

## **INSTRUCTIONS TO THE CANDIDATES FOR ONLINE COUNSELLING FOR ADMISSION INTO DIFFERENT POLYTECHNICS OF ASSAM**

The students are to complete the following steps for participating in the Online Counselling Process.

If a student does not complete the below mentioned steps of online counselling, his/her admission process will be treated as 'Incomplete' and the seat will be filled up from next candidates in the Merit List.

- **Submission of choices of Institutes & Branches:**

Step-1: Log in the <https://dte.assam.gov.in> by the candidates by inserting Roll No. of POLYTECHNIC ADMISSION TEST (PAT)-2021 and the Date of birth of the candidate.

Step-2: **Documents uploading along with the Undertaking.**

Step-3: Filling up preferences of Institutes & Branches in order of preference.

- The candidates must fill up the preferences very carefully because the allotment of seats will be based on these preferences only and she/he will not be allowed to change the preferences in any case.

**After final submission candidates will not be allowed strictly to change their preferences.**

- If a candidate is not interested in studying a particular choice (institute/ branch), she/he must not include it in his/ her list of preferences.
- It is not mandatory to fill up all the preferences by the candidates, therefore, candidates are directed to fill up the choices only which she/he is interested to study.

Step-4: **Final Submission** (please recheck before final submission. After final submission candidates will not be able to change any field.)

- **Reporting for admission:**

**Candidates are to proceed for the following steps only after the provisional allotment of seats.**

Step-5: Uploading of Acceptance Letter regarding acceptance of provisional allotment of Institute & Branch.

Step-6: Reporting for final admission to the respective Institution where the candidate is admitted.

### **Step-1 : Online Registration:**

1.1 The candidates are to register online for Online Counseling of PAT 2021 by login in <https://dte.assam.gov.in> using their Roll no. and Date of Birth entered during the filling up and submission of online form for PAT 2021.

#### **1.2 Filling up the candidates particulars:**

Candidates are to provide the marks secured in HSLC/ Class X /TSLC of all the subjects including the aggregate marks.

### **Step-2: Documents uploading:**

Candidates are to upload the following documents as per the limit specified in the portal.

- **Proof of Age/ Date of Birth: HSLC /TSLC Pass Certificate/ Admit Card**
- **HSLC/TSLC Mark Sheet & Pass Certificate**
- **Proof of Permanent Resident of Assam:**
  - All categories except Central Government Employee (CGE) Category Permanent Residence Certificate (PRC) of the candidate/ parent, BPL Card of the parents or other relevant document (e.g. Aadhar card) indicating Permanent resident of Assam.
  - For Central Government Employee (CGE) Category Permanent Residence Certificate (PRC) of the candidate/ parent, BPL Card of the parents or other relevant document (e.g. Aadhar card) indicating Permanent resident of outside Assam.
- **Category Certificate (if any):** As applicable (Refer Information Brochure).
- **For admission against NCC/SPORTS Quota** (Refer Information Brochure).
- Part A (Candidate's detail with Parents/ Guardian's Declaration)
- **Uploading of Undertaking:**

The candidates must **upload the undertaking** in the format given below regarding the personal information, preference of choices (Institutes & Branches) after signing by him/ her & counters signed by the parents/ guardian.

### **Step-3: Filling of Choices (Institutes & Branches):**

The candidates fill up the choices (Institutes & Branches) in order of preference after their documents are verified online and found to be in order. Candidates are requested to fill the choices very carefully as the allotment of Institute & Branch will be made on these choices according to their rank and availability.

**After final submission candidates will not be allowed strictly to change their preferences**

**Candidates will not be allowed to change the preferences later in any stage of the allotment/ admission.**

**Step-4: Final Submission:**

After completing all the steps mentioned above, the candidate must submit the form finally **by selecting the submission button**, else the filling of the Counselling form will be incomplete.

**Step- 6: Reporting for admission and uploading of Acceptance Letter regarding acceptance of allotted Institute & Branch.**

**Step-7: Reporting to the respective Institution where the candidate is admitted:**

The candidate must report to the respective Institution where she/he is admitted on the date of reporting to the Institutions for final Admission.