

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 Polytechnics,

Memo No.: 1907 /HSTES

Dated: 26-7-19

Subject: Institute Level Manual Counseling for admissions in Diploma Courses in Govt./ Govt. Aided (for aided branches only) against vacant seats for the Session 2019-20.

Kindly refer to the subject noted above.

2. It is informed that the centralized online counseling for Diploma Courses will be completed on 30.07.2019. 1st Institute Level Manual Counseling of the Govt. / Govt. Aided (for aided branches only) against vacant seats for the session 2019-20 is to be done by the respective Govt. /Govt. Aided Polytechnics at their own level as per the procedure mentioned in Diploma Prospectus and instructions enclosed herewith. The duration of the said counseling will be from 01.08.2019 to 06.08.2019 for the 1st manual counseling. On completion of 1st Institute level manual counseling, all Govt./ Govt. Aided Polytechnics are allowed to conduct another round(s) of Institute Level Manual Counseling for filling up of remaining vacant seats (if any) upto 15.08.2019.

Further, the rank data of Lateral Entry Diploma Entrance Test - 2019 will be sent to all Govt./ Govt. Aided Polytechnics through e-mail and the category wise vacant seats (after 3rd online counseling) will be available online at www.intrahstes.gov.in on 31.07.2019. The concerned institute must give wide publicity of institute level counseling at their own level.

Further, the institute level manual counseling(s) for Govt. Polytechnic Umri and Govt. Polytechnic-cum-Multi Skill Training Centre, Dhamlawas, Rewari will be conducted by the Polytechnics as mentioned below:

Sr. No.	Institute for which counseling is to be done	Venue of counseling/Institute to conduct the counseling
1	Govt. Polytechnic, Umri	Govt. Polytechnic, Ambala City
2	Govt. Polytechnic-cum-Multi Skill Training Centre, Dhamlawas, Rewari	Govt. Polytechnic, Lisana

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

DA/as above

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

Encl. No. 1908-09 /HSTES

Dated: 26-7-19

A copy of the above is forwarded to the following:

1. PS/DGTE.
2. PA/DTE.

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

Institute Level Manual Counseling(s) – 2019

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

A. Important Information/ Instructions for Institute Level Manual Counseling(s):

1. The concerned institutes must give wide advertisement of institute level counseling at their own level.
2. For admissions in Diploma (Engg.), Diploma (Pharmacy) & 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) may not be considered. The Institute Level Manual Counseling for diploma courses shall be done as per the procedure mentioned in Diploma Prospectus-2019.
3. Before reporting at the newly allotted institute, candidate shall get his/ her earlier admission, if any, cancelled from previously allotted institute. If candidate is facing any problem in getting the seat cancelled from previously allotted institute, he/ she may contact of HSTES for cancellation of previously allotted seat, if required.
4. At the time of reporting if the candidate had not deposited his/ her counseling fees, in such a case counseling fees is to be deposited by the candidate in PNB/ AXIS bank account. The counseling fee can also be deposited in the institute also. The counseling fee collected by the institutions be transferred to HSTES account after the last date of admission.
5. Institute Level Manual Counseling shall be conducted on the basis of seat matrix of vacant/ unfilled seats of the institutions after 3rd online counseling and **No sliding is allowed in institute level manual counseling to avoid violation of merit.** The category wise vacant seats (after 3rd online counseling) will be available online at www.intrahstes.gov.in on 31.07.2019.
6. The entire exercise of institute level counseling and admission shall have to be completed upto **15.08.2019**.

B. Procedure to fill seats under Special Categories/ Schemes

1. For admissions in TFW Category

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

Also, institute shall update their TFW admissions online on “tuition fee waiver” link at institute level admissions. The date of inviting application may also be fixed by institute and admission may be done accordingly before the last cutoff date for diploma admissions.

2. For admissions in EWSs Category

The admission/ counseling of EWSs category seats, if vacant, may also be done in Govt./ Govt. Aided Polytechnic by following the instructions as mentioned in Diploma Prospectus – 2019 at their level through institute level committee to be constituted by concerned Principal.

Also, institute shall update their EWSs admissions online on “economically weaker sections” link at institute level admissions. The date of inviting application for EWS category may also be fixed by the institute and admission may be done accordingly before the last cutoff date for diploma admissions.

3. For admissions in HGST and KM Category

The seats of HGST & KM category may be got 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 application may also be fixed by institute and admission may be done accordingly before the last cutoff date for diploma admissions.

4. Admissions in SDB Category at GP, Morni and MAR Category at GP, Uttawar

If the seats of SDB and MAR still remain vacant/ unfilled, then, the concerned institutions will fill up vacant/unfilled seats at institute level in a fair and transparent manner as per guidelines mentioned in Diploma Prospectus – 2019.

C. Schedule of Institute Level Manual Counseling(s):

Date	Event
01.08.2019	Declaration of Inter-se-Merit/ Rank for Manual Counseling
02.08.2019	Manual Counseling for all categories
05.08.2019 & 06.08.2019	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 15.08.2019.	

Institute Level Manual Counseling from 01.08.2019 to 06.08.2019 for admissions in Diploma Courses in Govt./ Govt. Aided (for aided branches only) Polytechnics for the Session 2019-20.

Sr No	Institute for which counseling is to be done	Counseling Institute and Venue of Counseling
1	BKN Govt. Polytechnic, Narnaul, District Mahendergarh	BKN Govt. Polytechnic, Narnaul, District Mahendergarh
2	Ch. Bansi Lal Govt. Polytechnic, Bhiwani	Ch. Bansi Lal Govt. Polytechnic, Bhiwani
3	Ch. Devi Lal Govt. Polytechnic, Nathu Sari Chopta, Sirsa	Ch. Devi Lal Govt. Polytechnic, Nathu Sari Chopta, Sirsa
4	Ch. Matu Ram Arya Govt. Polytechnic, Sanghi, District Rohtak	Ch. Matu Ram Arya Govt. Polytechnic, Sanghi, District Rohtak
5	Ch. Ranbir Singh Govt. Polytechnic, Hathnikund, District Yamunanagar	Ch. Ranbir Singh Govt. Polytechnic, Hathnikund, District Yamunanagar
6	Deen Bandhu Sir Chhotu Ram Govt. Polytechnic, Sampla, District Rohtak	Deen Bandhu Sir Chhotu Ram Govt. Polytechnic, Sampla, District Rohtak
7	Govt. Polytechnic cum Multi Skill Training Centre, Dhamlawas District Rewari (Guestt Classes at Govt. Polytechnic, Lisana District Rewari)	Govt. Polytechnic, Lisana District Rewari
8	Govt. Polytechnic for Women, Faridabad	Govt. Polytechnic for Women, Faridabad
9	Govt. Polytechnic for Women, Sirsa	Govt. Polytechnic for Women, Sirsa
10	Govt. Polytechnic, Ambala City	Govt. Polytechnic, Ambala City
11	Govt. Polytechnic, Chappar, District Charkhi Dadri	Govt. Polytechnic, Chappar, District Charkhi Dadri
12	Govt. Polytechnic, Dhangar, District Fatehabad	Govt. Polytechnic, Dhangar, District Fatehabad
13	Govt. Polytechnic, Hisar	Govt. Polytechnic, Hisar
14	Govt. Polytechnic, Indri, Nuh, District Mewat	Govt. Polytechnic, Indri, Nuh, District Mewat
15	Govt. Polytechnic, Jamalpur Shekhon, Block Tohana District Fatehabad	Govt. Polytechnic, Jamalpur Shekhon, Block Tohana District Fatehabad
16	Govt. Polytechnic, Jhajjar	Govt. Polytechnic, Jhajjar
17	Govt. Polytechnic, Lisana, District Rewari	Govt. Polytechnic, Lisana, District Rewari
18	Govt. Polytechnic, Malab, Nuh, District Mewat	Govt. Polytechnic, Malab, Nuh, District Mewat
19	Govt. Polytechnic, Mandi Adampur, District Hisar	Govt. Polytechnic, Mandi Adampur, District Hisar
20	Govt. Polytechnic, Mandkola, District Palwal	Govt. Polytechnic, Mandkola, District Palwal
21	Govt. Polytechnic, Manesar, District Gurgaon	Govt. Polytechnic, Manesar, District Gurgaon
22	Govt. Polytechnic, Meham, District Rohtak	Govt. Polytechnic, Meham, District Rohtak
23	Govt. Polytechnic, Morni, District Panchkula	Govt. Polytechnic, Morni, District Panchkula
24	Govt. Polytechnic, Nanakpur, Panchkula	Govt. Polytechnic, Nanakpur, Panchkula
25	Govt. Polytechnic, Shergarh, District Kaithal	Govt. Polytechnic, Shergarh, District Kaithal
26	Govt. Polytechnic, Sirsa	Govt. Polytechnic, Sirsa
27	Govt. Polytechnic, Sonipat	Govt. Polytechnic, Sonipat
28	Govt. Polytechnic, Umri, District Kurukshetra (Guest Classes at Govt. Polytechnic, Ambala City)	Govt. Polytechnic, Ambala City
29	Govt. Polytechnic, Uttawar, District Palwal	Govt. Polytechnic, Uttawar, District Palwal
30	Govt. Polytechnic-cum-Multi Skill Training Centre, Sector-26, Panchkula	Govt. Polytechnic-cum-Multi Skill Training Centre, Sector-26, Panchkula
31	Guru Brahma Nand Ji Govt. Polytechnic, Nilokheri, District Karnal	Guru Brahma Nand Ji Govt. Polytechnic, Nilokheri, District Karnal
32	Guru Gobind Singh Govt. Polytechnic, Chika, District Kaithal	Guru Gobind Singh Govt. Polytechnic, Chika, District Kaithal
33	Kalpana Chawla Govt. Polytechnic for Women, Ambala City	Kalpana Chawla Govt. Polytechnic for Women, Ambala City
34	Maharishi Kashyap Govt. Polytechnic, Jattal, District Panipat	Maharishi Kashyap Govt. Polytechnic, Jattal, District Panipat
35	Raja Jait Singh Govt. Polytechnic, Tigaon Road Neemka, Faridabad	Raja Jait Singh Govt. Polytechnic, Tigaon Road Neemka, Faridabad
36	Rajiv Gandhi Govt. Polytechnic, Narwana, District Jind	Rajiv Gandhi Govt. Polytechnic, Narwana, District Jind

Institute Level Manual Counseling from 01.08.2019 to 06.08.2019 for admissions in Diploma Courses in Govt./ Govt. Aided (for aided branches only) Polytechnics for the Session 2019-20.

Sr No	Institute for which counseling is to be done	Counseling Institute and Venue of Counseling
37	Rani Jhansi Laxmi Bai Govt. Polytechnic, Loharu, District Bhiwani	Rani Jhansi Laxmi Bai Govt. Polytechnic, Loharu, District Bhiwani
38	BPS Mahila Polytechnic, Kanya Gurukul, Khanpur, District Sonipat	BPS Mahila Polytechnic, Kanya Gurukul, Khanpur, District Sonipat
39	Chhotu Ram Polytechnic, Rohtak	Chhotu Ram Polytechnic, Rohtak
40	Seth Jai Parkash Polytechnic, Damla, District Yamunanagar	Seth Jai Parkash Polytechnic, Damla, District Yamunanagar
41	Vaish Technical Institute, Rohtak	Vaish Technical Institute, Rohtak

After conducting 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 of remaining vacant seats (if any) upto 15.08.2019.