Instructions for online verification of Online Filled Application Forms for Diploma Courses for the session 2021-22

1. Instructions issued by Government regarding COVID-19 should be followed during the process of verification.

2. Verification of all the application forms received online will be done as per the eligibility of the course upto the last date of verification as mentioned in the approved Keydates.

3. Aggregate Marks mentioned in 10th DMC or in equivalent qualifying examination with at least 35% marks (33% in case of candidates belonging to Scheduled Castes and Scheduled Tribes category or Kashmiri Migrants Category) 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 10th DMC in such case conversation factor should be used 9.5 for CBSE board and Punjab board (copy attached).
     For example:

Total Marks Obtained	Total Max. Marks	Percentage Obtained
9	9.5	85.5

Subject Name	Marks Obtained	Max. Marks	Percentage Obtained
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 10th DMC in such case conversation factor should be used 10 for HBSE board.
     For example:

Total Marks Obtained	Total Max. Marks	Percentage Obtained
8.5	10	85

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

4. Aggregate Marks mentioned in 12th 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 12th examination, then total marks of all the subjects should be considered for calculating the aggregate marks of Qualifying Examination for verification.

   - Passed in 12th examination (with the subjects as mentioned in the eligibility) should be considered for verification of the course.

5. 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 Application Form before the last date of verification.
   - Passed in 12th examination (with the subjects as mentioned in the eligibility) should be considered for verification of the course.

6. 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.

7. 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 DMC for aggregate marks.

8. In case of verification of candidates who have not studied Math/ Science/ English or fail 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

Note: For not studied subject marks will be considered zero.

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

Subject Name	Marks Obtained	Max. Marks	Percentage Obtained		Subject Name	Marks Obtained	Max. Marks	Percentage Obtained
Science	0	100	0	Or	Science	8	100	8
Maths	0	100	0		Maths	16	100	16
English	0	100	0		English	25	100	25

9. 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 or contact no. for getting the desired documents for verification before the cut-off date of verification. Further, the institute shall upload the complete set of documents in PDF format in the software of HSTES after verification of such candidates only.

10. If the candidates have not uploaded the qualifying DMC (10th for Diploma Engg., 12th/ ITI/ Diploma/ NSQF for Diploma Engg. Lateral Entry, 12th 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 unverified list.

11. 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.

12. The application 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.

13. Verifying teams are advised to inform the candidates to deposit the application fee online on the website www.onlinetesthry.gov.in before the cut-off date of closing of application forms then only verify the forms.

14. Verifying teams are advised to inform the candidates to deposit the counseling fees and token fees online on the website www.techadmissionshry.gov.in before the cut-off date of closing of online reporting period as mentioned in Keydates.

15. In case, counselling fees and token fees are collected at the level of the institute then the slip of the receipt should be uploaded online during the process of online reporting period. Also, all the entries (Counseling Fees and Token Fees) collected should be informed to this office in excel format after the completion of the centralised counselling. Further, total amount collected for counselling fees should be deposited in the account of HSTES.

16. If the candidates have filled the application 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.

17. If the candidates have filled the application 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 at the time of display of merit for the course.

18. If a candidate has applied for special categories like HGST/ KM/ SDB/ MAR/ EWS/ TFW then verification of such categories will be done on the basis of information filled in the application form and as per the documents fetched from the candidate by the institute. As the space for online uploading of documents at the time of filling the application form is only provided for qualifying documents and DOB certificates.

    - As due to COVID-19 situation candidates are not physically present at the time of online verification at Designated Centers, therefore, the forms for special categories should be allowed by the verification teams on the basis of information filled in application forms.
    - Rest of the documents like special categories, category certificates, Haryana Domicile and income certificates etc. will be uploaded and checked at the time of online reporting period only.
    - If the categories/ special categories are found wrong at the time of online reporting period the seat will be cancelled.

19. List of recognised & non-recognised boards as per NIOS and list of recognised boards of HBSE is attached herewith for verification.

20. 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.