PROSPECTUS CUM INFORMATION BULLETIN

Lateral Entry Admission in Diploma Level
Technical Institutes under the Dept. of
Higher Education for ITI Pass-outs
Academic Year 2024-2025

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Central Selection Committee-2024 Education (Higher) Department Govt. of Tripura

Lateral Entry Admission for ITI Pass-outs in Diploma Engineering Programmes for Academic Session 2024-25 Under the Dept. of Higher Education, Govt. of Tripura.

Opening Date: 01.05.2024 Closing Date: 30.05.2024

Duly filled in **Online Applications** in prescribed forms are invited from the eligible students for Lateral Entry Scheme in Diploma Level Technical Institutes of Tripura under the Dept. of Higher Education for ITI Passouts for admission in 2nd year (3rd semester) of Diploma Engineering Courses in the Academic Session 2024-25 in Tripura Institute of Technology (Narsingarh), Women's Polytechnic (Hapania), Dhalai District Polytechnic (Ambassa), Gomati District Polytechnic (Udaipur), North Tripura District Polytechnic (Dharmanagar), TTAADC Polytechnic Institute (Khumulwng) and Techno College of Engineering, Agartala, CIPET Agartala in vacant seats of different branches of the respective institutes.

The process of application will be as follows:

Registration process	Online Registration from the website: www.highereducation.tripura.gov.in		
Online Registration	Opening	Closing	
	(01.05.2024)	(20.05.2024)	
Registration Fees	Rs. 350/- (All candidate other than BPL)		
	Rs. 200/- (BPL male & female candidates)		
	Processing charges and Goods & Service Tax (GST) are to be paid extra by		
	the candidate, as applicable.		

N.B.:

- 1. All other related information are mentioned in Prospectus available in the website www.highereducation.tripura.gov.in .
- It is to be noted that admission of candidate in an institute will be subjected to merit position in the ITI Lateral Entry merit list, seat allotment through Online Counselling along with fulfillment of all eligibility criteria and other norms as specified by the Dept. of Higher Education and Central Selection Committee.

Guidelines for admission in Diploma Engineering through Lateral Entry Scheme from ITI

- A. Candidates should be citizen of Tripura and should have valid PRTC.
- B. Candidate with Madhyamik or 10th standard passed from a recognized board by TBSE with 2 years NCVT approved ITI courses are eligible for taking admission into 2nd year (3rd semester) of Diploma Engineering through Lateral Entry Scheme
- C. Intake capacity will be the unfilled vacancies in the first year plus 10% of the "Approved Intake" which shall be over and above i.e. supernumerary to the "Approved Intake".
- D. There will be no age limit for candidates for admission into Diploma Engineering.
- E. Candidate has to produce all original documents including Character Certificate issued by Head of the Institute last attended or any Gazetted Officer. Such Character Certificate must be issued

- within six month of date of document verification and admission.
- F. Reservation of unfilled vacancies may be as like the Roster of seats of the preceding first year and for additional 10% supernumerary seats new roster will be prepared as per the guidelines of state government.
- G. Diploma Engineering branches and a list of Institutes is given as per table below-

Name of Institute with branch available

Sl. No.	Name of the Institute	Name of the branches
		Civil Engineering
		Mechanical Engineering
		Electrical Engineering
	Tripura Institute of Technology	Electronics and Telecommunication Engineering
1.	(TIT), Narsingarh	Computer Science and Technology
		Food Processing Technology
		Architectural Assistantship
		Automobile Engineering
		Information Technology
	Women's Polytechnic (WP),	Medical Laboratory Technology
2.		Fashion Technology
	Hapania	Computer Science and Technology
		Electronics and Telecommunication Engineering
3.	Dhalai District Polytechnic (DDP), Ambassa	Civil Engineering
		Electrical Engineering
	Ambassa	Electronics and Telecommunication Engineering
	C (D) (D) (D)	Civil Engineering
4.	Gomati District Polytechnic (GDP), Udaipur	Electrical Engineering
	(GDF), Odaipui	Computer Science and Technology
	New Triange District Delegation	Civil Engineering
5.	North Tripura District Polytechnic (NTDP), Dharmanagar	Mechanical Engineering
	(NTDI), Dharmanagar	Electronics and Telecommunication Engineering
	TTAADC Polytechnic	Civil Engineering
6.	Institute, Khumulwng	Mechanical Engineering
		Electrical Engineering
7.	Central Institute of	Plastics Technology
	Petrochemicals Engineering &	
	Technology (CIPET),	
	Agartala.	
8.	Techno College of	Mechanical Engineering
	Engineering, Agartala.	Electrical Engineering
		Civil Engineering (Construction Technology)
		Electronics and Communication Engineering
		Artificial Intelligence and Machine Learning
		Computer Science and Engineering

- H. Registration and application has to be done through online portal of CSC 2024 (deet.tripura.gov.in)
- I. Application fee to be paid online as applicable Rs. 350/- (for all candidate other than BPL) and
 Rs. 200/- (for BPL candidates).
- J. Payment of fee will be done through online only in the bank account of CSC. Beyond the examination fee any additional surcharges will have to be paid by candidate themselves.
- K. Merit list will be prepared from total marks obtained in ITI that is reflected in ITI Consolidated

Statement of marks.

- L. Counselling will be done through online. Prior to online counselling students has to fill up their choice of branch and institute. The online portal will allot a seat to respective student and an allotment letter will be generated which will be available in the portal developed for the purpose.
- M. Reservation of seats will be as per norms set by Govt. of Tripura.
- N. Candidate has to be physically present and has to produce all original documents at the time of taking admission in respective Institutes. Candidate also has to fulfill all other formalities of respective institutes.
- O. After completion of 1st round of counseling, there may be 2nd round and Spot counseling based on availability of seats.
- P. During Online Application, candidate has to upload <u>consolidated final mark sheet</u>, current Photograph and Signature, otherwise candidate will lose his/her candidature/claim for the year.
- Q. BPL candidates seeking relaxation of fees have to provide their unique Ration Card Number during online application process. After verification, if it is found that the Ration Card is not for BPL in that case candidates have to pay the extra amount to CSC at the time of admission failing which, candidate will lose his / her candidature /claim for the year.
- R. Candidates have to produce hard copy of their online application confirmation page and photocopy of all relevant documents along with original documents during document verification and admission. Without verification of original documents, no candidate will be allowed to take admission.

Reservation

Reservation of seats for SC / ST / Person with Disability (PwD)/ Wards of Ex-serviceman (ESM) candidates will be made as per Reservation Policy of the Government of Tripura as notified from time to time. In case of PwD, percentage and type of PwD will be as per Govt. norms. Certificate(s) issued by the appropriate authority (Dept. of Social Welfare for PwD candidate) shall have to be produced at the time of document verification. In case of ESM, the candidate must endorse the Online Submitted Form from Rajya Sainik Board.

Publication of Merit List

Merit list will be prepared from total marks obtained in ITI that is reflected in ITI Consolidated Statement of marks. There will not be any entrance examination in the academic year 2024-2025. Merit List will be published in the **www.highereducation.tripura.gov.in** and **deeet.tripura.gov.in** portal.

After the publication of merit list there will be online choice feeding, online counseling, online issue of allotment letterand admission into respective institutes.

Application Fees

Application fee with payment gateway service charges, as applicable, are payable by thecandidates

Category wise Application Fee		
Rs 350/-		
Rs 200/-		

Important Dates

Sl. No.	Activity	Date
1.	Online Registration opening	1 st May 2024
2.	Online Registration closing	30 th May 2024

Instruction for Online Application

Candidates are required to go through the instructions carefully before submitting online application.

Once an application is received, it will be considered that the candidate agrees to all terms & conditions, rules & regulations stipulated in the Information Bulletin and notices published by Central Selection Committee (CSC).

Any application not in compliance with the conditions specified by the CSC 2024 is liable to be rejected.

- 1. Candidates have to apply "Online" ONLY. The Application Form other thanonline mode will not be accepted.
- 2. Submission of Online Application Form should be done by accessing DiplomaEngineering Entrance Examination of Tripura website https://deeet.tripura.gov.in/.

The Link is also provided in the DHE website: www.highereducation.tripura.gov.in. Only one application is to be submitted by a candidate. Duplicate applications may cause rejection of his/her candidature.

- 3. Please ensure your eligibility as per the criteria laid down for Lateral Entry Scheme.
- 4. It is essential to have a mobile number and a personal email ID for online application.

All future communications will be sent through the registered mobile number and email ID. CSC will not be responsible for non-receipt of any communication by the candidates if the mobile number and/or the email ID are wrong/non-existing/changed/ de-activated.

Instructions for Filling Online Application Form (Detailed guidelines for complete online application for Lateral Entry Scheme - 2024)

a) Registration:

After accessing the DEEET Portal, the candidates have to Register themselves before applying. A candidate has to carefully note down his/her Registration ID and Password etc. Once the registration details i.e. name, gender, date of birth and E-mail ID are entered and submitted, they cannot be changed /modified /edited under normal circumstances. Also the information must match exactly with the school admit cards, mark sheets, certificates, photo identity cards, caste/category certificates etc. which a candidate has to produce at the time of reporting during admission.

b) Create Profile details and edit:

- ➤ Candidate has to fill up his/her profile details in this section i.e. Father's name, mother name's, caste etc.
- ➤ Upload scanned images of Candidate's Photograph (Not more than 250 Kb), Candidate's Signature (Not more than 100 Kb).

c) Filling online application

Fill up the application form in online mode and note down the system generated Application Number.

d) Upload following documents

- 1. Recent colour photograph and full Signature.
- Marksheet of Madhyamik or equivalent examinations of CBSE, ICSE and other TBSE recognized Boards.
- 3. **ITI** final consolidated marksheet.
- 4. **ITI** pass certificate.
- 5. **PRTC** (not Citizenship certificate) as proof of residency of the applicant.
- 6. **Caste** (**SC/ST**) Certificate of the candidate from the appropriate authority.
- 7. **Persons with Disabilities (PwD)** Certificate issued by Dept. of Social Welfare / District Disabilities Rehabilitation Centres (DDRC) or competent authority approved by the State Government, if any.
- 8. **Ward of Ex Serviceman (ESM)** Certificate (from Rajya Sainik Board/Directorate of Sainik Welfare).
- 9. The page of **BPL ration card** (for BPL candidate) **showing Card Holder Details** in case of seeking reduced application fees.
- e) **Preview Application:** Before final submission of the application the candidates need to check and confirm the details and edit if necessary.
- **f) Submit Application:** Candidates cannot edit/ change details after final submission of the application form.

g) Make Payment:

Make payment of requisite fees using online payment gateways and keep proof of the payment. **The fee may be paid either by credit/debit card or Net Banking.** No other modes like Money Order, DD, IPO etc. will be accepted. No request for refund of fees once remitted by the candidate will be entertained.

h) Print Acknowledgement

You have to take a Print copy of the **Acknowledgement Page** after successful completion of the application. This Acknowledgement page should be submitted at the time of reporting and admission in the institutes.

Publication of Merit List & Online Counselling:

Merit list will be prepared on the basis of total marks obtained in ITI final examinations that is reflected in Consolidated Statement of marks. Merit List will be published in the www.highereducation.tripura.gov.in and deeet.tripura.gov.in portal. Subsequently, the concerned candidates mandatorily have to make online choice feeding before online counselling. Only after that there will be issue of online **Seat Allotment Letter**.

Online Counseling

Before online counselling, choice feeding has to be done in the online portal by the concerned candidates. Based on the choice feeding, the eligible candidates will be nominated for admission in different polytechnic institute through online counseling. Available seats of different courses in different polytechnic institute in state of Tripura will be distributed amongst the eligible candidates through online counseling.

The Following documents in original along with two sets of photocopies are required at the time of document verification and admission:

- 1. Two recent passport size colour **photographs**.
- 2. Marksheet of Madhyamik or equivalent examination.
- 3. **ITI** final consolidated marksheet.
- 4. **ITI** pass certificate.
- 5. **Admit card** of Madhyamik Examination or equivalent/**Birth certificate** as proof of age.
- 6. PRTC (not Citizenship certificate) as proof of permanent residency of the applicant.
- 7. Caste (SC/ST) Certificate of the candidate from the appropriate authority.
- 8. **Persons with Disabilities** (**PwD**) Certificate issued by Dept. of Social Welfare / District Disabilities Rehabilitation Centres (DDRC) or competent authority approved by the State Government, if any.
- 9. Ward of Ex Serviceman (ESM) Certificate (from Rajya Sainik Board/Directorate of Sainik Welfare).
- 10. **BPL Ration Card** from the appropriate authority approved by the State Government, if any.

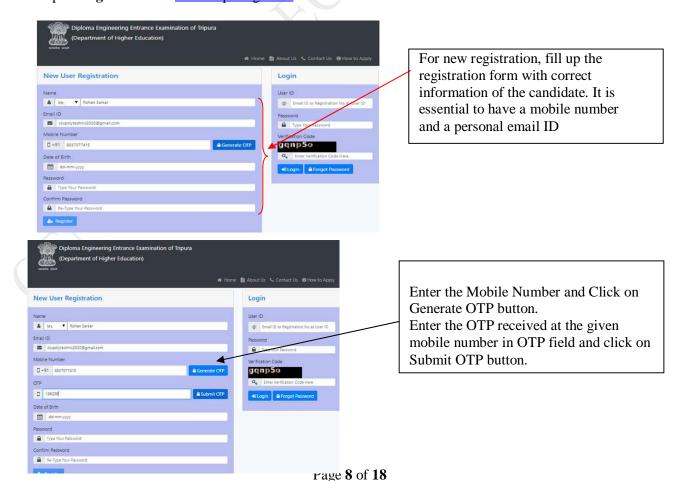
Appendix-1

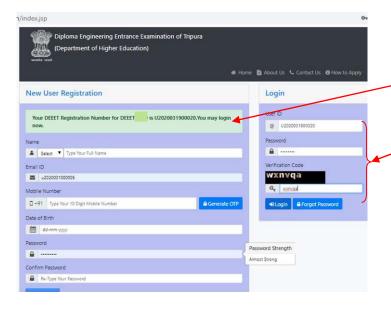
Guidelines for filling up the online application form

Step 1: Go to https://highereducation.tripura.gov.in/ and click on "For Admission into Diploma Engineering" for DEEET 2024 Registration in deect.tripura.gov.in/



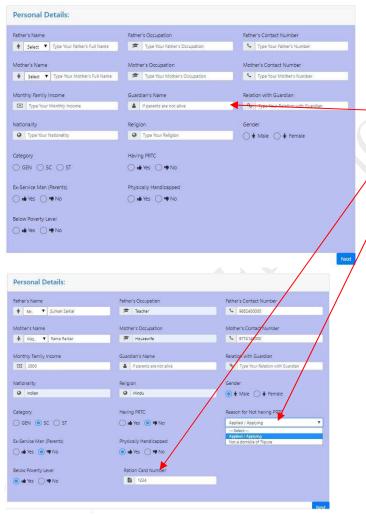
Step 2: Registration in deeet.tripura.gov.in/



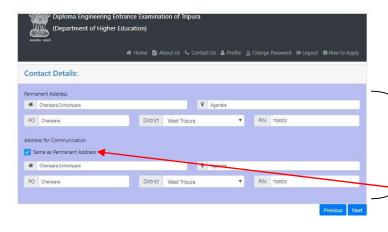


- 1. After successful registration of the candidate, message will appear with ITI Lateral 2024 Registration Number.
- 2. Enter the Registration Number or Email Address, enter password, enter verification code and click on log in to fill up Candidate Profile

Step 3: Candidate Profile Fill up

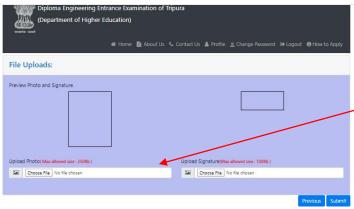


- 1. Fill up the Candidate Profile details with correct information.
- 2. Fill Guardian's name and relation with guardian if parents are not alive.
- 3. If candidate belongs to BPL category then enter correct ration card number.
- 4. If candidate is not having PRTC and applied/applying for PRTC then click on "No" button and then click on Applied/ Applying option.



1. Fill up the Candidate's Permanent Address and Address for -communication

2. If Permanent Address and Address for communication are same click on same as permanent address option



1. Upload Candidate's photograph and signature in correct format and size.

Photograph: Maximum allowed Size

and format: 250Kb,JPEG/JPG

Signature:

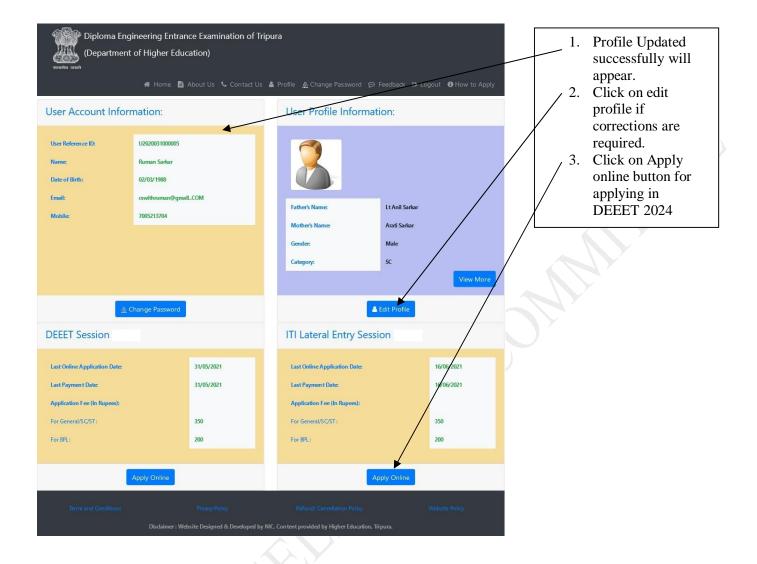
MaximumallowedSizeandformat:100K

b,JPEG/JPG

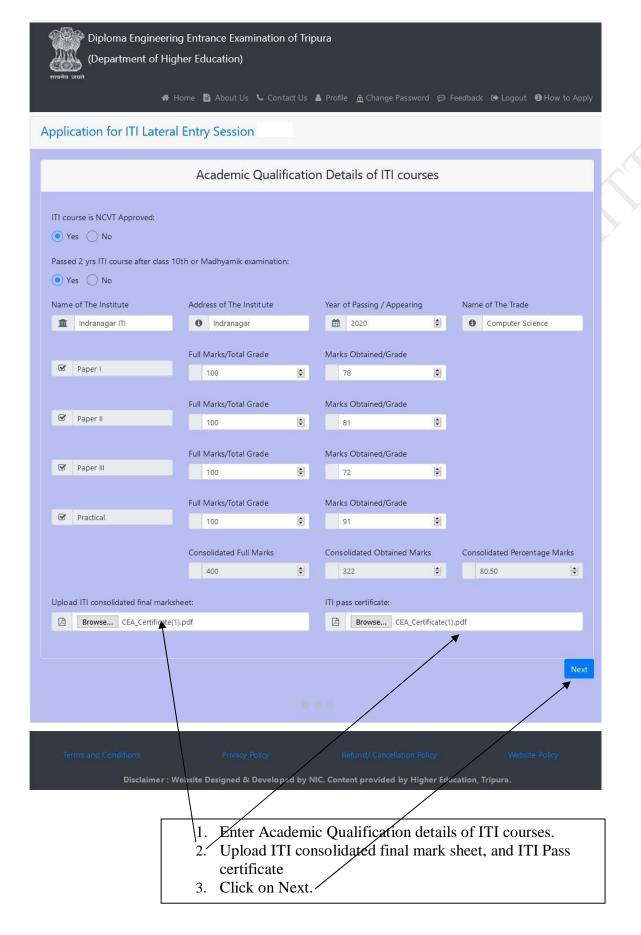
2. Click on Submit button



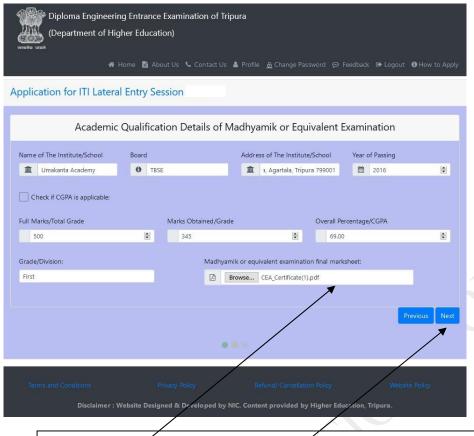
Step 4: Click on Apply online button for applying in DEEET 2024 session for ITI Lateral Entry



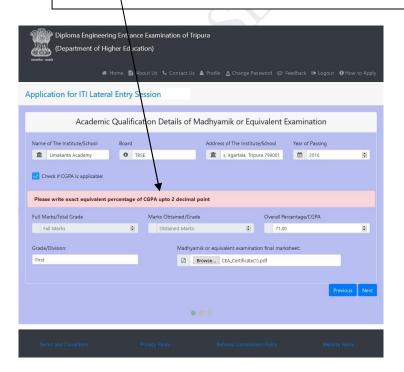
Step 5: Enter Academic Qualification details of ITI courses, upload documents

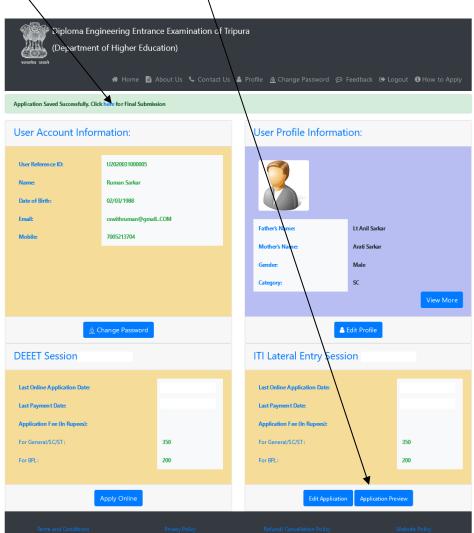


Step 6: Enter Academic Qualification details of Madhyamik or Equivalent Examination



- 4. Enter Academic Qualification details of ITI courses.
- 5. Upload ITI consolidated final mark sheet, and ITI Pass certificate
- 6. If CGPA is applicable please write exact equivalent percentage of CGPA upto two decimal point
- 7. Click on Next.

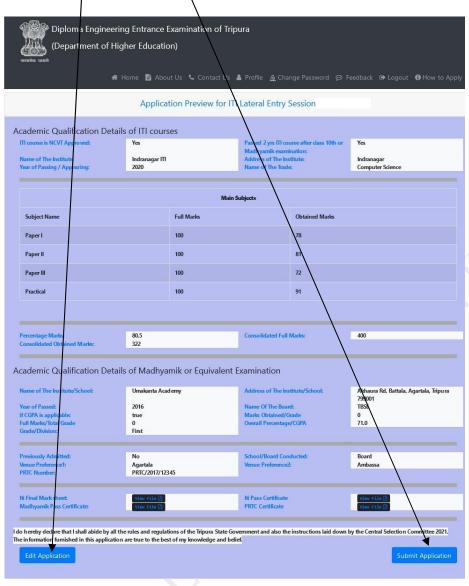




Step 7 : Click on here or click of Application preview for final submission

Step 8: Click on **submit Application** (If you want to edit application

click on Edit Application)





Step 9: Click here or here for making payment

