

**DIRECTORATE OF TECHNICAL EDUCATION**  
**GOVERNMENT OF MADHYA PRADESH, BHOPAL**

**ONLINE OFF-CAMPUS COUNSELING PET-2010**

**ADMISSION PROCEDURE**

**The admission process involves the following steps:**

- I. Document verification  
[for reserve category(ST/SC/OBC) and all Candidates who have applied Under Fee Waiver Scheme(FW), Freedom Fighter(FF), Sanik(S), Technical Stream(TS), Handicapped(H), Below Poverty Line(BPL)/IV-Class employee of Madhya Pradesh Government(C-IV), JK(Migrant/Resident) at Help Center identified by Competent Counseling Authority].
- II. Online Registration and Payment of Registration Fee.
- III. Online Choice Filling and part payment of Tuition Fee.
- IV. Online Allotment.
- V. Printing of Allotment status.
- VI. Reporting and Document Verification (Mark-sheets, Domicile if applicable) at Allotted Institutions for seeking admission.
- VII. II-Phase of Counseling (If seat remains vacant).
- VIII. III-Phase of counseling (If seat remains vacant in II-Phase counseling on the basis of PET-2010 entrance test), shall be done on the basis of marks obtained in the qualifying examination.

**OPTIONS OF PAYMENT OF FEES**

- Internet banking (State bank of India/ State bank of Indore).
- Credit card (master/ visa card) from ICICI/SBI payment gateway.
- ATM-CUM-DEBIT card (maestro) of State bank of India.
- ICICI bank pay slip
- Through cash payment at authorize Help centers.
- Authorize Kiosk of Mponline.

## I. Document Verification

Following original documents (of which candidate wants to take advantage) shall be verified by the nodal officer at the help center, identified by the Competent Counseling Authority -

- I. Madhya Pradesh Domicile Certificate issued by competent authority.
- II. Caste Certificate issued by competent authority for ST/SC/OBC (excluding creamy layer) candidates of Madhya Pradesh.
- III. Latest Income Certificate issued by competent authority for OBC candidates if OBC(excluding creamy layer) certificate is issued before 30 April 2008.
- IV. Freedom Fighter(FF), Sanik(S), Technical Stream(TS) Certificate issued by competent authority.
- V. Below Poverty Line(BPL)/IV-Class employ of Madhya Pradesh Government(C-IV) Certificate issued by competent authority for the Candidate who is son/daughter of IV-Class employee of Madhya Pradesh Government / Person who is lying under Below Poverty Line.
- VI. Latest Income (less than Rupees 2.5 lack) Certificate issued by competent authority for tuition fee waiver to women, economically backward and physically handicapped meritorious Candidate.
- VII. JK(Migrant/Resident) certificate issued by competent authority.
- VIII. Physical Handicapped Certificate issued by competent authority
  - ☞ Disability Certificate from the concern district medical board.
  - ☞ Eligibility Certificate for the course from the superintendent, Government Of India, Ministry of Labour, Vocational, Rehabilitation center for Physical handicapped, Napier town, Jabalpur, Madhya Pradesh.
  - ☞ In case a candidate by mistake applied for Physical handicapped reservation or fails to produce the necessary documents for proof of it, Candidate will have to submit the fitness (non handicapped) certificate from the medical officer for verification.

- ✓ If a candidate fails to present him/her self on Help Center for document verification during Document Verification because of serious illness or accident and is admitted in the hospital then his/her guardian/ parents may be permitted for the same on his/her behalf, provided the concerned candidate submits an authority letter to this effect along with a medical certificate issued by concerned Chief Medical Officer/Civil Surgeon as a proof of illness and hospitalization. If later on, it is found that the information provided by candidate was wrong, then the admission is liable to be cancelled.
- ✓ After verification at the Help Center, all original documents will be return back to the candidate.
- ✓ Nodal Officer will issue a slip for Eligible/Non Eligible Candidate.
- ✓ Non Eligible Candidates can come again before registration with valid required documents for eligibility.

**or**

- ✓ Non Eligible Candidates can register him/her self in Un-Reserved Category.

NOTE:- Candidate should produce all applicable original documents along with complete set of photocopy at the Help Center.

## **II. Online Registration and Payment of Registration Fee**

During this step all reserved (Category/Class) candidates who have verified their documents and all the Un-Reserved candidates shall have to register **ONLINE** through website ([www.mponline.gov.in](http://www.mponline.gov.in)) from a place of convenience given below in table:-

<b>Option to appear in counseling through internet</b>
➤ At home, if internet is available.
➤ Internet desk from Nearest Help Centers (Govt. Polytechnic College/Govt. Women Polytechnic/Selected Govt. I.T.I./ Selected Govt. Excellence school whose list is available with address and phone numbers on website <a href="http://www.mponline.gov.in">www.mponline.gov.in</a> )
➤ Internet facility available at candidate`s city/village.
➤ Authorized Kiosk of Mponline.

**The detailed procedure is described below:**

1. A candidate has to open the website ([www.mponline.gov.in](http://www.mponline.gov.in)) and click on **“Registration”**.

2. The candidate will register online by entering the following data from the admit card to get details for registration:-
  - (a) PET Roll Number.
  - (b) Date of Birth (DD/MM/YYYY).

With following mandatory details:-

1. Qualifying Examination Roll Number (12<sup>th</sup> Class).
  2. Qualifying Examination Marks Aggregate/Out off.
  3. Name of board from which Qualifying Examination is passed.
  4. Year of passing Qualifying Examination.
3. The candidate can update email address and mobile number only.
  4. The data submitted by the candidate will be verified with the PET - 2010 database of VYAPAM and if it matches then only the candidate will be permitted to proceed further for payment.

**REGISTRATION FEE**

Registration Fee Rs. 500/- and Portal Charge: 20/- (For All Candidates)

5. The system will generate a **Receipt** with **temporary password**.
  - ☞ Candidate must change his/her default password for the security reason.
  - ☞ The length of the password must be minimum of SIX characters, Password must be case sensitive.
  - ☞ Next time, the candidate can login directly with Roll number and Date of Birth as login ID and the changed password, Whenever the candidates login, they have to LOGOUT at the end.
  - ☞ Candidates are advised to record/remember their password for all future Logins.
  - ☞ Confidentiality of the password is the sole responsibility of the candidate and its security must be ensured.
  - ☞ Candidates are advised not to disclose or share their password with anybody else. Neither Competent Counseling Authority nor MPOnline is responsible for violation or misuse of the password of the candidate.
  - ☞ If a candidate forgets his/her password, the additional information provided by the candidate at the time of registration will be used to get the new password. Hence, every candidate has to enter the required additional information as indicated in the registration form at the time of registration.
  - ☞ A candidate can change his/her password after login, if desired.

### III. Online Choice Filling and Part Payment of Tuition Fee

All the registered candidates are required to exercise their choices of institutions in order of preference. The detailed procedure is described below:

1. Candidate must select at least one choice and he/she can give as many number of choices in the order of preference as he/she wishes from the list of available institutes and Branches.
2. The candidates are permitted, to change or re-order their choices, delete earlier ones and add new choices any number of times until they lock (make payment) their choices, if they so desire.

#### **PAYMENT OF TUITION FEE**

Part payment of tuition Fee Rs. 10000/- (for UR/OBC Candidates), Rs. 1000/- (for SC/ST Candidates) and Portal Charge: 80/.

3. Once Candidate locks his/her choice preferences and makes the payment, the system will generate an **Acknowledgement/Receipt** mentioning the list of choices in the same order, now candidate cannot change his/her choice preferences.

### IV. Online Allotment

The choices submitted by the candidates will be processed centrally and the results will be available on the website ([www.mponline.gov.in](http://www.mponline.gov.in)).

### V. Printing of Allotment Status

Candidate can take the printout of provisional letter of allotment from the website ([www.mponline.gov.in](http://www.mponline.gov.in)).

Candidate must have to opt one of the following options before taking print out:

**First Option:-Satisfied** with the allotted institute/Branch and Confirmation of the admission.

- Candidate who have opted this option can take printout of allotment letter and can report to the allotted Institution within due date.
- Candidate cannot participate in further phase of counseling based on entrance examination (PET-2010).

**Second Option:-Consent for Up-gradation** otherwise retain the allotted Institution/Branch.

- Candidate who have applied for this option can take printout of **APPLICATION DETAILS FOR UP-GRADATION** and report to the upgraded or same institution after up-gradation.
- Candidate cannot participate in further phase of counseling based on entrance examination (PET-2010).

**Third Option:-Not Interested** to take admission in the allotted Institution/  
Branch.

- The allotment will be treated as cancelled.

## **VI. Reporting and Document Verification**

Successful candidates shall have to report to the allotted institute for admission and present the required original documents for verification only.

The list of required original documents are-

- Mark-Sheet of 12th (10+2) class which declares him/her pass. (Candidate must have to produce proof of passing, in Mathematics, Physics and Chemistry as compulsory or an additional subject at 12th (10+2) class).
- Madhya Pradesh Domicile Certificate (if applicable)
- ☞ Non Eligible Candidates can come again, before last date of reporting with valid required documents for Re-Eligibility.

**The detailed procedure for Reporting and Document Verification shall be-**

1. Institute's authorized officers shall verify original documents & return it to the candidates, will also confirm the same online by entering its password.
2. If the Candidate is found Eligible, then he will have to enter his/her password by himself/herself to confirm the Reporting for admission.
3. Institute's authorized verifying officer has to give generated admission slip bearing the signature of the candidate as well as the verifying officer.
4. If the Candidate found Not Eligible, verifying officer has to give generated Not Eligible slip bearing the signature of the candidate as well as the verifying officer.
5. Non Reported candidates` seat will be treated as vacant seat.

## VII. II-Phase of Counseling (If seats remain vacant)

Following candidate can participate in second round of counseling:

1. *Candidate who has not participated in I-Phase of counseling.*
2. *Candidate, who was NOT INTERESTED/NOT ELIGIBLE in I-Phase of counseling, with the payment of (registration fee Rs 1000/- Portal charges Rs 20/-) and Choice filling Portal charges Rs 80/- only.*
3. *Candidate, who is satisfied with allotment or gone through up-gradation at I-Phase of counseling, cannot participate in this II-phase of counseling.*

## VII. III-Phase of Counseling (If seats remain vacant from II-Phase of counseling) shall be done on the basis of marks obtained in the qualifying examination.

- Remaining vacant seats after counseling, on the basis of PET-2010 entrance test, shall be filled on the basis of marks obtained in the qualifying examination as per norms. Schedule of the counseling, shall be declared separately.

**Following candidate can participate in the III-Phase of counseling:**

- *Candidate who has Not appeared in PET-2010 Entrance Test.*
- *Candidate who has appeared in PET-2010 Entrance Test but not appeared in I-Phase and II- Phase of counseling.*
- *Candidate, who did not get any allotment in I-Phase and II- Phase of counseling on the basis of PET-2010 entrance test.*
- *Candidate, who opted **Third Option** (Not Interested to take admission in the allotted Institution/Branch) in I-Phase and II-Phase of counseling on the basis of PET-2010 entrance test.*
- *Candidate who has got their admission cancelled online.*

### Process

1. Candidate will have to submit online application form as per schedule.

#### **DETAILS OF ONLINE APPLICATION FEES**

##### **At the time of submission of online application**

Application Fees Rs. 500/- (for UR only) and Portal Charge: 50/-

Application Fees Rs. 250/- (for ST/SC/OBC) and Portal Charge: 50/-

2. System will generate Roll Number automatically. Print out of the form can be taken by the candidate. Roll number will also be sent to the candidate through SMS or email.
3. After getting roll number candidate can participate in counseling as per schedule.

**The admission process based on qualifying examination is as follows:**

Document verification

It is Compulsory for all candidates to get their document verified including Original Mark-Sheet of Qualifying Examination 12<sup>th</sup> (10+2) class with declared pass (Candidate must have to proof pass in Mathematics, Physics and Chemistry as compulsory or an additional subject at 12<sup>th</sup> (10+2) class) at Help Center.

- ✓ All original documents with one set of photocopy.
- ✓ Remaining counseling process i.e. registration, choice filling and reporting will be same as for the counseling process stated earlier.

**Note:-** Allotment will be done as per declared merit after registration.

**Abbreviations:**

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UR	Unreserved
OBC	Other Backward Classes (excluding creamy layer)
SC	Scheduled Caste
ST	Scheduled Tribe
S	Sainik
FF	Freedom Fighter
TS	Technical Stream
FW	Fee Waiver
JK	Jammu Kashmir
HC	Handicapped
OP	Open (Male or Female)
X	NIL (person who does not belong to any class)
F	Female

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