

Centralized Admissions Process (CAP)

Candidates willing to participate in the Admissions to Post SSC Diploma in Engineering and Technology shall follow the generalized steps below:

1. ADMISSION KIT AND LOGIN:

- a. Every Candidate shall purchase the Admission Kit from the “Facilitation Center”(FC) approved by the DTE (Directorate of Technical Education) Maharashtra. This kit contains the ‘Login ID’ and ‘Password’ for applying On-Line on the DTE website.
- b. Activate the kit from the same Facilitation Center.
- c. Visit the DTE Maharashtra website: <http://www.dtemaharashtra.gov.in>. Locate the link ‘Post SSC Diploma (Polytechnic) 2016’ and select it. OR from the browser use the direct website link : <http://www.dtemaharashtra.gov.in/Poly2016>
- d. Login in the Candidate Login option with your kit’s Login ID and Password. Change your our Password after your First Login. Do NOT share your Password with any body.

2. FILLING APPLICATION FORM:

- a. After the Login, the candidate shall fill in the On-Line application form with correct data and without error/mistake. The “Facilitation Center” (FC) will guide you for filling the form in case of any difficulty.
- b. Following information must be filled in CORRECT:
 - i. Candidate Name as on the SSC marksheet
 - ii. Mobile No. : The Mobile number on which all further communication and different SMSs will be sent by the DTE. Keep the number in working and do not change it during admissions process.
 - iii. Caste and Category
 - iv. SSC Marks and Details
- c. Scanned documents are to be uploaded as given in the form generated. The scanned document file format and its size shall be as specified. The “Facilitation Center” (FC) will help you for scanning and uploading the various documents.
- d. Visit the “Facilitation Center” (FC) for Original documents verification and Confirmation of the application form. The FC will verify all required documents in Original and will **CONFIRM** the application when all documents are correct and uploaded. The “Facilitation Center” (FC) will issue you the application confirmation receipt/acknowledgement duly stamped and signed by the officer.
- e. Preserve this confirmation receipt/acknowledgement for future references.

3. PROVISIONAL MERIT LIST DISPLAY:

- a. DTE will publish the provisional merit numbers of individual candidate and will be made available in the candidate’s login.
- b. For individual candidate, the different merit nos. will be available by State level, District level, Category merit no.etc.

4. GRIEVANCES AND CORRECTIONS:

- a. In the scheduled dates for Grievances and Corrections candidate can report the problem to the FC and can make corrections in the application form confirmed.
- b. No changes will be done after the scheduled dates are over.

5. FINAL MERIT LIST DISPLAY:

- a. DTE will publish the Final Merit List numbers of individual candidate and will be made available in the candidate's login.
- b. For individual candidate, the different merit nos. will be available by State level, District level, Category merit no.etc.

6. SEAT AVAILABILITY DISPLAY:

- a. DTE will display/publish the Category wise Seats (Seat Matrix) availability for CAP admissions for all the institutes in Maharashtra.
- b. The Category wise Seats (Seat Matrix) will be published before the start of each admission Round - I, II, III and IV (R-I, II, III and IV).

7. OPTION FORM FILLING:

- a. Candidate must fill-in and confirm the option form so that (s)he can participate in the CAP Rounds for admissions. The option form shall contain Minimum 1 (ONE) option and Maximum upto 100.
- b. The single Option form being filled will be used for CAP Round-I, II and III. There is no provision to change option form in R-II and R-III.
- c. Candidate can fill the multiple options for multiple institutes and courses (Branch) in the same form.
- d. Different options are to be filled for the First shift and Second shift same course in the same institute.
- e. Each course TFWS option will also to be filled as a separate option in the same form.
- f. All options **MUST be arranged** by the Decreasing order of the **Preference** by the candidate. Meaning that the First Preference is the Highest and the BEST option for the admission.
- g. After re-arranging the option by preference, the option form **MUST be CONFIRMED** by the candidate. Confirmed option for can be changed or modified.
- h. The option form once confirmed will remain same for CAP Rounds-I, II and III.
- i. For CAP Round-IV the option form can be changed, edited or new option form can be filled.

8. ADMISSIONS ALLOTMENTS:

a. Conduct of each CAP Rounds- I, II and III:-

- i. DTE will process the candidates by inter-se merit, option preference and allocate the provisional seats to candidate.
- ii. The provisional seat allotment information is provided in the candidate's login.
- iii. Also the provisional seat allotment lists by Course for the institute are made available by the DTE on the website.
- iv. Candidate shall in person report to "Admission Reporting Centre" for accepting the offered seat in each CAP Rounds-I, II, III. The list of "Admission Reporting Centre" (ARC) will be available of the DTE website. Candidate can report to any one "Admission Reporting Centre"
- v. During the CAP, before accepting the allotted seat a Candidate can opt to **Freeze**, **Slide** or **Float** the choice of academic course for subsequent round(s), if any, of seat allocation, as described below:—
 1. **Freeze**—Candidates accept the offered seat and they do not want to participate in any further rounds of seat allocation. Such Candidates will not be considered in subsequent rounds of admission.

2. **Slide**—Candidates accept the offered seat and indicate that, if admission to an academic Course (Program) of higher preference is offered within the same Institution, they will accept it. Such Candidates will be considered in subsequent rounds of admission.
3. **Float**—Candidates accept the offered seat and indicate that, if admission to an academic Course of higher preference in any Institution is offered, they will accept it. Else, they will continue with the currently accepted academic Course (Program). Such Candidates will be considered in subsequent rounds of admission.
- vi. For Candidates who choose the Float or Slide option, and secures a seat of his choice of higher preference, then it would automatically result in the forfeiture of the seat accepted by the Candidate in the earlier round.
- vii. Sliding and Floating options will not be available to a Candidate who is offered admission to his First choice.

b. Conduct of CAP Round-IV:—

- i. The seats available for this round will be published on the website by the DTE.
- ii. The Candidates are allowed to fill in or edit the already filled online Option Form.
- iii. The seats to be allotted during the course of this round shall be subject to following conditions :—
 1. Before start of this round, the Candidates can change their option from **Sliding or Floating to Freezing** or vice-versa.
 2. Candidates who have not been allotted any seat in any of the previous rounds or those who have taken and cancelled their admission in the earlier rounds or rejected seat and those who are desirous of Floating and Sliding in this final round are eligible to participate in this round.
 3. Candidates who have opted for Floating and Sliding and also applying for this round shall fill in the allotted institution in their choice list. Once the upward allotment is made the earlier allotment automatically stands cancelled.
 4. Sliding and Floating options are not available for the seats allotted in this round. Reporting and accepting the offered seat will be as per the allotment by the Candidate at Reporting Center.

9. REPORTING AND CONFIRMING THE ADMISSION:-

- a. After final CAP Round-IV, the Candidate shall report to the institution allotted to him and confirm his admission in institution.
- b. Candidate shall report (after CAP R-IV) for Admission to the institute allotted with:
 - i. Admission Confirmation Letter, Fees paid receipts issued by the “Admission Reporting Center (ARC)” to the candidate.
 - ii. All Original documents
 - iii. Two (2) sets of Xerox copies of ALL documents.
 - iv. Two (2) latest color passport size photographs.
 - v. Institute Fees required to be paid as prescribed (if any) with deducting the fees paid at ARC.
 - vi. Parents shall accompany the candidate as signatures of parents are required on institute admission form and other documents.
- c. Retain the admissions Fees paid receipt(s) for future references.