

REVISED
VERIFICATION GUIDELINES FOR THE INSTITUTES
WHILE ALLOWING PROVISIONAL ADMISSION OF THE CANDIDATES
(Academic Session 2024-25)

ONLY FOR FINAL ALLOTMENT

This REVISED Verification Guidelines has been prepared based on the earlier circulated guidelines and on the basis of outcome of the discussions of VC held on 01.07.2024 through Google Meet with the institute authorities.

The Council prepared two Merit Lists for admission of students during the academic session 2024-25, one for 1st year of Diploma Courses and the other for 2nd year of Diploma Courses through Lateral Entry Scheme. Council also issued Provisional Rank Card to all merit listed candidates. The online counselling for admission of candidates is being made based on the aforesaid two Merit Lists. The allotment of seat to a provisionally merit listed candidate will be made based on the General Rank, vacancy position at his/her rank, choices and priority filled up by him/her during counseling.

IMPORTANT: *1) The marks of Qualifying Examination along with other details, which were submitted by the candidates during their application through the online portal of the Council, have been considered for preparation of the aforesaid merit lists. Therefore, the marks obtained by a candidate in the qualifying examination has to be checked at the institute level before taking their final admission. For the purpose of verification of marks, two separate merit lists (For 1st and 2nd Year Admission) are attached herewith showing the marks of Qualifying Examination submitted by the candidates during application. During such verification, if it is found that the marks provided by a candidate is more than what he/she has actually obtained as per his/her marksheet, then his/her provisional admission will be cancelled. But if the marks provided by him/her is less than that he/she has actually obtained, then his/her admission may be allowed.*

2) For 1st year admission, aggregate marks obtained by a candidate excluding Additional / Optional subject, marks obtained in Mathematics and Physical Science / Science in Qualifying Examination, have been considered for preparation of the merit list, while for 2nd year admission, aggregate marks obtained by a candidate excluding Additional / Optional subject in Qualifying Examination has only been considered for preparation of the merit list.

3) The candidates must pass their Qualifying Examination from the Recognized Board / Council listed below.

Abbreviations for allotment of seats will be used as follows:--

TFW	TUTION FEE WAIVER
LLQ	LAND LOOSER QUOTA
EXS	WARDS OF EX-SERVICEMAN DIED IN ACTION
EWS	ECONOMICALLY WEAKER SECTIONS
SQFPC	STATE QUOTA FEMALE PHYSICALLY CHALLENGED
SQFGEN	STATE QUOTA FEMALE GENERAL
SQFSC	STATE QUOTA FEMALE SCHEDULED CASTE
SQFST	STATE QUOTA FEMALE SCHEDULED TRIBE
SQFOBCA	STATE QUOTA FEMALE OBC-A
SQFOBCB	STATE QUOTA FEMALE OBC-B

SQOPC STATE QUOTA **OPEN** PHYSICALLY CHALLENGED
SQOGEN STATE QUOTA **OPEN** GENERAL
SQOSC STATE QUOTA **OPEN** SCHEDULED CASTE
SQOST STATE QUOTA **OPEN** SCHEDULED TRIBE
SQOBCA STATE QUOTA **OPEN** OBC-A
SQOBCB STATE QUOTA **OPEN** OBC-B

DQFPC DISTRICT QUOTA **FEMALE** PHYSICALLY CHALLENGED
DQFGEN DISTRICT QUOTA **FEMALE** GENERAL
DQFSC DISTRICT QUOTA **FEMALE** SCHEDULED CASTE
DQFST DISTRICT QUOTA **FEMALE** SCHEDULED TRIBE
DQFOBCA DISTRICT QUOTA **FEMALE** OBC-A
DQFOBCB DISTRICT QUOTA **FEMALE** OBC-B

DQOPC DISTRICT QUOTA **OPEN** PHYSICALLY CHALLENGED
DQOGEN DISTRICT QUOTA **OPEN** GENERAL
DQOSC DISTRICT QUOTA **OPEN** SCHEDULED CASTE
DQOST DISTRICT QUOTA **OPEN** SCHEDULED TRIBE
DQOBCA DISTRICT QUOTA **OPEN** OBC-A
DQOBCB DISTRICT QUOTA **OPEN** OBC-B

In addition to verification of the marks obtained by the candidates in their qualifying examinations, the institute authorities are also required to verify all other documents in original with respect to his age, category, schooling district, etc. in consistent with the data available in the Merit Lists as well as in the Final Allotment Letter of the candidates. Upon successful verification of all these aspects, final admission of the candidates may be made.

A. Candidates, who will take final admission against their allotted seat, will be advised to report at the concerned institution with the followings:-

- Two copies of Final Allotment Letter cum Money Receipt to confirm admission on or before the specified last date for respective phases. *He/she has to pay admission related fees separately at the time of taking final admission at the allotted institute. **The Government / Government Sponsored Institutions are required to collect fees from the students by following the guidelines depicted in Memo No. 960-TET dated 28.07.2023 of the Directorate of Technical Education & Training.***
- Admission to the allotted seat is subject to successful verification of all relevant documents. Candidature is liable to be cancelled if a candidate fails to produce any of the documents in original before the verifying authority or produces fake documents at the time of admission and his/her allotted seat will be cancelled automatically.
- Last date of taking final admission at the Institute will be specified in the Allotment Letter. After the specified last date, Institute will not allow admission.
- Candidates have been asked to bring the following **documents in ORIGINAL** along with other documents and **a set of photocopies** of all documents for verification and submission at the time of admission:

For admission to 1st Year of Diploma Courses:

- Rank Card
- Final Allotment Letter
- Admit Card of Madhyamik or equivalent examination as **age proof** and for determination of

District of Schooling (in case a candidate is allotted District Quota seat) at Madhyamik or equivalent examination level. The Certificate of Madhyamik/Equivalent examination or Birth Registration Certificate will also be accepted as age proof.

- Mark sheet of Madhyamik or equivalent examination.
- Certificate relating to Reservation e.g. SC, ST, PC, OBC-A, OBC-B, LLQ, TFW, EXS, EWS (as applicable)

For admission to 2nd Year of Diploma Courses:

- Rank Card
- Final Allotment Letter
- Admit Card / Certificate of Madhyamik / equivalent examination or Birth Registration Certificate.
- Mark sheet / Certificate of Higher Secondary **OR** 10+2 Board Examination **OR** HS (Vocational) of WBSCT&VE&SD **OR** equivalent examination **WITH any one of the subjects/areas** of Physics / Mathematics / Chemistry / Computer Science / Electronics / Information Technology / Biology / Informatics Practices / Biotechnology / Technical Vocational subject / Agriculture / Engineering Graphics / Business Studies / Entrepreneurship **OR** Pass 10th + (2 years ITI, continuous), in annual system or semester system
- Certificate relating to Reservation e.g. SC, ST, PC, EWS (as applicable)

For both 1st & 2nd Year:

- SC / ST / OBC-A / OBC-B candidates are required to produce Caste Certificate issued by the competent authority of West Bengal, without which their claim for reserved seats under this category will not be entertained and thereby, allotment will be cancelled.
- Physically Challenged (PC) candidates are required to produce Physically Challenged Certificates (Minimum Disability: 40%; candidates having 100% disability are not allowed) issued by the competent authority at the time of admission without which their claim for reserved seats under this category will not be entertained and thereby, allotment will be cancelled.
- **Migration or School Leaving Certificate for the students who passed their qualifying examination from the Board/Council of the State other than West Bengal or Central Board/Council.**

For candidates allotted seats under Land Loser Category (For 1st Year Admission only):

- The candidates opted for and allotted with "Land Loser" (LLQ) category seats will have to produce the relevant certificate issued by competent authority of the Government of West Bengal, without which such claim will not be entertained and thereby, allotment will be cancelled. **Certificate issued in the name of parents / legal guardians by the BDO / SDO / First Class Magistrates / Group 'A' Gazetted Officers shall only be considered in this regard.**

For candidates allotted seats under TFW Category (For 1st Year Admission only):

- Candidates who are domiciled in West Bengal and whose annual family income from all sources during the financial year 2023-2024 is less than Rs.8.00 lakhs will be considered for admission under TFW scheme. For the purpose of determining the annual income of parents/guardian from all sources, an officer of the State Government in the rank of Block Development Officer or Sub-Divisional Officer or Additional District Magistrate or District / Group-A Gazetted Officer of the State or Central Government of similar rank or above in the rural region or Executive Officer of Municipality / Assistant Commissioner or above in Commissionerate / Group-A Gazetted Officer of State or Central Government of similar rank or above in the urban region, will be competent to issue INCOME CERTIFICATE. It may be noted that Income Certificate issued by any other person will not be entertained in this regard.

For candidates allotted seats under “Wards of Ex-servicemen (EXS)” (For 1st Year Admission only):

- Must produce original documents in the name of his/her parents/legal guardian in respect of his/her claim as wards of ex-servicemen, otherwise such claim under this category will not be entertained and thereby, allotment will be cancelled.

For candidates allotted seats under “Economically Weaker Section (EWS)”:

- Must produce relevant documents in original at the time of admission in respect of his/her claim, otherwise such claim will not be entertained and thereby, allotment will be cancelled. ***The eligibility criteria for EWS and the formats for submission of information in regard are furnished below.***

N.B. 1. In case of SC / ST / OBC-A / OBC-B / PC / TFW / LLQ / EXS / EWS candidates, who have been allotted a General Category seat, documents related to General Category seat have to be verified only.

2. The District Quota seats will be allotted based on the data provided by the candidates under “**District Schooling**” column. Candidates must pass Madhyamik or equivalent Examination from the district for which he/she claims district reservation facility. For determination of “District Schooling”, admit card / certificate of Madhyamik or Equivalent Examination may be referred.

Candidates passed Madhyamik or equivalent Examination from the districts of Kolkata, North 24 Parganas, South 24 Parganas, Hooghly and Howrah will be allotted seats under ‘KNSHH’ zone. However, there will be **no District Quota seats** in the polytechnics located in the districts of Kolkata, South 24 Parganas, North 24 Parganas, Howrah and Sub-Divisions of Kalyani under Nadia District and Chandannagar, Serampore & Chinsurah under Hooghly District.

B. All candidates, who will be allowed final admission, will have to submit the following documents in ORIGINAL:-

- Medical Fitness Certificate
- Anti-Ragging Affidavit
- Domicile Certificate

Medical Fitness Certificate: Candidates must satisfy medical fitness with reference to – (a) No Colour Blindness, (b) Physically & Mentally Fit, and (c) Able to pursue technical course. Candidates seeking admission to the courses under the WBSCT&VE&SD should possess good health and physique with sound mind. They should not be suffering from any disease / physical or mental infirmity. All candidates (including Physically Challenged) have to produce Medical Fitness Certificate mentioning the above criteria issued by the Registered Medical Practitioner, at the time of admission. Such Medical Certificate must possess signature, seal and registration number of the Medical Practitioner.

Anti-Ragging Affidavit: Filled-in Anti Ragging Affidavit in the prescribed format will have to be submitted in original at the time of taking final admission at the Institute.

Domicile Certificate: Filled-in Domicile Certificate in **any one of the three formats given** in the Information Brochure of JEXPO/VOCLET, shall have to be submitted in original at the time of taking final admission at the Institute.

All documents of a candidate should invariably be checked before offering provisional admission with respect to eligibility criteria, age, category, district schooling, etc. The category through which a candidate has been allotted the seat will be mentioned in his/her Allotment Letter. Documents in support of the category are to be checked and the candidate, if he/she fails to furnish any one of such documents, will not be allowed provisional admission. After verification of all testimonials in original, the institute authority will have to 'APPROVE' a provisionally admitted candidate through online portal of the Council within the stipulated time frame.

C. The Guidelines of checking all testimonials are as follows:–

• For candidates taking admission in 1st Year:

- Candidates must pass Madhyamik Examination from West Bengal Board of Secondary Education or its equivalent examination from the Board/Council (List of recognized Board / Council is furnished below). *For this purpose, Mark Sheet of the qualifying examination of the candidate has to be checked.* In case of Grade Point, conversion formula of the concerned Board / Council has to be used.
- **There is no upper age limit. However, the candidate should not be born after 01.07.2009.** *For the purpose, Admit Card or Certificate of the qualifying examination or Birth Registration Certificate of the candidate has to be checked.*

• For candidates taking admission in 2nd Year: Candidates must pass any one of the following examinations:–

- Candidates must pass HS (Vocational) of WBSCT&VE&SD

OR

Candidates must pass 10+2 examination from the recognized Board/Council listed below, with **any one of the subjects/areas** of Physics / Mathematics / Chemistry / Computer Science / Electronics / Information Technology / Biology / Informatics Practices / Biotechnology / Technical Vocational Subject / Agriculture / Engineering Graphics / Business Studies / Entrepreneurship

OR

Candidates must pass 10th + (2 years ITI, continuous), in annual system or semester system, in any branch of Engineering and Technology.

- There is no age limit.
- Scheduled Caste / Scheduled Tribe certificate issued by the competent authority of the State of West Bengal against a candidate, allotted a seat under such quota will be valid only. **SC/ST candidates having such certificates issued by the authorities of the States other than West Bengal are not eligible for such benefit. No candidate will be allowed admission in SC/ST quota unless he/she produces valid SC/ST certificate at the time of admission.**
- Candidates, allotted seats reserved for Physically Challenged (PC) category, are eligible for seeking admission under PC Quota. **Candidates who obtained such certificates to this effect declaring the extent of 'Handicap' to be not less than 40% by the competent authority are eligible for admission under PC quota. Candidates having 100% disability are not allowed for admission.** The certificate should be issued by any Government Hospital. *No candidate will be allowed admission in PC quota unless he/she produces valid PC certificate at the time of admission.*

- **For candidates allotted seats under Land Looser Category**

Out of total approved seats, certain numbers of seats in Government & Government Sponsored polytechnics have been kept reserved under “Land Loser” (LLQ) category. Candidates opted for and allotted “Land Loser” (LLQ) category seats for 1st year admission will have to produce relevant certificate in original issued by the competent authority of Government of West Bengal at the time of admission, without which such claims will not be entertained and thereby, allotments will be treated as cancelled. ***Certificate issued in the name of parents/legal guardians of a candidate by the BDO / SDO / First Class Magistrates / Group ‘A’ Gazetted Officers shall only be considered.***

- **For candidates allotted seats under TFW Category**

Candidates who are domiciled in West Bengal and whose annual family income from all sources during the financial year 2023-24 is less than Rs.8.00 lakhs will be allowed admission under TFW scheme. For the purpose of determining the annual income of parents/guardian from all sources, an officer of the State Government in the rank of Block Development Officer or Sub-Divisional Officer or Additional District Magistrate or District / Group-A Gazetted Officer of the State or Central Government of similar rank or above in the rural region or Executive Officer of Municipality / Assistant Commissioner or above in Commissionerate / Group-A Gazetted Officer of State or Central Government of similar rank or above in the urban region, will be competent to issue income certificate. ***TFW Scheme is equally applicable for Government, Government Sponsored & Private Polytechnics.***

Candidates who have allotted seats under TFW quota will have to produce certificate in original at the time of admission without which such claim will not be entertained and thereby, his/her allotment will be treated as cancelled. **No amount towards ‘Tuition Fee’ from the allotted candidates under this category will be collected by the Institute.**

- **For candidates allotted seats under EWS Category**

The candidates who are domiciled in West Bengal and whose annual family income from all sources during the financial year 2023-24 is less than Rs.8.00 lakhs will be allowed admission under EWS scheme. For the purpose of determining the annual income of parents/guardian from all sources, an Income and Asset Certificate issued by any District Magistrate / Additional District Magistrate / Sub Divisional Officer / District Welfare Officer (DWO), Kolkata for Kolkata Municipal Area.

Candidates who have allotted seats under EWS quota will have to produce certificate in original at the time of admission without which such claim will not be entertained and thereby his/her allotment will be treated as cancelled.

N.B. If any minor discrepancy is observed in the Allotment Letter with respect to the Candidate’s Name, Father’s Name, Date of Birth, Aadhaar Number, etc., the same may be ignored and admission of such candidate may be made considering his original documents e.g. Admit Card or Certificate of Madhyamik or equivalent examination or Birth Registration Certificate, Aadhar Card, etc.

S U M M A R Y

For 1st Year Admission

- *Check marks details of the candidate as per the eligibility criteria*
- *Check AGE of the candidate from his secondary admit card*
- *Check SCHOOLING DISTRICT of the candidate from the secondary admit card*
- *Must pass Madhyamik / Equivalent examination from the recognized Board/Council*
- *Studied English, Physical Science/Science/Science & Technology and Mathematics in secondary examination*
- *If allotted through reserved category, check relevant document and check the designation of the person issuing it is as per requirement*
- *Approve provisional admission of the candidate through council's web portal*

For 2nd Year Admission

- *Check marks details of the candidate as per the eligibility criteria*
- *Check whether passed any of the examinations mentioned under eligibility*
- *If allotted through reserved category, check relevant document and check the designation of person issuing it is as per requirement*
- *Approve provisional admission of the candidate through council's web portal*

ECONOMICALLY WEAKER SECTIONS (EWS)

10% of seats are reserved for the candidates of Economically Weaker Sections (EWS) as specified in the Office Memorandum No. 325-PAR(AR)/3P-1/2019, dated 09/07/2019 of Government of West Bengal.

Eligibility Criteria:

- (a) Persons who are not covered under the scheme of reservation of SC, ST & OBC.
- (b) Gross Annual Family Income should be below Rs.8.00 lakh (Rupees eight lakh only). Income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.
- (c) Persons whose families do not own or possess any of the following assets –
 - a. 5 acres agricultural land and above.
 - b. Residential flat of 1000 sq. ft. and above.
 - c. Residential plot of 100 sq. yards and above in notified municipalities.
 - d. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.The property held by a family in different locations would be clubbed together for determining EWS status.

Income and Asset Certificate Issuing Authority:

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by any of the following authorities in prescribed format as given in **Annexure-C**:

1. District Magistrate / Additional District Magistrate.
2. Sub-Divisional Officer.
3. DWO, Kolkata for Kolkata Municipal Corporation area.

Persons seeking Income and Asset Certificate shall apply in prescribed format in **Annexure-A** to the following authorities with supporting documents:

1. Block Development Officer of rural areas.
2. Sub-Divisional Officer for Municipalities.
3. DWO, Kolkata for Kolkata Municipal Corporation area.

List of supporting documents (illustrative and not exhaustive), self attested copies of which may be attached to the application for Income and Asset Certificate:

- a. EPIC or Citizenship Certificate of self or parents.
- b. PAN Card of self or parents
- c. Birth Certificate issued by the competent authority / Admit Card or Certificate of Madhyamik or equivalent Examination.
- d. Pay Slip of self or parents.
- e. Income Certificate from prescribed authorities.
- f. Residential Certificate.
- g. RoR / Parcha / Registered Deed.
- h. Certificate in support of Sub-Caste from Pradhan of Gram Panchayat / Chairman of Municipalities / Councillor of Municipal Corporations.
- i. Self Declaration in regard of Family Income, Assets and Sub-Caste in the prescribed format in **Annexure-B**.

ANNEXURE - A

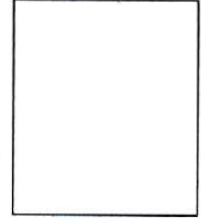
FORM OF APPLICATION FOR ECONOMICALLY WEAKER SECTIONS (EWS) CERTIFICATE

To

The Sub-Divisional Officer / District Welfare Officer, Kolkata.

Sir,

I do hereby apply for Economically Weaker Sections (EWS) Certificate in the following prescribed proforma, for which particulars are given below. I hereby undertake that the information is correct to the best of my knowledge and belief and if anything found contrary I would be liable for that.



Yours faithfully,

Date :

(Signature of applicant / guardian in case of minor)

1. Full Name of Applicant :
2. Father's /Husband's Name :
3. Name of Caste :
4. (a) Date of Birth :
- (b) Place of Birth :

Village / Ward	Police Station	District	State

5. Address since Birth :

(a) Present Address :

Para / House No. / Road / Village	Ward No. / G.P.	Post Office	District	State	Pin

(b) Other Address(s) :

Para / House No. / Road / Village	Ward No. / G.P.	Post Office	District	State	Pin

6. Nationality :

7. Religion :

8. Sex :

9. Details of two (2) referees :

Name of 1st referee	Address of 1st referee	Name of 2nd referee	Address of 2nd referee

10. Whether the applicant or his family migrated from other State / Country? :

11. If point no. 10 is 'Yes' :

Migration Certificate No. :

Date of Issue :

Address in his/her State of origin :

Village / Ward	Police Station	District	State	Country	Year

12. INCOME AND ASSET DETAILS :

A. Service Details of Father :

Type of Organisation :
Name of the Organisation :
Designation :
Age :
Date of Appointment :

Service Details of Self :

Type of Organisation :
Name of the Organisation :
Designation :
Age :
Date of Appointment :

Service Details of Mother :

Type of Organisation :
Name of the Organisation :
Designation :
Age :
Date of Appointment :

Service Details of Spouse :

Type of Organisation :
Name of the Organisation :
Designation :
Age :
Date of Appointment :

B. Agriculture Land Holding : Owned by self, spouse, mother, father & minor children

i) Location :

ii) Size of holding in acres:

C. Income / Wealth of Father :

i) Annual income from Salary :
ii) Annual income from other sources :
iii) Whether Tax Payer : Yes/No
(If yes, a copy of the last 3 (three) years return be furnished)
iii) Whether Tax Payer : Yes/No
(If yes, a copy of the last 3 (three) years return be furnished):
iv) Whether covered in Wealth Tax Act : Yes/No
(if so furnish details)

Income / Wealth of Mother :

i) Annual income from Salary:
ii) Annual income from other sources :
iii) Whether Tax Payer : Yes/No
(If yes, a copy of the last 3 (three) years return be furnished)
iii) Whether Tax Payer : Yes/No
(If yes, a copy of the last 3 (three) years return be furnished):
iv) Whether covered in Wealth Tax Act : Yes/No
(if so furnish details)

C. Income / Wealth of Self :

i) Annual income from Salary :
ii) Annual income from other sources :
iii) Whether Tax Payer : Yes/No
(If yes, a copy of the last 3 (three) years return be furnished)
iii) Whether Tax Payer : Yes/No
(If yes, a copy of the last 3 (three) years return be furnished):
iv) Whether covered in Wealth Tax Act : Yes/No
(if so furnish details)

Income / Wealth of Spouse :

i) Annual income from Salary:
ii) Annual income from other sources :
iii) Whether Tax Payer : Yes/No
(If yes, a copy of the last 3 (three) years return be furnished)
iii) Whether Tax Payer : Yes/No
(If yes, a copy of the last 3 (three) years return be furnished):
iv) Whether covered in Wealth Tax Act : Yes/No
(if so furnish details)

13. List of documents submitted

(i) Two recent colour passport size photograph.

(ii)

(iii)

(iv)

(v)

(vi)

(vii)

Date :

(Signature of applicant / guardian in case of minor)

.....

Acknowledgement Slip

Application No. _____ ;

Date : _____

Name : _____

Father's Name : _____

Applied for : Income & Asset Certificate for Economically Backward Society(EWS)

N.B. i. Please use application No. for further reference.

ii. Applicant is to appear for hearing at the concerned B.D.O. / S.D.O. office on 2nd or 4th Wednesday of any month within next 60 days between 12 noon and 3 pm after online submission.

iii. Please bring original documents for verification at the time of hearing.

ANNEXURE-B

Self Declaration by the applicant seeking Income and Asset Certificate in regard to Sub-Caste, family income and assets or by the guardian in case of minor

I, Sri/Smt..... son/daughter of Sri
....., residing at
....., West Bengal, do
hereby declare that I belong to Sub-Caste, which is not
covered under the reservation scheme for the Scheduled Caste / Scheduled Tribe /
Other Backward Classes - A/ Other Backward Classes - B in West Bengal and gross
income (from salary, agriculture, business, profession etc.) of my family from all
sources is below Rs. 8.00 (Rupees eight lakh) lakh.

Further, I also declare that my family does not possess any of the following assets :

- (a) 5 (five) acres of agricultural land and above;
- (b) Residential flat of 1000 sq. ft. and above;
- (c) Residential plot of 100 sq. yards and above in notified Municipalities;
- (d) Residential plot of 200 sq. yards and above in areas other than the notified Municipalities.

(Signature of applicant / guardian in case of minor)

Properties held by each of the family members in different locations have to be clubbed together

* Family for this purpose will include the person seeks EWS certificate, his/her parents and siblings below the age of 18 years and also his/her spouse and children below the age of 18 years.

ANNEXURE - C

**Government of West Bengal
(Name & Address of the issuing the certificate)**

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date _____

VALID FOR THE YEAR _____

Recent Passport
size attested
photograph of
the applicant

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____, a permanent resident of _____ village/Street _____ Post Office _____ District _____ Pin Code _____ in the state of West Bengal whose photograph is attested below belongs to economically Weaker Sections, since the gross annual income* of his/her family ** is below Rs 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets ***:

- I. 5 acres agricultural land and above
 - II. Residential flat of 1000 sq. ft and above
 - III. Residential plot of 100 sq. yards and above in notified municipalities
 - IV. Residential plot of 200 sq. yards and above in notified municipalities
2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a scheduled Tribe and other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____

Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc

Note2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test or determine EWS status.

Undertaking from students (Annexure I) & their parents/guardian (Annexure II) will have to be submitted positively at the time of admission as per the directive contained in the anti-ragging verdict by the Hon'ble Supreme Court

ANNEXURE I

AFFIDAVIT BY STUDENT

A recent passport size coloured photo of the student is to be affixed in this space and self-attested

1. I, (full name of student with admission/registration/enrolment number) S/o D/o Mr./Mrs./Ms....., having been admitted to(name of the institution)....., have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case. I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared thisday ofmonth of.....year.

Signature of deponent _____

Name: _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place).....on this the(day).....of.....(month).....(year).....

Signature of deponent _____

Solemnly affirmed and signed in my presence on this the.... (day).....of.... (month),.....(year).....after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms.....(full name of parent/guardian)father/mother/guardian of(full name of student with admission/registration/enrolment number....., having been admitted to(name of the institution)....., have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared thisday ofmonth of.....year.

Signature of deponent _____

Name: _____

Address: _____

Telephone/Mobile No.: _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at.....(place).....on this the(day).....of.....(month).....(year).....

Signature of deponent

Solemnly affirmed and signed in my presence on this the....(day).....of.....(month),... ..(year).....after reading the contents of this affidavit.

OATH COMMISSIONER

DOMICILE CERTIFICATE

Appropriate Domicile Certificate (Proforma-A, B or C) in original is to be submitted at the time of admission in the Polytechnic.

PROFORMA – A

Residential / Domicile Certificate for candidates residing in the State of West Bengal continuously for at least last 10 (ten) years as on 31.12.2023

(This certificate will be issued by an Officer of the State Govt. in the rank of Block Development Officer or Sub-Divisional Officer or Additional District Magistrate of State or Central Govt. of similar rank or above OR Executive Officer of Municipality / Assistant Commissioner or above in Commissionerate of State or Central Govt. of similar rank or above)

Certified that son / daughter of
..... is a resident / permanent resident of West
Bengal at Village / House No. Street
Post Office Police Stationin the
District of under
Assembly Constituency and has been living in the State of West Bengal continuously / uninterruptedly for the last
10 (ten) years as on 31.12.2023.

Paste a good quality
recent passport size
colour photograph of
size 4.5 cm x 3.5 cm
within this box

same as that was used
for Application Form
in 2024

(candidate's photograph)



(Candidate must sing within the above box
in front of the Certifying Authority)

Signature of the Certifying Authority with Date :

Name of the Certifying Authority :

Designation with Office Seal of the Certifying Authority :

Office Phone No.: Mobile No. (Optional)

ID No. (Optional)

Note: (i) Photograph is to be Attested by the Certifying Authority.

(ii) The Certifying Authority should preserve a duplicate copy of this Certificate.

PROFORMA – B

**Residential / Domicile Certificate for candidates residing in the State of West Bengal
continuously for at least last 10 (ten) years as on 31.12.2023**

(This certificate will be issued by the Head of the Institution
from where the candidate passed his/her Secondary / Higher Secondary / ITI Examination)

Certified that son / daughter of
..... has passed / appeared the (i) Secondary
(Madhyamik) Examination or equivalent examination, OR (ii) Higher Secondary (10+2) Examination or
equivalent examination, OR (iii) Passed 10th + 2 year ITI (continuous) in the year from the Institute
.....

It is also certified that the student is a resident / permanent resident of West Bengal at Village / House No.
..... Street Post Office
Police Station in the District of
under Assembly Constituency and has been living in the State
of West Bengal continuously / uninterruptedly for the last 10 (ten) years as on 31.12.2023.

Paste a good quality
recent passport size
colour photograph of
size 4.5 cm x 3.5 cm
within this box

same as that was used
for Application Form in
2024

(candidate's photograph)



(Candidate must sing within the above box
in front of the Certifying Authority)

Signature of the Certifying Authority with Date:

Name of the Certifying Authority :

Designation with Office Seal of the Certifying Authority :

Office Phone No.: Mobile No. (Optional)

ID No. (Optional)

Note: (i) Photograph is to be Attested by the Certifying Authority.

(ii) The Certifying Authority should preserve a duplicate copy of this Certificate.

PROFORMA – C

Residential / Domicile Certificate for candidates not residing in the State of West Bengal continuously for at least last 10 (ten) years as on 31.12.2023

(This certificate will be issued by an Officer of the State Govt. in the rank of Block Development Officer or Sub-Divisional Officer or Additional District Magistrate of State or Central Govt. of similar rank or above OR Executive Officer of Municipality / Assistant Commissioner or above in Commissionerate of State or Central Govt. of similar rank or above)

Certified that son / daughter of
..... has passed / appeared the (i) Secondary (Madhyamik) Examination or equivalent examination, OR (ii) Higher Secondary (10+2) Examination or equivalent examination, OR (iii) Passed 10th + 2 year ITI (continuous) in the year from the Institute
.....

It is also certified that the candidate is a resident / permanent resident of Village / House No.
Street Post Office
Police Station in the District of
under Assembly Constituency and has been living in the State of
..... continuously / uninterruptedly for the last 10 (ten) years as on 31.12.2023.

Paste a good quality recent passport size colour photograph of size 4.5 cm x 3.5 cm within this box same as that was used for Application Form in 2024

(Candidate's photograph)

Paste a good quality recent passport size colour photograph of size 4.5 cm x 3.5 cm within this box

(Father's / Mother's photograph)

.....

(Candidate must sing within the above box in front of the Certifying Authority)

.....

(Candidate's Father / Mother must sing within the above box in front of the Certifying Authority)

Signature of the Certifying Authority with Date:

Name of the Certifying Authority :

Designation with Office Seal of the Certifying Authority :

Office Phone No.: Mobile No. (Optional)

ID No. (Optional)

**Note: (i) Photographs are to be Attested by the Certifying Authority.
(ii) The Certifying Authority should preserve a duplicate copy of this Certificate.**

LIST OF RECOGNIZED BOARDS / COUNCILS

States / UTs	Name of Board / Council / School
Andhra Pradesh	Board of Intermediate Education, Andhra Pradesh
	Board of Secondary Education, Andhra Pradesh
	Andhra Pradesh Open School Society
Arunachal Pradesh	Directorate of School Education, Government of Arunachal Pradesh
Assam	Assam Higher Secondary Education Council
	Assam Board of Secondary Education
	Assam State Open School
Bihar	Bihar School Examination Board
	Bihar Sanskrit Siksha Board
	Bihar State Madrasa Education Board, Patna
	Bihar Board of Open Schooling and Examination
	Bihar Intermediate Education Council
Chhattisgarh	Chhattisgarh Board of Secondary Education, Raipur
	Chhattisgarh State Board of Open School, Raipur
	Chhattisgarh State Open School, Raipur
	Chhattisgarh Madrasa Board
Goa	Goa Board of Secondary and Higher Secondary Education
Gujarat	Gujarat Secondary and Higher Secondary Education Board
	Gujarat State Open School
Haryana	Board of School Education Haryana
	Haryana Board of Education
	Haryana Open School, Bhiwani
Himachal Pradesh	Himachal Pradesh Board of School Education
	Himachal Pradesh State Open School
Jammu & Kashmir	Jammu & Kashmir State Board of School Education
	Jammu & Kashmir State Open School
Jharkhand	Jharkhand Academic Council, Ranchi
Karnataka	Karnataka Secondary Education Examination Board
	Karnataka Board of Pre-University Education
	Karnataka Open School, JSS Maha Vidyapeeth, Mysore
Kerala	Kerala Board of Public Examinations
	Kerala Board of Higher Secondary Examination, Thiruvananthapuram
	The Kerala State Higher Education Council
	Kerala State Open School, Thiruvananthapuram
	Kerala Board of Vocational Higher Secondary Examination / Vocational Higher Secondary Education Department, Govt. of Kerala
Madhya Pradesh	Madhya Pradesh Board of Secondary Education
	Madhya Pradesh State Open School
	Maharshi Patanjali Sanskrit Sansthan, Bhopal
	Madhya Pradesh Madarsa Board
Maharashtra	Maharashtra State Board of Secondary & Higher Secondary Education
Manipur	Manipur Board of Secondary Education, Imphal / Board of Secondary Education, Manipur
	Council of Higher Secondary Education, Manipur
Meghalaya	Meghalaya Board of School Education
Mizoram	Mizoram Board of School Education
Nagaland	Nagaland Board of School Education

States / UTs	Name of Board / Council / School
Odisha	Board of Secondary Education, Odisha
	Council of Higher Secondary Education, Odisha
Punjab	Punjab School Education Board / Punjab State Education Board
Rajasthan	Rajasthan Board of Secondary Education, Ajmer / Board of Secondary Education, Rajasthan
	Rajasthan State Open School, Jaipur
Sikkim	Board of Open Schooling & Skill Education, Gangtok
Tamil Nadu	State Board of School Examinations (Sec.), Tamil Nadu / Tamil Nadu Board of Secondary Education, Chennai
	State Board of Higher Secondary Examinations, Tamil Nadu / Tamil Nadu Board of Higher Secondary Education, Chennai
	Tamil Nadu State Open School
Telangana	Telangana Board of Secondary Education
	Telangana State Board of Intermediate Education
	Telangana Open School Society
Tripura	Tripura Board of Secondary Education
Uttar Pradesh	Madhyamik Shiksha Parishad, Uttar Pradesh / Board of High School & Intermediate Education, Uttar Pradesh
	Uttar Pradesh Board of Secondary Sanskrit Education Council
	Uttar Pradesh State Open School Board
Uttarakhand	Board of School Education Uttarakhand, Ramnagar, Nainital / Uttanchal Shiksha Evm Pariksha Parishad, Ram Nagar, Nanital / Uttarakhand Board of School Education
West Bengal	West Bengal Board of Secondary Education
	The West Bengal Council of Rabindra Open Schooling
	West Bengal Board of Madrasah Education
	Visva-Bharati
	West Bengal State Council of Vocational Education & Training / West Bengal State Council of Technical and Vocational Education and Skill Development (Vocational Education Division) / West Bengal State Council of Technical and Vocational Education and Skill Development
	Directorate of Vocational Education & Training
UT (Silvassa & Diu)	Gujarat State Board
Delhi (National Boards)	Central Board of Secondary Education (CBSE), Delhi
	Council for the Indian School Certificate Examinations (CISCE), New Delhi
	National Institute of Open Schooling (NIOS), New Delhi [formerly National Open School (NOS), New Delhi]
Other Recognized Boards/ Councils/ Institutes	Directorate of Army Education, New Delhi
	Banasthali Vidyapith, Banasthali, Rajasthan
	Gurukul Kangri Vishwavidyalaya, Haridwar
	Rashtriya Sanskrit Sansthan, New Delhi
	Aligarh Muslim University, Aligarh
	Jamia Miliya Hamdard University
	Jamia Miliya Islamia, New Delhi / Jamia Millia Islamia
	IGCSE Programme from University of Cambridge (International Exam.) five passes with grade A, B & C.
	International Baccalaureate - Asia Pacific
Rajiv Gandhi University of Knowledge Technologies	