

INSTRUCTIONS TO CANDIDATES (GROUP IV)

PROCEDURE FOR APPLYING PUDUCHERRY ARTS & SCIENCE AND POLYTECHNIC LATERAL ADMISSIONS 2018

The entire Counselling procedure for candidates opting for Arts & Science and polytechnic lateral entry consists of following steps as given below:

- New User Registration
- Filing of application form
- Exercising the choices of college and courses
- Merit Rank Publication (by CENTAC Authority)
- Publication of Tentative Allotment on a notified date (by CENTAC Authority)
- Confirmation of allotment option by the candidates
- Final allotment of college and course (by CENTAC Authority)

The candidates have to watch for various steps and dates carefully for the successful conduct of online counselling.

The first step is filing of online application. This step requires mandatory that all new users should register. The Home page of the website centacpuducherry.in contains reference to new user registration. The screen shown in figure1 prompts the user for Login for registered user and it has Registration button for new user. The registration form for the new user is shown in figure2.

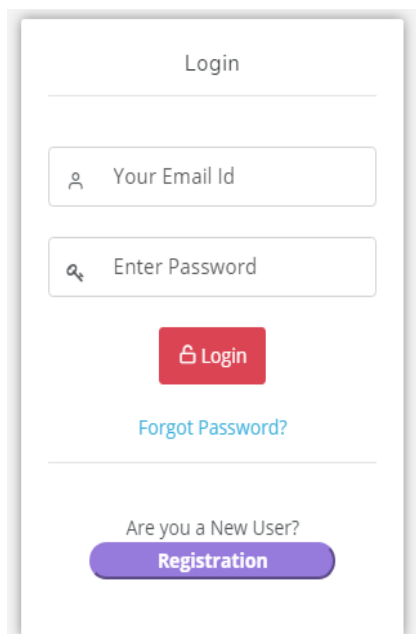


Figure 1

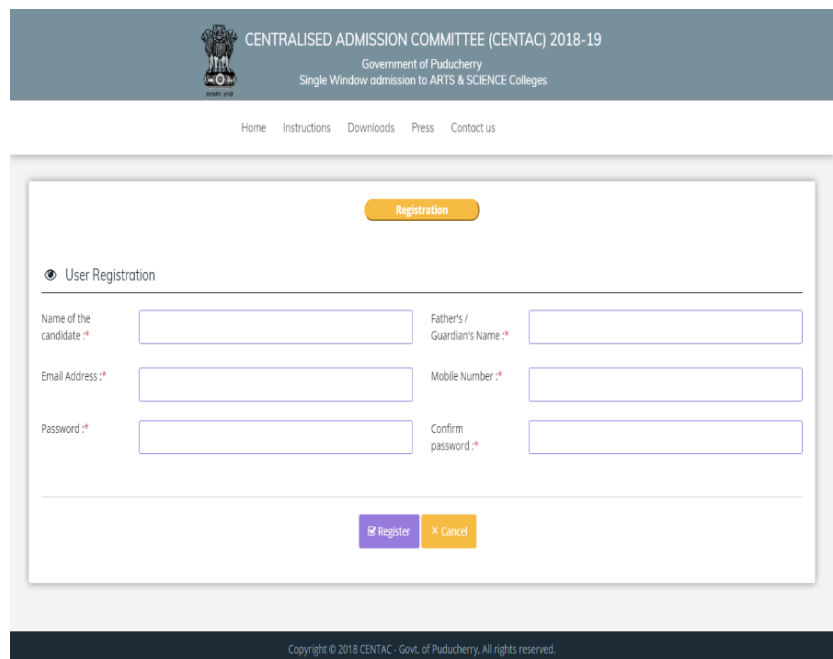


Figure 2

New User Registration Screen:

The new user registration screen contains fields for Name of the Candidate, Father/Guardian Name, Email address, Mobile number, Password and confirm password as shown in figure2. All of these fields should **mandatory** given by the user. After the user has given all of the information OTP (One Time Password) will be generated and sent to the users given email address and mobile number. The user has to type the OTP in the text box in the screen, if it is correct the user will be successfully registered and the user can login with his email address and password.

After the user successfully makes registration and logs in to the system, the user will be displayed with the online application form. The different sections of the online application form is shown in figure3. The colors of the section will be of orange, green and gray. **Orange** signifies the current section is under progress by the user, **Green** implies that section has been submitted and **Gray** indicates that sections need to be filled by the user.

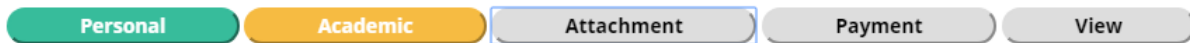


Figure 3

The first section of the online submission is personal information entry, the form for that section is displayed in figure4.

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Personal Academic Attachment Payment View

Personal Information

Name : * [Text Box] Father's/Guardian's Name : * [Text Box]
Date of Birth : * [dd----yyyy] Gender : * Male Female

Contact Information

Email Address : * [Text Box] Aadhar Number : * [Text Box]
Mobile Number : * [Text Box] Alternate Number : [Text Box]
Permanent Address : * [Text Box] Communication Address : * [Text Box]
Pin Code : * [Text Box] Pin Code : * [Text Box] Same as Permanent

Reservation Claim

Are you a Resident of U.T. Puducherry ? : Yes No Do you belong to 'Rural' Category ? : Yes No
Nationality : * [Select Nationality] Religion : * [Select Category]
Category : * [Select Category]

Submit Cancel

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Figure 4

The sections in personal include fields to capture personal information, contact information and reservation claim. The users should upload all the recent certificates for the reservation claimed in the attachment section after providing details in the academic section. After filling the details in the personal section the user needs to click submit to move to the next section academic.

Academic Section:

The screen for the academic section is shown in figure 5. The academic section has two important sub sections Academic data entry and mark entry options for ITI or HSC or both.

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Academic Data Entry

Qualification Type : * H.S.C I.T.I H.S.C. with I.T.I

Apply for : * Arts & Science Lateral Entry for Polytechnic Both

Registration Number of Qualified Examination : * 2345345 Board : * Tamil Nadu

Examination Result : * Passed Failed

HSC Mark Entry

| Subject Names | Max Marks | Marks Scored |
|-------------------------------------|-----------|--------------|
| Language 1 : * TAMIL | 200 | 150 |
| Language 2 : * ENGLISH | 200 | 160 |
| Subject 3 : * POLITICAL SCIENCE | 200 | 170 |
| Subject 4 : * HISTORY | 200 | 180 |
| Subject 5 : * MATHEMATICS | 200 | 190 |
| Subject 6 : * MANAGEMENT PRINCIPLES | 200 | 200 |
| Total : | | 1050 |

Your Aggregate Mark : 91.25 %

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Figure 5

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Academic Data Entry

Qualification Type : * H.S.C I.T.I H.S.C. with I.T.I

Apply for : * Arts & Science Lateral Entry for Polytechnic Both

Registration Number of Qualified Examination : * 234 Board : * Tamil Nadu

Examination Result : * Passed Failed

I.T.I Mark Entry

| Name of the Trade | Max Marks | Marks Scored |
|---------------------|-----------|--------------|
| DATA ENTRY OPERATOR | 500 | 150 |

HSC Mark Entry

| Subject Names | Max Marks | Marks Scored |
|-------------------------------------|-----------|--------------|
| Language 1 : * TAMIL | 200 | 150 |
| Language 2 : * ENGLISH | 200 | 150 |
| Subject 3 : * POLITICAL SCIENCE | 200 | 123 |
| Subject 4 : * HISTORY | 200 | 123 |
| Subject 5 : * MATHEMATICS | 200 | 123 |
| Subject 6 : * MANAGEMENT PRINCIPLES | 200 | 123 |
| Total : | | 792 |

Your Aggregate Mark : 64.88 %

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Figure 6

The Figure 6 shown above has the screen that displays both for ITI and HSC entry for the user. In Academic data entry the fields include the following user has to select their qualification, the category of their online application, need to provide their HSC registration number, select their respective Board and the candidate has to give the option whether he has passed in the qualifying examination or not. Based on the qualification type and application category the Mark entry screen will be displayed. If the user selects ITI and HSC option a their qualification type and he/she is applying for both lateral and Arts & Science the screen shown in figure6 will be displayed.

HSC Mark Entry section: In the HSC mark section the screen will be displayed according to the board selected by the candidate. The candidate has to select their subjects and enter the marks they have obtained then accordingly their aggregate percentage will be calculated as provided in the brochure and displayed to the candidate. The candidate needs to click the submit button to move to the next section Attachment.

Attachment Section:

Figure 7

In the attachment section, various details required by the candidates needs to be uploaded. The Attachments shown in Figure7 includes Photo of the candidate, birth certificate, SSLC certificate, Signature of the candidates, transfer certificate, HSC certificate and if the candidate is Pondicherry native then the recent PIC certificate has to be uploaded. The allowed **format for photo and signature upload is jpeg/jpg and size should be between 20KB to 50KB. The attachments of other files such as birth certificate, SSLC certificate, transfer certificate, HSC certificate and PIC certificate must have file format either as jpeg/jpg or PDF and the size should be between 100KB to 500KB.** While uploading each scanned document it is mandatory that all relevant

attachments must be made as a single file to upload. After the candidate has successfully uploaded all the attachments he/she can submit the page to move to the next section Payment.

Payment Section:

The Figure8 shown below depicts the payment section. The payment section provides payment option section, where the candidate can select their desired payment option it can be either DD or Online Payment. If the user chooses the DD option then accordingly the screen shown in Figure8 will be displayed, where the user can provide their Demand Draft details and select the save option to save their DD details which will be verified by the Verification officer later and will be intimated to the candidates.

The screenshot shows the 'Payment' section of the CENTAC 2018-19 portal. The header includes the CENTAC logo, the text 'CENTRALISED ADMISSION COMMITTEE (CENTAC) 2018-19', 'Government of Puducherry', and 'Single Window admission to ARTS & SCIENCE Colleges'. A user profile 'JEROME' is visible in the top right. The navigation menu includes 'Home', 'Instructions', 'Downloads', 'Press', and 'Contact us'. The main content area has tabs for 'Personal', 'Academic', 'Attachment', 'Payment', and 'View', with 'Payment' selected. Under 'Payment option', the 'Payment mode' is set to 'DD' (selected) and 'Online Payment'. The 'Application No.' is 69000055. Under 'Demand draft', the 'Amount' is ₹ 300.00. The 'DD No.' is 147852, 'Bank Name' is INDIAN BANK, and 'DD Date' is 24-May-2018. A 'Note' states: 'DD for an amount of Rs. 300.00 may be drawn in favour of " The co-ordinator, CENTAC " Payable at Puducherry. Send the DD by post / in person to the following address on or before 18.05.2018 to "The Co-ordinator, CENTAC, Pondicherry Engg. College Campus, Puducherry - 605 014 " mentioning the group applied for your application number.' At the bottom right, there are 'Save' and 'Cancel' buttons. The footer contains 'Copyright © 2018 CENTAC - Govt. of Puducherry. All rights reserved.'

Figure 8

If the candidate chooses the Online Payment option then the screen shown in Figure 9 will be displayed. If the user clicks the Pay button in Figure 9 then the application will be moving to the online payment gateway shown in Figure10 where the candidate can choose their online payment options which can be either debit card, net banking, paytm, wallets or UPI then according to the candidate option the payment will be made.

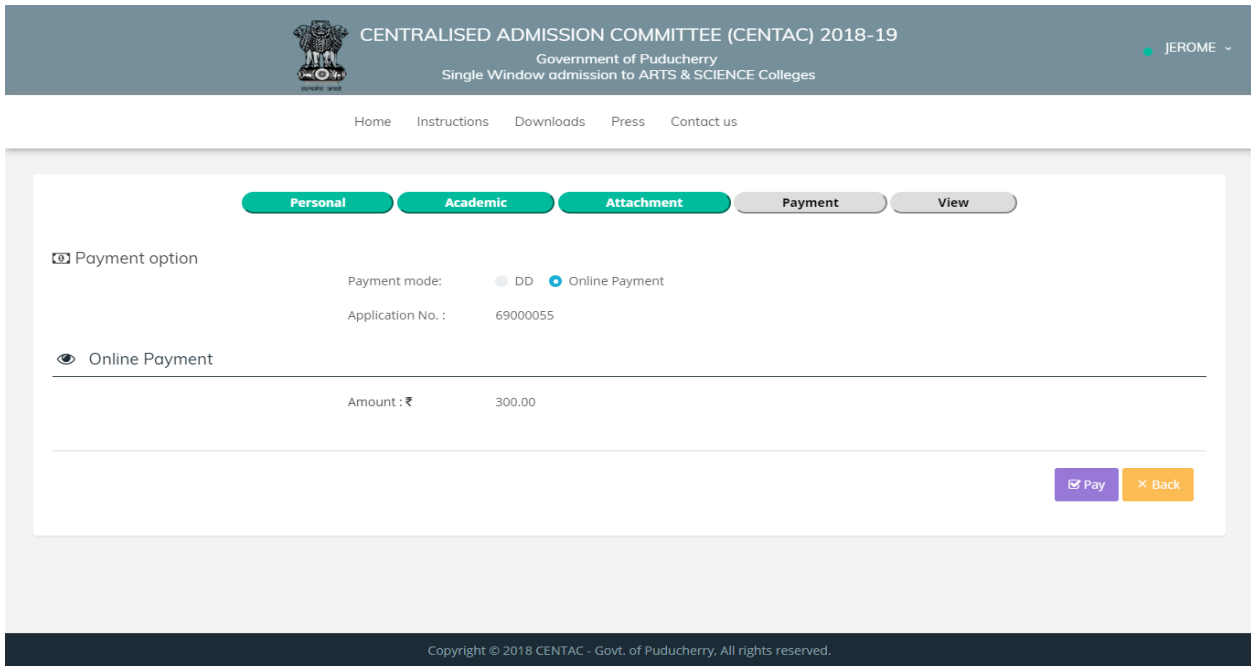


Figure 9

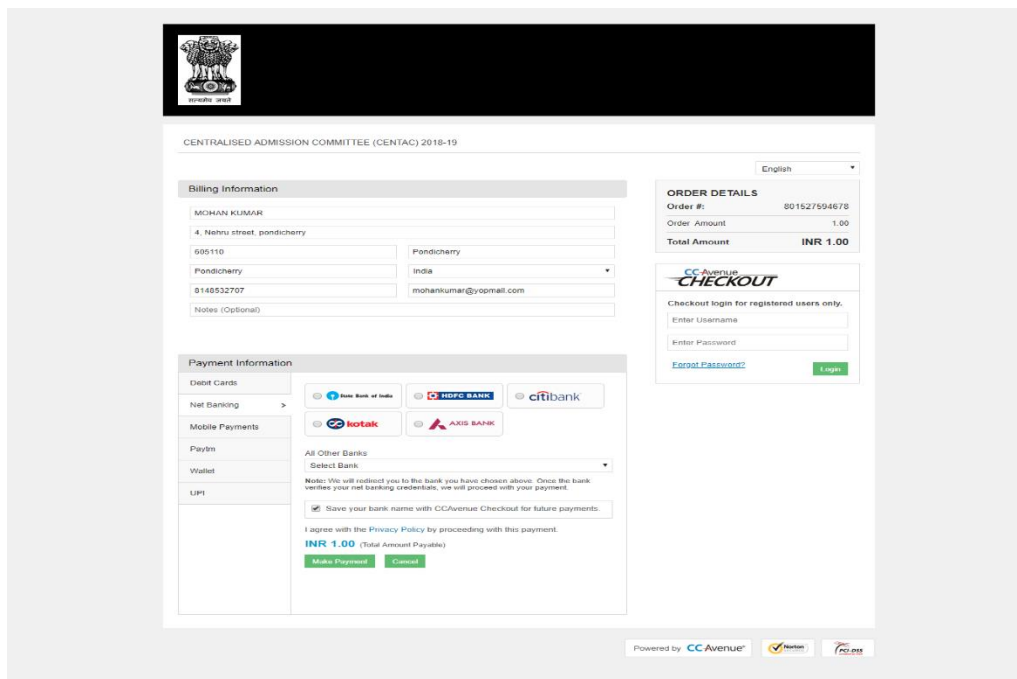


Figure 10

If the candidate successfully completes their payment they will not be allowed to change their personal or Academic or attachments.

If the candidate successfully finishes the payment either by DD or by online payment then the candidate will be displayed their completed online application and they will be displayed with print/save option for their application and course preference button will also be displayed as

shown in Figure11. In Figure11 only part of the user application consisting information about their uploaded attachment showing options to save and moving to the course preference page is displayed.

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| | | |
|------------------------------------|-----|--|
| HSC Certificate | Yes | HSC Certificate |
| PIC Certificate | Yes | PIC Certificate |
| Transfer Certificate | Yes | Transfer Certificate |
| Special Category Certificate (ESM) | Yes | Special Category Certificate (ESM) |
| Rural Certificate Certificate | Yes | Rural Certificate Certificate |

Declaration :


I hereby declare that I have carefully read the Prospectus and the Non-Disclosure agreement. All the particulars stated in this application form are true and correct to the best of my knowledge and belief. If any of these information provided is found false/ incorrect, I shall abide by the actions and decisions taken by the CENTAC



Figure 11

Course Preference Section:

It is the very important section for all the candidates. It is mandatory that all candidates should provide their desired course with college preferences. The Figure for course preference section is displayed in Figure12.


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COURSE PREFERENCE (For Arts and Science colleges):

Available Courses

- MAHATMA GANDHI (MGGAC) - B.A. - ECONOMICS
- TAGORE (TAC) - B.A. - TAMIL
- TAGORE (TAC) - B.A. - HISTORY
- TAGORE (TAC) - B.A. - ECONOMICS
- TAGORE (TAC) - B.A. - PHILOSOPHY
- TAGORE (TAC) - B.A. - SOCIOLOGY
- TAGORE (TAC) - B.B.A. - TOURISM
- TAGORE (TAC) - B.Sc. - PHYSICS
- TAGORE (TAC) - B.Sc. - CHEMISTRY
- TAGORE (TAC) - B.Sc. - BOTANY
- TAGORE (TAC) - B.Sc. - ZOOLOGY
- TAGORE (TAC) - B.Sc. - PSYCHOLOGY
- TAGORE (TAC) - B.Sc. - COMPUTER SCIENCE
- INDIRA GANDHI (IGCAS) - B.C.A. - COMPUTER APPLICATIONS

Add All

Add course

Remove Course

Remove All

Move Up

Move Down

Save

Home

Logout

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Figure 12

According to the candidate stream of subjects in HSC or their equivalent, the available courses are provided as shown in Figure12. The buttons for Adding or Removing and moving the order of preferences of the courses MoveUp and MoveDown are also displayed in the screen. If the user selects the desired courses from available course section they can move it to the selected course section by clicking the Add course button and then they can arrange the respective courses according to their order of preferences by navigating the MoveUp and Movedown buttons. After the candidate has arranged the order of preferences then they can click the save button to record their preference details. If the user clicks the save button then the screen shown in Figure13 will be displayed according to the order of preference in sequential order with serial numbers. In this section the candidate has no limitation on the adding the courses to their selection, they can add any number of courses according to the list shown in the available courses list.

The screenshot displays the 'COURSE PREFERENCE (For Lateral Entry Polytechnic Colleges)' interface. At the top, the header includes the CENTAC 2018-19 logo, the Government of Puducherry emblem, and the text 'CENTRALISED ADMISSION COMMITTEE (CENTAC) 2018-19' and 'Single Window admission to ARTS & SCIENCE Colleges'. A user profile 'HARI' is visible in the top right. The navigation menu contains 'Home', 'Instructions', 'Downloads', 'Press', and 'Contact us'.

The main content area is titled 'COURSE PREFERENCE (For Lateral Entry Polytechnic Colleges) :'. It features two columns:

- Available Courses:** A scrollable list of various diploma programs from institutions like Karaikal Polytechnic (KPTC), Mother's Education Society (MES), and Indira Gandhi Polytechnic (IGPTC).
- Action Buttons:** A vertical stack of buttons: 'Add All', 'Add course', 'Remove Course', and 'Remove All'.
- Selected Courses:** A list of three selected courses: '1. KARAIKAL POLYTECHNIC(KPTC) - D.I.T. - DIPLOMA IN INFORMAT...', '2. DR.B.R.AMBEDKAR POLYTECHNIC(BRAPTC) - D.E.C.E. - DIPLOMA...', and '3. DR.B.R.AMBEDKAR POLYTECHNIC(BRAPTC) - D.Co.E. - DIPLOMA...'. Below this list are 'Move Up' and 'Move Down' buttons.

At the bottom of the interface, there are three buttons: 'Save', 'Home', and 'Logout'. The footer contains copyright information: 'Copyright © 2018 CENTAC - Govt. of Puducherry, All rights reserved.' and 'Copyright © 2018 CENTAC , All rights reserved.'

After selecting the courses and ordering their preferences the candidate can select logout button to exit the system. Thereafter the candidate can login and they can view their status of their application or change their courses option to the last date announced by the CENTAC.