



## DEPARTMENT OF TECHNICAL EDUCATION & APSCE

# APEAPCET-2024 ADMISSIONS (M.P.C. STREAM)

## DETAILED NOTIFICATION FOR WEB BASED COUNSELLING

The Qualified and eligible candidates of APEAPCET-2024, desirous of seeking admission into B.E/B.Tech Courses are informed that the web counseling process comprising the payment of processing fee cum registration, online certificate verification and option entry will be conducted from 01-07-2024 to 13-07-2024. The candidates are instructed to follow guidelines/Instructions to candidates or user manual to proceed for web counseling process.

The qualified and eligible candidates of APEAPCET-2024(M.P.C. Stream) are informed to participate in web counselling for the seats available in (i) University & Private Engineering Colleges and Private Universities colleges under Convenor quota in the State of Andhra Pradesh for the academic year 2024-25.

The web counseling schedule is given below.

### WEB COUNSELLING SCHEDULE (FIRST PHASE)

SNO	ACTIVITY	DATES
1	Commencement of Payment of Processing Fee cum Registration online	01.07.2024 To 07.07.2024
2	Online Verification of uploaded Certificates at notified Help Line centers	04.07.2024 To 10.07.2024
3	Exercising the Web-Options by the registered and eligible Candidates	08.07.2024 To 12.07.2024
4	Change of Options for the candidates	13.07.2024
5	Allotment of Seats	16.07.2024
6	Self-Reporting & Reporting at college	17.07.2024 To 22.07.2024
7	Commencement of classwork	19.07.2024

### Registration and Payment of Processing fee:

1. Open the website using <https://cets.apsche.ap.gov.in> and click on EAPCET-2024 ADMISSIONS
2. Then click on Registration form link
3. Candidate can enter into Registration form by using "EAPCET Hall Ticket No" and "Date of Birth"
4. Registration form with all the basic information is displayed, verify all the details.
  - a. if no mistakes found, accept the declaration and candidate will be directed to "Processing fee payment gateway".
  - b. If any mistake found in the information provided, candidate can use the provision to make changes by selecting the option "Yes" from the drop down box provided before the declaration and click on submit button, which will direct the candidate to make any corrections to rectify the mistakes using suitable data with relevant document proofs to be uploaded through online. Then accept the declaration and candidate will be directed to processing fee payment gateway.

- The processing fee for web counseling is Rs.1200/- (for OC/BC) and Rs. 600/- (for SC/ST). The candidates are instructed to pay through online by credit card/ debit card/net banking etc in web site <https://cets.apsche.ap.gov.in>
  - All the candidates from 1 to Last Rank can pay the processing fee from 01.07.2024 to 07.07.2024 using URL <https://cets.apsche.ap.gov.in>.
5. Once the payment is success, then click on print button and take a print out of the payment receipt.

**Important Note:**

- During the payment of processing fee, sometimes, due to network delays payment made by the candidate may not be successful. In such cases, candidates need to pay the processing fee once again and amount debited due to the failure transaction will be remitted back into the respective account within 7 working days from the date of payment. Candidates are requested to note that only one payment will be taken and excess paid will be refunded automatically.
- Candidates can also check the payment status by clicking on the "Know your payment status" link. In case your account is debited and the website gets disconnected before payment receipt generation, kindly check your Payment Status using "Check Your Payment Status" option by providing your details. If you get message "Payment Details Not Found", candidate is requested to go for a fresh payment and the amount for the failure transaction will be refunded to their debited bank account as per bank norms.

**Verification of Certificates (Online):**

**NOTE1: In the following three cases candidates need not go to Help Line Centers**

**CASE-1: (certificates were already verified through web services, no change required in the data)**

The candidates are informed to note that if the certificates were already verified through web services from the respective board/agencies based on the information furnished by the candidate while applying for EAPCET-2024 i.e., Common Entrance Test. i.e the candidates whose certificate data is already verified online through web services, they are directed pay the processing fee cum registration and can verify the details of candidate (personal, academic and other details) for the correctness. If the candidates are satisfied for data available, they need not upload any certificates. Further they are directed to proceed for exercise options as per the schedule.

**CASE-2: (certificates were already verified through web services, If change is required in the data)**

The candidates whose certificate data is already verified through web services but candidate wishes to change the data, then candidate has to upload relevant certificates for online verification. After the verification of data by online by the verification officers, then the candidates have to ascertain the status of eligibility by using verification status link. If they are eligible they can proceed for exercising their options as per the schedule. In case of any clarification, they can visit nearest Help Line Centre.

**CASE-3: (Candidates whose data is not verified through online)**

In respect of candidates whose data is not verified, such candidates have to upload documents for online verification by choosing notified HLCs. After the verification of data by online by the verification officers, then the candidates have to ascertain the status of eligibility by using "Know Your Registration" link. If they are eligible they can proceed for exercise options as per the schedule. In case, any clarification is required, they can visit nearest Help Line Centre.

Candidates are informed that the verification of certificates viz SSC marks memo, Intermediate marks memo, VI class to Intermediate study certificates, Caste Certificate, Income Certificate/Ration Card, Economically Weaker section (EWS) certificate, Persons With Benchmark Disability(PWD) Certificate, Residence Certificate have to be verified by the counseling authorities. But the candidates are required to upload only relevant documents.

**CASE-4: (Candidates belongs to PWD, CAP, Scouts&Guides,NCC and Sports and Games whose data is **not verified through online**)**

Special Category candidates whose data **is verified online** for the certificates except special category certificate like PWD, CAP, NCC, Scouts & Guides and Sports & Games, such candidates have to upload PWD, CAP, NCC, Scouts & Guides and Sports & Games certificates for online verification and instructed to attend physically with all the original certificates and two sets of Xerox copies at Government Polytechnic, Vijayawada (HLC for Special Category candidates). After the verification of data by online and physically by the verification officers, then the candidates have to ascertain the status of eligibility by using **"Know Your Registration"** link. If they are eligible they can proceed for exercise options as per the schedule.

Special Category candidates whose data **is not verified online**, such candidates have to upload documents including PWD, CAP, NCC, Scouts & Guides and Sports & Games certificates for online verification and instructed to attend physically with all the original certificates and two sets of Xerox copies at Government Polytechnic, Vijayawada (HLC for Special Category candidates). After the verification of data by online and physically by the verification officers, then the candidates have to ascertain the status of eligibility by using **"Know Your Registration"** link. If they are eligible they can proceed for exercise options as per the schedule.

**NOTE2: In respect of CASE-4 : candidates must go to Government Polytechnic, Vijayawada with all original certificates & two sets of Xerox copies as per the schedule.**

After completion of registration Click on **"Know Your Registration"**

1. Enter Hall ticket Number and Date of Birth then click on "Show" button.
2. The candidate details will be displayed at the screen the candidates whose certificates got verified online will get display message **"Candidate is eligible for exercising options"** . All such candidates have to proceed to option entry as per the schedule given in the notification.
3. The candidates whose certificates are uploaded online but not verified online at HLC will be displayed a message **"certificate verification is under progress"** . The candidate has to wait until certificate verification is completed by the concerned Help Line center authorities and decide the eligibility. If candidate is eligible then candidates have to proceed to option entry as per the schedule given in the notification.
4. The candidates whose certificates are uploaded online , certificate verification is completed by the concerned Help Line center authorities but pending for Re-Upload will get display message **"Pending for Re-upload"**. The candidate has to re-upload the concerned certificate.

**VERIFICATION OF SPECIAL CATGEROY CERTIFICATES**

- 1.PWD (Persons With Disability)**
- 2.CAP (Children of Armed Personnel).**
- 3.Sports & Games**
- 4.NCC (National Cadet Cops)**
- 5.Scouts & Guides**
- 6.Anglo-Indian**

The competent authority to decide the eligibility for Special Category.

- **PWD** - Candidates shall submit certificate issued by the District Medical Board.
- **CAP** - Candidates shall submit Certificates from the Zilla Sainik Welfare Board (viz) Discharge book & Identity card etc for Verification. Children of Ex-Service and In-Service persons who are domicile of Andhra Pradesh will alone be considered for allotment of seats under CAP Category.
- **NCC** - Produce original certificates issued by competent authorities
- **Sports and Games** -Produce original certificates issued by competent authorities. The candidate should have represented from the state of AP.
- **Scouts & Guides**: Produce original certificates of Rastriya Certificate holders of Bharat Scouts and Guides and other certificate holders of Bharat Scouts and Guides issued by competent authorities.

**SCHEDULE FOR CERTIFICATE VERIFICATION FOR PH, CAP, NCC, SCOUTS & GUIDES, SPORTS & GAMES AND ANGLO-INDIAN CATEGORIES**  
**(REPORTING TIME 9.00 A.M. Everyday)**

**candidates must go to Government Polytechnic, Vijayawada with all original certificates & two sets of Xerox copies as per the schedule given below.**

DATE	CATEGORY	RANKS CALLED	
		FROM	TO
06.07.2024	NCC	1	50000
	SPORTS & GAMES	1	50000
07.07.2024	NCC	50001	90000
	SPORTS& GAMES	50001	90000
	CAP	1	40000
08.07.2024	NCC	90001	140000
	SPORTS& GAMES	90001	140000
	CAP	40001	90000
09.07.2024	NCC	140001	LAST RANK
	SPORTS& GAMES	140001	LAST RANK
	CAP	90001	LAST RANK
10.07.2024	PWD	1	LAST RANK
	ANGLO-INDIAN	1	LAST RANK
	Scouts &Guides	1	LAST RANK

**Certificates required for Web Counselling**

The candidates are requested to keep the following certificates before proceeding for Online Web Counselling.

All original Certificates and two sets of Xerox copies

- 1) APEAPCET-2024 Rank card.
- 2) APEAPCET-2024 Hall Ticket.
- 3) Memorandum of Marks (Inter or its equivalent).
- 4) Proof of Date of Birth (SSC or its Equivalent Memo).
- 5) Transfer Certificate ( T.C)
- 6) Study Certificate from VI to Intermediate
- 7) EWS certificate valid for the year 2024-25 from **MeeSeva/Gram Sachivalayam** for OC candidates who want to claim reservation under EWS category
- 8) Residence certificate for preceding 7 years of the Qualifying examination i.e. Inter or its equivalent in respect of Private candidates.

- 9) Andhra Pradesh Residence Certificate/Residence proof of father/mother for a period of 10 years excluding the period of employment outside Andhra Pradesh from Tahsildar in respect of Non-Local Candidates.
- 10) Integrated Community Certificate, in case of BC/ST/SC issued by the competent authority(Not OBC Certificate).
- 11) Income certificate of parents from all sources issued on or after 01.01.2021 or White Ration card (candidate name and either of the parents name have to be reflected in the ration card) those who claim tuition fee reimbursement)
- 12) Local status certificate (if applicable)i.e a candidate who migrates to any part of the state of Andhra Pradesh from the state of Telangana from 02-June-2014 to on/before 01-June-2024 shall be regarded as the local candidate in the state of Andhra Pradesh.

1. Candidates are here by informed that they can change their options already exercised on 13.07.2024. The options will be frozen on 13.07.2024 at 6:00 p.m. and candidates cannot modify further. In case of any candidates clicks on Freeze button, exercised options will not be given for any changes/modifications.
2. The allotment will be placed on 16.07.2024 after 6.00 P.M.  
Allotments now made are subject to the grant of affiliation from the University.
4. Detailed instructions for options entry i.e Instructions to Candidates will be placed in home page of <https://cets.apsche.ap.gov.in>

Convener Office address: CONVENOR, APECET-2024 ADMISSIONS,  
D.NO:11-307, GARUDADRI K.K TOWERS  
FLAT.NO:501, 6TH FLOOR,LAKSHMI NARASIMHA COLONY  
BYPASS ROAD,NEAR Dr.YSR AAROgyASRI HEALTHCARE TRUST  
MANGALAGIRI,GUNTUR DISTRICT-522 503.

Email Id: [convenerapeapcet2024@gmail.com](mailto:convenerapeapcet2024@gmail.com)

**Help Desk Numbers: 7995681678, 7995865456, 9177927677**  
**(Timings as per the schedule from 9:00 AM to 5:00 PM)**

Date:30- 06-2024  
MANGALAGIRI

**CONVENOR & DTE**  
APEAPCET-2024 ADMISSIONS