

Form

Director General Technical Education Haryana-cum-Vice Chairman  
Haryana State Technical Education Society (HSTES),  
Bay Nos. 7-12, Sector-4,  
Panchkula

To

The Principal,  
All the Designated Centers  
Haryana

**Memo No.:** 866 /HSTES

**Dated:** 8-6-2023

**Subject: Instructions for online verification of Online Filled Registration Forms for Diploma Courses for the session 2023-24.**

Kindly refer to the subject cited above.

In this regard, it is informed that the approved copy of instructions set for the verification process of Online Filled Registration Forms for Diploma Courses for the session 2023-24 is attached herewith for your kind perusal.

This is for your information and further necessary action in this regard please.

DA: As above.

  
08/06/2023

**Joint Director  
for Director General Technical Education Haryana  
-cum-Vice Chairman, HSTES  
Panchkula**



## **Instructions for online verification of Online Filled Registration Forms for Diploma Courses for the session 2023-24**

1. Verification of all the registration forms received online will be done **as per the eligibility** of the course as mentioned in the approved Diploma Prospectus – 2023 upto the last date of verification as mentioned in the approved Keydates.
2. Aggregate Marks mentioned in 10<sup>th</sup> DMC or in equivalent qualifying examination shall be verified for Diploma Engg. Course.
  - In case, where the aggregate marks or the CGPA is not mentioned by the concerned Board in the DMC of Qualifying Examination (Matriculation or equivalent), then total marks of all the subjects should be considered for calculating percentage of aggregate marks of Qualifying Examination.
  - In case, where the CGPA is mentioned in 10<sup>th</sup> DMC in such case conversion factor should be used 9.5 for CBSE board and Punjab board (copy attached).  
For example:

<b>Total Marks Obtained</b>	<b>Total Max. Marks</b>	<b>Percentage Obtained</b>
9	9.5	85.5

<b>Subject Name</b>	<b>Marks Obtained</b>	<b>Max. Marks</b>	<b>Percentage Obtained</b>
Science	10	9.5	95
Maths	9	9.5	85.5
English	9.5	9.5	90.25

- In case, where the CGPA is mentioned in 10<sup>th</sup> DMC in such case conversion factor should be used 10 for HBSE board.  
For example:

<b>Total Marks Obtained</b>	<b>Total Max. Marks</b>	<b>Percentage Obtained</b>
8.5	10	85

<b>Subject Name</b>	<b>Marks Obtained</b>	<b>Max. Marks</b>	<b>Percentage Obtained</b>
Science	10	10	100
Maths	8	10	80
English	9.5	10	95

3. Aggregate Marks mentioned in 12<sup>th</sup> DMC or in equivalent qualifying examination DMC as per eligibility of course shall be verified for Diploma Engg. Lateral Entry Course.
  - In case, where the aggregate marks or the CGPA is not mentioned in the concerned Board DMC of 12<sup>th</sup> examination, then total marks of all the subjects should be considered for calculating the aggregate marks of Qualifying Examination for verification.
  - Passed in 12<sup>th</sup> examination (with the subjects as mentioned in the eligibility) should be considered for verification of the course.
  - If a candidate is overall pass in 12<sup>th</sup> examination with PCM/ PCB but individually fail either in Math/ Chemistry/ Physics/ Biology then he/ she may not be allowed for verification/ admission in Diploma Engg. Lateral Entry Course.

4. For online verification of Diploma Pharmacy course, the aggregate marks of qualifying examination should be calculated by considering the marks of **Physics, Chemistry, Biology/Mathematics and English** only and accordingly, maximum marks will be calculated for Physics, Chemistry, Biology/Mathematics and English only.
  - For the candidates who have combined subjects i.e. Mathematics as well as Biology then higher subject marks shall be verified by the verifying team.
  - In case, subject wise marks are not mentioned by the concerned Board then GPA and CGPA awarded by the Board will be considered for calculating the subject wise marks and aggregate marks (Chemistry, Physics, Biology/Mathematics and English), according to the Conversion Factor mentioned in Detailed Marks Certificate. The candidate shall upload the proof of subject wise and Aggregate Marks issued by the concerned Board along with Online Filled Registration Form before the last date of verification.
  - Passed in 12<sup>th</sup> examination (with the subjects as mentioned in the eligibility) should be considered for verification of the course.
5. In case, Mark Sheet issued by any School Education Board is in a Language other than English and Hindi, candidate shall submit copy of transcript of Mark Sheet issued by the concerned Board in English or Hindi before the last date of verification.
6. In case of verification of candidates fail in Math/ Science/ Hindi/ English/ any other subject then verification will be done for those candidates only in which pass is written on 10<sup>th</sup> DMC for aggregate marks.
7. In case of verification of candidates for Diploma Engg. Course who have not studied or fail in Math/ Science/ English or in any subject **but the result in DMC is mentioned as pass** then during the verification marks for Math, Science and English will be entered as following:

**For example:** Marks in Math = 0 or 8                                      Maximum marks of Math = 100  
 Marks in Science = 0 or 16    Maximum marks of Science = 100  
 Marks in English = 0 or 25    Maximum marks of English = 100

Then the marks in the verification form should be entered as following:

Subject Name	Marks Obtained	Max. Marks	Percentage Obtained
Science	0	100	0
Maths	0	100	0
English	0	100	0

Or

Subject Name	Marks Obtained	Max. Marks	Percentage Obtained
Science	8	100	8
Maths	16	100	16
English	25	100	25

**Note: For not studied subjects obtained marks will be considered zero.**

8. For the candidates who have not studied English subject in their 12<sup>th</sup> class but have studied PCM/ PCB/ PCMB and pass is written on DMC for aggregate marks then the verification of such candidates shall be done as per eligibility of the concerned course as mentioned in the prospectus. Further, in such cases the marks for English subject should be entered zero if other conditions of eligibility are complete.
9. **After the start of the counselling process, if a candidate category/ special category has been changed by the verification team during the process of verification then the candidate should be informed (email, telephonically & through correspondence) by the designated institute timely for filling the choices for the counselling again as the counselling choices will be deleted automatically by the software upon the change of the category during verification process.**
10. The application forms which are flagged by the Digi-Locker should also be re-checked as per the eligibility by the verification team during the verification process before submitting

such forms. **Also, gender for Digi-Locker verified candidates should be checked before submitting.**

11. **Check the category verified for BC/ TFW/ EWS category candidates carefully as per the income criteria as mentioned in Diploma Prospectus.**
12. **If the counselling process go on simultaneously with the registration process, and, if the choices are already submitted by the candidate before the verification process then inform such candidates immediately to check or resubmit the choices as per the verified category/ verified eligibility by the verifying team.**
13. **Check the eligibility opted by the candidate in the form is correct or not as per his/ her eligibility for the Diploma Engg. Lateral Entry course before verifying the application forms.**
14. In case, all the desired documents for verification are not uploaded by the candidate at the time of applying online or uploaded documents are not clear then in such case the candidate shall be contacted through email and contact no. for getting the desired documents for verification before the cut-off date of verification.
15. If the candidates have not uploaded the qualifying DMC (10<sup>th</sup> for Diploma Engg., 12<sup>th</sup>/ ITI/ Diploma/ NSQF for Diploma Engg. Lateral Entry, 12<sup>th</sup> PCM/ PCB for Diploma Pharmacy) and contact no. & email id is invalid/ wrong/ not reachable then in such cases the verifying team may keep the form under rejected list.
16. If in case any form is wrongly verified by the verifying team then the team can use the admin login of the institute for the re-verification of the same before the last cut-off date for verification.
17. The registration forms for PH category of candidates having mental disability are not eligible for admission in technical courses and accordingly should not be verified. Further, the institute can fetch the desired documents from the candidate at the level of the institute for the purpose of verification.
18. Verifying teams are advised to inform the candidates to deposit the registration fee online on the website [www.techadmissionshry.gov.in](http://www.techadmissionshry.gov.in) before the cut-off date of closing of registration forms then only verify the forms.
19. If the candidates have filled the registration form two or more times and selected different designated center for verification and got verified at both the centers then latest verification will be kept by HSTES for preparation of merit.
20. If the candidates have filled the registration form two or more times and selected the same designated center for verification then the latest form filled should be verified by the verification team and further if same candidate apply the form again for verification then that form should also be verified and duplicacy in this regard will be removed by HSTES (the latest form verified will be kept during the preparation of merit) at the time of display of merit for the course.
21. PPP ID is mandatory for Haryana Resident candidates and further details like name, father's name, mother name, DOB, category, income etc. should be verified from PPP ID of such candidates, no additional document (only for the information which is verified from PPP ID) is required for the same. The particulars in PPP ID should be as per the qualifying document of the candidate.
22. The verifying team should check the particulars of the candidates mentioned in qualifying examination with the information fetched from the PPP ID during the verification process. If the particulars are found wrong during the verification process then contact such candidates to correct/ update their PPP ID first and to submit the same timely at the selected Designated Center before the closing of the verification process to avoid the cancelation of seats during the reporting period.

23. All the designated centers are advised to make aware all the aspiring candidates/ applicants from Haryana State to get their PPP IDs updated, corrected, with verified status and linked with their mobiles number, so that they may not face problems during their registration/ counseling/ admissions process (refer to <https://meraparivar.haryana.gov.in>).
24. The information for the Haryana Resident candidates will be fetched & verified automatically from PPP database during the online registration process and the fetched information will remain non editable for the designated centers except the cases where updated copy of PPP ID is submitted by the candidate at the selected designated center.
25. List of recognised & non-recognised boards as per NIOS and list of recognised boards of BSEH, Bhiwani is attached herewith for checking during the process of verification. Also, check the change of name of board before raising the query. As per letter received from BSEH, Bhiwani (**copy attached**) the equivalency lists of boards is available on the website <https://bseh.org.in/home> whose equivalency has been given by the Bhiwani Board. The verifying team should check the name of boards (or with the old board name before changed) during the verification process.
26. It is advised to keep one set of verified forms along with special categories and documents for all verified candidates simultaneously for further record and same may be procured by HSTES if required after the closing of the portal for resolving the grievances.

**Note: The application forms received in the account of Designated Center should be checked within a period of four working days after receiving so that if there is any query regarding qualifying document of the candidate can be resolved timely to avoid grievances which are raised on the cut-off date.**