

# CHECKLIST

## APPLICATION FORM FOR ADMISSION INTO ENGINEERING COLLEGES OF ASSAM, SESSION 2019-20

**Please take a Printout of this Form in A4 Paper.**

[This Application should be filled and submitted to Counseling Committee on the date of interview as notified in the website and News paper(s)]

### **Check List of Documents to be brought to the Counseling and submitted along with the Form (tick ✓)**

Candidates called for Counseling for Admission in Government Engineering Institutions are to mandatorily bring the following documents **in original for verification along with self-attested photo copies of the original for submission with Part A of this form.**

1. Permanent Residence Certificate (PRC) (to be issued by D.C./S.D.O.(Civil) of concerning District/Sub-Division). **Without valid PRC, admission will not be possible. Mere submission of proof of Online Application for PRC will not be considered for admission.** ☐
2. The Caste/Category Certificate as mentioned in the Information Booklet (if Applicable). ☐
3. Rank Card of the CEE- 2019 issued by Assam Science & Technology University ☐
4. 10<sup>th</sup> Admit/Pass Certificate for Age Proof issued by Board/Council. No other Certificate will be treated as valid document for age. ☐
5. 10<sup>th</sup> Mark sheet ☐
6. 12<sup>th</sup> Admit Card issued by your respective Board ☐
7. 12<sup>th</sup> Mark sheet ☐
8. Academic Gap Certificate (if applicable) ☐
9. Character Certificate from Head of the Institution last attended. ☐
10. 3 (three) copies of recent passport-size coloured photograph. [One each to be Pasted in Annexure I, IV & V] ☐

## **ANNEXURE-I**

**Paste a recent  
Passport Sized  
Colour  
Photograph and  
sign across after  
pasting it firmly  
(do not staple)**

1. Name :.....
2. Sex (M/F) (tick  $\sqrt{\phantom{x}}$ ) : Male / Female
3. Address for Communication: Town/Village:.....  
Post Office .....  
Pin Code .....  
District .....  
State .....  
Email Id:.....  
Mobile No. ....
4. Parent's Name Father's Name : .....  
Mother's Name: .....
5. Occupation of Father/Guardian : Father .....Mother .....
6. Annual Income of Parents : Father .....Mother .....
7. Permanent Home Address : Town/Village.....  
**[Leave blank if same as (3)]** Post Office .....  
Pin Code .....  
District .....  
State .....
8. Guardian's Name : Sri / Smti .....
9. Age on 1<sup>st</sup> August, 2019 : Year .....Months .....Days .....
10. Nationality : .....
11. Religion : ..... Cast: .....
12. Mother tongue : .....
13. State in which applicant is a Permanent Resident: .....
14. DETAILS OF EXAMINATIONS PASSED (Attach Photocopies of the Certificates)

Examination	Name of University/Board / Council etc.	Institute from where passed	Year	Division secured
HSLC/ 10 <sup>th</sup>				
H.S./10 + 2 or Equivalent (Sc.)				
B.Sc.				

15. PERCENTAGE OF MARKS OBTAINED IN QUALIFYING EXAMi.e.H.S./10 + 2 or Equivalent (Sc.)/BSc  
(Attach true copies of the Certificate)

Examination	Percentage of Marks obtained			% age of Marks in aggregate of three subjects	Aggregate of all subjects	
	Maths	Physics	Chemistry		Marks secured	Out of Total

16. Whether discontinued studies in between passing the last Examination of Board / Council/ University (tick✓) : Yes / No

If Yes,

- a) Reason: .....
- b) Period: .....
- c) Engagement during the period:.....

17. If you are not a permanent resident of Assam but your parent is in service under Govt./Statutory Organisation / Department Bodies, give :

- a) Name of the Parent : .....
- b) Name of the Office with Address: .....  
.....
- c) Name of Govt./Statutory Body: .....
- d) Post held: .....
- e) Period of Service: .....

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#### DECLARATION BY THE APPLICANT

I hereby declare that the above entries in the form have been filled up in my own handwriting and the entries made are correct to the best of my knowledge and belief.

##### In case of

- 1. false/inaccurate statements given by me or in the mark-sheets and certificate attached and
  - 2. detection of non-fulfilment of any Eligibility Criteria for admission
- Director of Technical Education shall have the right to cancel my Admission to any Course and College at any stage of my Academic Career and to take appropriate legal action against me for submission of false information and documents.**

Date : .....

Place : .....

.....  
Signature in full of the Applicant

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#### DECLARATION BY THE PARENT/GUARDIAN

In the event of my Son/Daughter/Ward Shri/Smti. .... being admitted in any Institute I shall be responsible for his/her conduct and I undertake to pay his/her college dues, hostel dues and any other expenses during his/her studentship in the college. I also undertake to withdraw him/her from the college, should the authorities concerned decide that such withdrawal is necessary in the interest of the college or in the event of inability to pay his/her college dues in time and without claiming any compensation from the Government or the college authorities.

I certify that the particulars stated in the application by my son/daughter/ward are true to the best of my knowledge and if it is proved that the information is fraudulent, I shall be liable for persecution as per law.

.....  
Name & Full Signature of the Gazetted Officer/ Notary  
in presence of whom the parent/guardian signed.  
Mobile No.:.....  
Designation of the Officer.....  
Seal

.....  
Full Signature of Parent / Guardian  
Name in Full:.....

## Annexure: II

### FORMAT OF CERTIFICATE OF EMPLOYMENT OF APPLICANT'S PARENT

#### (FOR Central Government Employees)

(To be given by the Head of the Government or Public Officer/Organization in Assam; if the applicant is not a permanent resident of Assam but his/her parent is working in such offices, etc. in Assam at the time of submission of application)

Certified that Shri/Smti..... parent of the applicant  
Shri/Smti. .... has been serving as ..... under  
..... since .....

Address of the employer .....

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Date .....

Signature of the employer

Designation .....

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**Annexure: III**  
**Certificate in lieu of PRC**

(For the candidate not able to submit the PRC at the time of Counseling)

I, Shri/Smti. \_\_\_\_\_ son/daughter  
of \_\_\_\_\_ an \_\_\_\_\_ inhabitant  
of village/town \_\_\_\_\_ Mouza \_\_\_\_\_ P.O. \_\_\_\_\_  
\_\_\_\_\_ P.S. \_\_\_\_\_ District \_\_\_\_\_, hereby  
certify that I am a permanent resident of Assam and I have applied for PRC, the application  
receipt of which is enclosed herewith. I shall submit PRC at the time of admission.

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Name of the candidate \_\_\_\_\_

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**Note.**

1. All original certificate and testimonials will have to be produced at the time of the Counseling/Admission
  2. Any documents attached along with this form must also bear the signature of the candidate.
  3. The candidate must be present in person at the time of interview.
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**ANNEXURE-IV**

**DIRECTORATE OF TECHNICAL EDUCATION, ASSAM  
COUNSELING FOR ADMISSION THROUGH CEE 2019  
INSTITUTION PREFERENCE FORM**

[Please take a Printout of this Form separately in A4 size Paper, fill it and bring it to the Counseling Hall for submission. Do not staple with ANNEXURE-I]

PASTE RECENT  
PASSPORT SIZE  
PHOTOGRAPH  
(DO NOT STAPLE  
PLEASE)

**Please write your Order of Preference of Institutions**  
[Put your preference number in the Box against the Institutions]

AEC	<input type="text"/>	JEC	<input type="text"/>	JIST	<input type="text"/>	BBEC	<input type="text"/>	BVEC	<input type="text"/>
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**Abbreviations:**

AEC: Assam Engineering College

JIST: Jorhat Institute of Science & Technology

BVEC: Barak Valley Engineering College

JEC: Jorhat Engineering College

BBEC: Bineswar Brahma Engineering College

**FOR OFFICE USE**

Signature of the Verifying & Receiving Officer

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature of the Candidate

CEE Roll Number: \_\_\_\_\_

CEE Application Number: \_\_\_\_\_

CEE Rank: \_\_\_\_\_

Admitted Category: \_\_\_\_\_

E Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature of the Chairman:

Date:

**Instructions to fill up:**

- Please take a Printout of this Form in A4 size Paper, fill it and bring it to the Counseling Hall for submission
- For example: if JEC is your preference 1, JIST is 2, AEC is 3, BVEC is 4, BBEC is 5; then put these numbers in the box against the Institutions.

AEC	<input type="text" value="3"/>	JEC	<input type="text" value="1"/>	JIST	<input type="text" value="2"/>	BBEC	<input type="text" value="5"/>	BVEC	<input type="text" value="4"/>
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- Say, if you have only three preferences only, JIST (1) and BVEC (2) and JEC (3); then you may put the choices as below and put a cross in the other Institutions where you do not prefer to take admission or upgraded as below:

AEC	<input type="text" value="X"/>	JEC	<input type="text" value="3"/>	JIST	<input type="text" value="1"/>	BBEC	<input type="text" value="X"/>	BVEC	<input type="text" value="2"/>
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**Please Note:**

- No overwriting while filling the choices is allowed.
- Please take extra care while filling up this form as this order is considered as final. No change will be allowed later in any case.
- Institution transfer may be allowed based on these preferences.

# ANNEXURE-V

## DIRECTORATE OF TECHNICAL EDUCATION, ASSAM COUNSELING FOR ADMISSION THROUGH CEE 2019

### ADMISSION RECORD SHEET

[Please take a Printout of this Form in A4 size Paper, fill it and bring it to the Counseling Hall for submission]

PASTE RECENT  
PASSPORT SIZE  
PHOTOGRAPH  
(DO NOT STAPLE  
PLEASE)

PERSONAL DETAILS

NAME OF THE CANDIDATE:


DATE OF BIRTH

[DD-MM-YYYY]

CATEGORY

E MAIL

PHONE NO:

CEE MARKS:

[Out of 480]

CEE ROLL NUMBER:

CEE RANK:

BOARD

YEAR OF PASSING

TOTAL MARKS  
OBTAINED

% OF MARKS

PHYSICS

CHEMISTRY

MATHEMATICS

ENGLISH

OTHER SUBJECTS (PLEASE SPECIFY)

Subject:

Marks

Subject:

Marks

FOR OFFICE USE

VERIFIED THE FOLLOWING  
DOCUMENTS AND FOUND CORRECT:

A. DOB

B. CATEGORY

C. CEE RANK CARD

D. YEAR OF PASSING 12<sup>TH</sup>

E. 12<sup>TH</sup> MARKS IN P, C, M  
AND ENGLISH

F. PASSED 12<sup>TH</sup> IN SINGLE  
SITTING

G. ACADEMIC GAP  
CERTIFICATE

H. CHARACTER  
CERTIFICATE

Remark:

Recommended/ Not Recommended  
for Admission.

Signature of the Verifying Officer

Name:

Designation:

Admission

No.

CEE DETAILS

12<sup>th</sup> EXAM DETAILS

SEAT ALLOTMENT  
(OFFICE USE)

ALLOTMENT DETAILS: [TO BE FILLED BY THE OFFICER ENGAGED IN ALLOTMENT]

INSTITUTION

BRANCH

PROVISIONAL ADMISSION

CONDITIONAL ADMISSION  
Condition:

Signature of the Allotment Officer

Name:

Signature of the Chairman, Admission Committee