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**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING**  
**(TECHNICAL EDUCATION BRANCH-II)**  
**NOTIFICATION**

No. 816/2016-LTE2/700771/1 Dated: 1/3/2016

The Governor of Punjab is pleased to appoint the Punjab State Board of Technical Education and Industrial Training, Chandigarh ( hereinafter the Board) as the authority competent to make admission to Three Year Diploma in Modern Office Practice, for the academic session 2016-17. The Board shall also recommend and authorize admission to the Three Year Diploma in Modern Office Practice being run in various Polytechnics/ Institutions located in the State of Punjab, which stand approved by the All India Council of Technical Education for the session 2015-16. Any addition of courses or any increase or decrease in the seats for the year 2016-17, the Board is authorized for affiliation of the Polytechnics/Institutes at its own level as per the procedure laid down on the basis of the approval of All India Council of Technical Education.

Admission to the diploma in MOP course shall be made subject to grant of affiliation by the Punjab State Board of Technical Education & Industrial Training and approval by the AICTE:-

**A. ELIGIBILITY FOR ADMISSION TO DIPLOMA IN MODERN OFFICE PRACTICE**

- I. All those candidates who have passed the 10+2 examination with or without Science from a board recognized or established by Central/ State Government through a legislation shall be eligible to apply for Three Years Diploma in Modern Office Practice.
- II. From the Academic session 2016-17 85% seats shall be reserved for the internal candidates from within the State of Punjab and 15% shall be open to the candidates from outside Punjab on All-India basis.
- III. The Eligibility criteria for 85% seats will be that the candidate shall be a resident of Punjab State as per Punjab Government, Department of Personnel and Administrative Reforms (PP II Branch) letter No. 1/3/95-3PPII/9619 dated 6th June 1996 and letter No. 1/3/95-3PPII/80 dated 1st January, 1999 ( attached as Annexure I) and should have passed the 10+2 with science/ without science examination from an institution/school affiliated to Punjab School Education Board/CBSE/ICSE/ National Open School situated in Punjab. The candidate would be required to submit a certificate to this effect from the Principal/Head of Institution last attended in the prescribed proforma as given in the prospectus.

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- IV. Apart from the basic educational qualification prescribed above, the general eligibility criteria shall be as has been mentioned in Punjab Government, Department of Technical Education and Industrial Training Memo. No. 35/44/95-1T(2)/978 dated 21st March, 2003, which is attached as Annexure-II.
  - V. The State Board of Technical Education and Industrial Training, Punjab shall formulate a scheme for making admissions.
  - VI. Admission of candidates, who fulfill all other conditions, shall be made on the basis of the relative merit in qualifying examination subject to reservation of seats, detailed instructions in respect of which are given in Para C of this notification.
  - VII. The students shall pay the fees/development fee and other charges both for the various seats, as per rates of fees/development fee and other charges as fixed by Government of Punjab/UT of Chandigarh or the Board.
  - VIII. The fee structure for Foreign Nationals/Persons of Indian Origin shall be the same as is in vogue for NRI candidates.
  - IX. The guidelines for admission of Kashmiri migrants shall be as per Punjab Government Notification No. 35/44/95-ITE2/3244 dated Chandigarh the 30<sup>th</sup> August 2001 which is attached as Annexure III.
  - X. The guidelines for admission of Foreign Nationals/ Persons of Indian Origin shall be as per Punjab Government Notification No. 13/75/2001-ITE2/296 dated Chandigarh the 23<sup>rd</sup> January, 2002 which is attached Annexure IV.
  - XI. The management quota shall be as per Punjab Govt. Department of technical Education and Industrial Training Memo no 13/129/2003-1TE2/1247 dated 25<sup>th</sup> April 2008 and No. 13/129/2003-1TE2/1892 dated 20<sup>th</sup> June 2008 as amended from time to time which is attached as Annexure V.
  - XII. There shall be no bifurcation of the seats into "free seats" and "paid seats" .This is in compliance with the judgment of the Hon'ble Supreme Court of India vide its judgment the case of T.M.A. Pai Foundation and other vs. State of Karnataka and others (2002) 8 SCC 481; AIR 2003 SC 355, and the instructions of Government of India, Ministry of Human Resource Development and the AICTE.
- B. ONLINE- COUNSELLING**
- I. The admission to Three years diploma course in Modern office Practice shall be conducted through web based online counseling for the academic year 2016-17 and therefore physical presence of candidates for the counseling will not be necessary.

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- II. During the online counseling, candidate shall be given opportunity to exercise choice of institutes / trade in centralized counseling and thereafter the vacant seats, if any, shall be filled by the institute on the criteria of admissions under management quota.
- III. The Board shall give a public notice in leading newspapers regarding the schedule of counseling.
- IV. While fixing the date of counseling for admissions, the Board shall keep in view the cut off date and schedule for approval by All India Council of Technical Education for the academic session 2016-17.
- V. There shall be two rounds of centralized counseling by State Board of Technical Education, Punjab Chandigarh. The 2<sup>nd</sup> counseling should be over by 10<sup>th</sup> of July 2016 and the admission consequent to this, should be allowed till 15 July. There after the direct admissions at the college level shall be allowed for vacant seats. The Punjab State Board of Technical Education Punjab, Chandigarh will issue necessary instructions to the institutions on 16 July 2016 in this regard.

C. **RESERVATION:**

- I. The reservation of seats shall be as per Punjab Government, Department of Technical Education and Industrial Training Memo. No. 35/44/95-1T(2)/975-77 dated 20th March, 2003, which is attached as Annexure-II. As regards the reservation of seats of Chandigarh Polytechnics, the same shall be as per the policy intimated by the Chandigarh Administration to the Board.
- II. The attention of the applicants desirous of claiming reservation under any category whatsoever is especially drawn to the condition and stipulation that only the certificates that have been issued on or before the last date of counseling shall only be accepted. The candidates are accordingly advised, in their own interest, to get the requisite certificates issued well before the cut-off date, otherwise their certificates shall not be considered and their claim for reservation shall be summarily rejected. No extension shall be granted in this regard, under any circumstances. This provision should be given wide publicity and also included conspicuously in the prospectus-cum-information brochure to be issued by the Board.
- III. The Board shall make a provision in the Admission application form for the candidates to indicate the category, if any, under which they are seeking reservation. The Government of Punjab may also set up a Committee to effect inter se gradation of candidates claiming reservation under certain categories, as indicated in the aforesaid memo dated 20th March, 2003. In the absence of this Committee, the Board shall effect this inter se gradation,

in accordance with the criteria laid down in the aforesaid memo dated 20th March, 2003.

IV. A candidate shall be eligible to make claim for reservation under one reserved category only. However, the procedure for counseling/ allotment of courses and/ or institutes shall be such that if a candidate is getting a course/ institution higher in his/ her order of preference, as a general candidate, he/ she shall be so regarded, not with standing his/ her claim as a reserved category candidate. The seat under the reserved category shall then be offered to the candidates in that very reserved category.

V The unfilled seat in any reserved category shall be merged in the General Category quota after all eligible candidates of the reserved categories have been called for counseling.

**D) ADMISSION SCHEDULED**

As per AICTE's notification No. Advt. No. Legal/12 (06) 2012 the admission shall not made after 15<sup>th</sup> August 2016

**E) FEE WAIVER SCHEME**

I. The Admissions under Fee Waiver Scheme of AICTE, shall be made by Punjab State Board of Technical Education & Industrial Training as per Notification No.13/60/08-1TE2-1797 dated 23.05.2011 of Department of Technical Education and Industrial Training, Govt. of Punjab as amended from time to time, which is attached as Annexure VII.

**F) OVER-RIDING PROVISION:**

I. Nothing in this notification shall be operative in so far as it is inconsistent with the law of the land as laid down of the judgment of the Hon'ble Supreme Court of India in the case of T.M.A. Pai Foundation and other vs. State of Karnataka and others (2002) 8 SCC 481: AIR 2003 SC 355). Any such inconsistency may be brought to the notice of the Government of Punjab, clearly highlighting the inconsistency, for immediate rectification.

II. The institutions which do not make admission on the basis of the Central Admission procedure as notified by the Board, from time to time or violate any of the above terms and conditions, shall automatically stand disaffiliated from the Board without any further notice.

III. The notifications/ circulars/ instructions of Government of Punjab referred to in A-III,A-IV,A-IX,A-X,A-XI,C-I,E-I & F-I of this notification shall be treated as part of this notification for all purposes and all the provisions of this notification shall be read along with the contents of said notification/ circulars and instructions.

M.P Singh, IAS

Principal Secretary to Govt. of Punjab  
Department of Technical Edu. & Ind. Trg.

Dated: Chandigarh the  
26-2-2016

Endst No. 8/6/2016-4TE2/

Dated Chandigarh, the

A copy is forwarded to the Controller, Printing and Stationery, Punjab, Chandigarh with a request to publish the Notification in Punjab Government Gazette ( Ordinary) and supply 10 copies for office use.

Special Secretary to Govt. of Punjab  
Department of Technical Education & Indl. Training

Endst No. 8/6/2016-4TE2/70077/3

Dated Chandigarh, the 1.3.2016

A copy is forwarded to the following for information and necessary action:-

1. ✓ Director, Technical Education & Industrial Training, Punjab, Chandigarh.
2. Director, Technical Education .UT. Chandigarh.

Superintendent

Endst No. 8/6/2016-4TE2/

Dated Chandigarh, the

A copy is forwarded to the Secretary, Punjab State Board of Technical Education & Industrial Training, Sector 36, Chandigarh. He is requested to publish the notification in to in the brochure and also send the brochure to Government for approval before it is got printed and is made available to the public. Besides, intimation about the admission may also be sent to Government.

Superintendent