

**DEPARTMENT OF TECHNICAL EDUCATION AND APSCHE**  
**APECET-2024 ADMISSIONS**  
**DETAILED NOTIFICATION- PHASE-I**

**CERTIFICATE VERIFICATION AND OPTION EXERCISE FOR WEB BASED  
COUNSELLING**

The Qualified & eligible candidates of APECET-2024 (Diploma Holders in Engineering, Degree holders with B.Sc. (Maths) except Diploma in Agriculture and Diploma in Pharmacy are informed that the web counselling process comprising payment of processing fee cum registration, online certificate verification and option entry will be conducted from 26-06-2024 to 05-07-2024. The candidates are instructed to follow guidelines/Instructions or user manual to proceed for web counselling process.

**Note: For Diploma Holders in Agriculture & Pharmacy a separate notification will be issued in due course of time.**

The Qualified and eligible candidates of APECET-2024 (Diploma Holders in Engineering, Degree holders with B.Sc. (Maths) except Diploma in Agriculture and Diploma in Pharmacy are informed to participate in web counselling for the seats available in Engineering colleges in the State of Andhra Pradesh (both University and Private) for the academic year 2024-25.

The web counselling schedule for the 1<sup>st</sup> Phase for APECET-2024 Admissions is given below.

<b>SNO</b>	<b>ACTIVITY</b>	<b>DATES</b>
1	Online Payment of Processing Fee cum Registration(Candidate registration)	26.06.2024 to 30.06.2024
2	Online Verification of uploaded Certificates at notified Help Line centres(HLCs)	27.06.2024 to 03.07.2024
3	Exercising the Web-Options by the registered and eligible Candidates	01.07.2024 to 04.07.2024
4	Change of Options for the candidates	05.07.2024
5	Release of seat allotments	08.07.2024
6	Self-Reporting and Reporting at college	09.07.2024 to 15.07.2024
7	Commencement of classwork	10.07.2024

## **I. Registration and Payment of Processing fee:**

1. Open the website using <https://cets.apsche.ap.gov.in> and click on ECET-2024 ADMISSIONS
2. Then click on "**Candidate Registration**" link
3. Candidate can enter into Registration form by using "ECET Hall Ticket Number" and "Date of Birth"
4. Candidate Registration form with all the basic information is displayed, verify all the details.

- If no modifications/updates required, candidate can use the provision by selecting the option "NO" from the drop down box provided in **Verify** box under the Label "**Do you want to make any changes in the above information provided**" and select Help Line Centre, accept the declaration and click on **submit** button. Then the candidate will be directed to processing fee payment gateway.

(or)

- If any modification/update required in the information provided, candidate can use the provision to make changes by selecting the option "yes" from the drop down box provided in **Verify** box under the Label "**Do you want to make any changes in the above information provided**" and click on submit button, which will direct the candidate to make any corrections to rectify the mistakes using suitable data with relevant document proofs to be uploaded through online. Then select Help Line Centre, accept the declaration and click on **submit** button. The candidate will be directed to processing fee payment gateway.
- The processing fee for web counselling is Rs.1200/- (for OC/BC) and Rs. 600/- (for SC/ST). The candidates are instructed to pay through online by credit card/ debit card/net banking etc in web site **<https://cets.apsche.ap.gov.in>**
- All the candidates from 1 to Last Rank can pay the processing fee from 26.06.2024 to 30.06.2024 using URL **<https://cets.apsche.ap.gov.in>**

5. Once the payment is success click on **print button** and take a print out.

## **II. Verification of Certificates (Online):**

### **A) Candidates other than PWD, CAP, Scouts & Guides, NCC and Sports & Games**

All the candidates (except Candidates belongs to PWD, CAP, Scouts & Guides, NCC and Sports & Games) are instructed to upload necessary certificates duly selecting the Help Line Centers for online verification of uploaded certificates. The concerned authorizes in Help Line Centers will verify the uploaded certificates by online. Hence, the candidates need not visit/attend physically the Help Line Centers for verification of certificates, if they don't have any problem.

**Note: The majority of the candidates are committing the following mistakes during registration:**

- (i) Not uploading the appropriate certificate (s)
- (ii) Improper scanning of certificate(s) (images of the certificates are not visible).

Hence the candidates are requested to take utmost care while scanning and uploading of the certificates.

The verification officers at Help Line Centers will verify the uploaded certificates by online. After verification of certificates, the verification officer may approve if all the certificates are visible and proper. Else the verification officer may ask the candidate to Re-upload the certificate through message. Therefore the candidates are requested to verify the status of application.

The candidates are informed that the verification of following certificates have to be verified by the counselling authorities. The candidates are required to upload only the necessary documents during the Registration.

1. SSC marks memo
2. Diploma/ Degree marks memo
3. VII class to Diploma study certificates for Diploma Holders (or) IX to Degree study certificates for B.Sc (maths) degree holders
4. Caste Certificate
5. Transfer Certificate(T.C)
6. Income Certificate issued on or after 01.01.2021 for claiming tuition fee reimbursement
7. Local status certificate (if applicable) i.e a candidate who migrates to any part of the state of Andhra Pradesh from the state of Telangana from 02-June-2014 to on/before 01-June-2024 shall be regarded as the local candidate in the state of Andhra Pradesh.
8. EWS certificate valid for the year 2024-25 from MeeSeva, for OC candidates who want to claim reservation under EWS category.
9. Residence Certificate (for private studied candidates)

**B) Candidates belongs to PWD, CAP, Scouts & Guides, NCC , Sports & Games and Anglo-Indian.**

The Special Category candidates viz. Anglo-Indian, PWD, CAP, Scouts & Guides, NCC and Sports & Games certificates have to upload documents for online verification and also instructed to attend physically with all the original certificates and two sets of Xerox copies at **Government Polytechnic, Vijayawada** (Help Line Centre(HLC) for Special Category candidates). After the verification of data by online and physically by the verification officers, then the candidates have to ascertain the status of eligibility by using "**Print your Application form**" link. If they are eligible they can proceed for exercise options as per the schedule.

**Note: The majority of the candidates are committing the following mistakes during registration:**

- (i) Not uploading the appropriate certificate
- (ii) Improper scanning of certificate (images of the certificates are not visible).

Hence the candidates are requested to take utmost care while scanning and uploading of the certificates.

The verification officers at Help Line Centers will verify the uploaded certificates by online. After verification of certificates, the verification officer may approve if all the certificates are visible and proper. Else the verification officer may ask the candidate to Re-upload the certificate (only one time is allowed). Therefore the candidates are requested to verify the status of application.

The candidates are informed that the verification of certificates viz. SSC marks memo, Diploma/ Degree marks memo, VII class to Diploma study certificates or IX to Degree study certificates for B.Sc (maths) degree holders, Caste Certificate, Income Certificate/Ration Card/Rice card (scan both sides as a single image and upload), Economically Weaker section (EWS) certificate (Valid for the year 2024-25), Residence Certificate have to be verified by the counselling authorities. But the candidates are required to upload only the relevant documents.

**Verification of special category certificates:**

- 1.PWD (Persons with disability)
- 2.CAP (Children of Armed Personnel).
- 3.Sports & Games
- 4.Scouts& Guides
5. NCC (National Cadet Cops)
- 6.Anglo-Indian

The schedule for centralised certificate verification (for all Diploma branches & Degree holders with B.Sc. (Maths)) for Anglo-Indian, PWD, CAP, NCC, Scouts & Guides, SPORTS & GAMES categories is **at Government Polytechnic, Vijayawada** only.

**(The Reporting time is 9.00 a.m. every day)**

<b>DATE</b>	<b>CATEGORY</b>	<b>INTEGRATED RANKS CALLED</b>
02-07-2024	CAP	1 to 20000
	NCC	1 to 15000
	SPORTS&GAMES	1 to 15000
	Anglo-Indian	1 to LAST RANK
03-07-2024	CAP	20001 to LAST RANK
	NCC	15001 to LAST RANK
	SPORTS&GAMES	15001 to LAST RANK
	PWD	1 to LAST RANK
	Scouts & Guides	1 to LAST RANK

The Candidate can check the status of the application submitted through "**Candidate Registration**" by clicking on "**Print your application form**" to know whether the application is under progress of verification or completed using Hall ticket number and Date of Birth.

1. Enter Hall ticket Number and Date of Birth then click on "Submit" button.
  - a. The candidate details will be displayed at the screen the candidates whose certificates got verified online will get display message "**Candidate is eligible for exercising options**". All such candidates have to proceed to option entry as per the schedule given in the notification.
  - b. The candidate details will be displayed at the screen the candidates whose certificates got verified online and **Rejected** will get display message "**Candidate is not eligible for exercising options**". All such candidates have to approach the selected HLC with valid document proof for getting eligibility for exercising options.
  - c. The candidates whose certificates are not verified online will be displayed a message "**certificate verification is under progress**". The uploaded certificates shall be verified by the concerned Help Line centre authorities and decide the eligibility. If candidate is eligible then candidates have to proceed to option entry as per the schedule given in the notification.

### **Certificates required for Web Counselling:**

The candidates are requested to keep the following certificates ready before proceeding for Online Web Counselling.

- 1) APECET-2024 Rank card.
- 2) APECET-2024 Hall Ticket.
- 3) Memorandum of Marks (Diploma/Degree).
- 4) Provisional Diploma Certificate/Degree Certificate.
- 5) Proof of Date of Birth (SSC or its Equivalent Memo).
- 6) Study Certificate from VII to Diploma/9th to Degree B. Sc. Maths candidates
- 7) Residence Certificate of candidate for a period of 7 years preceding to qualifying examination in case where the candidate has no institutionalized education.
- 8) In respect of Non-Local candidates in order to consider them for allotment under unreserved seats the following certificates needs to be submitted.

a) **Residence Certificate:** Candidates who have resided in the State for a total period of 10 years excluding periods of study outside the State; or either of whose parents have resided in the State for a total period of 10 years excluding periods of employment outside the State.

OR

b) **Employer Certificate :** Candidates who are children of parents who are in the employment of this State or Central Government, Public Sector Corporations, Local bodies , Universities and other similar Quasi Public Institutions within the State at the time of applying for APECET –2024 Examination.

- 9) Integrated Community Certificate, in case of BC/ST/SC issued by the competent authority (not OBC certificate).
- 10) Income certificate of parents from all sources issued on or after 01.01.2021 or Rice card(candidate name and parent name are to be reflected in the rice card) for those who claims tuition fee reimbursement.
- 11) Local status certificate (if applicable) i.e a candidate who migrates to any part of the state of Andhra Pradesh from the state of Telangana from 02-June-2014 to on/before 01-June-2024 shall be regarded as the local candidate in the state of Andhra Pradesh
- 12) EWS certificate **valid for the year 2024-25** obtained from MeeSeva Kendras for OC candidates who want to claim reservation under EWS category
- 13) Candidates claiming reservation under NCC/Sports/ PWD/ CAP shall bring the original certificates.
  - a) **PWD:** In respect of Persons with benchmark disability (PWD) category, candidates have to produce a certificate issued by the District Medical Board. Candidates who have disability of 40% and above will only be considered under PWD category.
  - b) **CAP** - Candidates shall submit Certificates from the ZillaSainik Welfare Board (viz)Discharge book & Identity card etc for Verification. Children of Ex-Service and In-Service persons who are domicile of Andhra Pradesh will alone be considered for allotment of seats under CAP Category.
  - c) **NCC & Sports** –Produce original certificates issued by competent authorities. The candidates should have represented from the state of AP.
  - d) **Scouts & Guides:** Produce original certificates of Rastriya Certificate holders of Bharat Scouts and Guides and other

certificate holders of Bharat Scouts and Guides issued by competent authorities.

- e) **Anglo-Indian** Candidates have to produce a certificate issued by Competent Authority of their place of residence.
- f) Minorities - The Muslim and Christian Minority Candidates should bring Transfer Certificate (TC) of the SSC containing the Religion (Muslim/Christian/Other linguistic) or in the absence of TC, a Certificate issued by the Head of the Institution in which the student studied/appeared for SSC or its equivalent Examination.

**Note 1:** Candidates passed from boards of examination other than APSBTET shall submit equivalence certificate from SBTET-A.P.

**Note 2:** Candidates who have secured 44.5% (For OC) and 39.5% (SC/ST/BC) aggregate marks in Diploma or B.Sc. Degree Examination are only eligible for admission.

**Note 3:** B.Sc. (Maths) Candidates will be considered for allotment of seats after exhausting all the eligible Diploma candidates in the merit list in terms of G.O.Ms.No.49, Higher Education, EC-II Dept, Dated: 04.06.2011.

### **III. Option entry:**

The candidates are requested to exercise options as per the schedule i.e. from 01-07-2024 to 04-07-2024. The candidates can freeze their options. The candidates cannot modify further. In case of any candidates clicks on Freeze button, exercised options will not be given for any changes/modifications. Again the Candidates are here by informed that they can change their options on 05-07-2024.

### **IV. Allotment of Seats:**

The allotment will be placed on 08.07.2024 after 6.00 p.m. The detailed instructions for options entry i.e Instructions to Candidates will be placed in home page of <https://cets.apsche.ap.gov.in>

### **List of Help Line Centres (HLCs):**

1. Government Polytechnic, Srikakulam
2. MRAGR Government Polytechnic, Vizianagram
3. Government Polytechnic, Kancharapalem, Visakhapatnam
4. Andhra Polytechnic, Kakinada
5. S.M.V.M Polytechnic, Tanuku, West Godavari dist
6. Government Polytechnic, Benz Circle, Near Ramesh Hospital, Vijayawada
7. Andhra Loyola Degree College, Near Ramesh Hospital, Vijayawada.
8. MBTS Government Polytechnic, Nallapadu, Guntur.
9. D.A Government Polytechnic , Ongole
10. Government Polytechnic, Venkateswarapuram, Nellore
11. S.V Government Polytechnic, Tirupathi
12. Government Polytechnic for Women, Kadapa
13. Government Polytechnic, Ananthapur
14. Sri G. Pulla Reddy Government Polytechnic ,Kurnool

For any Help such as change of Mobile number or any corrections, candidates are instructed to approach nearest Help Line centre with valid proof.

### **Contact Details of Convener:**

a) Office address:

The CONVENOR, APECET-2024 ADMISSIONS,  
D.NO:11-307, GARUDADRI K.K TOWERS, FLAT.NO:501, 6TH FLOOR,  
LAKSHMI NARASIMHA COLONY, BYPASS ROAD,  
NEAR Dr.YSR AAROgyASRI HEALTHCARE TRUST,  
MANGALAGIRI, GUNTUR DISTRICT-522 503.

b) e-Mail Id: [convenorapcet2024@gmail.com](mailto:convenorapcet2024@gmail.com)

c) Help Desk Numbers: **7995681678, 7995865456, 9177927677**

(Timings as per the schedule from 9:00 AM to 5:00 PM)

Date:25-06-2024  
Magalagiri

CONVENOR & DTE  
APECET-2024 ADMISSIONS