

Steps for Allotment & Admission Process

STEPS FOR THE CANDIDATES



STEP
1

CANDIDATE LOGIN

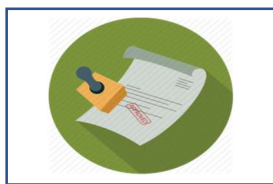
Login to the portal. Visit the website dte.assam.gov.in



STEP
2

ACCEPT ALLOTMENT

If allotted a seat in the counselling then accept the Allotment and upload the Acceptance Letter.



STEP
3

ALLOTMENT LETTER

After accepting the Allotment and uploading the Acceptance Letter, Download the Provisional Allotment Letter from the portal.



STEP
4

REPORT TO THE INSTITUTE

After downloading the provisional allotment letter, report to the allotted institute within the given dates for document verification & admission.



STEP
5

ADMISSION & FEE PAYMENT

After document verification & acceptance for admission, pay the admission fees to take admission in the respective institute.



STEP
6

ADMISSION CONFIRMATION

After the admission process is over, login into the web portal and download the admission receipt.

Guidelines to be followed in the entire Online Counselling process for Admission into 1st Semester of B.Tech Programmes in The Engineering Colleges of Assam for The Academic Session 2022-23

Accept Allotment of seat:

1. The registered candidates who have completed choice filling and document uploading will be considered for allotment of seats as per merit & category of the candidate. The allotment will be made against one seat & the allotment of seats will be purely provisional.
2. The candidates who get the seat allotment must accept it through the portal.
3. If no seat is allotted, the eligible candidates will automatically be considered in the next counselling.
4. If a candidate does not accept an allotted seat within the specified time period as mentioned in the schedule, his/her candidature will be forfeited from the entire admission process and will be omitted from the entire counselling process as well.

Allotment letter:

5. In order to download the provisional allotment letter, candidates must sign the acceptance letter generated at the time of accepting the allotment and upload it to the portal.
6. If a candidate wishes to exit from the counselling process he may do so by selecting the appropriate option, in that case, his/her candidature will be forfeited for the entire counselling process. However, the candidate must have to submit an undertaking.

Report to the institute:

7. The candidates must visit the allotted institutions with the required documents for physical verification. Institutions will check and verify their documents physically. Any document deemed ineligible may be rejected by the institution, and the candidature may be forfeited from the entire admission process.
8. If a candidate accepts the allotted seat but does not report to visit the institution for document verification and admission within the specified time, his/her candidature will be forfeited from the entire admission process.

Admission & Fee payment:

9. The candidates have to visit the allotted institutions with the required documents for physical verification only on the 1st allotment. Candidates who receive seat allotments in the ASTU-affiliated colleges must get their documentation validated once and for all. But the same candidate who receives a seat allotment at Gauhati University must visit separately for document verification, and vice versa.
10. The candidates must pay the admission fee of Rs.10000/- at the time of admission at the institute where they get the 1st seat allotment.
11. Candidates who choose a better option won't have to pay the admission fee each time they are allotted a seat. They will have to pay the institute 10% of the total fee amount when they finally freeze their seats and take admission.
12. Candidates having discrepant documents may be considered provisionally verified, but the candidate will have to make the discrepancy correct within the specified time, visit the institution for verification of the discrepant documents and regularize his/her admission where the candidate gets the latest seat allotment.
13. Document Verification will be done at the institute level at the time of admission. The checklist of documents for document verification is mentioned in **Annexure – I**
14. If the data entered in the online portal do not match during physical verification with original documents, then his/her candidature will be rejected for that round. The competent authority will do the correction of the data of the candidate. It may be considered for the next rounds with corrected data if the candidate fulfils the eligibility criteria.
15. The detail of the fees to be submitted on the day of admission is **Rs. 10,000** as token money from the candidates which will be adjusted later on at the time of final admission.
16. The hostel and mess expenses will be collected at the institute level after the allotment of the hostel to the candidates as per prescribed rates/guidelines.
17. There may be spot counselling only in those institutes where a vacancy arises after counselling is over. The respective institutes will fill the vacant seats according to their caste and category on a first-come, first serve basis.

Annexure-I

Candidates will have to produce for verification the following documents in original at the time of admission and submit the self-attested photocopies of the same along with 2 (two) recent passport size photographs with their signature.

DOCUMENTS REQUIRED FOR ALL CANDIDATES:

1	AGE PROOF	H.S.L.C. OR ITS EQUIVALENT EXAMINATION ADMIT CARD.
2	QUALIFYING EXAMINATION MARK SHEET	10+2 OR ITS EQUIVALENT EXAMINATION MARK SHEET
3	PERMANENT RESIDENT CERTIFICATE	PERMANENT RESIDENT CERTIFICATE OF ASSAM [PRC] FOR THE CENTRAL GOVERNMENT EMPLOYEES QUOTA PLEASE FOLLOW THE INSTRUCTION OF THE C.G.E. QUOTA
4	PROVISIONAL ALLOTMENT LETTER	TO BE DOWNLOADED FROM THE WEBSITE
5	PART-A FORM	ATTACHED WITH THE PROVISIONAL ALLOTMENT LETTER

IN ADDITION TO THE ABOVE THE OTHER DOCUMENTS ARE REQUIRED AGAINST THE BELOW-MENTIONED CASTE/ CATEGORY AS FOLLOWS:

1.	SC/ST[P]/ ST[H]	CASTE CERTIFICATE
2.	OBC/MOBC [NON-CREAMY LAYER]	CASTE CERTIFICATE ALONG WITH NON-CREAMY LAYER CERTIFICATE [NCL]
3	TGLC/EX-TGLC/KOCH-RAJBANSHI/ CHUTIA/TAI-AHOM [NON-CREAMY LAYER]	CASTE CERTIFICATE ALONG WITH NON-CREAMY LAYER CERTIFICATE [NCL]
4	MORAN/MOTAK COMMUNITY CASTE CERTIFICATE ALONG WITH NON-CREAMY LAYER CERTIFICATE [NCL]	CASTE CERTIFICATE MENTIONING THE COMMUNITY AS MORAN ALONG WITH NON-CREAMY LAYER CERTIFICATE [NCL]
5	GRANDSON/GRAND-DAUGHTER OF FREEDOM FIGHTER	1. FREEDOM FIGHTER CERTIFICATE FROM HOME AND POLITICAL DEPARTMENT. 2. RELATIONSHIP CERTIFICATE FROM CONCERNED DEPUTY COMMISSIONER.

6	SON/DAUGHTER OF RETIRED DEFENSE PERSON	CERTIFICATE FROM THE DIRECTOR, RAJYIK SAINIK BOARD, ASSAM
7	SON/DAUGHTER OF CENTRAL GOVERNMENT EMPLOYEES	1. PERMANENT RESIDENT CERTIFICATE REQUIRED FROM THE CONCERNED STATE AUTHORITIES OUTSIDE ASSAM. 2. CERTIFICATE REGARDING THE SERVICE OF FATHER/MOTHER FROM THE CONCERNED AUTHORITY LOCATED IN ASSAM [ANNEXURE-III]
8	PERSONS WITH DISABILITIES [PwD]	IDENTITY CARD FOR DIFFERENTLY ABLED ISSUED BY THE SOCIAL WELFARE DEPARTMENT
9	ECONOMICALLY WEAKER SECTIONS [EWS]	VALID EWS CERTIFICATE
10	B.Sc DEGREE HOLDERS	CERTIFICATE AND MARK-SHEET OF GRADUATION

Upgradation of seat:

1. Candidates who accept the allotted seat but still wish to take part in the subsequent round of counselling to find a better choice as per the choice filling orders will be permitted, but they must submit an undertaking at the time of reporting for Document Verification.
2. The candidate does not have to visit personally for document verification where he or she gets a new allotment under upgradation after getting verified with confirmed status in the institution where the candidate was allotted at first, since, the documents have already been examined by the institution where he or she was allotted first and marked as "Verified" on the portal. The next institution can retrieve the documents from the portal itself.
3. If a candidate has been verified on a provisional basis and got allotment in another institute as per the chosen preferences as a better option, the candidate must visit the new institute to have any discrepant documents verified. However, until the discrepant documents are verified, his/ her verification will continue to be provisional.
4. The candidates who have been verified provisionally to an institution and still have not received the required documents but want to go for further upgradation he can do so by selecting the auto upgradation option. Then the candidate has to submit a self-declaration through the portal

without going personally to the institution stating his/her inability to procure the required document. In that case, the verification status of the candidate to the upgraded institution will also remain provisional.

If a candidate gets an allotment after opting for better options in another institution and accepts the allotment accordingly, the previous allotment will be cancelled automatically on receipt of the verification confirmation from the new institution. The candidate need not have to pay the fee again.

Updating/modification of choice filing:

1. Candidates who haven't yet received an allocation, who haven't frozen their seats, or whose applications haven't been rejected for any reason will have the scope to edit or revise their preferences at the end of the 2nd round of counselling as per the schedule.
2. Candidates whose choice filling has been modified or edited the updated preferences will be taken into consideration for subsequent rounds of counselling and those whose choices have not been modified will be treated as the prior one.

The above instructions may be subject to change if necessary. The final decision regarding all the processes of counselling and admission will be taken by the Directorate of Technical Education as and when necessary.

The candidates are requested to check News & Events daily in the admission portal.

Contact Us

- For any queries, candidates can reach us via phone and mail through the **Contact Number** and **Email ID** mentioned below:

Contact Number: **+91 700 298 5708**

Email ID: dteceehelpdesk@gmail.com