

Process of selection of eligible candidates for admission:

1. PLOYCET
2. SPOT

Admission through POLYCET is as follows:

- POLYCET is a Polytechnic common entrance test conducted by State Board of Technical Education and Training, Amaravati for admission into Diploma level programs conducted in Government, Aided, Private, Un-aided Polytechnics and Second Shift polytechnics run in existing Private un-aided Engineering Colleges. Every candidate desirous of seeking admission into Engineering/Non - Engineering Diploma course can apply online, State Board of Technical Education and training A.P, has made arrangements to fill online applications at various A.P online/helpline centres/through payment gate way. The detailed list of these centres is available at <https://appolycet.e-pragati.in> website.
- The amount of fee prescribed for admission test is Rs.400/-(Rupees four hundred only)
- The Qualified candidates of A.P-POLYCET are informed that the admission into Polytechnics will be conducted based on Web Counselling. The detailed procedure of Web counselling and other instructions can be had from the Help Line centres on the day of Certificate Verification and is also available at <https://polycetap.nic.in/Default.aspx>.

Documents required for counselling:

1. S.S.C or its equivalent Marks memo (Original or Internet copy).
2. Aadharcard.(will be returned after verification)
3. IV to X Study Certificate or Residence Certificate (in case where the candidate has no institutionalized education) or Residence Certificate of either of parents in A.P. for 10 years in case of non-local candidates.
4. Income Certificate issued on or after 01.01.2016 or white ration Card for claiming tuition fee reimbursement.
5. Caste Certificate issued by the competent authority in case of reserved category candidates.

6. PH/CAP/NCC/Sports/Minority/Anglo-Indian Certificate if applicable.

- a. In respect of PH category, candidates have to produce a certificate issued by the District Medical Board. Candidates who have disability of 40% and above will only be considered under PH category.
- b. CAP category candidates have to produce a certificate issued by Zilla Sainik Welfare Officer (In case of Ex-Service Men), Identity Card and Discharge Book for verification. Candidates whose parents are domicile of Andhra Pradesh are eligible under CAP Category. The decision of authorities of sainik welfare of A.P is final in this matter.
- c. Anglo-Indian Candidates have to produce a certificate issued by Competent Authority of their place of residence.
- d. NCC & Sports – Produce original certificates issued by competent authorities.

The candidate should have represented from the state of AP

- **Processing Fee:** The Candidates of SC/ST category have to pay Rs. 400/- While OC/BC candidates have to pay Rs. 700/- towards Processing Fee.

Process of SPOT admission:

If the seats are vacant after final phase of web allotment those are filled by SPOT Admission by institution. The following guidelines are issued to the Principals to enable them to fill the vacancies during Institutional Spot Admissions. Principals are requested to adhere to the time schedule and guidelines prescribed hereunder.

1. The Convenor did not collect the original certificates of the candidate at the time of granting the provisional admission. Hence, the Principals are requested to thoroughly verify all the original certificates and return them to the candidate except transfer certificate (T.C) and collect only Xerox copies.
2. List of allotted candidates and vacancy position after conclusion of the web counseling are placed in the web portal.
3. Candidates have been asked to report at the respective Polytechnics on or before given date without fail .
Vacancy position (**unfilled seats at the end of final phase of counseling**) of all colleges is placed in students

web site <https://appolycet.nic.in> while the vacancy of concerned college can be downloaded by login in through college in the department site . <https://appolycetd.nic.in>.

4. **How to arrive at the final vacancy position for spot admissions?**

- Unfilled vacancies at the end of final phase are placed in respective college login portals of <https://appolycetd.nic.in>.
- Deduct the number of vacancies filled due to re-allotment from one branch to another branch (internal sliding) and add the resultant vacancies.
- Add dropouts (joined and discontinued).
- Add not reported cases.
- Add cancellations.

The final vacancy for spot admission shall be arrived by considering steps above.

Total vacancies for Institutional spot admissions = Unfilled seats at the end of final phase +
Number not reported from the list of allotted
candidates + Number reported but
cancelled after final phase

5. Fill the resultant vacancies after internal sliding with the candidates in the **following order** in the Institutional spot admissions.

- (a) **First with qualified candidates of A.P-POLYCET – 2019** in order of merit, who have not taken admission so far and passed qualifying examination or its equivalent examination with mathematics as one of the subject in the qualifying examination or its equivalent examination.
- (b) **Secondly with the passed SSC or its equivalent examination in one attempt** passed qualifying examination or its equivalent examination with mathematics as one of the Subject in

the qualifying examination in order of merit basing on the aggregate Marks out of 600/GRADE total.

- (c) **Finally with the candidates passed in SSC or its equivalent Examination compartmentally** passed qualifying examination or its equivalent examination with maths as one of the subject in the qualifying examination and in order of merit basing on the aggregate marks out of 600/GRADE total.

NOTE: Candidates belonging to NIOS / APOSS / CBSE / ICSE / OTHER Examinations recognized as equivalent to SSC of AP Government should have passed all Subjects including mathematics, Physics and Chemistry with minimum of 35% Marks in each subject for eligibility to seek admission in the above mentioned order 6(a) (b) and (c) for spot admission

Other states candidates are not eligible for admissions into polytechnics including spot admissions as per presidential order. Hence, all the principals are directed not to include such candidates in the spot admissions list.

Principals shall make sure of the eligibility criteria prescribed for admission before granting admission to the candidates into Polytechnics.

- **List of Xerox copies of certificates to be submitted as per the print out taken after uploading.**

After entering details of candidates admitted under spot admissions in the web portal, take print out of the same. The same list shall be signed by the Principal and shall be accompanied by the Xerox copies of certificates in the following order.

- 1. AP-POLYCET-2019 HALL TICKET, if applicable**
- 2. AP-POLYCET-2019 RANK CARD ,if applicable**
- 3. MARKS MEMO of SSC or its equivalent**
- 4. TRANSFER CERTIFICATE(TC)**
- 5. Caste certificate in respect of SC/ST/BC**

6. 4th class to 10th class study cetificates
7. Residence certificate of either of parents in case of non local candidates
8. Local status certificate from MRO in case of those who migrated from

Telangana state to Andhra Pradesh follow G.O.MS:132

NO CANDIDATE SHALL BE ADMITTED IN SPOT ADMISSIONS WITHOUT ORIGINAL CERTIFICATES.

All the candidates admitted under spot Admissions have to pay the following fee drawn in favour of **CONVENER,APPOLYCET**. Single D.D can be drawn for all the candidates admitted in the Institutional spot admisssions. The D.D drawn shall be enclosed to the applications to be submitted along with the list of candidates and relevant documents at the time of verification.

Fee for academic year 2019-20:

FEE TYPE	OC/BC CANDIDATE			SC/ST CANDIDATE		
	QUALIFIED IN APPOLYCET	APPREARED ,BUT NOT QUALIFIED IN APPOLYCET	NOT APPREARED IN APPOLYCET	QUALIFIED IN APPOLYCET	APPREARED ,BUT NOT QUALIFIED IN APPOLYCET	NOT APPREARED IN APPOLYCET
PROCESSING FEE	700	700	700	400	400	400
APPOLYCET Exam Application Fee	NA	NA	400	NA	NA	400
TOTAL	700	700	1100	400	400	800

The above fee structure may vary according to G.O passed by SBTET.