



# GOVERNMENT POLYTECHNIC

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## Rules for admission to First year of Four Year Part Time Diploma Programme in Engineering.

### INTRODUCTION

The Government of Maharashtra has introduced a scheme for Part Time Diploma Programmes in Engineering and Technology under the Directorate of Technical Education. The Programmes are of Four Years (8 Semesters) duration.

This scheme caters for those who are employed in Industry or Engineering Establishments as Technicians and could not avail of opportunities to undergo formal Education. In many establishments it is necessary to have a higher professional qualification to raise beyond a certain position and here is a facility provided by Government of Maharashtra.

Intake sanctioned for the courses run at this institute is as follows:

Civil Engineering	60
Mechanical Engineering	60
Electrical Engineering	60
Electronics & Telecommunication	60
Metallurgical Engineering	60

### A – General

#### A.1

These rules shall apply for admission to First Semester of Eight Semester part time Diploma Programmes in Engineering.

#### A.2

##### Definitions:

- i) “Competent Authority” means the Directorate of Technical Education, Maharashtra State, Mumbai.
- ii) “Institution,”/“Polytechnic” means an institution imparting technical education in Engineering and allied technical subjects leading to Diploma in Engineering/ Technology.

- iii) “Sanctioned Intake,” means the number of seats course wise sanctioned by the Government of Maharashtra.
- iv) Inter-se merit means the order of merit.

### **A.3**

The candidates seeking admission to these courses shall submit their applications completed in all respects in the prescribed printed form together with necessary documents to The Principal of this institute so as to reach him / her upto 5.00 pm on or before the date specified in the advertisement issued in newspapers & displayed on website of institute.

### **A.4**

Such application must be in candidate’s own handwriting / online application ( whenever specified by the institute) and must be signed by the candidate himself / herself.

### **A.5**

All the applications of the candidates shall be processed strictly on merit marks and admissions will be offered to them as per the availability of seats and various reservations.

### **A.6**

Candidates claim for a specific branch will be decided as per experience and the nature of work in particular field at the time of application and candidate will be interviewed at the time of admission and committee will judge the knowledge of candidate. Committee has full rights to refuse the admission of candidate in case of non-satisfactory performance in interview.

### **A.7**

All admissions are effected every year. The month of admission is published in the advertisement

### **A.8**

The application form and prospectus will be available on a written request accompanied by the requisite amount as prescribed by the Govt.

**B – Qualifying Examination And Eligibility For Admission To First Year****B. 1**

The candidate shall be eligible for admission, subject to compliance of all the following requirements:

Passed SSC examination with subjects English, Mathematics (Code 71) and Science and passed 2 year ITI / NCTVT after 10th and must be presently in service or self employed in technical field in Pune region. (**Apprenticeship, Casual employment, Employment as labor, peon, clerk, storekeeper, worker, helper etc. & part time employment is not acceptable**).

**OR**

Passed SSC examination with subjects English, Mathematics (Code 71) and Science and Minimum of Two years full time work experience in a registered firm / Company / Industry / Educational Government, Autonomous Organization in the relevant field in which admission is sought and must be presently in service or self employed in technical field in Pune region.

(Experience should be as a Full time operator / technician in technical field, in Maharashtra.

**Apprenticeship, Casual employment, Employment as labor, peon, clerk, storekeeper, worker, helper etc. & part time employment shall not be considered as an experience.**

In case of self - employment it must be at least of two years. Self employed candidate has to submit registration of company and income tax return for the said period. Experience of the candidate should be judged at the time of interview. Experience will be counted from the date of passing qualifying examinations.)

Candidates who have passed equivalent qualifying examination with subjects English, Mathematics and Science from any other state shall have minimum 3 years continuous service experience in Maharashtra State prior to 1<sup>st</sup> June of the year of admission. Such candidates if found eligible will be given provisional admission and also ICSE & CBSE candidates will have provisional admission.

**Their eligibility forms will be sent through this institute to Regional Board of Technical Education Pune and their admissions will be confirmed after receiving their eligibility from RBTE Pune.**

**B.2**

Age limit for admission : Must have completed 19 years of age on the First of June of the year of admission.

## **C - Reservation Of Seats.**

### **C.1 For Persons with Disability Candidates:**

As per the provisions in Clause 39 of Equal Opportunities, Protection of Rights and Full Participation Act 1995, three per cent (3%) seats shall be reserved for Persons with Disability candidates. These seats are within the sanctioned intake capacity.

<b>Type disability</b>	<b>Sub type</b>	<b>Identification</b>
BL/LV (Blind/Low Vision)	Blind	P1
	Low Vision	P1
Speech & Hearing Impaired	Hearing Impaired	P2
	Speech Impaired	P2
OH (Orthopaedic Handicapped)	One leg affected	P3
	Both leg affected	P3
	One arms affected	P3
	Both arms affected	P3
	Locomotor Disability - Cerebral Palsy	P3
	Mental retardation and Mental illness	P3
	Learning Disability-Dyslexia	P3
	Learning Disability-Dysgraphia	P3
	Learning Disability-Dyscalculia	P3

#### **Note:**

1. It should be noted that the Persons with Disability candidates on admission to Diploma course will not be given any exemptions or additional facilities in the academic activities other than those which may be provided by the MSBTE.
2. No relaxation in educational qualification will be entertained for Persons with Disability candidates.
3. The certificate should clearly state that the extent of disability is more than **40%** and the disability is permanent in nature.

### **C.2 Reservation for sons / daughters of Defence Service Personnel:**

Five per cent (5%) seats subject to a maximum of five (5) seats, shall be reserved for children of active/Ex defence service personnel. These seats are within the sanctioned intake capacity for the course.

- a) Children of Ex- service personnel who are domiciled in Maharashtra State (D1).
- b) Children of active service personnel who are domiciled in Maharashtra State (D2).
- c) Children of active service personnel (D3)

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.

These 5% seats should be offered to eligible children of defence service personnel on the inter-se merit of all Defence category candidates taken together.

**Note:**

This provision is NOT available to the children of CIVILIAN STAFF who is working/ who has worked with the Indian Defence Services.

**C. 3 Reservation for female candidates:**

As per the provisions in Government Resolution No. GEC-1000/ (123/2000)/ Tech. Edu.-1, dated 17<sup>th</sup> April, 2000, 30% seats available shall be reserved for female candidates in all the courses of the institutions.

This reservation shall be within all categories like Open, SC, ST, VJ/DT (NT-A), NT-B, NT-C, NT-D and OBC categories.

There shall be no reservation for Female candidates under Defence, Persons with Disability and SBC categories.

**C. 4 Reservation for Backward Class Candidates:**

All the reservations given below shall be applicable to candidates **belonging to Maharashtra State Candidates only** subject to the fulfilment of the eligibility criteria specified by respective authorities from time to time.

Backward class candidates shall have to claim the reservation of seat at the time of submitting online application.

**If a candidate fails to claim reservation for backward class on the application and subsequently claims reservation at the time of admission by producing necessary documents, such claim shall not be considered.**

Sr. No.	Category of reservation	% Reservation
1.	Scheduled Castes and Schedule caste converts to Buddhism ( SC )	13.0
2.	Schedule Tribes (ST)	7.0
3.	Vimukta Jati (VJ) And De notified Tribes (DT)(NT-A)	3.0
4.	Nomadic Tribes 1 ( NT-B)	2.5
5.	Nomadic Tribes 2 ( NT-C)	3.5
6.	Nomadic Tribes 3 ( NT-D)	2.0
7.	Other Backward classes (OBC)	19.0
	<b>Total</b>	<b>50.0</b>

### **C. 5 Documents for supporting the reservation claim for Backward Classes:**

The documents required for supporting the backward class reservation claim made by the candidates are as per the details in the following table.

Sr.No.	Category of Reservation	Document required for supporting the backward class reservation claim	Authority issuing the document.
1.	S.C. / S.T.	1. Caste Certificate stating that the caste is recognised under reserved category in Maharashtra State.	Executive Magistrate / Sub Divisional Officer in Maharashtra State
2.	V.J./ D.T./ NT-B / NT-C / NT-D / S.B.C. / O.B.C.	1. Caste Certificate stating that the caste is recognised under reserved category in Maharashtra State. 2. Non creamy layer Certificate valid upto 31st March 2019.	Executive Magistrate /Sub Divisional Officer in Maharashtra State Sub Divisional Officer / Deputy collector / Collector of the district.

**Note:**

- \* **The candidates claiming SBC category shall be eligible for seat in open category and also for seats remaining vacant after admission of the candidate from Backward class category. The reservation shall not exceed 2% of the sanctioned intake capacity.**
- \* **The backward class candidates from outside state shall not be entitled for any concessions under B. C. category. They shall be considered as open category candidates for all purposes.**

**C. 6 Technical Candidates (TE)**

**Reservation for candidates passing S. S. C. with Technical subjects** -There shall be NO RESERVATION of seats for admission purpose for students passing S. S. C. with Technical subjects. They will however be given weightage of credit marks as mentioned in Rule 'D-4'.

**D – Selection & Weightages****D.1**

Selection for admission shall be made strictly on the basis of inter-se merit of the candidate as per the procedure in rule E The inter-se merit will be determined after taking into account the marks obtained at the S. S. C. or equivalent examination (Out of 500) considering best of five subjects plus weightage (credit marks) as prescribed in rule D4 below.

**D. 2**

The Principal of the Polytechnic / Institute concern shall be responsible for effecting the admission in accordance with these rules subject to overall supervision of the Director of Technical Education, Maharashtra State Mumbai.

**D.3**

The number of candidates to be admitted shall be equal to intake capacity as mentioned in Introduction.

**D.4 Weightages**

<b><u>Examination Passed:</u></b>	<b>Credit marks to be added</b>
i) Candidate passing S. S. C.(Tech.) Exams.	5 Marks
ii) Candidate passing any one of the following Exams. a) H.S.C. Technical (XII Std.) with specified technical Subjects. <p style="text-align: center;"><b>OR</b></p> b) H.S.C. Vocational (XII Std.) with technical groups as recognized by the Board of Technical Education, Maharashtra State Mumbai. For the present, the Board of Technical Education, has recognized following subjects for Std. XII Vocational Examination a) Electrical Maintenance b) Mechanical Maintenance c) Scooter & Motor Cycle servicing. d) General contracting e) Electronics f) Chemical Engineering <p style="text-align: center;"><b>OR</b></p> a) Craftsmanship Course (Engineering Group) Exam from recognized Industrial Training Institute. <p style="text-align: center;"><b>OR</b></p> b) N. C. T. V. T. Examinations. <p style="text-align: center;"><b>OR</b></p> c) Civil Engineering Assistance Course conducted by Government Technical Institute <p style="text-align: center;"><b>OR</b></p> d) Architectural Draftsman Examination conducted by the Government of Maharashtra	10 Marks

**Note:** A candidate having passed in more than one examination as mentioned above shall be eligible for a credit of max.15 marks only.(For claiming credit marks as stated above *attested true copies* of passing certificates of the respective examinations must be attached with the application form).



<p>iii) Candidate who is a freedom fighter or his wife, child or adopted child or step child or grand child (of a predeceased son of freedom fighter or sons and daughters of those who has participated in</p> <p>i) Hyderabad Liberation Movement ii) Goa Liberation movement and imprisoned for six months and more. (Proper certificate is necessary)</p> <p>iv) For a total experience in Technical Field, after passing qualifying examination; additional weightage will be given as shown below –</p> <p>Experience certificates must be on proper authentic Letter Heads of the firms with complete address, phone, fax numbers, email address of the employer and details such as Employee name, Division/Department, Designation, Date of joining, Date of separation, Reason for separation, Salary last drawn, Provident Fund No., E. S. I. No., and must be attached to the application in chronological order (Date-wise).</p> <p>Recommendation / Sponsorship certificates of present employer must be in format as in application.</p>	<p>5 Marks</p> <p>*</p>
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Credit marks for Students with Experience	Credit Marks
3 years & above but less then 4 years:	05
4 years & above but less then 5 years:	10
5 years & above	15

**Note:**

**\* Period spent in I.T.I. training, Civil Engineering Assistance course training, Architectural Draftsman training, N. C. T. V. T. less than 3 years, Apprentice Trainee, etc. shall not be counted as experience.**

- a) Part time service experience shall not be counted.
- b) Three year NCTVT course through any industry will be considered as one year experience.
- c) Four year NCTVT course will be considered as two years of experience.
- d) The admission for a particular course shall depend upon the field of experience of the candidate and he will be eligible for that course only.

## **E – Admission Procedure**

### **E.1**

The total number of students to be admitted course wise shall not exceed the sanctioned intake capacity for the course in the institution. The Application forms received within the date prescribed in the notification or advertisement published in the newspapers will be considered for admission to the course. Late and incomplete admission forms will be rejected.

### **E.2**

a) Marks of all subject obtained in S.S.C. shall be converted out of 100, sum total of best of five subjects as out of 500 taken together with additional Credit marks (as per D4) will be considered for merit calculation.

This grand total will assign the candidate the General Merit number (GMN) as well as Category merit number (CMN).

b) Course wise consolidated merit lists arranging all the applications irrespective of castes or categories in the order of merit shall be prepared and the Principal of the Institute shall exhibit the provisional merit list indicating therein i) Original marks ii) Credit marks iii) Corrected marks [total of (i) and (ii)] on the notice board/ website which can be seen by all candidates. A candidate seeking admission to a course covered by these rules shall have a right to raise an objection against the credit marks obtained by another candidate if he has reason to believe that they are not given correctly.

### **E.3**

**The candidate raising objection shall lodge in writing within 3 days of the exhibition of the provisional merit list, his objection stating the reasons which led him to believe that the credit marks obtained by the candidates against whom he has prepared the charge were incorrect with sufficient evidence to support his charge where only expression of suspicion or doubt shall not be sufficient to warrant an enquiry.**

### **E.4**

The Principal of Institute shall make enquiries in the matter on the basis of the evidence tendered and decide whether the charge be leveled against the candidate who has claimed credit marks have been proved. If the charges are proved, correction to that extent shall be effected and a final list shall be exhibited and date of interview be notified to such candidates. After considering the objections and following the procedure mentioned above, the candidate shall present himself for interview according to the Interview Schedule attached with this prospectus.

**E.5**

Admission shall be given as per the course wise merits, subject to reservation of the seats and preference. In the first instance candidates equal to the number of students to be admitted be taken up for consideration from the top of the merit list. Thereafter the admissions shall be regulated as follows.

**a) Round-I:**

All the candidates (open/reserved/male/female) of all the categories as per general merit list will be considered for admission as per their inter se merit. The candidate may select any seat from the seats available at that point of time. Reserved category candidates shall be admitted in open category by virtue of their merit or in their respective category of reservation if open category seats are not available as per their merit. SBC category candidates shall be admitted in open category by virtue of their merit or in their original category of reservation if open category seats are not available as per their merit. For the female candidates the seat availability shall be checked in the following order: (i) in the seats reserved for females in open category or (ii) in the general seats in open category or (iii) in the seats reserved for females in respective caste category or (iv) in the general seats in their respective caste category and the first available seat in that order shall be allotted to them.

**b) Round-II**

i) On completion of Round I, if any of the backward class categories mentioned above does not get the required number of female candidates for the percentages laid down, the seats so remaining vacant shall first be filled in from amongst all the candidates (male/ female) belonging to respective reserved category.

ii) On completion of Round -II (i) if any of the backward class categories mentioned above does not get the required number of candidates for the percentages laid down, the seats so remaining vacant shall first be filled in from amongst all the candidates (male and female) of Special Backward Class (SBC) category as per their inter se merit limited to the extent of two percent seats of sanctioned intake capacity of different courses. Such seats for SBC category shall be filled if available for female candidates separately, provided vacancies exist after Round -II (i). After doing so the seats remaining vacant if any from amongst the seats for female candidates, shall be offered to all the SBC category candidates (male/female) as per their inter se merit.

iii) After doing so the seats remaining vacant in the respective group of categories as mentioned below shall be offered to candidates from the respective group with reference to their inter se merit **by adopting the procedure as mentioned below, for each of the group.**

**Group 1:**

- i) Scheduled Castes and Scheduled Castes converts to Buddhism (SC)
- ii) Scheduled Tribes including those living outside the specified areas (ST)

**Group2:**

- i) Vimukta Jati (VJ)
- ii) Nomadic Tribes (NT-B)

**Group3:**

- i) Nomadic Tribes2 (NT-C)
- ii) Nomadic Tribes3 (NT-D)
- iii) Other Backward Class (OBC)
- iv) For example, the seats remaining vacant in SC or ST categories after round II (ii) shall first be offered to all the SC and ST candidates (male/female) as per their inter-se merit. After doing this, the seats remaining vacant, if any, from amongst the seats for female candidates in this group, shall be offered to all the candidates (male/female) in this group, as per their inter-se merit.

**c) Round III:**

The seats remaining vacant in reserve categories after completion of round II shall be made available to all the candidates (male/female) of all the reserve categories together, on the basis of their general merit. After doing so, the seats remaining vacant, if any, from amongst the seats for female candidates, shall be offered to all the reserved category candidates (male/female), as per their general merit.

**d) Round IV:**

After completion of round III, the seats remaining vacant, if any, shall be filled with reference to inter-se merit of all the candidates (open/reserved/male/female) in the region. In this stage, male candidates shall not be admitted against the seats reserved for female candidates. After doing so, the seats remaining vacant, if any, from amongst the seats reserved for female candidates, shall be offered to all the candidates, (open/reserved/male/female) as per their general merit.

### **E.7 Reporting for admission**

**The candidate will have to appear before the committee on the specified date as per the schedule attached for technical interview and detailed scrutiny of his candidature along with all original certificates and prescribed fees.**

**If the candidate fails to report, his / her candidature will be considered as not interested and admission will be offered to the next candidate in the merit list.**

#### **Note:**

**The candidates should note that they have to see the merit list personally on the notice board or website of the institute. Institute will not send them call letters.**

### **E.8**

The interview will consist of verification of original documents and validity of experience certificate and **also knowledge of candidate in his/her field**. If any document is found to be false or if information given by the candidate is found to be false, the candidate will not be considered for admission. The decision given by the Principal of the institute in this matter will be final.

### **E.9**

**If any of the statements made in application form or any information supplied by a candidate in connection with his / her admission is at any time found to be false or incorrect such candidate will not be considered for admission & if already admitted, his / her admission will be cancelled at any time during the course.** Fees will be forfeited and he / she may be expelled from the Institute by the Principal & prosecuted by Government. However if a candidate appeals against the order of expulsion within eight days from the date of letter of expulsion to the Director of Technical Education, Maharashtra State, Mumbai; then Director's decision in this case will be final.

### **E.10**

On selection after interview the candidate will have to pay the fees and deposits as given in H and take admission on the same day.

**F- Relative merit in case of equal marks**

In case of tie, i.e. candidates having equal marks in qualifying examination i.e. S.S.C. examination, the inter-se merit of candidates shall be reassessed as laid down below:

- A candidate who has secured higher % of marks in the subject of Mathematics at S.S.C. Examination will have First priority.
- A candidate who has secured higher % of marks in the subject of Science at the S.S.C. Examination will have Second priority.
- A candidate who has secured higher % of marks in the subject of English at the S.S.C. Examination will have third priority.
- A candidate passing H.S.C. (Std. XII) Science stream examination at (10 +2) level will have Fourth priority.
- A candidate passing H.S.C. (Std. XII) Examination with M.C.V.C. will have Fifth priority.
- A candidate passing ITI Trade of 2 Years will have Sixth Priority.
- A candidate passing Intermediate grade drawing examination will have Seventh priority.
- Date of Birth of candidate (Elder candidate will be given preference).

## **G – Application and Documents Required.**

### **G.1**

No application will be considered unless it accompanies the attested copies of the following documents.

#### **a) For all candidates (including Backward Classes)**

1. Certificate of passing of the qualifying examination (i.e. S.S.C. or its equivalent examination) with the statement of marks.
2. School / Institute leaving certificate after qualifying examination.
3. Certificate of Date of Birth, if the Date of Birth is not mentioned in the School / Institute leaving certificate.
4. Certificate of employment from the employer.
5. Certificate of passing intermediate drawing exam if applicable.

**\* All Candidates should bring additional Two attested Xerox copies of mark lists of exams passed ( SSC, HSC ITI, Degree etc.), One latest passport size color photograph at the time of admission.**

#### **b) For Candidates claiming weightage.**

In case of candidates claiming weightages, they will have to attach attested copies of the appropriate certificate from the employer as given in the application form.

#### **c) For candidates belonging to backward classes**

1. Certificate as specified under rule C.5 above in the prescribed form.
2. Any other document in support of his claim regarding caste.

#### **d) For candidate claiming seats reserved for physically handicapped.**

Certificate in **Proforma D** regarding his physical disability & physical ability to undergo the diploma course in the branch in which the candidate seeks the admission

#### **e) For candidates claiming seats reserved for Defence Service Personnel.**

Certificate as mentioned in **Proforma A or B or C** (which ever is applicable) should be attached.

**G.2**

Copies of the certificate attached to the application form should be attested by the Principal of the school/ institute or a Gazetted Officer or special Executive Magistrate. Original certificate if attached to the application will not be returned. **Original Certificates will have to be produced at the time of scrutiny of the application prior to admission.**

**G.3**

Application for admission will not be considered unless it is

- i) Properly and correctly filled in.
- ii) Accompanied by attested copies of the requisite certificates in support of the claim made in the application form and
- iii) Received in the office of the Principal at the Polytechnic / Institute concerned, on or before the last date prescribed.

**G.4**

The application or any of the certificates received after the last date prescribed for this purpose shall not be entertained.



**H- Fees****(a) Tuition fees**

<i>PARTICULARS</i>	<i>FIRST YEAR ADMISSION</i>
1. Tuition Fee	6000/-
2. Enrolment Fee	150/-
3. Answerbook Fee	200/-
4. Development Fund	1000/-
5. Data Processing Fee	500/-
6. Exam. Fee	900/-
<b>Total</b>	<b>Rs. 8750/-</b>

**Note 1) Above fees are to be paid by D.D. drawn on any Nationalised bank in favour of `Principal, Government Polytechnic, Pune' payable at Pune at the time of admission then only the admission will be confirmed.**

**I- Miscellaneous Provisions****I.1**

**Medium of instruction** - The medium of instruction for Diploma Courses in Engineering & technology is English.

**I.2**

A) The candidate should have taken admission by paying necessary tuition and other fees and should have submitted original certificates before the candidate applies for cancellation. In case candidate fails to submit any of the original documents within the allowed time limit, the admission shall be treated as cancelled. Refund of fees shall not be applicable to such candidates.

b) The candidate desirous of cancelling admission shall apply for cancellation in the **prescribed format.**

c) The candidate cancelling admission shall forfeit the candidature and no longer be considered for the admission offered by the Competent Authority during the current year and fees shall be refunded to the candidate after deducting an amount as prescribed in these rules.

d) All cancellations shall be made at the concerned Polytechnic where the candidate is admitted.

Type of Fees	Period and amount of deduction		
	Up to 'Cut off date'	After cut off date but on or before start of the academic term	After start of the academic term
Tuition Fees	10%	50%	100%
Development Fees	10%	50%	100%
Internet Fees	Nil	Nil	100%

## **J – Exemption**

Exemption in the subject means not to do Termwork of the subject as well as not to appear for any examination i.e. TH/OR/PR for that subject.

Candidates acquiring higher qualification like HSC (Science)/Bsc. (Chemistry/ Electronics), I.T.I./NCTVT etc. are eligible for exemption.

To get exemption in any particular subject, it is compulsory to fill the exemption form after confirmation of admission and submit to the institute.

Filling of exemption form does not mean the exemption is granted. It is granted by exemption committee.

**PROFORMA –A**  
**(For Def-1, Def-2, and Def-3 Candidates)**  
**(For sons and daughters of Defence 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 year  
Diploma course in \_\_\_\_\_ for the year \_\_\_\_\_

Date :

Place :

(Signature)

Name & Designation of the  
Authority not below the  
rank of Commandant of  
equivalent / District Sainik  
Welfare Officer

**PROFORMA – B**  
**(For Def-3 Candidates)**  
**(For sons/daughters of Active Defence Service Personnel not domiciled in Maharashtra State)**

**CERTIFICATE**

This is to certify that Shri. / Smt. \_\_\_\_\_

(Full name of the Employee with Rank of the employee)

is a member of Armed forces of India, and is 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 \_\_\_\_\_ (date of Joining) and is currently working in the same post.

This certificate is issued for the purpose of his/her son/daughter \_\_\_\_\_'s admission to First year Diploma course in \_\_\_\_\_ for the year \_\_\_\_\_

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

**PROFORMA – C**  
**(For Def-3 Candidates)**

**(For sons/daughters of Active Defence Service Personnel not domiciled  
in Maharashtra State but retained their family accommodation)**

**CERTIFICATE**

This is to certify that Shri./Smt. \_\_\_\_\_  
(Full name of the Employee with Rank of the employee) is a member of 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  
year Diploma course in \_\_\_\_\_ for the year  
\_\_\_\_\_

Date :

Place :

(Signature)  
Name & Designation of the  
Head of the Office

Seal of the Office

**PROFORMA –D**

**(For P-1, P-2, and P-3 Candidates)  
(For Physically Handicapped Candidates)**

Photograph of the  
candidate showing  
the Physical  
Disability

**CERTIFICATE**

This is to certify that I have examined Mr. / Miss  
\_\_\_\_\_ on \_\_\_\_\_ (Date)

He / She has \_\_\_\_\_  
\_\_\_\_\_ (Name of the Physical Disability)

which comes under the sub category Blindness / Speech & Hearing  
impaired/Orthopaedic disorder/ Learning disabilities, Dyslexia, Dyscalculia,  
Dysgraphica, Spastic.

The percentage of handicap \_\_\_\_\_ (%).

The Candidate is capable of carrying out all activities related to theory and practical  
works as applicable to Diploma course in \_\_\_\_\_  
\_\_\_\_\_ Engg. without any special concessions and  
exemptions.

This certificate is issued for the purpose of his / her admission to First year Diploma  
course in \_\_\_\_\_ for the academic year \_\_\_\_\_

Date :

Place :

Director,  
All India Institute of  
Physically Handicapped,  
Mumbai.  
(Or)  
Dean / Civil Surgeon

**PROFORMA - E****AUTHENTIC LETTER HEAD OF THE ESTABLISHMENT****DETAILED ADDRESS****PHONE:****FAX:****E-MAIL:****REGD.No.****Reff. No.****Date:****Sponsorship-Experience Certificate**

This is to certify that Shri/ Smt.: \_\_\_\_\_ is full time employee of this organization /Institution / Industry, Working in (Department): \_\_\_\_\_ as (Designation) : \_\_\_\_\_ from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_; having Provident Fund No.: \_\_\_\_\_; and ESIS No.: \_\_\_\_\_; The nature of his / her duties are suitable to acquire Diploma in \_\_\_\_\_ Engg. I have no objection for his admission to Part time Diploma Programme.

To the best of my knowledge, he/she bears a good moral character.

Place :

Date :

Signature

Name &amp; Designation

Name of Industrial Organization

(Seal)