

III. STATE WISE ALLOCATION OF SEATS:

- **Notification for Admissions** : Kindly refer the Notification issued by Govt. of Punjab No. Nos. 8/27/2019-4TE2/1458413/1 Dated 08/04/2019 for diploma level courses and No. 8/27/2019-4TE2/1458517/1 Dated 08/04/2019 for Part Time Diploma Level Courses in the prospectus.
- **Allocation of seats for Institutions situated in UT - Chandigarh**: Kindly refer the **Annexure IV, V and VI**
- The seats in **Central Tool Room, Ludhiana** and **Central Institute of Hand Tool, Jalandhar** will be filled up as per policy of Government of India. (**Annexure-III**).

IV. RESERVATION :

The Board shall make admissions to the affiliated institutes located in Punjab and the Union Territory of Chandigarh as per the reservation policy given by the respective Governments.

1 **RESERVATION OF SEATS - PUNJAB**

The reservation of seats for institutes situated in Punjab (except CTR, Ludhiana, CIHT, Jalandhar) shall be as per Punjab Government, Department of Technical Education and Industrial Training *Memo. No. 13/2/05-ITE2/469 dated 20th February, 2006*, which is available in **Part-II** of the Prospectus.

A candidate shall be eligible to make claim for reservation under one reserved category only. However, the procedure for counselling/ allotment of courses and/ or institutes shall be such that if a candidate is getting a course/ institution higher in his/ her order of preference, as a general candidate, he/ she shall be so regarded, notwithstanding his/ her claim as a reserved category candidate. The seat under the reserved category shall then be offered to the candidates in that very reserved category.

Candidates opting for different reserved categories must upload the required certificates as proof at the time of Online Registration. The certificates must be in the format approved by the Government. Specimen of some of the certificates are given in **Part-II** of this prospectus. Candidates must also bring original certificates as proof of their claim at the time of reporting at the allotted institute.

Certificate to be produced by a candidate belonging to Backward Class of Punjab in support of his/ her claim under this category must not be dated earlier than one year before the first day of the counselling for admission. A certificate issued more than one year before the counselling date shall not be valid. All certificates for reserved categories must have been issued on or before the last date for reporting at the institute.

As per amendment in Reservation policy Notification dated 12-04-2017, Governor of Punjab is pleased to increase the Reservation quota / percentage for **Backward classes from 5% to 10%** for admissions in educational, Technical and professional Institutions in the State of Punjab.

Reservation policy of Punjab/UT Government is not applicable for admission to Central Tool Room, Ludhiana & C.I.H.T. Jalandhar. The break-up of seats for this institution shall be as per the policy of Ministry of Industry, Government of India (**Refer Annexure - III**).

2 **RESERVATION OF SEATS - CHANDIGARH(UT)**

Reservation of seats for institutions located in the UT-Chandigarh will be as per guidelines issued by the Chandigarh Administration. For detail kindly refer to **Annexure IV**.

Break-up of seats for various categories for admission to Institutions located in Chandigarh is given at **Annexures -IV to VI**.

V. NUMBER OF SEATS :

The number of seats allocated for each course in each institution and profile of the institution can be seen in the prospectus. These numbers are tentative and there may be alteration in the number of Institution/courses

or in the sanctioned intake of each courses before the start of admissions.

VI. FEES :

The fee structure for all the institutions shall be as per policy of respective Governments. The latest fee structure, if any, for Punjab as well as Chandigarh will be notified through web sites at the time of admissions.

The security amount deposited by the candidates shall be refunded to them on successful completion of Diploma course by the concerned institution.

Important Note : Before reporting at the allocated institute, the candidates are required to pay admission fees. Admission fee is to be submitted through offline mode of payment in designated branches of Banks via Challan generated online along with Provisional Allotment letter on student's portal at website psbte.gov.in.

Chief Minister Scholarship Scheme:

The details of CM Scholarship Scheme for the candidates is available in part-II of the prospectus.

VII. REFUND OF FEES :

In the event of a student/candidate surrendering the seat before starting of the course, the admission fee collected from the student after a deduction of the processing fee of not more than Rs. 1000/- shall be refunded. However if a student leaves after joining the course and the seat consequently falls vacant is filled by another candidate by the last date of admission, the fee shall be refunded after making proportionate deductions of fee and hostel rent (where applicable).

The request for refund of fee should be made to the Board within 30 days of the end of counselling through online submission of the application in the counselling website. No applications will be entertained after the stipulated time.

VIII. TIME LIMIT FOR COMPLETION OF DIPLOMA COURSE:

The maximum permissible time limit for completion of diploma course is twice the duration of the diploma course i.e. 6 years in case of 3-year course, 8 years in case of 4-year course etc.

ATTENTION :

One-third of the total seats available in the un-aided institutes have been marked as "Seats under management quota". The admission for the same shall be made at the level of the institute . The candidate desirous of seeking admission under management quota shall also pre-register on the Website (www.psbte.gov.in) for the purpose of allocation of the registration number.

FEE WAIVER SCHEME

Five percent of the seats extra /additional in each of the institutes have been earmarked as seats under Fee Waiver Scheme in which total tuition fee of Rs. 22,000/- per year out of the total fee of Rs. 29,150/- will be waived off. The eligibility criteria for seeking admission under his category are:

1. Pass in qualifying Examination .
2. The parental annual income should not be more than Rs. 8 lacs
3. These seats shall be filled only through online counselling as outlined in the prospectus.