

# OFFICE OF THE PRINCIPAL, GOVERNMENT POLYTECHNIC, JAJPUR

(Under the DTE&T, Odisha & SD&TE Department, Govt. of Odisha, Bhubaneswar)

web: [www.gpjajpur.org](http://www.gpjajpur.org), e-mail: [principalgpjajpur@rediffmail.com](mailto:principalgpjajpur@rediffmail.com), Phono-06754-249107, 9437155107

Letter No. \_1565\_\_\_/ Date: \_19.9.22\_\_\_

## NOTICE FOR REPORTING OF CANDIDATES FOR ADMISSION in to Lateral DIPLOMA FOR THE ACADEMIC SESSION 2022-23

The candidates allotted by Diploma admission cell for admission in this Polytechnic for to **Lateral Diploma** in the academic session **2022-23** are advised to follow the instructions i.e. date of reporting, documents to be submitted during reporting, fee to be deposited during reporting, fee structure, etc. as given below.

<b>3<sup>rd</sup> Semester Lateral Entry Diploma</b>			
Dt. 19.9.22 to Dt. 22.9.22 (First Choice Allotment) & Dt 15.10.22 to 19.10.22 (Final Allotted)	10.00AM to 2.00PM	Civil, Electrical ,Mechanical, Mining, Metallurgy	Next day of Admission (Regular Class)

### Fees for Lateral Entry Diploma Students

Fees for General/ NCC/GC/ES/PH category students	Fees for General SC/ST/TFW/EWS students	Hostel Admission Fee (Gents/Girls)
5900/-*	3400/-*	(subject to available of seat in the hostel(Gents/Girls) 1. Electric , Sent Rent- Rs. 2000.00 (Govt) 2. Contingency & Development Fees – Rs 1000.00 (PL) (Rs 3000.00) + Mess advance Rs 4000.00

**\*\*\*Transportion From Jajpur Road to Institution Rs 2500.00 extra by Institution Bus(Optional)**

**N.B.: All fees should be made through Bank at Cash at Bank available at Institution.**

### HOSTEL FACILITIES

- Hostel facilities are available for all 1<sup>st</sup> Semester/3<sup>rd</sup> semester (Lateral Entry) Students Girls.
- Few seats are available in the Boys Hostel 1<sup>st</sup> Semester/3<sup>rd</sup> semester (Lateral Entry) Boys Students based on branch wise Diploma-rank/Distance & available seats.

(The Hostel Fees may be changed from time to time as per actual mess bill)

Sd/-  
PRINCIPAL,  
Govt. Polytechnic, Jajpur, At- Ragadi

**DOCUMENTS TO BE PRODUCED AT THE TIME OF REPORTING (in order of sequence)**

1. Information Sheet form (filled & signed)
2. Declaration Form (filled & signed) – Annexure- I & II
3. Final seat Allotment letter downloaded Letter from web site duly self signed.
4. Fee deposit Slip (Institution Copy) in respect of seat allotment
5. Original CLC / SLC and Conduct Certificate from Last institute attended.
6. Migration Certificate in case of passing 10<sup>th</sup> Examination/other Board
7. Photo copy of Mark sheets / Pass Certificates duly self attested.
8. Five (05) no. of Color Passport size photographs signed at back side with name
9. Copy of Document CAF verification report of Nodal Centre duly self attested.
10. Additional Documents for Reservation categories
  - A. Copy of Caste Certificate duly self attested for SC/ST/SEBC candidates self attested
  - B. Income Certificate for TFW /SC/ST/EWS candidates self attested
  - C. Copy of Certificate for GC/PH/NCC/OLA/Sports category self attested
  - D. Copy of Residence certificate /Nativity/Employer Certificate self attested
  - E. Certificate in support of Physically Challenged ( if any)
11. Identity Card Format (filled & signed) – Annexure-III
12. Copy of Aadhar Card self attested.
13. Blood Group
14. Undertaking for maintaining Discipline- Annexure-IV
15. Medical Fitness Certificate in Form V (Original)
16. Bus requisition form –( Optional)
17. Hostel Application Form (Optional)
18. Anti Ragging Affidavit by Student (filled & signed) – Annexure-VI
19. Anti Ragging Affidavit by Parent/Guardian (filled & signed) – Annexure-VII

**Bring Original & Xerox copy of all above for Verification**

- Affidavit & opening of Bank Account facilities are available in the Institution campus at the time of reporting.
- Time Table available in institution website [www.gpjajpur.org](http://www.gpjajpur.org).
- The documents are to be downloaded & submitted one copy at the time of Reporting.

**DECLARATION FORM**

Name of the candidate .....

Diploma admission -2022-23 , Barcode No.....Rank No. ....

Category ..... Stream/Branch .....

1. This is to undertake that I have taken admission in the Institution / Institute .....in .....out of my own accord. This allotment is based on the choice exercised by me during counseling process.
2. I have surrendered my **Diploma Admission -2022** Final Allotment Letter. I also understand that the Rank card is no more valid and against the same, I cannot take admission in other discipline in the same Institution or in another Institution in any discipline.
3. I understand that no change of branch or choice of Institution/Polytechnic is permitted in the first year/ Lateral Admission Subject to regulation of the SCTE&VT,Odisha and performance in first year branch change may be permitted in Third Semester only except TFW/EWS allotment.
4. I understand that out of Rs...500.00..paid by me after deducting Rs.5900/-/ Rs.3400/- (for under Diploma (1<sup>st</sup> SEM)/Later Entry (3<sup>rd</sup> Sem) towards DET-2022 Caution money and Insurance Fees, the balance amount will be adjusted towards the fees, payable at Institution level while joining the Institution.
5. We understand that, we will not claim any refund of Rs.....(in full or Part) deposited at the time of counseling process, even in the case of not joining/withdrawal from the allotted Institution/course.
6. I also understand that the fee that I am paying during admission is provisional. I have to pay the balance if the actual fee is more or will be refunded if the fee is less.
7. I understand that I shall report to the Institution within the dates mentioned in the allotment letter of DET-2022

We declared that, we have read and understood the above provisions completely and will also abide by them.

Further, this is to certify that, I have downloaded the correct allotment letter for admission.

Signature of the Guardian

Signature of the Candidate

Date:

Date:

**GOVERNMENT POLYTECHNIC, JAJPUR , RAGADI**At-RAGADI, Via-JAJPUR ROAD, DIST-JAJPUR Pin-755019, e-mail: [principalgpjajpur@rediffmail.com](mailto:principalgpjajpur@rediffmail.com),

(To be filled by the candidate)

Name:-	Branch:-	Semester: 1 <sup>ST</sup> / 3 <sup>rd</sup> (Lateral)
Mobile No:-	Boarder <input type="checkbox"/> /Dayscholar <input type="checkbox"/> (Tick)	Gender:(M/F):-

01. Name (In Capital Letter) : .....  
 Email id : ..... Adhaar Card No.....  
 Watshop no: ..... e mail address: .....
02. Date of Birth : ..... Blood Group : .....
03. a) Father's Name:..... Contact No.....  
 b) Mother's Name:.....  
 c) Occupation of Parent/ guardian & Annual income : .....
04. **Address :**

Permanent		Correspondence	
At :		At :	
P.O :		P.O :	
P.S :		P.S :	
Dist :	Pin :	Dist :	Pin :
Phone No.		Phone No.	
05.	Caste (SC/ST/OBC/General )	:.....	
06.	Whether Physically handicapped or not	: Yes/ No ( If yes attached document)	
07.	Name of the local guardian	:.....	
08.	Relation with the student	:.....	
0.9	Address of local guardian	:At.....P.O.....	
		Dist..... Contact No.....	
10	Account No, Bank Name, IFSC Code		

11. Amount Deposited : ..... D.D. No. &amp; Date .....

Name of the Bank : .....

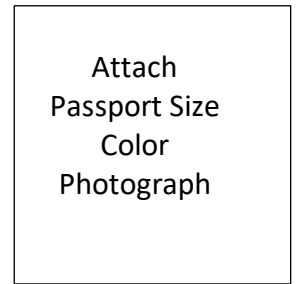
I do here by undertaking that I shall attend classes(Online/ Offline ) regularly in this semester, I also undertake that I shall be debarred from appearing **the SCTE&VT , Odisha Examination**, If I shall not have the minimum percentage (i.e **Biometric attendances & classes above than 75%**) of attendance as per the Examination/ Academic Regulation. Further I will abide the rules & regulation strictly otherwise the admission will be canceled.

Signature of Parents/ Guardian As witness

Full Signature of the Student

**Annexure-III**

**INFORMATION FOR IDENTITY CARD  
(To be filled-up in Block letter)**



1. NAME:
  
2. REGN NO./Class Roll NO.....  
(Fill up by Official)
  
3. BRANCH :  
SEMESTER:
  
4. DATE OF BIRTH
  
5. PARENT/GUARDIAN PHONE :
  
6. BLOOD GROUP
  
7. CORRESPONDENCE ADDRESS
  
8. VALIDITY ( From ..... To .....
  
9. Mobile No.....
  
10. Email:.....

Full Signature of student

**UNDERTAKING**

(To maintain Discipline and abide by the Rules and Regulations of the Institution/Hostel/Mess/dayscholar)

I Sri/ Kumari .....Son/Daughter Of  
Sri/Smt/Mr./Mrs/Dr.....P.O...  
.....P.S.....Dist.....  
is a student of .....Semester ..... Branch of

**Government Polytechnic, Jajpur, Ragadi** do hereby undertake that I shall abide by the rules and regulations of the Institute and shall not involve myself in any kind of ragging / indiscipline activities or any other acts of misconduct in the Institution premises or outside during my stay in the Institute. In case of any violation, the Institution authority can initiate following disciplinary actions against me.

- 01.- File criminal case against me.
- 02.- Expulsion from Institution.
- 03.- Cancellation Hostel Seat.
- 04.- Any other disciplinary action as imposed by the authority/ Disciplinary committee
- 05.- Maintain Study hour in Hostel/Mess/Day scholar and above rules & regulation of Mess Rules/Hostel Rules

We agree.

Signature of Parents/ Guardian As witness

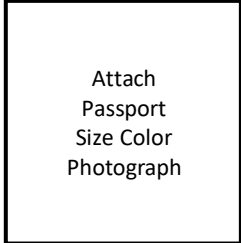
Full Signature of the Student

Date

Date

**Optional**

**BUS REQUISITION FORM**



1. Name:
2. Father's Name:
3. Address:
4. Branch:
5. Regd. No:
6. Blood Group:

**Rules & Regulation**

1. Bus can be requisitioned by students by paying **Rs.2500/-** only **per Semester** which has to be paid at the beginning of the academic session.
2. The bus will leave for its designated destination at the appropriate time. The management will not be responsible if any student misses the bus.
3. The students will have to maintain strict discipline both inside and outside the bus.
4. The students are responsible for their own safety.
5. The students are to behave in a proper manner with the bus and Institution staffs.
6. In case of damage to Institution bus arising out of student's indiscipline, the cost of repair of the vehicle will have to be borne by the students.
7. The student will abide the rules of Bus Transport Committee of GPJ.

**Undertaking**

I do hereby undertake that I will abide by and maintain all rules and regulations laid by the authorities from time to time and in case of contravening any rules of the Institution, I may be debarred from travelling in the Institution bus.

Signature of Guardian

Signature of the student

**FOR OFFICE USE ONLY**

Fee paid..... Receipt No..... Dated.....  
Receipt No..... Dated.....

Signature of Accountant

On the request of the above parent, bus facility is approved for the student.

Signature of Vehicles OIC

## CERTIFICATE OF PHYSICAL FITNESS

**(Medical Certificate to be filled in by Medical Practitioner not below the rank of Assistant Surgeon)**

This is to certify that the candidate is medically fit to persecute study in Diploma Engineering/ Lateral Engineering Courses and the details of the candidate are as per the following.

Name of the Student .....

Father's name:- .....

Address: .....

.....

.....

Signature of Student attested.

Signature of the Medical Officer Neme:-

Designation with Seal.



**APPLICATION FORM FOR ADMISSION INTO (BOYS / LADIES HOSTEL)**  
**Government Polytechnic, JAJPUR, Ragadi**

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1. **Name of the student :**
2. Semester & Branch:
3. Date of Birth :
4. ST/SC/SEBC/Gen/EWS
5. Mark obtained \_\_\_\_\_/ Full Mark \_\_\_\_\_ in HSC/ITI Examination
6. Father's Name :.....Mother's Name.....
7. Contact No :
8. Combined Rank No :
9. Total Distance in KM from GP, Jajpur: \_\_\_\_\_ Km
10. **Address :**

**Permanent**

**Correspondence**

Name :

Name :

At :

At :

Po :

Po :

Dist :

Dist :

Pin :

Pin :

Ph. No.

Ph. No.

The statement furnished above by me is true to the best of my knowledge & belief.

**Full Signature of Father/Guardian**

**Full Signature of Student with**

**Date:**

**Date:**