub-rule (1) of rule 10 of these Rules.

(5) If the seat remains vacant due to non-allotment and non-reporting, such seat will be considered for allotment in subsequent round.

(6) Every stage in CAP Round I, II and III shall be executed with HD and OHD tag and if the seats remain vacant then the same stage shall be executed without HD and OHD tag. If further seats remain vacant for any reason in rule 7(1) and 7(2) of these Rules they shall be considered for allotment to all the candidates as per rule 5(1) irrespective of the seat type on the basis of *Inter-Se-Merit*.

12. General provisions.-

(a) Allotment in CAP Rounds I, II and III 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. The 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 Rounds I, II and III.

(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 Technical Diploma Educational Institution, for allocation of seats stated in rule 7(2), 7(3) and 7(4) of these Rules;

(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) 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.

(i) 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 seat acceptance fees through online mode or by a demand draft in favour of Competent Authority at an Admission Reporting Centre. Seat will be confirmed by the Admission 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.

(j) The seat acceptance fee shall be Rs. 1000/-, for all admitted candidates the same shall be treated as non- refundable.

(k) Failure to report in person for seat acceptance will be considered as if the Candidate has rejected the offer.

(l) Allotted Seat will be cancelled if, at any time, any of the document or certificate is found to be invalid or fraudulent and/or the Candidate does not meet the eligibility norms.

(m) Candidates who want to reject the allocated seat can do so by not remitting the seat acceptance fee at the Admission Reporting Centre. Candidates who reject allocated seat shall be considered for admission in subsequent rounds only if they submit fresh option form for subsequent round of admission as per schedule.

(n) If any of the statement made in application form or any information supplied by the candidate in connection with his admission is found to be false or incorrect, the Principal shall cancel his admission and forfeit the fees. An appeal against the action of cancellation of

admission, may be preferred within seven days to the Competent Authority. The Competent Authority shall decide the appeal within fifteen days and his decision thereon shall be final.

(o) Complaints regarding the use of fake Certificates to be investigated in time bound manner and if found guilty, such admission shall be cancelled. Further, appropriate action shall be initiated with due intimation to Competent Authority.

13. 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 Competent Authority and then 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 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 7(5) (b) and shall be filled on the basis of *Inter-Se-Merit* prepared by following the procedure specified in rule 8 (3) of these Rules.

(e) The institution, after verification of all required documents, shall 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.

(f) 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 CAP Round I and the same shall be allotted as per the Rules of CAP. The Institutes shall not be allowed to surrender Institutional quota seats thereafter.

(g) All the admissions and cancellations shall be updated immediately through online system.

(h) If any CAP seat remains or 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 applicants.

14. Approval of Merit List and the Admitted Candidates List.- (1) After completion of Admission process every Institution shall submit the Admission- approval proposal to the Competent Authority.

(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.

(3) If unaided minority institution fails to admit minimum fifty-one percent of its Sanctioned Intake from the persons belonging to the concerned minority, for a period of three consecutive years the Competent Authority shall inform the Department accordingly. The Department shall forward such cases along with observations to the Minorities Development Department as per provisions of section 12C of the National Commission for Minority Educational Institutions Act 2004.

15. Cancellation of Admission and Refund of fees, return of documents by Institutions. -

- (a) The Candidate shall apply online for cancellation and submit duly signed copy of system generated application for cancellation of admission to the institution. Once the candidate submits online request for cancellation, his/her admission shall be treated as cancelled. The Institute shall consider the online request made by Candidate for cancellation as final irrespective of whether he/she has submitted duly signed copy of system generated application to the Institute. Upon such cancellation, the candidate shall lose the claim on the seat and such seat shall become available for further allotment. The candidate shall then become entitled to and the Institute shall refund the entire fees to the candidate after deduction of Rs.1000/- towards processing charges and return all his/her original documents submitted to the Institute within three days from submission of duly signed copy of system generated application to the Institute;
- (b) Notwithstanding clause (a) above, candidate shall not be entitled to any refund of his/her fee except the Security Deposit and Caution Money Deposit if the online cancellation is

effected by the candidate after 5.00 P.M of the cut-off date prescribed by the Competent Authority;

- (c) No institution, who has in its possession or custody, of any document in the form of certificates or any other documents deposited with it by a person for the purpose of seeking admission in such institution, shall refuse to return such certificates or other document with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue or avail any facility in such institution. In such cases action shall be taken as per the directives given by the Government from time to time.
- (d) The institution shall not recover the fees for the subsequent years from the student seeking cancellation of his admission at any point of time.

16. Change of Course or Institution after First, Second Year.-

(1) The Candidate seeking for a change in course or shift after successfully completing the First Year of studies or both first and second semester examination in full or failed in one of the heads of passing 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.

(2) Transfer of Candidates Course and / or Institution after first or second year shall be made in the following manner,-

- (a) The Candidate once admitted in first year or second year shall not be eligible for transfer to any other institution during the same academic year;
- (b) The Candidate passing the first year (both first and second semester) or second year (both third and fourth semester) examinations in full or failed in one of the heads of passing are considered as eligible for transfer of institution or course, provided that for transfer after second year the candidate should have passed the first year;
- (c) There shall be no transfer of students at any stage from Autonomous Institutions to Autonomous Institutions, Autonomous Institutions to any other Institutions and any other institutions to Autonomous Institutions;
- (d) There shall be no transfer of students at any stage in any case from Unaided Institutions to Government or Government Aided, University Departments, University Managed

Institutions. However, the Candidate from Government or Government Aided, university Departments, University Managed institution may seek transfer to Unaided Educational Institution;

- (e) Transfer to Unaided Institutions.- The Principal of Unaided institution shall consider the Candidates from other institutions for transfer with prior approval from the Directorate of Technical Education on submission of No Objection Certificate (NOC) from institution, Eligibility Certificate from the 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;
- (f) No Application without recommendation of the Principal of Institution shall be entertained by the Directorate of Technical Education;
- (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.

(3) The candidate not fulfilling the eligibility criteria for transfer shall not be transferred to any institute in any circumstances.

(4) The Candidates admitted under Supernumerary Quota seats are not eligible for change of Course or Institution.

(5) The candidates from the educational institutions which are outside the purview of this Rules shall be eligible for transfer to the unaided private educational institutions subject to the fulfilment of eligibility criterion and requirements as may be notified by the Government from time to time and the fulfilment of the conditions stated above in sub rule (2).

(6) In case of progressive closure of the Course or Institution, it is mandatory for the Institution to continue the course till the completion of the course duration. In such case of progressive closure, no candidate shall be eligible for transfer and the provisions in sub –rule (1) and (2) of this rule shall not be applicable.

Provided that, the Candidates becoming eligible for admission after the course or institute is closed shall be eligible for transfer of course or Institution, if he is otherwise fulfil the eligibility for admission as specified by the concerned Board/University or Institution to which the candidate seeks admission.

(7) List of all transfers shall be communicated to the Competent Authority for final approval.

17. Fees and Concessions-

17.1 Fees Prescribed for Government and Non-Government Aided Institutes

Fee structure for the academic year 2019-20 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.	

- 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
- No tuition fee for SC/ST/VJ/DTNT(A)/NT(B)/NT(C)/NT(D)/SBC category candidates and for candidates admitted under TFWS and 50% tuition fee for OBC category candidates.

17.2 Fees Prescribed 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. 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) For Reserved Category Candidates (belonging to Maharashtra State only)

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

No tuition fee for SC/ST/VJ/DTNT(A)/NT(B)/NT(C)/NT(D)/SBC category candidates and for candidates admitted under TFWS and 50% tuition fee for OBC category candidates.

Important Notes:

1. 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.
2. The fee structure for SEBC & EWS candidates shall be as per the policy of the government declared time to time.
3. In case the Government revises the fees for the Government institutes for the year 2019-20, then the admitted candidates will be required to pay the difference in fees as per the Government order.
4. 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.
5. 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.
6. Candidates claiming for fee concession under Reserved category shall produce the Caste Certificate, Caste/Tribe Validity Certificate (as per requirement of concern departments). Candidates claiming for fee concession under OBC, SBC, VJ/ DT(A), NT-B, NT-C and NT-D, SEBC category shall produce Non-Creamy layer certificate Valid up to 31st March 2020.
7. 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.

8. Changes if any in the fees will be notified later and will be binding on the candidates. The admission shall be confirmed only after payment of fees as indicated above.
9. The admission shall be confirmed only after payment of fees as indicated above.

17.3 Fees Prescribed 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

17.4 Fees Prescribed for 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.

17.5 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.

Within 3 complete financial years after the student actually leaves the institution or
Within 3 complete financial years after the date of successful completion of the course,
whichever is earlier.

18. Miscellaneous provisions

18.1 Conduct and Discipline

1. 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.

2. 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.
3. Any issue not dealt here-in above will be dealt with, when arising, fully and finally by the Competent Authority.
4. 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.
5. 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.

18.2 Action Against Ragging

Maharashtra Prohibition of Ragging Act 1999 and Prevention and Prohibition of Ragging (Appendix 12 published in AICTE Approval Process Handbook 2019-20) 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.

1. Ragging within or outside of any educational institution is prohibited,
2. 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.
3. 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.
4. 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.

5. 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.
6. Undertaking from the candidate shall be taken while admitting the candidate in the Institute.
7. 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.
8. 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.

18.3 Others

1. The medium of instruction for diploma courses is English.
2. 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.
3. 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.

4. 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.

18.4 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.

- 18.5 The English version of the notified Rules published by Government of Maharashtra shall be considered for the purpose of interpretation of the meaning and correctness of any provisions made in the Admission Rules, its amendment and Information brochure.

Schedule –I

(see rule 6 & 7)

(For First Year of Post SSC Diploma Courses)

A (1). Allocation of Seats for admissions to the Diploma, into the Government and Aided Technical Diploma Educational Institutions.

Sr. No	Type of Institution	CAP Seats as % of Sanctioned Intake excluding NRI Quota		
		Home District seats	Other than Home District seats	Minority Seats
1	All Government and Government Aided Institutions including Autonomous Institutions but excluding Minority Educational Institutions	70%#*	30%#*	Nil
2	Government and Aided Minority Institutions including Autonomous Institutions	35%	15%	50%
3	Government Institutions with Second shift Courses for Religious Minority Students ¥	21%	9%	70%

These seats are available for Maharashtra State Candidature Candidates only.

- Excluding 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 institution.

¥ - Refer GR TED-2010/(334/2010)/TE-5 Dated 13th September 2011

* 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.

Note : 15% of seats with Competent Authority are reserved for candidates passing SSC examination with Technical/Vocational subjects as prescribed by the Directorate of Vocational Education, Maharashtra State.

In case of unique courses, seat shall be allotted at State Level.

A (2). Allocation of Seats for admissions to the Diploma, into the Unaided Private Technical Diploma Educational Institutions.

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 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%
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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.

The admission procedure for NRI Candidates is given below:

- The maximum 5% seats may be filled in from the NRI Candidates, if it is approved by the appropriate authority, at the Institution level;
- If the seats reserved for this NRI quota remain 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*.
- These seats shall be filled in by the institution on the basis of Inter-Se Merit of candidates. The procedure of Inter-se-Merit is as given in Rule 8 of this brochure.
- The Invitation of applications from the candidates seeking admission under NRI quota shall be subject to the approval from AICTE for such quota to the institute/s in the current academic year.
- The Candidates seeking admission under this provision shall fill the Online Application Form by paying the Application Fee through online mode (Credit Card/ Debit Card/ Net Banking), take the printout, upload scanned copies of the

required documents and send duly filled in and signed Application Form along with documents by speed post/courier/by hand delivery for verification & confirmation to, The Principal, S.B.M. Polytechnic, Vile Parle (West), Near Cooper Hospital, Mumbai- 400 056.

- In case of NRI Candidates, after registration & confirmation of their application at FC shall approach directly to the Institute for admission where such quota is granted by the appropriate authority. However, DTE may publish the list of such registered & eligible candidates separately on website.

A(3) . 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.

The admission Norms/Procedure for Jammu and Kashmir Migrant Candidates is given below:

Provision of one seat per course over and above the sanctioned intake in all Polytechnics / Institutes in the Maharashtra state is available for;

- J1-Type: - 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
- J2-Type: - 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
- J3-Type: -The children of staff and officers of Jammu and Kashmir police engaged in combating terrorism.
- *Procedure for Admission –*
 - Admission against these seats is made strictly on the basis of *inter se* merit of **combined single 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 through Counselling.
 - The Candidates seeking admission under this provision shall fill the Online

Application Form by paying the Application Fee through online mode (Credit Card/ Debit Card/ Net Banking), take the printout, upload scanned copies of the required documents and send duly filled in and signed Application Form along with documents by speed post/courier/by hand delivery for verification & confirmation to, **The Principal, S.B.M. Polytechnic, Vile Parle (West), Near Cooper Hospital, Mumbai- 400 056.**

- The application should reach on or before the last date as notified. Application received after last date or incomplete application will not be verified and confirmed and name of such candidate will not appear in the merit list prepared for the purpose of CAP.
- Under any condition the seats remaining vacant in this quota will not be offered to Candidates from any other category.
- Candidates admitted under this provision are not allowed to change course or college in any year of study. Candidates who are eligible to apply against the provision of Jammu & Kashmir Migrant Candidate seats as well as against the Maharashtra State seats are only entitled to claim for one of these seats.
- *Counselling Round for J and K Migrant Candidates at identified Admission Centre*
 - Candidate seeking admission against these seats shall report *in person* to the Admission Centre of Admission Authority for admission as per the schedule.
 - The candidates shall produce the documentary evidence strictly as per the Proforma(s) in support of their claims.
 - These Admissions will be made strictly in the order of merit from amongst the candidates who report *in person* for admission at the identified admission center as per schedule. The candidate then shall report to allotted institute.
 - The candidates reporting late for the admission shall be considered for allotment against seats which are available at that time. The decision of the admission centre in-charge shall be final and binding.

(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.

The admission Norms/Procedure for OCI/PIO, Foreign Students and the children of Indian Workers in Gulf Countries candidates is given below:

- 15% of the sanctioned Intake Capacity seats may be available over and above the sanctioned intake in the institutes for the children of Indian Workers in the Gulf Countries/ PIO / Foreign Nationals subject to *prior permission to be obtained by the concerned institute from AICTE*. The 1/3rd of these 15% seats shall be reserved for children of Indian Workers in the Gulf Countries and 2/3rd of these 15% seats shall be reserved for the PIO/ Foreign Nationals etc. However, any vacant seats out of 1/3rd category shall be reverted to the quota of 2/3rd meant for PIO/ Foreign Nationals.
- These seats shall be filled in by the institution on the basis of Inter-Se Merit of candidates. The procedure of Inter-se-Merit is as given in Rule 8 of this brochure.
- The Invitation of applications from the candidates seeking admission under OCI/PIO/FN/CIWGC quota shall be subject to the approval from AICTE for such quota to the institute/s in the current academic year.
- The Candidates seeking admission under this provision shall fill the Online Application Form by paying the Application Fee through online mode (Credit Card/ Debit Card/ Net Banking), take the printout, upload scanned copies of the required documents and send duly filled in and signed Application Form along with documents by speed post/courier/by hand delivery for verification & confirmation to, The Principal, S.B.M. Polytechnic, Vile Parle (West), Near Cooper Hospital, Mumbai- 400 056.
- In case of Children of OCI/PIO, CIWGC, FN Candidates, after registration & confirmation of their application at FC shall approach directly to the Institute for admission where such quota is granted by the appropriate authority. However, DTE may publish the list of such registered & eligible candidates separately on website.

(3) Government of India Nominees candidates from states and Union Territories which lack the facility in Technical Education to be filled by Competent Authority-The number of seats shall be decided by Ministry of Human Resource Development (MHRD), Government of India.

The admission Norms/Procedure for GoI Nominees candidates is given below:

- The candidate shall report to the Directorate of Technical Education,

Maharashtra State, for scrutiny of original certificates and for collecting the admission letter as per schedule.

- GoI Nominee candidate shall not report directly to the Institute without collecting admission letter from **Directorate of Technical Education, Maharashtra state, Mumbai-400 001**. The Principal of the institute should not admit such candidate and ask the candidate to approach above mentioned office.
- Candidates nominated by the concerned States shall be admitted only and only if they fulfil the educational qualifications as mentioned in Rule 4. Candidates so admitted will have to obtain eligibility certificate from the (MSBSHSE) Maharashtra State Board of Secondary and Higher Secondary Education.
- GoI nominees belonging to backward class category does not get any exemption in tuition fees.
- Candidates admitted under this provision are not allowed to change course or college in subsequent years.

(4) Seats granted by the All India Council for Technical Education, for the Institutions falling under the Centrally Supported Scheme of “Upgrading existing Polytechnics to integrate Persons with Disability (PwD)”. These seats shall be filled by the respective institute.

The admission Norms/Procedure for PWD candidates is given below:

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

- The concerned Institute shall upload the admission of such candidates through online admission system immediately.

(5) Seats for Marathi speaking candidates of Mauritius (MR) to be filled by Competent Authority - five seats are available in the state for the sons and the daughters of the Marathi speaking persons from Mauritius. These seats will be allotted to any of the Polytechnics in the state.

The admission Norms/Procedure for Marathi speaking candidates of Mauritius (MR) is given below:

- The candidate shall report to the Directorate of Technical Education, Maharashtra State, for scrutiny of original certificates and for collecting the admission letter as per schedule.
- The father/ mother of these candidates must be citizens of Mauritius and the candidate is required to produce a certificate from Indian High Commission to the effect that applicant is from Marathi speaking Community in Mauritius.
- Candidates shall bear all related expenses for studies in Maharashtra and no concession whatsoever shall be admissible to them for admission or continuation of education.
- Candidates nominated by the concerned States shall be admitted only and only if they fulfil the educational qualifications as mentioned in Rule 4. Candidates so admitted will have to obtain eligibility certificate from the (MSBSHSE) Maharashtra State Board of Secondary and Higher Secondary Education.
- Candidates admitted under this provision are not allowed to change course or college in subsequent years.

(6) Seats for National Cadet Corps (N.C.C.) Candidates to be filled by Competent Authority - fifteen seats are available in the state as per the policy of the Government.

The admission Norms/Procedure for NCC candidates is given below:

- Provision of 15 seats over and above of SI shall be allotted to NCC Students in First Year of Post SSC Diploma courses. The candidate seeking admission under N.C.C. quota, must fulfil following conditions in addition to eligibility

criterion mentioned in 4.

- Eligible candidates seeking admission under this provision shall first apply to competent authority by filling online CAP application.
- Additional eligibility criteria for NCC candidates are 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.
- 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.
- 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.
- The allotment of these seats shall be carried out in the branch & institute as selected by the candidate. No institute shall be given more than one seat over & above SI under this category.

(7) Tuition Fee Waiver Seats (TFWS) - 5% of the Sanctioned Intake seats or as prescribed by the appropriate authority, from time to time. These seats shall be filled through centralized admission process conducted by Competent Authority.

The admission Norms/Procedure for Tuition Fee Waiver Seats (TFWS) is given below:

- Maximum 5% seats of sanctioned intake per course are available for admissions and to be filled through centralized admission process conducted by Competent Authority only.
- 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.

- These seats 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.
- 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.
- The Candidates admitted under this scheme shall not be allowed to change Institution/course at any stage under any circumstances.
- Only Maharashtra State Candidature candidates are eligible for these seats
- Eligible Maharashtra State Candidates having their parent's annual income from all sources does not exceed Rs.8.00 Lakhs.
- 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.

Schedule –II

(see rule 6 & 7)

(For First Year of Post HSC Diploma Courses)

B (1). Allocation of Seats for admissions to the Diploma, into the Government and Aided Technical Diploma Educational Institutions.

Sr. No	Type of Institution	CAP Seats as % of Sanctioned Intake excluding NRI Quota	
		General Seats	Minority seats
1	All Government & Government Aided Institutions including Autonomous Institutions but excluding Minority Educational Institutions	100%	Nil
2	Government. Aided Minority Institutions including Autonomous Institutions	50%	50%

These seats are available for Maharashtra State Candidature Candidates only

B (2). Allocation of Seats for admissions to the Diploma, into the Unaided Private Technical Diploma Educational Institutions.

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 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.

The admission procedure for NRI Candidates is given below:

- The maximum 5% seats may be filled in from the NRI Candidates, if it is approved by the appropriate authority, at the Institution level;
- If the seats reserved for this NRI quota remain 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*.
- These seats shall be filled in by the institution on the basis of Inter-Se Merit of candidates. The procedure of Inter-se-Merit is as given in Rule 8 of this brochure.
- The Invitation of applications from the candidates seeking admission under NRI quota shall be subject to the approval from AICTE for such quota to the institute/s in the current academic year.
- The Candidates seeking admission under this provision shall fill the Online Application Form by paying the Application Fee through online mode (Credit Card/ Debit Card/ Net Banking), take the printout, upload scanned copies of the required documents and send duly filled in and signed Application Form along with documents by speed post/courier/by hand delivery for verification & confirmation to, **The Principal, S.B.M. Polytechnic, Vile Parle (West), Near Cooper Hospital, Mumbai- 400 056.**

In case of NRI Candidates, after registration & confirmation of their application at FC shall approach directly to the Institute for admission where such quota is granted by the appropriate authority. However, DTE may publish the list of such registered & eligible candidates separately on website.

B (3). 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.

The admission Norms/Procedure for Jammu and Kashmir Migrant Candidates is given below:

These seats are allotted to the Diploma courses except Pharmacy course.

Provision of one seat per course over and above the sanctioned intake in all Polytechnics /

Institutes in the Maharashtra state is available for;

- J1-Type: - 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
- J2-Type: - 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
- J3-Type: -The children of staff and officers of Jammu and Kashmir police engaged in combating terrorism.
- *Procedure for Admission –*
 - Admission against these seats is made strictly on the basis of *inter se* merit of **combined single 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 through Counselling.
 - The Candidates seeking admission under this provision shall fill the Online Application Form by paying the Application Fee through online mode (Credit Card/ Debit Card/ Net Banking), take the printout, upload scanned copies of the required documents and send duly filled in and signed Application Form along with documents by speed post/courier/by hand delivery for verification & confirmation to, The Principal, S.B.M. Polytechnic, Vile Parle (West), Near Cooper Hospital, Mumbai- 400 056.
 - The application should reach on or before the last date as notified. Application received after last date or incomplete application will not be verified and confirmed and name of such candidate will not appear in the merit list prepared for the purpose of CAP.
 - Under any condition the seats remaining vacant in this quota will not be offered to Candidates from any other category.
 - Candidates admitted under this provision are not allowed to change course or college in any year of study. Candidates who are eligible to apply against the provision of Jammu & Kashmir Migrant Candidate seats as well as against the

Maharashtra State seats are only entitled to claim for one of these seats.

- *Counselling Round for J and K Migrant Candidates at identified Admission Centre*
 - Candidate seeking admission against these seats shall report *in person* to the Admission Centre of Admission Authority for admission as per the schedule.
 - The candidates shall produce the documentary evidence strictly as per the Proforma(s) in support of their claims.
 - These Admissions will be made strictly in the order of merit from amongst the candidates who report *in person* for admission at the identified admission center as per schedule. The candidate then shall report to allotted institute.

The candidates reporting late for the admission shall be considered for allotment against seats which are available at that time. The decision of the admission centre in-charge shall be final and binding.

- (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.

The admission Norms/Procedure for OCI/PIO, Foreign Students and the children of Indian Workers in Gulf Countries candidates is given below:

- 15% of the sanctioned Intake Capacity seats may be available over and above the sanctioned intake in the institutes for the children of Indian Workers in the Gulf Countries/ PIO / Foreign Nationals subject to *prior permission to be obtained by the concerned institute from AICTE*. The 1/3rd of these 15% seats shall be reserved for children of Indian Workers in the Gulf Countries and 2/3rd of these 15% seats shall be reserved for the PIO/ Foreign Nationals etc. However, any vacant seats out of 1/3rd category shall be reverted to the quota of 2/3rd meant for PIO/ Foreign Nationals.
- These seats shall be filled in by the institution on the basis of Inter-Se Merit of candidates. The procedure of Inter-se-Merit is as given in Rule 8 of this brochure.
- The Invitation of applications from the candidates seeking admission under OCI/PIO/FN/CIWGC quota shall be subject to the approval from AICTE for such quota to the institute/s in the current academic year.
- The Candidates seeking admission under this provision shall fill the Online

Application Form by paying the Application Fee through online mode (Credit Card/ Debit Card/ Net Banking), take the printout, upload scanned copies of the required documents and send duly filled in and signed Application Form along with documents by speed post/courier/by hand delivery for verification & confirmation to, The Principal, S.B.M. Polytechnic, Vile Parle (West), Near Cooper Hospital, Mumbai- 400 056.

- In case of Children of OCI/PIO, CIWGC, FN Candidates, after registration & confirmation of their application at FC shall approach directly to the Institute for admission where such quota is granted by the appropriate authority. However, DTE may publish the list of such registered & eligible candidates separately on website.

(3) Government of India Nominees candidates from states and Union Territories which lack the facility in Technical Education to be filled by Competent Authority-The number of seats shall be decided by Ministry of Human Resource Development (MHRD), Government of India.

The admission Norms/Procedure for GoI Nominees candidates is given below:

- The candidate shall report to the Directorate of Technical Education, Maharashtra State, for scrutiny of original certificates and for collecting the admission letter as per schedule.
- GoI Nominee candidate shall not report directly to the Institute without collecting admission letter from Directorate of Technical Education, Maharashtra state, Mumbai-400 001. The Principal of the institute should not admit such candidate and ask the candidate to approach above mentioned office.
- Candidates nominated by the concerned States shall be admitted only and only if they fulfil the educational qualifications as mentioned in Rule 4. Candidates so admitted will have to obtain eligibility certificate from the (MSBSHSE) Maharashtra State Board of Secondary and Higher Secondary Education.
- GoI nominees belonging to backward class category does not get any exemption in tuition fees.
- Candidates admitted under this provision are not allowed to change course or college in subsequent years.

(4) Tuition Fee Waiver Seats (TFWS) - 5% of the Sanctioned Intake seats or as prescribed by the appropriate authority, from time to time. These seats shall be filled through centralized admission process conducted by Competent Authority.

The admission Norms/Procedure for Tuition Fee Waiver Seats (TFWS) is given below:

- These seats are allotted to the Diploma courses except Pharmacy Course
- Maximum 5% seats of sanctioned intake per course are available for admissions and to be filled through centralized admission process conducted by Competent Authority only.
- 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.
- These seats 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.
- 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.
- The Candidates admitted under this scheme shall not be allowed to change Institution/course at any stage under any circumstances.
- Only Maharashtra State Candidature candidates are eligible for these seats
- Eligible Maharashtra State Candidates having their parent's annual income from all sources does not exceed Rs.8.00 Lakhs.

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.

(5) Seats granted by the All India Council for Technical Education, for the Institutions falling under the Centrally Supported Scheme of "Upgrading existing Polytechnics to

integrate Persons with Disability (PwD)”. These seats shall be filled by the respective institute.

The admission Norms/Procedure for PWD candidates is given below:

- 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 institute: 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.
- The concerned Institute shall upload the admission of such candidates through online admission system immediately.

Schedule III

(see rule 6 & 7)

(For Direct Second Year of Post SSC Diploma Courses)

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

(i) Lateral Entry Seats: As per the norms of appropriate authority it is 10% of SI;

(ii) Vacant Seats: The seats, within the sanctioned intake, which remain vacant during previous year shall also be filled in during lateral entry admission process after due consideration of the changes of course or institution by the candidates in terms of Rule 16.

C (1). Allocation of Seats for admissions to the Diploma, into the Government and Aided Technical Diploma Educational Institutions.

Sr. No	Type of Institution	CAP Seats as % of (Lateral Entry Seats + vacant seats)	
		General Seats	Minority Quota
1	All Govt. & Govt. Aided Autonomous and Non-Autonomous Institution excluding Minority Educational Institutions	100%	Nil
2	Govt. Aided Autonomous and Non Autonomous Minority Institutions	50%	50%
3	Government Institutions with Second shift Courses for Religious Minority Students †	30%	70%

These seats are available for Maharashtra State Candidature Candidates only
† - Refer GR TED-2010/(334/2010)/TE-5 Dated 13th September 2011

C (2). Allocation of Seats for admissions to the Diploma, into the Unaided Private Technical Diploma Educational Institutions.

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 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)

C(3) 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 with appropriate specialization	25%	25%

Schedule IV

**(see rule 6)
(Reservations)**

The various reservations provided for the seats excluding Minority Institutions available under Centralized Admission Process (excluding All India Seats, Supernumerary seats) under the purview of Competent Authority are detailed here.

1.1 Reservation for Socially, Educationally & Economically Backward Class Candidates:

The distribution of the seats available under Centralized Admission Process amongst the various Socially, Educationally & Economically backward class candidates from Maharashtra State are as per the details given in the table below. Following reservation shall as per the policy of the Government declared from time to time.

Sr. No	Category of reservation	% of reservation
1.	Scheduled Castes and Schedule caste converts to Buddhism (SC)	13.0
2.	Schedule Tribes (ST)	7.0
3.	De-notified Tribes (DT-A)	3.0
4.	Nomadic Tribes (NT-B)	2.5
5.	Nomadic Tribes (NT-C)	3.5
6.	Nomadic Tribes (NT-D)	2.0
7.	Other Backward Classes (OBC)	19.0
8.	Socially and Educationally Backward Classes (SEBC)	16.0
Total		66.0

Note:

1. Reservation for backward class candidates i.e. 66% as stated above shall be available for the seats (excluding All India Seats) under the purview of the Competent Authority in Government, Government Aided, and Unaided Non-Minority Institutes.
2. If other Backward Class Category seats remain vacant, such seats shall be considered for allotment to the Candidates of Special Backward Class (SBC) Category limited to the extent of 2% seats.
3. Admission of Backward Class Candidates on Reserved Seats shall be subject to verification of his/her Caste/Tribe Certificate.
4. The Backward Class Candidate who got admitted on the reserved seat in First Year or Direct Second Year shall be required to submit duly filled application to the respective Caste/Tribe Scrutiny Committee for verification of his/her Caste/Tribe Certificate within 1 months from the date of his/her admission.
5. If the Backward Class Candidate fails to submit Caste/Tribe Validity Certificate in the same academic year in which he/she was admitted, he/she shall not be eligible for admission in next academic year.

1.2 Reservations for Persons with Disability Candidates

Five percent (5%) seats under CAP of all the Institutions shall be reserved for Candidates with following nature of Disabilities. These seats shall be filled by the Competent Authority through CAP as per the policy of the Government declared from time to time.

Locomotor disability	Low-vision	Mental illness
Leprosy cured person	Deaf	Multiple sclerosis
Cerebral palsy	Hard of hearing	Parkinson's disease
Dwarfism	Speech and language disability	Hemophilia
Muscular dystrophy	Intellectual disability	Thalassemia
Acid attack victims	Specific learning disabilities	Sickle cell disease
Blindness	Autism spectrum disorder	Multiple Disabilities

Note: -

1. A single merit list of all eligible candidates shall be prepared. The allotment of seats reserved for the Candidates with Disability shall be done on the basis of an inter-se merit.
2. Candidates with Disability should note that on admission to diploma course they will not be given any exemptions or additional facility in the academic activities other than those which may be provided by the MSBTE.
3. The certificate (Pro-forma) should clearly state that the extent of disability is not less than 40% (Forty percent) and the disability is permanent in nature.

1.3 Reservations for Orphan Candidates - One percent (1%) seats of CAP Seats (excluding Minority institutions, All India Seats, if any) shall be reserved for Orphan Candidates. These seats shall be filled by the Competent Authority through CAP as per Government Resolution, Women and Child Welfare Department, No. AMJ-2011/C.R. 212 / Desk 3 dated 2nd April 2018 and the policies of the Government declared from time to time.

1.4 Reservation for sons / daughters of Defense Service Personnel - Five per cent (5%) of the seats available under Centralized admission process in each Polytechnic, subject to a maximum of five (5) seats, shall be reserved for children of active/Ex defense service personnel. These seats are within the sanctioned intake capacity for the course. These seats shall be filled by the Competent Authority through CAP as per the policies of the Government declared from time to time. This reservation is not available to the children of civilian staff who is working/ who has worked with the Indian Defense Services.

Note: -

1. These seats are within the sanctioned intake and are available as State Level seats.
2. A combined single merit list of all eligible DEF-1, DEF-2 and DEF-3 candidates shall be prepared.
 - a) Children of Ex- service personnel who are domiciled in Maharashtra State (DEF-1)
 - b) Children of Active service personnel who are domiciled in Maharashtra State (DEF-2)

c) Children of active service personnel (DEF-3)

- 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 for admission to First Year of Post SSC Diploma AND appeared and passed the HSC (Std.XII) examination of Maharashtra State Board or its equivalent examination from a school/college situated in the State of Maharashtra for admission to First Year of Post HSC Diploma.

3. Candidates claiming these seats shall produce Proforma as applicable.

1.5 Reservation for female candidates: As per the provisions in Government Resolution No. GEC-1000/ (123/2000)/ Tech. Edu.-1, dated 17th April, 2000, 30% seats shall be reserved for female candidates. There shall be no reservation for Female candidates under Defense, Persons with Disability and Orphan categories.

1.6 Reservation for EWS Candidate: As per the provisions in Government Resolution No. राआधे -4019/प्र.क्र.31/16-अ, dated 12th February, 2019, 10% seats shall be reserved for EWS candidates. These seats shall be filled by the Competent Authority through CAP as per the policies of the Government declared from time to time.

1.7 Reservation in Government Institutes with Second Shift Courses for Religious Minority Students: - (For First Year of Post SSC Diploma Courses and Direct Second Year)

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 - I). 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

Note: -

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 all General & reserved category candidates on the basis of Inter se Merit.
2. 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.

1.8 Documents required to claim reservation for Backward Class candidates and Tuition Fee Waiver Scheme is given below

Sr. No	Category	Documents required for supporting the backward class reservation claim	Authority issuing the document.
1.	S.C.	Caste Certificate stating that the caste is recognized under backward class category in Maharashtra State.	Executive Magistrate or appropriate authority in Maharashtra State
2.	S.T.	Tribe Certificate stating that the caste is recognized under backward class category in Maharashtra State.	Executive Magistrate or appropriate authority in Maharashtra State
3.	VJ/DT-NT(A)/NT(B)/NT(C)/NT(D)/OBC/SBC/SEBC	Caste/Tribe Certificate stating that the Caste/Tribe is recognized under backward class category in Maharashtra State.	Executive Magistrate or appropriate authority in Maharashtra State or appropriate authority.
		Non-creamy layer Certificate valid up to end of current financial year.	Sub Divisional Officer / Deputy Collector / Collector of the district/ Metropolitan Magistrate or appropriate authority
4	Economically Weaker Section (EWS)	Eligibility Certificate for Economically Weaker Section. The income limit of parents shall be as per the Govt. Norms declared from time to time.	Tahsildar/ Sub Divisional Officer / Deputy collector / Collector of the district/ Metropolitan Magistrate or appropriate authority.
5	Tuition Fee waiver scheme (TFWS)	Annual Income certificate of parents issued after 1 st April of current financial year. The income limit of parents shall be as per the AICTE norms declared from time to time.	Tahsildar/ Sub Divisional Officer / Deputy collector / Collector of the district/ Metropolitan Magistrate or appropriate authority.

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Annexure I

List of the Government 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

SN	Inst Code	Name of the Institute	Name of Second shift Course
1	2012	Government Polytechnic, Hingoli	Mechanical Engineering
2	2013	Government Polytechnic, Ambad	Electronics Engineering Mechanical Engineering
3	2014	Government Polytechnic, Jalna	Civil Engineering Electrical Engineering Mechanical Engineering
4	2015	Puranmal Lahoti Government Polytechnic, Latur	Civil Engineering Mechanical Engineering
5	2017	Government Polytechnic, Nanded	Civil Engineering Mechanical Engineering
6	3006	Government Institute of Printing Technology, Mumbai	Printing Technology
7	3007	Government Polytechnic, Mumbai	Computer Engineering Information Technology
8	3009	Government Polytechnic, Ratnagiri	Civil Engineering Electronics and Telecommunication Engg Mechanical Engineering
9	3011	Government Polytechnic, Thane,	Civil Engineering Mechanical Engineering
10	4009	Government Polytechnic, Bramhapuri	Civil Engineering Electronics and Communication Engineering Mechanical Engineering
11	5008	Government Polytechnic, Jalgaon	Civil Engineering Mechanical Engineering
12	6013	Government Polytechnic ,Pune	Electrical Engineering Electronics and Telecommunication Engg
13	6016	Government Polytechnic, Karad	Civil Engineering Electronics and Telecommunication Engg Mechanical Engineering
14	6017	Government Polytechnic, Solapur	Civil Engineering Mechanical Engineering

Annexure II

Documents to be uploaded online/attached along with “Application Form for Centralized Admission Process”

(A) 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)/	In addition to the documents mentioned in Sr. No. 1 above, Caste certificate Non creamy layer certificate valid up to 31 st March 2020

	NT(B)/ NT(C)/NT(D) /OBC/SBC/SEBC categories	
8.	Ex-servicemen (Def-1)/Active Defence servicemen (Def-2)	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) (Def-3)	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 of Disability in the proforma F/F1/F2/F3/F4 as applicable.
11.	Jammu & Kashmir Migrant candidates (J1/J2/J3)	In addition to the documents mentioned in Sr. No. 1 above, Certificate of posting in case of defence and 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 working 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, 1. Declaration of the Candidate for the respective Linguistic / Religious Minority Community or Leaving Certificate having information pertaining to Religion / Mother tongue. शासन

		निर्णय अल्पसंख्यांक विकास विभाग क्र. अविवि-2010/प्र. क्र. 109/10/कार्या-5, दिनांक 1.7.2013 (201307021644062414) 2. Domicile/Birth/Leaving certificate of candidate Indicating place of Birth in the State of Maharashtra.
17	TFWS Candidate	In addition to the documents mentioned in Sr. No. 1 above, Income certificate of financial year 2018-19 issued by competent authority stating that candidate's parents annual income from all sources does not exceed Rs. 8 Lakhs.
18	Economically Weaker Section (EWS) Candidate	In addition to the documents mentioned in Sr. No. 1 above, Eligibility Certificate for Economically Weaker Section सामान्य प्रशासन विभाग, शासन निर्णय क्र.राआधो 4019/प्र.क्र.31/16-अ, दि. 12/02/2019 (201902121415021407)
19	Orphan candidate	In addition to the documents mentioned in Sr. No. 1 above, Orphan Certificate

(B) 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
7	Backward class candidates belonging to VJ / DT / NT B / NT-C / NT-D / OBC/ SBC/SEBC categories.	In addition to the documents mentioned in Sr. No. 1 above, Caste certificate Non creamy layer certificate valid up to 31 st March 2020
8	Ex-servicemen (Def-1)/ Active Defence servicemen (Def-2)	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) (Def-3)	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 of Disability in the proforma F/F1/F2/F3/F4 as applicable.
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	Workers in Gulf Countries/Non Resident Indian	Equivalence certificate from MSBSHSE Proof of Person working in Gulf Countries/NRI status.

15	Minority Candidate	In addition to the documents mentioned in Sr. No. 1 above, 1. Declaration of the Candidate for the respective Linguistic / Religious Minority Community or Leaving Certificate having information pertaining to Religion / Mother tongue. शासन निर्णय अल्पसंख्यांक विकास विभाग क्र. अविवि-2010/प्र. क्र. 109/10/कार्या-5, दिनांक 1.7.2013 (201307021644062414) 2. Domicile/Birth/Leaving certificate of candidate Indicating place of Birth in the State of Maharashtra.
16	TFWS Candidate	In addition to the documents mentioned in Sr. No. 1 above, Income certificate of financial year 2018-19 issued by competent authority stating that candidate's parents annual income from all sources does not exceed Rs. 8 Lakhs.
17	Economically Weaker Section (EWS) Candidate	In addition to the documents mentioned in Sr. No. 1 above, Eligibility Certificate for Economically Weaker Section सामान्य प्रशासन विभाग, शासन निर्णय क्र.राआधो 4019/प्र.क्र.31/16-अ, दि . 12/02/2019 (201902121415021407)
18	Orphan candidate	In addition to the documents mentioned in Sr. No. 1 above, Orphan Certificate

(C) 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	In addition to the documents mentioned in Sr. No. 1 above, Caste certificate

	belonging to SC / ST categories.	
6	Backward class candidates belonging to VJ / DT / NT B / NT-C / NT-D/OBC/ SBC/SEBC categories.	In addition to the documents mentioned in Sr. No. 1 above, Caste certificate Non creamy layer certificate valid up to 31 st March 2020
7	Minority Candidate	In addition to the documents mentioned in Sr. No. 1 above, 1. Declaration of the Candidate for the respective Linguistic / Religious Minority Community or Leaving Certificate having information pertaining to Religion / Mother tongue. शासन निर्णय अल्पसंख्यांक विकास विभाग क्र. अविवि-2010/प्र. क्र. 109/10/कार्या-5, दिनांक 1.7.2013 (201307021644062414) 2. Domicile/Birth/Leaving certificate of candidate Indicating place of Birth in the State of Maharashtra.
8	Economically Weaker Section (EWS) Candidate	In addition to the documents mentioned in Sr. No. 1 above, Eligibility Certificate for Economically Weaker Section सामान्य प्रशासन विभाग, शासन निर्णय क्र.राआधो 4019/प्र.क्र.31/16-अ, दि . 12/02/2019 (201902121415021407)
9	Orphan candidate	In addition to the documents mentioned in Sr. No. 1 above, Orphan Certificate

Note:

(a) * In lieu of the “Certificate of Indian Nationality” Following documents will also be applicable

- (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.

(b) ** 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.

(c) 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 CAP any purpose whatsoever, much less for the purpose of admission.

Annexure III

The Group and Subgroup of qualifying group and corresponding diploma courses for admission to Direct Second year of Post SSC Diploma

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)	<ol style="list-style-type: none"> 1. Civil Engg. Group 2. Mechanical Engg. Group 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. Medical Laboratory Technology Group 11. Food Technology 12. Mining Engineering Group 13. 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	<ol style="list-style-type: none"> 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) 	<ol style="list-style-type: none"> 1. Civil Engg. Group 2. Mechanical Engg. Group 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. Sugar Manufacturing (Only for courses A-1, A-2, C-3)
2	<ol style="list-style-type: none"> 1. General Civil Engg. (A-4) 	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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. Stream Turbine Cum Auxiliary Plant operator 11. Mechanic (Dairy Maint.) 12. Mat. Handling Equip. 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. 	<ol style="list-style-type: none"> 1. Mechanical Engineering 2. Production Engineering / Technology 3. Automobile Engineering 4. Sugar Manufacturing (for courses 1 to 10 & 13 to 16, 20, 28, 29)
2	<ol style="list-style-type: none"> 1. D'man Civil 2. Surveyor 3. Pipe Fitter 	<ol style="list-style-type: none"> 1. Civil Engineering 2. Civil & Rural Engineering 3. Construction Technology

3	<ol style="list-style-type: none"> 1. Electrician 2. Auto Electrician 3. Electrician Air Craft 4. Cable Jointer 5. Electrician (Mines) 6. Armature Winder 7. Electrician (Steel Plant) 8. Power Electrician 	<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. Pipe Fitter 	<ol style="list-style-type: none"> 1. Chemical Technology 2. Chemical Engineering 3. Sugar Manufacturing (for course no. 1 to 3 & 5, 6)
5	<ol style="list-style-type: none"> 1. Plastic Processing Operator 2. Fibre Reinforced Plastic Processor 3. Tool & Die Maker (M&D) 	<ol style="list-style-type: none"> 1. Plastic Engineering
6	<ol style="list-style-type: none"> 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 4. Information Communication Technology System Maintenance 	<ol style="list-style-type: none"> 1. Computer Engineering 2. Computer Technology 3. Information Technology 4. Computer Science and Engineering
7	<ol style="list-style-type: none"> 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) 7. Mechanic cum Operator Electronics Communication System 8. Mechanic Communication Equipment Maintenance 9. Mechanic Radio & TV 10. Mechanic Industrial Electronics 11. Mechanic Consumer Electronics 12. Mechanic Medical Electronics 13. Mechanic Mechatronics 	<ol style="list-style-type: none"> 1. Electronic 2. Electronic and Telecommunication Engg. 3. Electronic Engineering 4. Industrial Electronics 5. Electronics & Communication Engineering 6. Digital Electronics 7. Instrumentation 8. Instrumentation & Control 9. Medical Electronics
8	<ol style="list-style-type: none"> 1. Litho Offset Machine Minder 	<ol style="list-style-type: none"> 1. Printing Technology

D	Eligibility :- S. S. C. Pass with Maths, Science & English + 2 Years Duration I.T.I. Trade Craftsman Training Scheme (C.T.S.) Course (I.T.I.)	
Sr. No	Title of Craftsman Training Scheme (C.T.S.) Course	Eligible for Admission to Diploma Programme (Regular/Part Time)
1	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	1. Mechanical Engineering 2. Production Engineering Technology 3. Automobile Engineering 4. Sugar Manufacturing (for course no. 1 to 10)
2	1. D'man Civil 2. Surveyor 3. Architectural D'man (SCVT) 4. Civil Engg. Assistant	1. Civil Engineering 2. Civil & Rural Engineering 3. Construction Technology 4. Architectural Assistantship (for course no. 3)
3	1. Electrician 2. Lift Mechanic 3. Electroplater 4. Electrician Power Distribution	1. Electrical Engineering 2. Electrical Power Systems 3. Electrical and Electronics (Power Systems) 4. Sugar Manufacturing (for course no. 1)
4	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)	1. Chemical Technology 2. Chemical Engineering 3. Sugar Manufacturing (for course no. 1 to 3 & 5)
5	1. Tool & Die Maker (M&D)/(SCVT) 2. Plastic Mould Maker (SCVT) 3. Rubber Technician (SCVT)	1. Plastic Engineering
6	1. Mech. Computer Hardware 2. Info. Tech. & Electronics System Maintenance 3. Information & Communication Technology System maintenance 4. Information Technology	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. Information & Communication Technology System Maintenance 7. Mechanic Industrial Electronics 8. Instrument Mechanic 9. Instrument Mechanic (Chemical Plant) 10. Technician Medical Electronics 11. Technician Mechatronics 12. Technician Power Electronics System 	<ol style="list-style-type: none"> 1. Electronic 2. Electronic and Telecommunication Engg. 3. Electronic Engineering 4. Industrial Electronics 5. Electronics & Communication Engineering 6. Digital Electronics 7. Instrumentation 8. Instrumentation & Control
8	<ol style="list-style-type: none"> 1. Mechanical & Medical Electronics 2. Technician Medical Electronics 3. Biomedical Instrumentation Radiology & Imaging 4. Installation Maintenance & Service of Medical Equipments 5. Repair & Maintenance of Biomedical Equipments 	<ol style="list-style-type: none"> 1. Medical Electronics
9	<ol style="list-style-type: none"> 1. Mechanical & Medical Electronics 	<ol style="list-style-type: none"> 1. Medical Electronics
E	<p>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)</p>	
Sr. No.	Title of C.O.E. Course/ Basic Sector (Duration 1 Year)	Eligible for Admission to Diploma Programme (Regular/Part Time)
1	<ol style="list-style-type: none"> 1. Plastic Processing 2. Chemical 	<ol style="list-style-type: none"> 1. Plastic Engineering 2. Chemical Engineering 3. Chemical Technology 4. Sugar Manufacturing (for course no. 2)
2	<ol style="list-style-type: none"> 1. Information Technology 2. Electronics 	<ol style="list-style-type: none"> 1. Computer Engineering 2. Computer Technology 3. Information Technology 4. Computer Science & Engineering
3	<ol style="list-style-type: none"> 1. Construction & Wood Working 	<ol style="list-style-type: none"> 1. Civil Engineering 2. Civil & Rural Engineering 3. Construction Technology

4	<ol style="list-style-type: none"> 1. Fabrication (F & W) 2. Production & Manufacturing 3. Automobile 4. Refrigeration & Air Conditioning 5. Chemical 6. Plastic Processing 7. Industrial Automation 	<ol style="list-style-type: none"> 1. Mechanical Engineering 2. Production Technology/ Engineering 3. Automobile Engineering 4. Sugar Manufacturing (for course no. 1, 2, 4, 5 & 7)
5	<ol style="list-style-type: none"> 1. Electronics 2. Electrical 3. Information Technology 4. Industrial Automation 	<ol style="list-style-type: none"> 1. Electronics & Tele Comm. Engineering 2. Electronics Engineering 3. Electronics 4. Industrial Electronics 5. Electronics & Comm. Engineering 6. Digital Electronics 7. Medical Electronics 8. Instrumentation 9. Instrumentation & Control
6	<ol style="list-style-type: none"> 1. Electrical 2. Industrial Automation 3. Electronics 	<ol style="list-style-type: none"> 1. Electrical Engineering 2. Electrical Power System 3. Electrical & Electronics (Power System) 4. Sugar Manufacturing (for course no. 1 & 2)
7	<ol style="list-style-type: none"> 1. Apparel 	<ol style="list-style-type: none"> 1. Fashion & Clothing Technology 2. Dress Designing & Manufacturing 3. Garment Technology
8	<ol style="list-style-type: none"> 1. Textile Processing and Technology 	<ol style="list-style-type: none"> 1. Textile Technology 2. Textile Manufacturing
F	Eligibility:- XII Vocational Courses (MCVC)	
	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	<ol style="list-style-type: none"> 1. Mechanical Technology (K4/K5/K6) or (IA/IB/IC) 2. Auto Engineering Technician (K1/K2/K3) OR Automobile Technology (GA/GB/GC) 	<ol style="list-style-type: none"> 1. Mechanical Engineering 2. Production Engineering / Technology 3. Automobile Engineering 4. Sugar Manufacturing
2	Building Maintenance (J7/J8/J9) OR Construction Technology (HA/HB/HC)	<ol style="list-style-type: none"> 1. Civil Engineering 2. Civil & Rural Engineering 3. Construction Technology 4. Architecture Assistantship

3	<ol style="list-style-type: none"> 1. Electrical Technology <ol style="list-style-type: none"> i) RMEDA (J4/J5/J6) ii) RMREM (T1/T2/T3) 2. OR Electrical Technology (FA/FB/FC) 	<ol style="list-style-type: none"> 1. Electrical Engineering 2. Electrical Power Systems 3. Electrical & Electronics Power System 4. Sugar Manufacturing
4	<p>Computer Techniques (X1/X2/X3) OR Computer Technology (JA/JB/JC)</p>	<ol style="list-style-type: none"> 1. Computer Engineering 2. Computer Technology 3. Information Technology 4. Computer Science & Engineering
5	<p>Electronics Technology (J1/J2/J3) OR Electronics Technology (EA/EB/EC)</p>	<ol style="list-style-type: none"> 1. Electronic, 2. Electronic and Telecommunication Engg., 3. Electronic Engineering 4. Industrial Electronics 5. Electronics & Communication Engineering 6. Digital Electronics 7. Instrumentation, 8. Instrumentation & Control, 9. Medical Electronics
6	<p>Medical Laboratory Technician (P1/P2/P3) OR Medical Laboratory Technician (OA/OB/OC)</p>	<p>Medical Lab Technology</p>

G	Eligibility: - 2 Years Duration courses of Maharashtra State Board of Vocational Education.	
Sr. No	Title of Course (Certificate Course In)	Eligible for Admission to Diploma Programme (Regular/Part Time)
1	<ol style="list-style-type: none"> 1. Computer CNC Programmer 2. Computer Aided Design (CAD) 3. Computer CAD Technique 4. Draftsman Mechanical 5. Pump Operator cum Mechanic 6. General Fitter cum Mechanic 7. Structural Fabricator and Repair Technology 8. Production Quality Control 9. Hydraulics and Pneumatics 10. Machinist 11. Machinist (Grinder) 12. Advance Machine Tool Operator 13. Industrial Automation 14. CNC Programming and Machining 15. Turner 16. Tool and Die Making 17. CNC Turning 18. Engineering Metrology 19. CAD CAM 20. General Welding 21. Welding Technology 22. Welding Fabrication and Automation 23. Weld Testing and Quality Management 24. Basic Refrigeration and Air Conditioning 25. Industrial Refrigeration and Air Conditioning 26. Furniture making and Designing 27. Air Conditioning and Refrigeration Technician 28. Mechanical Engineering 29. Mechanical Technician 30. Welding Technic 31. Structure Fabrication 32. Electroplating 33. Industrial Technology 34. Material Testing and Heat Treatment 35. Boiler Attendant 36. Furniture Making 	<ol style="list-style-type: none"> 1. Mechanical Engineering 2. Production Engineering /Technology

<p>2</p>	<ol style="list-style-type: none"> 1. Architect Draftsman 2. Draftsman Civil 3. Interior Decoration and Designing 4. Construction Surveying 5. Building Construction Supervisor 6. Building Maintenance 7. Building construction Technology 8. Building Construction Management 9. Building Construction and Plumbing 10. Architectural Graphic Designer 11. Interior CAD Operator 12. Water Supply and Sanitary Engineering 13. Building Services and Maintenance 14. Landscape Architecture 15. Exterior and Interior Design 16. Draftsman Architecture 	<ol style="list-style-type: none"> 1. Civil Engineering 2. Civil & Rural Engineering 3. Construction Technology 4. Architectural Assistantship.(for course no. 1, 3 & 16)
<p>3</p>	<ol style="list-style-type: none"> 1. Electrical Wiring Estimation and Costing 2. Repairs and Rewinding of Electrical Domestic Appliances 3. Repairs and Rewinding of Electric Motor 4. Lineman 5. Electrical Engineering 6. High Voltage Engineering 7. Illumination Engineering 	<ol style="list-style-type: none"> 1. Electrical Engineering 2. Electrical Power Systems 3. Electrical and Electronics (Power Systems)
<p>4</p>	<ol style="list-style-type: none"> 1. Computer Science 2. Computer Software Technology 3. Computer Software Design 4. Computer Programming 5. Computer Web Technology 6. Computer Application 7. Computer Operator 8. Computer Information Technology 9. Computer CNC Programmer 10. Computer Software Consultant 11. Computer Java Programmer 12. Computer System Analyst 13. Computer Operating System Analyst 14. Computer Assembling and Design 15. Computer Network 16. Computer Network Administrator 17. Computer Graphics 	<ol style="list-style-type: none"> 1. Computer Engineering 2. Computer Technology 3. Information Technology 4. Computer Science & Engineering

	<ul style="list-style-type: none"> 18. Computer Animation 19. Computer Aided Design (CAD) 20. Auto CAD Technic 21. DTP Technic 22. Graphic Design Technician 	
5	<ul style="list-style-type: none"> 1. Radio and Audio System 2. T.V. and Video System 3. Consumer Electronics 4. Industrial Electronics 5. Electronics Instruments and Measurement 6. Microprocessor and Microcontroller 7. PLC and Its Application 8. Process Control and Process Instrumentation 9. Radar and Satellites Communication 10. Automobile Electronics 11. Digital and Data Communication 12. Trouble Shooting of Electronics Equipment 13. Mechanic Mechatronics 14. Mechanic Computer Hardware 15. Biomedical Instrumentation Radiology and Imaging 16. Installation, Maintenance and Servicing of Medical Equipment 17. Repair Maintenance of Biomedical Equipment 18. Computer Assembling & Design 	<ul style="list-style-type: none"> 1. Electronic 2. Electronic and Telecommunication Engg. 3. Electronic Engineering 4. Industrial Electronics 5. Electronics & Communication Engineering 6. Digital Electronics 7. Instrumentation & Control 8. Instrumentation
6	<ul style="list-style-type: none"> 1. Offset Printing Technician 2. Computerized Printing Technology 	<ul style="list-style-type: none"> 1. Printing Technology

Note for all group- The institute admitting students to direct second year will have to make arrangement for bridge courses and student have to complete bridge courses to equip themselves with prerequisites for the core Technology and Advance Technology courses of higher semesters

Annexure IV

The List of unique courses for which the admission for First Year of Post SSC Diploma shall be carried out as per State Level Merit in the CAP.

SN	Course Name
1.	Leather Technology
2.	Apparel Manufacturing and Design
3.	Jewellery Design & Manufacturing
4.	Leather Goods and Footwear Technology
5.	Garment Technology
6.	Textile Technology
7.	Ophthalmic Technology
8.	Sugar Manufacturing
9.	Fashion and Clothing Technology
10.	Knitting Technology
11.	Plastic Technology
12.	Man Made Textile Chemistry
13.	Fabrication Technology and Erection Engineering
14.	Man Made Textile Technology
15.	Textile Applied Chemistry
16.	Petro Chemical Engineering
17.	Packaging Technology
18.	Plastic and Polymer Engineering
19.	Plastic Engineering
20.	Food Technology
21.	Mining and Mine Surveying
22.	Metallurgy Engineering
23.	Travel and Tourism
24.	Textile Manufactures
25.	Printing Technology
26.	Medical Electronics
27.	Dress Designing and Garment Manufacturing
28.	Analytical Chemistry
29.	Medical Laboratory Technology
30.	Mining Engineering

Note: List of the unique courses may change, for updated information candidate shall refer the seat distribution for the same.

Annexure V

Scholarship Scheme Under Technical Education Department:

(A) Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Yojna

Overview: The objective of the Scheme is to provide financial assistance to the Economic Backward Class who are admitted to Diploma / Degree / Postgraduate Professional courses through Centralized Admission Process (CAP)

Benefits: 50 % of Tuition Fees and 50 % of Exam Fee.

Eligibility Criteria: (As per the GR Dated 07th Oct 2017, 01st March 2018, 31st March 2018)

- (a) Applicant should have Nationality of India.
- (b) Candidate should be Domicile of Maharashtra State.
- (c) Applicant should be “Bonafide Student of Institute” and admitted for Professional and Technical course (Diploma / Graduation / Post Graduation Degree) as mentioned in GR
- (d) Deemed University and Private university is not applicable
- (e) Candidate should be admitted through Centralized Admission Process (CAP).
- (f) Applicant should not avail any other scholarship/stipend.
- (g) For current Academic Year, Only 2 child from family are allowed for benefit of scheme.
- (h) The Total Annual Income of Family / Guardian should not be more than 8 Lakhs.
- (i) Minimum 50 % attendance in previous semester (Exception for fresh admitted in College).
- (j) During course duration, candidate should not have a gap of 2 or more than 2 years.

Documents Required

- (a) Mark sheet of 10th (S.S.C) & Onwards.
- (b) Domicile Certificate of Maharashtra State.
- (c) Family Annual Income certificate
- (d) Undertaking “In current year, not more than 2 beneficiaries from family”.
- (e) CAP Related document.
- (f) Proof of Biometric attendance (Interface UIDAI).

(B) Dr. Panjabrao Deshmukh Vasatigruh Nirvah Bhatta Yojna

Overview: This is a plan for students of government, government funded and non-affiliated colleges / polytechnics entering the vocational courses set by the government, whose students are certified by the competent authority, as a marginal farmers or whose parents are registered laborers

Benefits:

- (a) For child of Registered Labor / Alpbahudharak (Marginal Land Holder).
- For institute in MMRDA / PMRDA / Aurangabad City / Nagpur City- Rs.30,000/- for 10 months.
 - For institute in other area Rs.20,000/- for 10 months.
- (b) For Annual Family income up to 8 Lakhs.
- For institute in MMRDA / PMRDA/ Aurangabad City / Nagpur City- Rs.10,000/- for 10 months.
 - For Institute in other area Rs.8,000/- for 10 months.

Eligibility Criteria: (As per the GR Dated 07th Oct 2017, 22nd Feb 2018 , 01st March 2018, 18th June 2018)

- (a) Applicant should have Nationality of India.
- (b) Candidate should be Domicile of Maharashtra State.
- (c) Applicant should be "Bonafide Student of Institute" and admitted for Professional and Technical course (Diploma / Graduation / Post Graduation Degree) as mentioned in GR
- (d) Deemed University and Private university is not applicable
- (e) Candidate should be admitted through Centralized Admission Process (CAP).
- (f) Applicant should not avail any other scholarship/stipend.
- (g) For current Academic Year, Only 2 child from family are allowed for benefit of scheme.
- (h) The Total Annual Income of Family / Guardian should not be more than 8 Lakhs.
- (i) Minimum 50 % attendance in previous semester (Exception for fresh admitted in College).
- (j) During course duration, candidate should not have a gap of 2 or more than 2 years.

Documents Required

- (a) Mark sheet of 10th (S.S.C) & Onwards.
- (b) Domicile Certificate of Maharashtra State.

- (c) Register Labor Certificate / Alfabudharak (Marginal Land Holder) Certificate (In case of not a child of Alfabudharak or Registered Labour then family Annual Income Certificate).
- (d) Undertaking “In current year, not more than 2 beneficiary from family”.
- (e) CAP Related document.
- (f) Hosteller documents (In case of private hostel or Paying Guest, Agreement with owner will be required).

Note:

- (i) Candidate shall refer the user manual available on MAHADBT portal of Government of Maharashtra website <https://mahadbtmahait.gov.in> Candidate shall follow the instructions and fill online application form before the last date of filling of application form.
- (ii) The information given above is for information only for latest details regarding eligibility criteria, Documents required etc. of Scholarship Scheme under Higher and Technical Education Department are available on website. Candidate shall refer website.
- (iii) The scholarship amount will be disburse to the candidate’s AADHAAR linked bank account. For this purpose, candidate shall link their AADHAAR with their bank account.

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 Organization / 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/ Pharmacy/HMCT for the academic year 2019-20.

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 Organization/ Establishment/ Department)

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

Shri / Smt. is transferred to/from In/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/ Pharmacy/HMCT for the academic year 2019-20.

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 Organization/ Establishment/ Department)

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

I have retired on and settled intaluka.....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 /Pharmacy/HMCT for the academic year 2019-20.

(Signature)

Place :

Date :

Name:

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/ Pharmacy/HMCT for the academic year 2019-20.

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 defense 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 /Pharmacy/HMCT for the academic year 2019-20.

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

Note: 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 defense 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 at in 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 /Pharmacy/HMCT for the academic year 2019-20.

Outward No. & Date:
Place:

(Signature)
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.

Pro forma – F
(For Persons with Disability Candidates)

Name and address of the Institute / Hospital:

Certificate No:

Date:

DISABILITY CERTIFICATE

This is to Certify that Shri/Smt/Ku.....
Son/daughter/wife of Shri.....
Age Sex Identification mark(s).....

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

1. 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.

Reassessment of this case of not recommended/is recommended after a period ofyears..... Months*.

3. Percentage of disability in his/her case ispercent.

4. Shri./Smt/Ku..... 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/Chairperson Medical
Board

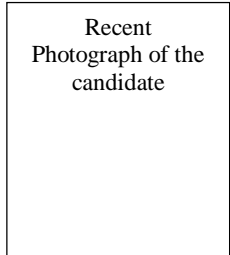
*Strike out which is not applicable

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

Pro forma – F1
To be issued on the Letter Head of the concerned office
(For Persons with Disability Candidates)
For 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.
5. This certificate is issued for the purpose of his/her admission to Diploma course in Engineering/Technology for the year 20..../....

Recommendations:

(Name and Signature
of Issuing Authority)

Outward No.& Date:

Seal of the Office

Pro forma – F2

To be issued on the **Letter Head** of the concerned office
(For Persons with Disability Candidates)

CERTIFICATE OF DISABILITY

Certificate No..... Dated.....

Name of the Designated Disability Center
.....

Recent Passport
Size Photograph
of the candidate
duly attested by
the issuing
Authority

This is to Certify that Mr./Mrs/Ms.....
aged years Son/Daughter of Mr.....
R/o.....

..... ,
has the following Disability (Name of the Specified Disability).....
and has Permanent Physical Impairment (PPI) with the Disability Range (in percentage) of
.....(in words) (in Figures).

Please tick on the “Specified Disability”

(Assessment may be done on the basis of Gazzete of India, Extraordinary, Part II, Section 3
Sub-section (ii), Ministry of Social Justice and Empowerment)

S/No	Disability Type	Type of Disability	Specified Disability
1	Physical Disability	A. Locomotor Disability B. Visual Impairment C. Hearing Impairment D. Speech & Language Disability	a. Leprosy cured person b. Cerebral palsy c. Dwarfism d. Muscular dystrophy e. Acid attack victims f. Others such as amputation, Poliomyelitics a. Blindness b. Low vision a. Deaf b. Hard of hearing a. Organic/ Neurological causes
2	Intellectual disability		a. Specific learning disabilities (Perceptual Disabilities, Dyslexia, Dyscalculia, Dyspraxia & Developmental Aphasia b. Autism spectrum disorder
3	Mental Behaviour		a. Mental illness
4	Disability caused due to	a. Chronic Neurological Conditions b. Blood Disorders	i. Multiple sclerosis ii. Parkinsonism i. Haemophilia ii. Thalassemia iii. Sickle cell disease

5	Multiple Disabilities including Deaf Blindness		More than one of the above specified disabilities
---	--	--	---

Conclusion: He/She is Eligibile/Not Eligibile for admission in Engineering/Pharmacy/HMCT Courses subject to his being otherwise medically fit.

Sign and Name
(Concerned Specialist)

Sign and Name
(Concerned Specialist)

Sign and Name
(Concerned Specialist)

Pro forma – F3

To be issued on the Letter Head of the concerned office

(For Persons with Disability Candidates)

(In cases of amputation or complete permanent paralysis of limbs or Dwarfism and in case of blindness)

(Name and Address of the Medical Authority issuing the Certificate)

Certificate No.

Date:

Recent Passport Size
Attested Photograph
(Showing Face Only)
of the person with
disability.

This is to certify that I have carefully examined Shri/Smt./Kum. /.....
..... Son/wife/Daughter of Shri.....
..... Date of Birth (dd/mm/yyyy)..... Age
Years, male/female..... Registration No. permanent resident of
House No..... Ward/ Village/ Street Post Office.....
District..... State....., whose photograph is affixed above,
and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is

1. he/ she has % (in figure) percent (in words) permanent locomotor disability/ dwarfism/ blindness in relation to his/her.....(part of body) as per guidelines (..... number and date of issue of the guidelines to be specified).
2. The applicant has submitted the following document as proof of residence

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued

Pro forma – F4

*To be issued on the Letter Head of the concerned office
(For Persons with Disability Candidates)*

(In cases of multiple disabilities)

(Name and Address of the Medical Authority issuing the Certificate)

Certificate No.

Date:

Recent Passport Size
Attested Photograph
(Showing Face Only)
of the person with
disability.

This is to certify that we have carefully examined Shri/Smt./Kum.
..... Son/wife/Daughter of Shri.....
..... Date of Birth (dd/mm/yyyy)..... Age
Years, male/female..... Registration No. permanent resident of
House No..... Ward/ Village/ Street Post Office.....
District..... State....., whose photograph is affixed above,
and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical
impairment/disability has been evaluated as per guidelines (.....number and date
of issue of the guidelines to be specified) for the disabilities ticked below, and is shown
against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			

19.	Haemophilia			
20.	Thalassaemia			
21.	Sickle Cell disease			

(B) the diagnosis in his/her case is

1. In the light of the above, his/ her over all permanent physical impairment as per guidelines (..... number and date of issue of the guidelines to be specified), is as follows:

In figures : Percent

In words :Percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary, or

(ii) is recommended/after years months, and therefore this certificate shall be valid till/...../.....

(dd) (mm) (yyyy)

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued
--

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 /Pharmacy/ HMCT for
the academic year 2019-20.

Outward No. & Date :

District Collector/ Deputy Commissioner/
District Magistrate/Additional District Magistrate/
Taluka Executive Magistrate

Place :

Seal

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 /Pharmacy/HMCT for the academic year
2019-20.

Outward No. & Date:

Place:

Head Master /Principal
School/ College

Seal of the School / College

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 Defense / 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/ Pharmacy/HMCT for the academic year 2019-20.

Outward No. & Date:
Place :

Head of the Office

Seal of the Office

Proforma – K

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

(For Jammu / Kashmir Migrant Candidates 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/ Pharmacy/HMCT for the academic year 2019-20.

Outward No. & Date:
Place:

Name & Signature of Head of the Office
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 past years.

This certificate is issued for the purpose of his / her admission to First /Direct Second Year of Diploma course in Engineering and Technology / Pharmacy/ HMCT for the academic year 2019-20.

Outward No. & Date :
Place :

Name & Signature of District Collector

Seal of the Office

Pro forma - 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 / Pharmacy/ HMCT for the academic year 2019-20.

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

as my mother tongue is not mentioned in my leaving/Transfer certificate for deciding my
candidature under linguistic minority status. I under take that my mother tongue is
.....

I undertake to submit the relevant document supporting my claim for belonging to minority
community as per Government Resolution minority department No. अविदि-2010/प्र. क्र.
109/10/कार्या-5, दिनांक 1.7.2013 at the time of admission to the admitted institute.

Date :.....

Signature of Candidate:

Place:.....

Name of Candidate:

(*strike out whichever is not applicable)

Minority Institute and Candidate Belonging to the Religious/ Linguistic Minority Category		
Sr.No	Minority Institute Status	Minority Candidates Who can apply for Minority Quota
1	Linguistic Minority - Gujarathi	Linguistic Minority - Gujarathi
		Linguistic Minority - Gujarathi(Jain)
		Linguistic Minority - Gujarathi(Kutchhi)
2	Linguistic Minority - Gujarathi(Jain)	Linguistic Minority - Gujarathi
		Linguistic Minority - Gujarathi(Jain)
3	Linguistic Minority - Gujarathi(Kutchhi)	Linguistic Minority - Gujarathi(Kutchhi)
4	Linguistic Minority - Hindi	Linguistic Minority - Hindi
		Linguistic Minority - Hindi(Bhojpuri)
5	Linguistic Minority - Kannada	Linguistic Minority - Kannada
6	Linguistic Minority - Malyalam	Linguistic Minority - Malyalam
7	Linguistic Minority - Punjabi	Linguistic Minority - Punjabi
8	Linguistic Minority - Sindhi	Linguistic Minority - Sindhi
9	Linguistic Minority - Tamil	Linguistic Minority - Tamil
10	Religious Minority - Buddhist	Religious Minority - Buddhist
11	Religious Minority - Christian	Religious Minority - Christian
		Religious Minority - Christian (Roman Catholics)
12	Religious Minority - Jain	Religious Minority - Jain

13	Religious Minority - Muslim	Religious Minority - Muslim
14	Religious Minority - Roman Catholics	Religious Minority - Christian (Roman Catholics)
15	Religious Minority - Sikh	Religious Minority - Sikh
16	Religious Minority (Jain) & Linguistic Minority(Gujarathi)	Linguistic Minority - Gujarathi
		Linguistic Minority - Gujarathi(Jain)
		Linguistic Minority - Gujarathi(Kutchchi)
		Religious Minority - Jain
17	Religious Minority - Parsi	Religious Minority - Parsi
18	Religious Minority Muslim & Linguistic Minority Urdu	Linguistic Minority – Urdu
		Religious Minority - Muslim
19	Religious Minority - Zoroastrian	Religious Minority – Zoroastrian
20	Linguistic Minority - Gujar	Linguistic Minority – Gujar
21	Religious Minority – Parsi / Gujarathi	Religious Minority – Parsi
		Linguistic Minority - Gujarathi
		Linguistic Minority - Gujarathi(Jain)
		Linguistic Minority - Gujarathi(Kutchchi)

Pro forma-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 ATK) 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 ATK) 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 incourse are excluding 10% additional seats for direct second year admission.

Seal of institute

Principal

APPLICATION FORMAT FOR ADMISSION BY TRANSFER

1. Name of the Student (In Full) :
2. Address for Correspondence with :
Pin Code and Telephone Number
3. Institute and Semester where :
Currently Studying
4. Details of the Result of Last Exams

Branch	Year/ Semester	Year of Passing	Summer/ Winter	Full pass /pass with one ATKKT	Percentage
1	2	3	4	5	6

5. Institute where admission by transfer is sought:
6. Branch & Year /Semester in which admission: Branch.....
Year/Semester..... is sought.
7. Reason for asking the transfer of Institutes and Change 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 – U

(For candidate claiming seats reserved for Orphan Candidates)

महिला व बाल विकास विभाग, शासन निर्णय क्र. संकीर्ण -2013/ प्र.क्र. 109/ का-3, दिनांक 6 जून, 2016 आणि
महिला व बाल विकास विभाग, शासन निर्णय शुध्दीपत्रक क्र.संकीर्ण -2013/प्र.क्र.109 /का-3, 09 मे, 2018

अनाथ प्रमाणपत्र

संकेतांक क्रमांक

नवीन फोटो

नाव :

प्रमाणित : जिल्हा महिला व बाल विकास

अधिकार्यामार्फत

**बाल न्याय (मुलांची काळजी व संरक्षण) अधिनियम, 2000 या अंतर्गत बाल कल्याणाच्या संस्थेत दाखल
असलेल्या प्रवेशितांसाठी ती "अनाथ" असल्याबाबतचा दाखला**

प्रमाणित करण्यात येते की, प्रवेशित नामे..... वय वर्षेअंदाजित
जन्मदिनांक हा दिनांक पासून संस्था, मु. पो. ता.
जिल्हाया शासनमान्य स्वयंसेवी / शासकीय बालगृहात त्या संस्थेतील प्रवेशित रजिस्टरमधील
नोंदणी क्रमांक..... नुसार दाखल झालेला मुलगा / मुलगी अनाथ आहे.
संस्थेत दाखल होण्याची पार्श्वभूमी :- (वर्णन द्यावे)

सदर अनाथ मुलास / मुलीस शासकीय / निमशासकीय / खाजगी शिक्षण / प्रशिक्षण संस्था, महाविद्यालय, औद्योगिक
प्रशिक्षण संस्था (ITI) कार्यालय इ. यामध्ये प्राधान्याने प्रवेश देण्यात यावे. तसेच सदर मुलास / मुलीस शासकीय /
निमशासकीय / खाजगी कंपनी / व्यवसाय / कार्यालय या ठिकाणी नोकरीसाठी प्राधान्य द्यावे.

(1) त्याच्या आई वडिलांचा ठाव ठिकाणा सर्व मागांचा अवलंब करूनही अद्याप लागलेला नाही. किंवा लागण्याची
शक्यता नाही. संबंधित प्रवेशित हा अनाथ असल्याचे प्रमाणित करित आहे. तसेच त्याच्या जातीची माहिती नाही,
असेही प्रमाणित करण्यात येत आहे.

(2) त्याच्या (नांव व पत्ता)या
नातेवाईकाचा शोध लागलेला असून, त्याचे प्रवेशिताशी नाते असे आहे. नातेवाईकाशी
जातअसल्याने, प्रवेशितांची जात असल्याचे प्रमाणित करण्यात
येत आहे. तसेच संबंधित प्रवेशित हा अनाथ (आई वडील नसलेला) असल्याचे प्रमाणित करण्यात येत आहे.

(क्र. (1) व (2) पैकी जे लागू नसेल ते खोडण्यात यावे.)

त्याचे भविष्य उज्ज्वल व्हावे, ही शुभेच्छा.

(गोल शिक्का)

स्वाक्षरी /-

विभागीय उपायुक्त, महिला व बाल विकास (संबंधित विभाग)

Pro forma – V

(For candidate claiming seats reserved for Economically Weaker Section Candidates)

सामान्य प्रशासन विभाग, शासन निर्णय क्र.राआधो 4019/प्र.क्र.31/16-अ, दि. 12/02/2019 सोबतचे सहपत्र

परिशिष्ट - अ

महाराष्ट्र शासन

आर्थिकदृष्ट्या दुर्बल घटकाच्या पात्रतेसाठी प्रमाणपत्र

प्रमाणपत्र क्र.

फोटो

(सामान्य प्रशासन विभाग, शासन निर्णय क्र. राआधो 4019/प्र.क्र.31/16 अ, दिनांक 12 फेब्रुवारी, 2019 अन्वये
आर्थिकदृष्ट्या दुर्बलघटकासाठी विहित केलेल्या 10% आरक्षणाचा लाभ घेण्यासाठी)

प्रमाणित करण्यात येते की, श्री/श्रीमती/कुमारी ----- श्री/श्रीमती-----
----- यांचा/यांची मुलगा/मुलगी गाव/शहर -----तालुका -----जिल्हा/विभाग -----
महाराष्ट्राचे रहिवासी आहेत. तो/ती ----- जातीचे असून जात /पोटजात/ वर्ग चे असून त्याचा समावेश महाराष्ट्र
राज्य लोकसेवा अनुसूचित जाती, अनुसूचित जमाती, निरधीसूचित जमाती (वि.जा.), भटक्या जमाती (भ.ज.), विशेष
मागास प्रवर्ग (वि.मा.प्र) आणि इतर मागास प्रवर्ग (इ.मा.व) यांच्या साठी आरक्षण अधिनियम-2001 (सन 2004 चा
महाराष्ट्र अधिनियम8) आणि महाराष्ट्र राज्य सामाजिक आणि शैक्षणिक मागास (एसईबीसी) वर्गाकरिता (राज्यातील
शैक्षणिक संस्थांमधील जागांच्या प्रवेशाचे आणि राज्याच्या नियंत्रणाखालील लोकसेवांमधील नियुक्त्यांचे किंवा पदांचे)
आरक्षण अधिनियम,2018 (सन 2018 चा महाराष्ट्र अधिनियम क्रमांक 62) मध्ये नमूद केलेल्या प्रवर्गांतर्गत होत नाही.

महाराष्ट्र शासन, सामान्य प्रशासन विभागाचा शासन निर्णय क्र. राआधो 4019/प्र.क्र.31/16 अ, दिनांक
12 फेब्रुवारी 2019 अन्वये त्याच्या/तिच्या कुटुंबाचे स्त्रोतांचे एकत्रित वार्षिक उत्पन्न रु. -----/- असून,
सदर उत्पन्न रु.8,00,000/- पेक्षा कमी आहे. त्यामुळे असे प्रमाणित करण्यात येत आहे की, तो/ ती यांचा आर्थिकदृष्ट्या
दुर्बलघटकामध्ये समावेश होतो.

ठिकाण:

स्वाक्षरी :

दिनांक:

नाव :

पदनाम :

हे प्रमाणपत्र अर्जकर्त्याने सादर केलेल्या खालील कागदपत्र/पुरावे यांच्या आधारावर निर्गमित करण्यात येत आहे.

- 1.
- 2.
- 3.

टिप: सामान्य प्रशासन विभाग, शासन निर्णय क्र.राआधो 4019/प्र.क्र.31/16-अ, दि. 12/02/2019, नुसार आर्थिकदुर्बल
घटकासाठीच्या आरक्षणाचा लाभ घेण्यासाठी पात्रता प्रमाणपत्र देण्यासाठी सक्षम प्राधिकारी म्हणून तहसिलदार यांना घोषित करण्यात
आले आहे.

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 Pro forma - Z)

(Applicable for Maharashtra Candidates only)

This is to certify that Shri. / Ku.
(Full name of the Candidate)

has studied in Std VIII & Std IX & std X in 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 & Xth 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