

**GOVERNMENT OF MEGHALAYA
SHILLONG POLYTECHNIC, MAWLAI KYNTON MASSAR, SHILLONG-22**

**APPLICATION FORM FOR ADMISSION TO DIPLOMA COURSE IN ENGINEERING AT THE STATE
GOVERNMENT POLYTECHNIC AT SHILLONG, MEGHALAYA**

(To be filled up legible in candidates's own handwriting and in English)

PHOTOGRAPH-1
Paste passport size
photograph in this
space and get it
attested by Gazetted
Officer/head of the
institution last
attended

Sl. No: _____

Session: _____

1. NAME OF APPLICANT :
(Please keep one box blank between two parts of your name)

2. FATHER'S NAME :

3. MOTHER'S NAME :

4. SEX :

5. DATE OF BIRTH:
(Enclose Birth Certificate/
SSLC Admit Card for proof
of Date of Birth) DAYS MONTH YEAR

6. AGE (As on 1st July of the year of admission)
YEARS MONTHS DAYS

7. NATIONALITY :

8. RELIGION:

9. MOTHER TONGUE :

10. CATEGORY : GEN ST SC OT
(Enclose ST/SC/OT Certificates from the Competent Authority) Indicate (✓) Marks

11. PERMANENT ADDRESS :
(Enclose Permanent Resident Certificate from the Competent Authority)

POST OFFICE: PIN CODE:

DISTRICT:

STATE:

12. ADDRESS FOR COMMUNICATION:

POST OFFICE PIN CODE

DISTRICT:

STATE :

13. PHONE NO. WITH STD CODE IF ANY: MOBILE NO.:

14. NAME OF THE LOCAL GUARDIAN (If Parent not alive)

15. RELATIONSHIP WITH THE APPLICANT:

16. ADDRESS OF THE LOCAL GUARDIAN:

POST OFFICE PIN CODE

17. SOURCE OF MAINTAINANCE IF ADMITTED:

18. FATHER'S / GUARDIAN'S ANNUAL INCOME
 (Enclose Father's / Guardian's Income Certificate from the Competent Authority)

19. RECORDS OF EXAMINATION PASSED / APPEARED: (Enclose Attested copies of Certificates/Provisional Certificates)

Examination	Name of University/ Board / Council	Name of Institution	Year	Division Secured	Subjects taken
HSLC/ SSLC (10+)					
HSSLC/ Pre University (12+)					

20. PERCENTAGE OF MARKS OBTAINED : (Enclose Attested copies of Mark Sheets)

Examination	Percentage of Marks						Aggregate of all Subjects		
	Mathematics	Science	English	*	*	*	Marks Secured	Out of	Percentage
HSLC/ SSLC (10+)									
HSSLC/ Pre University (12+)	*	*	*	*	*	*			

* Specify the other subjects taken

21. BRANCH OF ENGINEERING IN WHICH ADMISSION IS SOUGHT FOR:

Preference	1 st Preference	2 nd Preference	3 rd Preference	4 th Preference	5 th Preference
Course of study (indicate Branch Code)					

<u>Course of study</u>	<u>Branch Code</u>
Civil Engineering	CE
Electrical Engineering	EE
Mechanical Engineering	ME
Electronics & Telecommunication Engineering	ET
Computer Science & Engineering	CSE

22. Whether discontinued studies in between the last University/Board's Examination and the year of applying for admssion: Yes / No _____
 If 'No' : Enclose Character Certificate from the institution last attended.
 If 'Yes' : Enclose a certificate from local headman stating reasons of discontinuance, period of discontinuance and how the candidate was engaged during the period of discontinuance.

23. If Candidate is not a permanent resident but the parent is in services under Government / Statutory Organisation / Department Bodies, please state:

a. Name of Parent : _____

b. Name of Office and Address : _____

c. Name of Govt. Department / Organisation/ Statutory Body : _____

d. Post Held : _____

e. Since (Date) : _____

DECLARATION BY THE APPLICANT

I declare that the above entries in the form have been filled up in my own handwriting and the entries made are correct and true to the best of my knowledge and belief. I agree that, if there be any inaccuracy in the statements given, in the mark sheets attached, I may not be allowed to appear from the Screening Test / may not be allowed to sit for Admission Test, and in the event of being admitted, my admission may be cancelled by the authorities concerned at any time. Further, I declare that I paid ₹ _____ by _____ to _____ for the application form.

I do hereby promise that in the event of my being admitted to the Polytechnic, I shall abide by the rules of discipline of the Institute.

Date: _____

Signature of Applicant

DECLARATION BY THE PARENT/GUARDIAN

In the event of my son/daughter/ward, Shri / Smti being admitted to the Polytechnic, I shall be responsible to his/her conduct and undertake to pay his/her Institute dues. Hostel dues and other expenses during his/her studentship in the Polytechnic. I also undertake to withdraw his/her from the Polytechnic if the authorities concerned decide that such withdrawal is necessary in the interest of the Institute or in the event of inability to pay his/her Institute dues or Hostel dues or due to his/her unsatisfactory progress / attendance and conduct after clearance of all his/her dues, if any and without claiming any compensation from the Government or the Institute authorities.

.....
The signature of the Gazetted Officer
in presence of whom the Parent/
Guardian puts his/her signatures

.....
Signature of the Parent/Guardian

Designation of Officer

Seal of the Office

TO BE FILLED BY THE OFFICE OF THE ISSUE OF THE APPLICATION FORM

1. FORM NO. : _____ Date of Issue : _____
2. ISSUED TO : Shri / Smti _____
3. APPLICATION FORM FEE RECEIVED BY I.P.O. ₹ _____
I.P.O. No. _____ Date : _____

Seal of the Office

Signature of Issuing Authority
Dated: _____

CHECK LIST:

The application form are to be accompanied by:

1. ONE RECENT PASSPORT PHOTOGRAPH OF THE CANDIDATE DULY ATTESTED BY GAZETTED OFFICER AND PASTED IN THE FORM.
2. COPY OF DOCUMENTARY EVIDENCE OF AGE (BIRTH CERTIFICATE/TRUE COPY OF ADMIT CARD).
3. COPY OF MARKSHEET OF QUALIFYING EXAMINATION PASSED.
4. COPY OF ST/ SC / OT CERTIFICATE FROM DISTRICT AUTHORITY (FROM DC OR SDO (CIVIL) OR SUB DIVISION)
5. COPY OF PERMANENT RESIDENT CERTIFICATE (PRC) IN CASE OF NON-TRIBAL FROM DC OR SDO (CIVIL) OR SUB DIVISION OR THE DISTRICT MAGISTRATE IN WHICH THE APPLICANT RESIDES).
6. COPY OF UPTO-DATE CHARACTER CERTIFICATE FROM THE HEAD OF THE INSTITUTION LAST ATTENDED.
7. CERTIFICATE FROM THE EMPLOYER FOR THE CANDIDATE ALREADY UNDER EMPLOYMENT
8. INCOME CERTIFICATE OF PARENT/GUARDIAN FROM THE HEAD OF THE OFFICE INCASE OF GOVERNMENT EMPLOYEES, FROM THE BRANCH MANAGER IN CASE OF THOSE UNDER PUBLIC UNDERTAKING OR PRIVATE COMPANY AND FROM VILLAGE HEADMAN IN CASE OF OTHERS NOT COVERED UNDER THE ABOVE MENTIONED CATEGORIES.
9. I.P.O. OF ₹ 10/- DRAWN IN FAVOUR OF THE PRINCIPAL, SHILLONG POLYTECHNIC, SHILLONG.

ORIGINAL COPIES OF MARKSHEETS AND ALL OTHER CERTIFICATES FROM SL. 2 TO SL. 8 AS STATE ABOVE ARE TO BE PRODUCED AT THE TIME OF SCREENING TEST / INTERVIEW.
