

Candidates, who will take final admission against their allotted seat, are advised to report at the institution with the followings:-

- Two copies of Final Allotment Letter cum Money Receipt to confirm admission on or before the specified last date for respective phases. He/she has to pay admission related fees separately at the time of taking final admission at the allotted institute. Admission to the allotted seat is subject to successful verification of all relevant documents. Candidature is liable to be cancelled if a candidate fails to produce any of the documents in original before the verifying authority or produces fake documents at the time of admission and his/her allotted seat will be cancelled automatically.
- Last date of taking final admission at the Institute is specified in the Allotment Letter. After the specified last date, Institute will not allow admission.
- Candidates must bring the following documents in ORIGINAL along with a set of photocopy of all documents for verification and submission at the time of admission:

For admission to 1st Year of Diploma Courses:

- Rank Card
- Final Allotment Letter
- Admit Card of Madhyamik or equivalent examination as age proof and for determination of District of Schooling (in case a candidate is allotted District Quota seat) at Madhyamik or equivalent examination level. The Certificate of Madhyamik/Equivalent examination or Birth Registration Certificate will also be accepted as age proof.
- Mark sheet of Madhyamik or equivalent examination.
- Reservation (SC, ST, PC, OBC-A, OBC-B, LLQ, TFW, EXS, EWS, etc.) related certificates (as applicable)

For admission to 2nd Year of Diploma Courses:

- Rank Card
- Final Allotment Letter
- Admit Card /Certificate of Madhyamik / equivalent examination or Birth Registration Certificate.
- Mark sheet / Certificate of (X+2) examination/ HS (Voc) of WBSCT&VE&SD or equivalent examination with Physics/ Mathematics / Chemistry / Computer Science / Electronics / Information Technology / Biology/Informatics Practices / Biotechnology / Technical Vocational subject / Agriculture/ Engineering Graphics/ Business Studies / Entrepreneurship OR must pass 10th + (2 years ITI, continuous), in annual system or semester system
- Reservation (SC, ST, PC etc.) related certificates (as applicable)

For both JEXPO & VOCLET candidates:

- SC / ST / OBC-A / OBC-B candidates are required to produce Caste Certificate issued by competent authority of West Bengal, without which their claims for reserved seats will not be entertained and thereby, allotment will be cancelled.
- Physically Challenged (PC) candidates are required to produce Physically Challenged Certificates (disability: 40% or above) issued by the competent authority at the time of admission without which their claim for reserved seats will not be entertained and thereby, allotment will be cancelled.

For candidates allotted seats under Land Loser Category (For 1st Year Admission only):

- The candidates opted for and allotted with "Land Loser" (LLQ) category seats will have to produce the relevant certificate issued by competent authority of the Government of West Bengal, without which such claim will not be entertained and thereby, allotment will be

cancelled. Certificate issued in the name of parents / legal guardians by the BDO / SDO / First Class Magistrates / Group 'A' Gazetted Officers shall only be considered in this regard.

For candidates allotted seats under TFW Category (For 1st Year Admission only):

- Candidates who are domiciled in West Bengal and whose annual family income from all sources during the financial year 2021-2022 is less than Rs.2.50 lakhs will be considered for admission under TFW scheme. For the purpose of determining the annual income of parents/guardian from all sources, **an officer of the State Government in the rank of Block Development Officer or Sub-Divisional Officer or Additional District Magistrate or District / Group-A Gazetted Officer of the State or Central Government of similar rank or above in the rural region or Executive Officer of Municipality / Assistant Commissioner or above in Commissionerate / Group-A Gazetted Officer of State or Central Government of similar rank or above in the urban region, will be competent to issue INCOME CERTIFICATE.**

It may be noted that Income Certificate issued by any other person will not be entertained in this regard.

For candidates allotted seats under "Wards of Ex-servicemen (EXS)" (For 1st Year Admission only):

- Must produce original documents in the name of his/her parents/legal guardian in respect of his/her claim as wards of ex-servicemen, otherwise such claim will not be entertained and thereby, allotment will be cancelled.

B. All candidates, who will be allowed final admission, will have to submit the following documents in ORIGINAL:-

- Medical Fitness Certificate
- Anti-Ragging Affidavit
- Domicile Certificate

Medical Fitness Certificate: Candidates must satisfy medical fitness with reference to (a) No Colour Blindness, (b) Physically & Mentally Fit, (c) Able to pursue technical course. Candidates seeking admission to the courses under the WBSCT&VE&SD should possess good health and physique with sound mind. They should not be suffering from any disease/physical or mental infirmity. All candidates (including Physically Challenged) have to produce Medical Fitness Certificate mentioning the above criteria issued by the Registered Medical Practitioner, at the time of admission. Such Medical Certificate must possess signature, seal and registration number of the Medical Practitioner.