

From

The Director General-cum-Vice Chairman,
Haryana State Technical Education Society (HSTES)
Bays No. 7-12, Sector-4,
Panchkula

To

The Principals
All Govt./ Govt. Aided/ Self Financing Polytechnics,
Haryana

Memo No.: 1329 /HSTES

Dated: 25.07.2024

Subject: **Institute Level Manual Counseling for admissions in Diploma Engg. and Diploma Engg. Lateral Entry Courses only in Govt./ Govt. Aided/ Self Financing Polytechnics against leftover/ vacant seats for the Session 2024-25.**


Kindly refer to the subject noted above.

2. It is informed that the centralized online counseling for Diploma Engg. Lateral Entry course has been completed on 12.07.2024 and centralized online counseling for Diploma Engg. Course will be completed on 30.07.2024. Institute Level Manual Counseling of the Govt./ Govt. Aided/ Self Financing Polytechnics against vacant/ leftover seats for the session 2024-25 is to be done by the respective Govt. /Govt. Aided/ Self Financing Polytechnics as per the procedure mentioned in Diploma Prospectus and instructions enclosed herewith. The duration of the said counseling will be from 02.08.2024 to 06.08.2024 for the 1st Institute Level Manual Counseling. On completion of 1st Institute Level Manual Counseling, all Govt./ Govt. Aided/ Self Financing Polytechnics are allowed to conduct another round(s) of Institute Level Manual Counseling for filling up of remaining vacant seats (if any) upto the cut-off date as mentioned in Diploma Prospectus – 2024.

Further, the category wise vacant seats (after 2nd centralized counseling) will be available online at **www.intrahstes.gov.in** on 01.08.2024. The concerned polytechnic must give wide publicity of Institute Level Manual Counseling at their own level before the start of the Institute Level Manual Counseling for **Diploma Engg. and Diploma Engg. Lateral Entry Courses only**.

This is for your kind information and further necessary action please.

DA/as above


Joint Director
for DGTE-cum- Vice Chairman, HSTES
Panchkula

Akanksha

Institute Level Manual Counseling(s)–2024

For Govt./ Govt. Aided (Aided branches only) Polytechnics

A. Important Information/ Instructions for Institute Level Manual Counseling(s) of Diploma Engg. & Diploma Engg. Lateral Entry Courses only:

1. The concerned institute to advertise widely for Institute Level Manual Counseling including TFW, EWS, HGST, KM, SDB, MAR and HARIHAR categories at their own level.
2. Applications alongwith relevant documents (like qualifying document, sub-category certificate (ESM & FF), income and asset certificate, PPP ID etc.) will be invited at the level of concerned polytechnic.
3. The schedule of Institute Level Manual Counseling should also be displayed on the website of the polytechnic for the information of aspiring candidates.
4. For admissions in **Diploma Engg. & Diploma Engg. Lateral Entry Courses**, Institute Level Manual Counseling shall be conducted on the basis of fresh Inter-se-Merit/ Rank of qualifying examination prepared by the respective concerned polytechnic and Inter-se-Merit/ Rank of qualifying examination declared by HSTES (for centralized online counselings) shall not be considered.
5. The Institute Level Manual Counseling for said courses shall be done as per the information/ instructions mentioned in Diploma Prospectus-2024.
6. The merit of the concerned course should also be hosted online on the website of the polytechnic alongwith the contact no. of the admission making team of polytechnic for resolving the queries.
7. After the declaration of merit the respective fees for admission as mentioned for the course in the Diploma Prospectus will be collected at the level of polytechnics.
8. **Before admitting the already admitted candidates through the institute level manual counseling, the polytechnic shall ensure that the previously allotted seat (if any) during the centralized/ Institute Level Manual Counseling to the such candidates have been cancelled.**
9. After checking of all relevant documents as mentioned in Diploma Prospectus, the polytechnic shall provide the **provisional admission slip** to the candidates and upload the details of the admitted candidates online on the intra portal of HSTES **simultaneously** during the admission process.
10. Institute Level Manual Counseling shall be conducted on the basis of seat matrix of vacant/ leftover seats of the polytechnics as available on intra portal of HSTES and **No internal sliding is allowed in Institute Level Manual Counseling to avoid violation of merit, however, the candidate already admitted can participate in subsequent round of manual counseling to get admission in other branch at the same polytechnic.** The category wise vacant seats (after 2nd centralized counseling) will be available online at www.intrahstes.gov.in on **01.08.2024**.
11. The entire exercise of Institute Level Manual Counseling and admissions have to be completed upto the cut-off date as mentioned in keydates of Diploma Prospectus – 2024.
12. All the admissions shall be uploaded online on intra portal of HSTES upto the cut-off date as mentioned in keydates of Diploma Prospectus – 2024 positively.
13. The principal has to certify that the admissions have been made as per merit. And for any legal/ court case he/ she will be responsible.

B. Procedure to fill seats under Special Categories of Diploma Engg. and Diploma Engg. Lateral Entry courses only:

1. For admissions in TFW Category

The admission/ counseling of TFW quota seats, if vacant, may also be done in Govt./ Govt. Aided Polytechnics by following the previous year practice by filling vacant seats under TFW quota at their level through polytechnic level committee to be constituted by the concerned Principal.

Also, polytechnic shall update their TFW admissions online on “tuition fee waiver” link at institute level admissions on intra portal of HSTES. The date of inviting applications for TFW category shall be fixed by the polytechnics and admissions shall be done accordingly before the last cut-off date for Diploma admissions as mentioned in keydates.

2. For admissions in EWSs Category

The admission/ counseling of EWSs category seats, if vacant, may also be done in Govt./ Govt. Aided Polytechnics by following the instructions as mentioned in Diploma Prospectus – 2024 at their level through polytechnic level committee to be constituted by the concerned Principal.

Also, polytechnic shall update their EWSs admissions online on “economically weaker sections” link at institute level admissions on intra portal of HSTES. The date of inviting applications for EWS category shall be fixed by the polytechnics and admissions shall be done accordingly before the last cut-off date for Diploma admissions as mentioned in keydates.

3. **PM CARES for Children Scheme Category for Diploma Engg. course only:** Under PM CARES for Children Scheme of AICTE, two supernumerary seats per branch shall be available in all institutions approved by AICTE. Admissions shall be made by the institutions during institute level manual counseling through the committee constituted for the purpose of admissions in the vacant supernumerary seats by verifying the documents in a fair and transparent manner as per guidelines as mentioned in Diploma Prospectus – 2024.
4. **“HARIHAR” (Homeless, Abandoned and Surrendered Children Rehabilitation Initiative Haryana) Policy:** If the seats of HARIHAR still remain vacant/ leftover, then, the concerned polytechnics will fill up vacant/ leftover seats at polytechnic level in a fair and transparent manner as per guidelines as mentioned in Diploma Prospectus – 2024. During the institute level admissions at polytechnics, the committee constituted for EWS/ TFW candidates will also make admissions of such candidates after verifying the certificate issued by District Approval Committee as per the merit against the Open/ EWS category seats.
5. **For admissions in HGST and KM Category**
The seats of HGST & KM category shall be get filled on the basis of fresh Inter-se-Merit/ Rank of qualifying examination prepared by the respective concerned polytechnic. However, it is responsibility of the polytechnics to check their eligibility and prepare their merit on the basis of qualifying examination. The date of inviting applications shall also be fixed by the polytechnic and admission shall be done accordingly before the last cut-off date for Diploma admissions as mentioned in keydates.
6. **Admissions in SDB Category at GP, Morni and MAR Category at GP, Uttawar**
If the seats of SDB and MAR still remain vacant/ leftover, then, the concerned polytechnics will fill up vacant/ leftover seats at polytechnic level in a fair and transparent manner as per guidelines as mentioned in Diploma Prospectus – 2024.

C. Schedule of Institute Level Manual Counseling(s) for Diploma Engg. and Diploma Engg. Lateral Entry courses only:

Date	Event
02.08.2024	Declaration of fresh Inter-se-Merit/ Rank for Institute Level Manual Counseling
05.08.2024	Institute Level Manual Counseling for all categories
06.08.2024	Institute Level Manual Counseling without any reservation (by merging all reserved categories)
After Institute Level Manual Counseling as per above schedule, all Govt./ Govt. Aided Polytechnics are also allowed to conduct another round of Institute Level Manual Counseling(s) for filling up of remaining vacant seats (if any) upto the cut-off date as mentioned in keydates of Diploma Prospectus – 2024.	

(For Diploma Engg. and Diploma Engg. Lateral Entry courses only)

Instructions for Self Financing Institutions for leftover and Management Quota Seats

A. Important Information/ Instructions for Institute Level Manual Counseling(s) of Diploma Engg. & Diploma Engg. Lateral Entry Courses only for leftover/ vacant and Management Quota Seats:

1. PPP ID is mandatory for all the admissions seekers from Haryana State.
2. Aware all the candidates to update/ correct/ verified status in PPP ID for the particulars mentioned in PPP ID before participating in Institute Level Manual Counseling. Advertisement regarding creating awareness for updation of PPP ID as per qualifying document of participating candidates may be done at institute level if required.
3. The concerned institute to advertise widely for Institute Level Manual Counseling including TFW, EWS, HGST and KM categories at their own level after the completion of the centralized counseling.
4. Applications alongwith relevant documents (like qualifying document, sub-category certificate (ESM & FF), Income and Asset Certificate, PPP ID etc.) will be invited at the level of concerned institute.
5. The proforma for verification of document should be clear including all the columns regarding verification of all sub-category certificates/ Income and Asset Certificate/ PPP ID etc. Further, there should be separate column in the said proforma regarding checking of originals for all the said documents/ certificates. A copy of verification of documents/ certificates having the signature of verifying team and the candidate should be given to the candidate and should be kept in the record of institute for the record purpose.
6. The schedule mentioned below in point "C" for Institute Level Manual Counseling should also be displayed on the website of the institute for the information of aspiring candidates.
7. For admissions in **Diploma Engg. & Diploma Engg. Lateral Entry Courses**, Institute Level Manual Counseling shall be conducted on the basis of fresh Inter-se-Merit/ Rank of qualifying examination prepared by the respective concerned institute and Inter-se-Merit/ Rank of qualifying examination declared by HSTES (for centralized online counselings) shall not be considered.
8. The Institute Level Manual Counseling for said courses shall be done as per the information/ instructions mentioned in Diploma Prospectus-2024.
9. The merit of the concerned course should also be hosted online on the website of the institute alongwith the contact no. of the admission making team of the institute for resolving the queries.
10. After the declaration of merit the **respective fees** for admission as mentioned for the course in the Diploma Prospectus will only be collected at the level of institutions.
11. **The institutions are strictly informed to not charge the fees more than as mentioned in Diploma Prospectus – 2024 and as fixed by A&FRC branch of Directorate.**
12. If the admission/ semester fees are collected partially from the candidates then accordingly slips should be given to the candidate with clarity regarding deposition of remaining fees (if any)/ regarding cancellation of admission.
13. Before admitting the already admitted candidates through the institute level manual counseling, the institute shall ensure that the previously allotted seat during the centralized/ Institute Level Manual Counseling to the such candidates have been cancelled.
14. After checking of all relevant documents as mentioned in Diploma Prospectus, the institute shall provide the **provisional admission slip** to the candidates and upload the details of the admitted candidates online on the intra portal of HSTES **simultaneously** during the admission process.
15. If the admission of any candidate is not confirmed due to lack of documents etc. then clear information regarding cancellation of his/ her provisional admission/ registration should be informed to the candidate through correspondence and email timely.
16. **If the admission of any candidate is cancelled after admitting him/ her then clear reasons for cancellation of admission should be informed to the candidate timely through correspondence and email before filling up the concerned seat.**
17. If any candidate is admitted in case of deficiency of documents/ certificates then proper undertaking should be taken from the candidate for submitting the same and institute only will be responsible for the litigation if raised in future.
18. Institute Level Manual Counseling shall be conducted on the basis of available online seat matrix of vacant/ leftover seats of the institutions and **No sliding is allowed in Institute Level Manual Counseling to avoid violation of merit, however, the candidate already admitted can participate in subsequent round of manual counseling to get admission in other branch at the same institute.** The category wise vacant seats (after 2nd centralized counseling) will be available online at www.intrahstes.gov.in on **01.08.2024**.

19. All the information for PPP ID candidates will be fetched up from the database of PPP ID during the uploading of admissions on intra portal. The following particulars are mentioned in PPP ID:
- Mother Name
 - Father Name
 - DOB
 - Divyang
 - Name of the candidate
 - Gender of the candidate
 - Category of the candidate
 - Income

The particulars A to D remain in edit mode during uploading of admissions on intra portal, while the particulars E to H will not be edited/ corrected/ updated by the institute during uploading of admissions on intra portal of HSTES as per directions of CRID Team of PPP ID of Haryana Government.

20. If there is any correction for the particulars E to H inform the candidates to update/ correct the same in the PPP ID first. In case of any query you may contact HSTES on email id diploma@hstes.org.in or onlineadmissionhelp@gmail.com and toll free number 18001373735 immediately.
21. The correction in name of the candidate in PPP ID as per the qualifying document shall be done by the candidate only as per the following process:
In case of correction in name of the candidate in PPP ID, the candidate need to update Aadhar as per UIDAI process on <https://uidai.gov.in/> first. Once user name is updated at Aadhar then user can login at PPP portal and can update family details on <https://meraparivar.haryana.gov.in/FamilyDirect> or can visit Common Service Center (CSC) for updation.
22. The entire exercise of Institute Level Manual Counseling and admission has to be completed upto the cut-off date as mentioned in keydates of Diploma Prospectus – 2024.
23. All the admissions shall be uploaded online on intra portal of HSTES upto the cut-off date as mentioned in keydates of Diploma Prospectus – 2024 positively.
24. The institutions are advised to keep record of all documents, circulars, notice, correspondence letters, advertisement copies etc. related to admission process as the same may be asked by HSTES in case of grievance/ complaint.
25. The principal has to certify that the admissions have been made as per merit. And for any legal/ court case he/ she will be responsible.

B. Procedure to fill seats under Special Categories for admission in Diploma (Engg.) & Diploma (Engg.) Lateral Entry Courses only:

- The admission/ counseling of leftover/ vacant seats in TFW & EWS quota seats shall be done in Self Financing Institutions under TFW & EWS quota respectively at their level through institute level committee of following members:

For Self Financing Institutions:

- Principal/ HoD of the nearest Govt. Polytechnic.
- Principal/ HoD of the Department.
- One Senior Lecturer/ TPO and Lecturer of the institute.

Also, institute shall update their TFW/ EWS admissions online at institute level admission on Intra Portal at their respective link before the last cut-off date for Diploma admissions as mentioned in keydates. **Further, in the event of such seats not being filled, the said seats shall remain vacant and not be filled by other category candidates.**

2. For admissions in HGST and KM Category

The leftover/ vacant seats of HGST & KM category shall be get filled on the basis of fresh Inter-se-Merit/ Rank of qualifying examination prepared by the respective concerned institute. However, it is responsibility of the institutions to check their eligibility and prepare their merit on the basis of qualifying examination. The date of inviting applications shall also be fixed by institute and admission shall be done accordingly before the last cut-off date for Diploma admissions as mentioned in keydates.

- PM CARES for Children Scheme Category for Diploma Engg. course only:** Under PM CARES for Children Scheme of AICTE, two supernumerary seats per branch shall be available in all institutions approved by AICTE. Admissions shall be made by the institutions during institute level manual counseling through the committee constituted for the purpose of admissions in the vacant supernumerary seats by verifying the documents in a fair and transparent manner as per guidelines as mentioned in Diploma Prospectus – 2024.

C. Schedule of Institute Level Manual Counseling(s) for Diploma (Engg.) & Diploma (Engg.) Lateral Entry Courses only:

Date	Event
02.08.2024	Declaration of fresh Inter-se-Merit/ Rank for Institute Level Manual Counseling
05.08.2024	Institute Level Manual Counseling for all categories
06.08.2024	Institute Level Manual Counseling without any reservation (by merging all reserved categories)
After 1 st Institute Level Manual Counseling as per above schedule, all Self Financing Institutions are also allowed to conduct another round of Institute Level Manual Counseling(s) for filling up of remaining vacant seats (if any) upto the cut-off date as mentioned in keydates of Diploma Prospectus – 2024.	

From

Director General Technical Education,
Directorate of Technical Education,
Bays Nos. 7-12, Sector-4
Panchkula, Haryana

To

The Director,
Public Relation Department,
Haryana, Chandigarh

Memo No.: 1330

/HSTES

Dated: 26/07/2024

Subject: Institute Level Manual Counseling for Admission in Govt./ Govt. Aided/ Self Financing Institutions against vacant/ leftover seats for the Session 2024-25.

It is requested to release the enclosed advertisement for Institute Level Manual Counseling for Admission in Govt./ Govt. Aided/ Self Financing Institutions against vacant/ leftover seats for the Session 2024-25 in the following newspapers/ region/ edition as per schedule given below:

Date of release	Name of Newspaper	Region	Edition
28.07.2024	Dainik Jagran	Haryana	Hindi
29.07.2024	Amar Ujala	Haryana & Uttar Pradesh	Hindi
29.07.2024	Dainik Bhaskar	Haryana, Bihar & Delhi	Hindi
30.07.2024	Hari Bhoomi	Haryana	Hindi
30.07.2024	Punjab Kesari	Haryana	Hindi
31.07.2024	Dainik Tribune	Haryana	Hindi

Further, it is requested that the said **advertisement be got published on above mentioned dates**. The visibility of the advertisement should be clear in the concerned newspaper. Payment for any other newspaper/ edition/ schedule will not be released except the above mentioned.

This is for your kind information and further necessary action please.


Joint Director
for Director General Technical Education Haryana
Panchkula

Jaiswal



Directorate of Technical Education, Govt. of Haryana

Bay Nos.: 7-12, Sector-4, Panchkula, Haryana

Toll Free: 1800-137-3735 E-mail: onlineadmissionhelp@gmail.com

Website: www.hstes.org.in



Subject: Institute Level Manual Counseling for Diploma Engg. and Diploma Engg. Lateral Entry courses only at Govt./ Govt. Aided/ Self Financing Polytechnics against vacant/ leftover seats for the Session 2024-25.

It is for the information of aspiring candidates that Institute Level Manual Counseling for Admission in Govt./ Govt. Aided/ Self Financing Polytechnics in **Diploma Engg. and Diploma Engg. Lateral Entry courses only** against vacant/ leftover seats for the session 2024-25, will be conducted at the respective polytechnics.

The instructions of Institute Level Manual Counseling along with list of polytechnics is available at **www.hstes.org.in**. The schedule for making the admissions on vacant/ leftover seats in Govt./ Govt. Aided/ Self Financing Polytechnics are as following:

Date	Event
02.08.2024	Declaration of fresh Inter-se-Merit/ Rank for Institute Level Manual Counseling
05.08.2024	Institute Level Manual Counseling for all categories
06.08.2024	Institute Level Manual Counseling without any reservation (by merging all reserved categories)

After 1st Institute Level Manual Counseling as per above schedule, all Govt./ Govt. Aided/ Self Financing Polytechnics are also allowed to conduct another round of Institute Level Manual Counseling(s) for filling up of remaining vacant seats (if any) upto the cut-off date as mentioned in keydates of Diploma Prospectus – 2024.

So, the interested candidates can contact any of the Govt./ Govt. Aided/ Self Financing Polytechnics of Haryana for participating in Institute Level Manual Counseling for admission in Diploma Engg. and Diploma Engg. Lateral Entry courses.

Joint Director, HSTES