

Online Counseling Procedure of JEXPO & VOCLET **for the Academic Session 2018-2019**

Step 1 : Online Registration

- In the “New Registration Section” do the following actions [Refer Admit Card of JEXPO/VOCLET]:
 - Enter Enrollment Number
 - Enter Index Number
 - Click “Proceed” button
- An OTP (One Time Password) will be sent to the registered mobile number of the candidate. [In case of any problem with your registered mobile number, you have to contact the officials of any of the help-desk centers (almost all Government & Government sponsored polytechnics) with all original documents and two copies of written application having all details of your candidature for JEXPO-2018/VOCLET-2018 including the registered mobile number and any new mobile number to replace the previous one.]
- Enter OTP and then submit
- Edit your Personal Details (if required)
- Enter Password of your choice and then click “Update” button. (Do not disclose this Password to anybody)
- Check your modified (if so) personal details thoroughly and then proceed. Once the ‘Confirm’ button is clicked, entered data cannot be edited.

Step 2 : Student Login

- In the “Registered Candidate Login”, enter the followings:
 - Enrollment Number
 - Password (Given by you during registration) [Keep the password safe and secured.]
- Click ‘**Login**’ to enter into My Page

Step 3 : Choice Filling

- Go to the choice filling section of the website.
- Choice means “Institute-Branch” combination (Example: APC Roy Polytechnic – Mechanical)
- Add combinations of Institute & Branch one by one as per your preference.
- Add maximum number of choices to increase your chance of being allotted a seat.
- Save your given choices.
- Take print out of the choices filled by you and check the print out.
- You can edit your choices as many times as you want till closure of registration on 21.06.2018. Every time you edit your choices ‘Save’ the same.
- After final entry of choices, the same should be locked clicking the “Lock” button. The printout of the locked choices should be taken and retained. If any candidate forgets to lock his/her choices, the system will automatically lock the same after closure of registration on 21.06.2018. **Given choices, once Locked cannot be edited.**

- You should **lock** your finally given choices yourself and take a print out of it immediately for security purpose. Do not depend on any unknown person during filling up of your choice preferences to avoid wrong choice giving. Try to give as maximum number of choices as possible.

Step 4 : Seat Allotment

- Check your allotment in the result section of the website.
- A candidate who has been allotted a seat can participate in auto-up-gradation of the allotted seat OR can accept the allotted seat for admission. Candidates, having allotted their **first prioritized seat**, will not be allowed to participate in auto-up-gradation process.
- If no seat is allotted, wait for the next phase of counseling, which will be made against the remaining vacant seats after admission.
- After each phase of allotments, results will be intimated to the candidates through SMS in their registered mobile number.

Step 5 : Printing of Allotment Letter

- Print your **Final Allotment Letter cum Money Receipt** at the earliest if you do not wish to participate in auto-up-gradation and desire to take admission to the allotted seat.
- If you want to opt for auto-up-gradation of your allotted seat then carefully select the correct option.
- If you opt for auto-up-gradation, take printout of the **Provisional Allotment Letter cum Money Receipt**.
- Read all instructions given in the allotment letter carefully.

Step 6 : Reporting & document verification of students

For the candidates who will opt for auto-up-gradation and take printout of **Provisional Allotment Letter cum Money Receipt**:

- On taking printout of the **Provisional Allotment Letter cum Money Receipt**, a candidate will have to report to any of the Reporting Centers (list provided in the website) with two copies of the Provisional Allotment Letter cum Money Receipt and Provisional Seat Booking Fee of Rs.2,000/- (Rupees two thousand) only in CASH for **validation** of his/her allotted seat on or before the specified last date for respective phases. **There will be no verification of original testimonials at the Reporting Centers.** Above fee is refundable on successful registration at the Institute level after admission.
- **Candidature will be cancelled automatically if a candidate fails to report to any of the Reporting Centers with Provisional Allotment Letter cum Money Receipts (PALMR) and specified fee to validate his/her seat booking within the specified last date in the PALMR.**

- After deposition of CASH of Rs.2,000/- towards Seat Booking Fee and successful validation at the Reporting Centre, candidates will have to wait for the declaration of next phase allotments.
- Opting for auto-up-gradation and validation of the seat booking at the Reporting Centre do not ensure up-gradation of the allotted seat. **However, the allotted seat shall remain booked for the candidate until a new seat from higher order choices is allotted.**
- If, any provisionally allotted (booked) seat is up-graded in subsequent phases of allotment, former will be automatically cancelled and will be replaced by the upgraded seat.
- Last date of booking (validating) provisionally allotted seat at the Reporting Centers will be specified in the Provisional Allotment Letter. After the specified last date, Reporting Centers will not allow validation.

For the candidates who will take printout of **Final Allotment Letter cum Money Receipt**:

- On taking printout of **Final Allotment Letter cum Money Receipt**, a candidate will have to report to the allotted Institute with all **original** documents (as mentioned afterwards) for verification, two copies of Final Allotment Letter cum Money Receipt and final seat booking fee of Rs.500/- in CASH towards **Final Seat Booking Fee** 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 admission. 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 must bring the following documents in **ORIGINAL** along with a set of photocopy of all documents for verification and submission at the time of admission:

For JEXPO candidates only:

- 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.
- Mark sheet of Madhyamik or equivalent examination.
- JEXPO-2018 Admit Card.
- Reservation (SC, ST, PC, OBC-A, OBC-B, LLQ, TFW, Ex-Serviceman etc.) related certificates (as applicable)

For VOCLET candidates only:

- Admit Card of Madhyamik / equivalent examination.
- Mark sheet / Certificate of (X+2) Vocational Stream Course issued by the West

Bengal State Council of Technical and Vocational Education & Skill Development (erstwhile WBSCVET) or 2 years' ITI (as applicable).

- VOCLET-2018 Admit Card.
- Reservation (SC, ST, PC etc.) related certificates (as applicable)

For both JEXPO & VOCLET candidates:

- Two copies of Print-out of the Allotment Letter cum Money Receipt taken from the counseling web portal after declaration of counseling result.
- Medical Fitness Certificate: Candidates must satisfy medical fitness with reference to (a) No Colour Blindness, (b) Physically & Mentally Fit, (c) Able to pursue technical course. Candidates seeking admission to the courses under the WBSCVET&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 a Registered Medical Practitioner, at the time of admission. Such Medical Certificate must possess signature, seal and registration number of the Medical Practitioner.
- Filled-in Anti Ragging Affidavit in **A4 size paper** in the format given hereunder will have to be submitted in original at the time of taking admission at the Institute.
- At the time of taking admission to the Institute, all candidates who have been allotted seats (except seats of Management Quota), will have to deposit a non refundable seat booking fee of Rs.500/- (Rupees five hundred) only in **CASH**.
- Admission Fees, as applicable for Government / Sponsored / Private Institutions, are required to be paid at the time of admission.
- SC / ST / OBC-A / OBC-B candidates are required to produce Caste Certificates in original issued by the competent authority of West Bengal at the time of admission without which their claims for reserved seats will not be entertained and thereby, allotment will be cancelled.
- Physically Challenged (PC) candidates are required to produce Physically Challenged Certificates (**disability: 40% or above**) in original issued by competent authority at the time of admission without which their claim for reserved seats will not be entertained and thereby, allotment will be cancelled.

For candidates allotted seats under Land Loser Category (For JEXPO only):

- 2% of total seats in all Government and Government Sponsored Polytechnics are reserved for the candidates of Land Loser Category and having valid JEXPO-2018 rank. Certificate issued in the name of parents/legal guardians (for orphans) by the BDO / SDO / First Class Magistrates / Group 'A' Gazetted Officers shall be considered only. Candidates opted for and allotted with "Land Loser" (LLQ) category seats will have to produce the relevant original certificate in original

issued by competent authority of the Government of West Bengal at the time of admission, without which such claim will not be entertained and thereby, allotment will be cancelled.

For candidates allotted seats under TFW Category (For JEXPO only):

- Candidates who are domiciled in West Bengal and whose annual family income from all sources during the financial year 2017-2018 is less than Rs.2.50 lakhs and having valid ranks in JEXPO-2018 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 in the given format. 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-Serviceman' Category (For JEXPO only):

- Must possess valid rank in JEXPO-2018 and fulfill all eligibility criteria for admission.
- Must produce original documents in the name of his/her parents in respect of his/her claim as wards of Ex-Serviceman at the time of admission, otherwise such claim will not be entertained and thereby, allotment will be cancelled.

Format for Certificate of Family Income for the applicant applying under TFW Scheme

Certified that the Annual Family Income from all sources in respect of _____, son/daughter of _____ of _____, Post Office _____, District _____, West Bengal for the financial year 2017-2018 is less than Rs.2.50 lakhs (Rupees two lakhs and fifty thousand) only and which stands at Rs. _____ (Rupees _____) only approximately.

Passport size
colour
photograph same
as that pasted on
JEXPO-2018
Application Form

Date: _____ Signature of Competent Authority _____

Place: _____ Designation with Official Seal _____

- Candidates who will be allotted seats under TFW quota will have to produce aforesaid certificate in original at the time of admission without which such claim will not be entertained and thereby, allotment will be cancelled.

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 of 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