

Chapter-7

Reporting of the Candidate at Allotted Institutes

(A) REPORTING OF THE CANDIDATES

1. After declaration of the result of a particular counseling, the candidate shall print the provisional allotment letter from website www.techadmissionshry.gov.in.
2. After declaration of the result of first counseling, the candidate shall report in the allotted institute for admission against the allotted seat alongwith all requisite documents/certificates/testimonials, photograph and password, as per schedule mentioned in the provisional seat allotment letter. **The candidate shall deposit one semester fee in the allotted institute.** On verification of credentials and deposition of the admission fee the details of the candidate shall be updated on HSTES website by the institute. The candidate MUST get the Provisional Admission Slip from the allotted institute duly signed by the admission coordinator of the institute and the candidate himself.
3. The seat of selected candidate who do not report at allotted institute during reporting period of that particular counseling shall be cancelled. Such candidates may go for subsequent phases of counseling, if any.

(B) LIST OF DOCUMENTS TO BE BROUGHT AT THE TIME OF REPORTING IN THE INSTITUTE:

Important: It has been decided that the candidate who want to avail the benefit of scholarship or any other Govt. beneficiary schemes may submit the Aadhaar Number (or Enrolment No.) at the time of filling the online registration form.

The candidates, at the time of reporting at allotted institutes must bring the following Original Certificates/ Documents/Testimonials alongwith three sets of duly attested photocopies of these and coloured photograph with them. Any candidate, who fails to produce any of the required Certificate / Document/ Testimonial at the time of reporting at the allotted institution, will forfeit his/her claim to admission.

- i. Original and duly self attested photocopy of Qualifying Examination i.e. 10th or 10+2 as the case may be. In case, DMC of Qualifying Examination has not been issued by the concerned Board the result of the Qualifying Examination can be verified from the official website of the concerned Board.
- ii. Inter-se-Merit/ Rank card of qualifying examination declared by HSTES (for Diploma Engg. & Diploma Pharmacy) and DET (L) Rank card (for Diploma Engg. Lateral Entry).
- iii. Admit Card of DET (L)-2019.
- iv. Character Certificate:
 - (a) Regular Candidates: The candidates who passed their qualifying examination from School/College as regular students are required to submit the Character Certificate as per **Annexure-XV**.
 - (b) Private Candidates: Candidates, who have passed the qualifying examination as private candidates should submit their Character Certificate, duly signed by a First Class Magistrate.
- v. Residents Certificate as per **Annexure-VI**, is applicable for the candidates who have passed their qualifying examination from a Board/ Recognized school located out of the State of Haryana but their parental address is in the State of Haryana and for the Candidates, who have passed their qualifying examination from a Board/Recognized School located in the State of Haryana will be deemed to be Haryana residents and will not be required to submit certificates of bonafide residents of Haryana.
- vi. Certificate from the Employer in the case of Employees of Govt. of Haryana, members of All India Services borne on Haryana Cadre, Employees of Statutory Bodies/Corporations as per **Annexure-VII**, if applicable.
- vii. Scheduled Caste Certificate as per **Annexure-VIII**, if applicable.

- viii. Backward Class Certificate as per **Annexure-IX**, if applicable and affidavit as per **Annexure-X**.
- ix. Certificate in respect of Physically Handicapped Candidates as per **Annexure-XI**, if applicable.
- x. Certificate required to be furnished by the Children and Grand-children of Freedom Fighters as per **Annexure-XII**, if applicable.
- xi. Certificate from wards of Deceased/ Disabled/ Discharged Military/ Para-Military Personnel/ Ex-Servicemen or Ex-Personnel of Para-Military Forces – **Annexure-V**.
- xii. Certificate from wards of ex-employee of Indian Defence Services/ Para-Military Forces- **Annexure-XVI**.
- xiii. Certificate of Medical Fitness- **Annexure-XI**.
- xiv. Undertaking of Antirragging by the Student **Annexure – XVIII**.
- xv. Undertaking of Antirragging by the Parent/ Guardian **Annexure – XIX**.
- xvi. Proof of annual parental income from all sources (in case TFW quota candidates)
- xvii. Income and Asset certificate for EWSs category as per **Annexure-XX**, if applicable.
- xviii. Coloured Photograph (JPG File Max. 30KB Size)

Note:

- (i) The original certificates shall be returned back to the candidate concerned after verification by the institute.
- (ii) The 3 sets of attested copies of certificates/documents/testimonials will be verified and signed by the Director-Principal or his authorized representative and will be retained for registration purposes with the HSTES and subsequently in the Board.
- (iii) In case of Kashmiri Migrants, supporting certificates and original certificate of migration duly signed by the competent authority or Relief Commissioner should be submitted.
- (iv) In case of HGST category in Diploma Engg., candidates shall produce a certificate in the support of their claim from the Principal/ Headmaster of the Govt. School of which the candidate is topper clearly stating the strength of class (attach the attested form available at **Annexure – XIII**).
- (v) **Admission Data Management Fee (Rs. 200/- per admission) shall be charged one time by HSTES in respect of all admissions (Centralized Admissions and Institute Level Management Quota Admissions) in Self Financing Institutions including un-aided branches of Aided Institutions from the academic session 2016-17 onwards. The said Fee be charged from the admitted students by the concerned institute and be credited/ deposited in HSTES account.**

(C) POST COUNSELING INSTRUCTIONS FOR THE INSTITUTES:

- Verification of the credentials of the candidate will be done by the allotted institutes at the time of reporting for admission, by comparing with the original certificates against which candidate has been allotted seat. Any entry or information filled/ made by the candidate, if found to be false, shall entail automatic cancellation of his/ her admission. The candidate's identity should be compared with the photo provided by him/ her available at HSTES website.
- The candidates found eligible for admission, will be required to complete other admission formalities as per norms. Three set of copies of certificates etc duly attested by a Gazetted officer/ Head of institution last attended shall be submitted by the candidate at the allotted institute.
- Online Reporting of each selected candidate in presence of the candidate shall be done by allotted institute by simply selecting/ tick marking the checklist online for checking all the parameters of the check list. Online reporting should be done as and when candidate reports at institute and not on the last date of admission.
- After successful admission of the candidate, allotted institute must provide system generated admission slip to candidates duly signed by the admission coordinator of the institute and the candidate himself/ herself.
- Institute are required to update the vacancy position online on www.intrahstes.gov.in /strictly as per Key dates so that the subsequent counseling may be conducted as per schedule, failing which they will be responsible for consequences of non updation.
- All admissions by institutes including institute level management quota admissions are to be