

**Event-wise Time schedule for admission of Working Professionals**  
**in Academic Year 2023-24**

Sl. No.	Event	Specified Date
01.	Circulation of Standard Operating Procedure (SOP) And format of Application Form to all concerned institutions.	11.11.2023
02.	<p>A. Invitation of Application Form in the prescribed format from eligible working professional candidates (as mentioned in SOP) by advertising vacancy position in daily news papers (English and Hindi) by the Institution.</p> <p>B. Submission of received application forms of candidates with all requisite documents to JUT by special messenger after scrutiny and verification of all documents as per SOP at institute level.</p> <p>C. Institute will also submit list of branch-wise shortlisted candidates as per marks obtained in qualifying examination along with Application - cum - Scrutiny fee.</p> <p>[Application – cum - Scrutiny fee : Rs. 500/- for SC/ST/Female/Divyang &amp; Rs. 1000/- for others ]</p>	23.11.2023
03.	Scrutiny at JUT level and issue of institute-wise and Branch-wise shortlisted eligible candidates.	24.11.2023
04.	Joint Interaction meeting with institutional representative at JUT for verification of all submitted documents and preparation of branch-wise merit list of shortlisted candidates.	25.11.2023
05.	Admission of finally shortlisted candidates at institute level after verification of all the requisite documents from their originals.	28.11.2023 to 30.11.2023
06.	Submission of list of branch-wise admitted candidates (Working Professionals) to JUT by institute through special messenger.	01.12.2023

*JS* *DS*  
11.11.23



## झारखण्ड प्रौद्योगिकी विश्वविद्यालय

विज्ञान एवं प्रायोगिक परिसर (साईंस एण्ड टेक्नोलॉजी कैम्पस),  
शिरछा टोली, नामकुम, राँची - 834010 (झारखण्ड)

पत्रांक :- JUT-1314/2023 /1648

/राँची, दिनांक :- 11/11/2023

सेवा में,

निदेशक/प्राचार्य,

- 1) Nilai Educational Trust's Group of Institute, Ranchi
- 2) Cambridge of Institute of Technology, Ranchi
- 3) RVS College of Engineering & Technology, Jamshedpur
- 4) BA College of Engineering & Technology, Jamshedpur
- 5) RTC Institute of Technology, Ranchi
- 6) Ramgovind Polytechnic Institute, Koderma
- 7) Girija Institute of Polytechnic, Ramgarh
- 8) Beharagora Polytechnic College, Beharagora
- 9) Subhash Institute of Technology, Giridih
- 10) BITT Polytechnic, Ranchi

विषय :- विभागान्तर्गत संचालित पोलिटेकनिक एवं अभियंत्रण महाविद्यालयों में Lateral Entry के तहत शैक्षणिक सत्र 2023-24 में Working Professionals के नामांकन के संबंध में।

महाशय,

निदेशानुसार उपरोक्त विषय के संबंध में कहना है कि विभागान्तर्गत संचालित पोलिटेकनिक एवं अभियंत्रण महाविद्यालयों में Lateral Entry के तहत शैक्षणिक सत्र 2023-24 में Working Professionals के नामांकन से संबंधित SOP, Application Form एवं Event-wise Time schedule for admission of Working Professionals in Academic Year 2023-24 की प्रति इस पत्र के साथ संलग्न कर प्रेषित की जा रही है।

अतः अनुरोध है कि SOP में निहित प्रावधानों का अनुपालन सुनिश्चित करते हुये विहित प्रपत्र में Application Form प्राप्त कर, Event-wise Time schedule for admission of Working Professionals in Academic Year 2023-24 में निर्धारित तिथियों के अनुसार नामांकन प्रक्रिया सुनिश्चित की जाय।

अनु०-यथोक्त

विश्वासभाजन

ह०/-

(निशान्त कुमार)

सहायक कुलसचिव,

झारखण्ड प्रौद्योगिकी विश्वविद्यालय, राँची।

/राँची, दिनांक :- 11/11/2023

ज्ञापक :- JUT-1314/2023 /1648

प्रतिलिपि :-

- 4) निदेशक (तकनीकी शिक्षा), उच्च एवं तकनीकी शिक्षा विभाग, राँची।
- 5) विशेष कार्य पदाधिकारी (न्यायिक), राज्यपाल सचिवालय, झारखण्ड, राँची।
- 6) कुलपति एवं कुलसचिव, कार्यालय झारखण्ड प्रौद्योगिकी विश्वविद्यालय, राँची को सूचनाार्थ।

*Nishant Kumar*  
(निशान्त कुमार) 11/11/2023





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# JHARKHAND UNIVERSITY OF TECHNOLOGY

(Jharkhand University of Technology Campus)

Sirkha –Toli, Namkum, Ranchi- 834010 (www.jutranchi.ac.in)

## Standard Operating Procedure (SOP) for admission of Working Professional into Third Semester(Lateral Entry) of AICTE approved Diploma / Degree Courses in Polytechnics and Engineering collegesaffiliated to JUT, Ranchiwith effect from academic year – 2023-24 :

### 1. Admission Procedure:-

**Process A**-The state admission authority, Jharkhand Combined Entrance Competitive Examination Board (JCECEB ) Ranchi, will invite Institute wise applications with prescribed application fee from the eligible working professionals by giving advertisement in Hindi and English daily newspapers. After scrutiny of applications, Board will prepare the common and category merit list on the basis of % of marks obtained in the qualifying examination for each of the approved courses of the institute. Thereafter the Board will publish the list of institutes and its branch wise shortlisted eligible working professionals followed by issuance of seat allotment letter as per seat matrix provided by Directorate of Technical Education which can be downloaded from website for admission in respective institute. The Board will collect from the institutions the branch wise vacancy position after the prescribed last admission date and issue the 2<sup>nd</sup> list recommended working professionals for second round of admission.

**Process B** -After completion of two rounds of admission process by JCECEB if the approved intake seats remain vacant, in that case the concerned private or institute running under PPP mode will advertise their vacancy position and will invite the application form from the eligible working professionals and vacancy shall be filled up through open counselling at institute level in presence of Departmental (DHTE, GOJ, Ranchi) and University (JUT, Ranchi) representative. The process of admission shall be completed entirely on the basis of merit list of qualifying examination score. All vacancy will be filled irrespective of category criteria but the restriction of location of working industry/organization/company within 50 kms from Institute will be strictly observed. The list of admitted working professional through this process shall be signed jointly by Departmental representative,

*[Handwritten signatures and initials]*





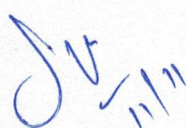


JUT representative and Head of the institution and it would be positively submitted to Directorate of Technical education and its copy shall be made available to JUT within the time limit fixed by the Directorate of Technical Education.

**Note -** The both process of admission shall be completed within the cut off date prescribed by AICTE.

**2. Educational Eligibility for Admission to Third Semester Diploma / Degree in Engineering/Technology under Lateral Entry for Working Professionals**

Programme	Duration	Eligibility
All 3 - years diploma engineering programs (Lateral Entry to Second Year Diploma)	2 Years	Passed 10+2 Examination Science with PCM. <b>Or</b> +2 Vocational (2 Year Course in any engineering trades) <b>Or</b> 10 <sup>th</sup> + 2 Years ITI in Engineering trade.
All 4 - years B.Tech programs (Lateral Entry to Second Year Degree)	3 Years	Passed Minimum 3-years / 2years (Lateral Entry) Diploma examination with at least 45% marks (40% in case of reserved category) <b>Or</b> Passed B.Sc. Degree from recognized University as defined by UGC, with at least 45% marks ((40% in case of reserved category) and passed 10+2 examination with Mathematics as a subject.



Note 1-University (JUT) will prescribe the subjects such as Engineering Mathematics, Engineering Drawing etc. for the working professional coming from diverse background.

2- 80% of seats shall be filled by working professionals having passed 10+ 2 Years ITI engineering trade/+2 Vocational (2 Year Course in any engineering trades) under Lateral entry in any approved discipline of Diploma Engineering/Technology. For the rest 20% seats +2 Passed 10+2 Examination Science with PCM are eligible under Lateral entry in Diploma Engineering/Technology Program. In case of vacancy the seats may be filled up from other category and vice-versa as the case may be.

3 - 80% of seats shall be filled by passed Minimum 3-years / 2years (Lateral Entry) Diploma under Lateral entry in any approved discipline of Engineering Colleges. For the rest 20% seats passed B.Sc. Degree from recognized University as defined by UGC are eligible under Lateral entry in Diploma Engineering/Technology Program for Engineering colleges. In case of vacancy the seats may be filled up from other category and vice-versa as the case may be.

### **3. Eligibility criteria of Working Professional for Admission( other than Academic)**

- A. Registered industry/Organization (Central/State) Private/Public Limited Company/MSMEs where the Working Professional is posted/working must be located within 50Km radial distance from the institute.
- B. The Working Professional should have minimum 3 Years of Full time/Regular working Experience.
- C. The Working Professional should not be working in the evening or night shift in case of industries.
- D. The Working Professional shall produce No Objection Certificate (NOC) and Character / Conduct certificate issued for the admission in the particular session by the any of authority mentioned below (as the case may be)
  - Central/State PSU- GM (P)/ Executive Director (P)/ Chief Finance Officer.
  - State Government Organizations- Chief Engineer/ Chief Executive Officer/ Managing Director.
  - MSMEs/ Reputed Private Sector - MD/ GM/ Key Managerial(P)
- E. There shall not be minimum age for admission of working professional but the maximum age should not be more than 55 years.
- F. The working professional should not be facing or faced any departmental enquiry or proceeding of any charges or ever prosecuted or punished by any court or tribunal meaning thereby he or she should have neat and clean service career record since joining.

*Handwritten signatures and initials:*  
 JUT n/m DS Mid AM Sy



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4. Industry/Organization (Central/State) Private/Public Limited  
Company/MSMEs

- A. For Private Companies there should not be any case of transgression or litigation history with the Central/ State Government.
- B. The Industry/Organization (Central / State ) should have positive net worth for last 3 consecutive years.
- C. The Private Company & MSMEs should be a reputed company and it should have valid registration with competent authority/Udyam Certificate (in case of MSME) on the date of issue of NOCs to its regular working employee for admission.
- D. A Maximum of five(05) NOCs shall be issued per academic year by any of the Industry/Organization (Central/State) Private/Public Limited Company/MSMEs.
- E. Incase of Private / Public Limited Company there shall be minimum 25 number of working employees. The company should be of at least 5 years old with average annual turnover of 5 Cr. in last 3 consecutive years.

5. Domicile/Reservation

The Working Professional shall have to submit permanent or local residential and cast certificate issued by not below the Rank of Circle Officer in the latest proforma notified by **Personal, Administrative and Raj bhasha Department, Govt. of Jharkhand** in order to get the benefit of prevailing reservation policy of the State. Failing to this, the working professional shall be treated under GENERAL or UNRESERVED category.

6 Seat Matrix

The Directorate of Technical Education will provide institution and branch wise seat matrix to the state admission authority (**JCECE Board**) as per prevailing state reservation policy and the terms and conditions of concession agreement signed by Government in case of polytechnics or engineering colleges running on PPP Mode.

7 Fee & Other Charges

- A. The State Fee Fixation Committee shall decide and notify the fee and other charges for the Working Professionals taking admission to different AICTE approved Diploma or Degree institutions.
- B. In case of Government Polytechnics/Government Women's Polytechnics / Government Engineering colleges, the fee and other charges shall be decided and notified by the Department of Higher and Technical Education.
- C. In absence of a fresh notification related to fee and other charges for the admission of Working Professionals to a diploma institute or the degree engineering college, the fee and other charges notified earlier for the candidates getting admission through Lateral Entry either in respective polytechnic or engineering colleges may be charged and after fixation and notification of new fee structure for an institute by the state fee fixation committee separately for working professional, the excess or shortage in the fee and other charges shall be adjusted or charged extra(as the case may)from admitted working professional during deposit of next semester fee.

*[Handwritten signatures and initials at the bottom of the page]*



8 List of documents to be produced in original

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- A. Qualifying examination Mark Sheet and Certificate in original.
- B. NOC issued by the employer for admission to lateral entry Diploma or Degree Course.
- C. Latest Experience certificate of three (3) year from the employer, where the applicant is presently employed. This should be supported with the annual salary statement issued by the employer/salary slip/Bank statement/Form 16.
- D. Character or Conduct certificate issued by competent level of employer.
- E. Copy of the registration certificate of the Industry/Organization (Central/State) Private/Public Limited Company/MSMEs located in the State of Jharkhand, where the applicant has been employed.
- F. Copy of identity card issued by the employer.
- G. Recent colored passport size photographs duly attested (04 in number) any gazetted officer.
- H. Seat allotment letter (downloaded from the website of JCECEB) in case admission is according to the recommendation made by state admission authority.
- I. The prescribed admission fees and other charges shall be deposited or transferred online into the bank account of institute and its proof shall be produced during admission into Diploma / Degree(Lateral entry) Course.
- J. Medical fitness certificate from the registered medical officer or doctor not below the rank of Asst. Civil Surgeon with registration number and seal
- K. Affidavits related to anti – ragging in the prescribed form one by working professional
- L. Migration/CLC/SLC certificate issued by the Board / University/School/College.

**9.Requirement of Diploma/Degree level institute for admission of working professionals**

- A. Proper and valid AICTE approval.
- B. Valid affiliation of the courses by JUT, Ranchi.
- C. At least 1/3 admission of the approved intake is essential to run the course in a particular academic year.
- D. Maximum 3 courses with intake capacity of 30 in each shall be permitted per institute.
- E. The institute shall have sufficient Faculty, Technical & Supporting office staffs to conduct the classes in the evening hours or any flexible convening timing in alignment with timings of industry/Organization.
- F. There shall be 40% of credit transfer through MOOCs/SWAYAM. So, the Institutions should be capable of providing proper facilities for it.
- G. Existing Faculty in the institute / industry Experts as per AICTE Norms shall be permitted with additional remuneration/ honorarium as per the state Government/DTE/University directives.
- H. Existing staff (Technical/Supporting) shall also be permitted with additional remuneration / honorarium as per the State Government/DTE/University directives.
- I. The institute should have Zero Deficiency Report generated from AICTE web portal for the academic year in which admission is permitted.





- J. The institutes shall fulfill any other requirements as specified/required or notified from time to time by AICTE/DTE/University.
- K. The institute will seek permission from the University submitting prior intimation along with prepared tentative class schedule of all the students with proof of its proper prior transparent announcement with the faculty, students agreeable to the submitted time table

*Nishant Kumar*  
06/11/23

**Nishant Kumar**  
(Asst. Registrar),  
J.U.T., Ranchi

*Dr. Viplaw Kishore Pandey*  
06/11/23

**Dr. Viplaw Kishore Pandey**  
(Controller of Exam.),  
J.U.T., Ranchi

*Sneh Kumar*  
06/11/23

**Sneh Kumar**  
(Director, Curriculum Development),  
J.U.T., Ranchi

*DS*  
11.11.23  
(S.K. Sanjay)

*Su*  
11/11



# **Application form for Admission of Working Professionals into Polytechnics/ Engineering Colleges in Academic Year 2023-24**

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1. Name of the Applicant:-

2. Father's Name:-

3. Parmanent Address:-

4. Correspondence Address:-  
(With e-mail and Mobile No) :-

5. Date of Birth and Age as on 01.11.2023:-

6. Aadhaar No:-  
(Enclosed self-attested photocopy)

7. Employee No:-  
(Enclosed self-attested photocopy of Id) :-

8. Category (Gen/ST/ST-PTG/SC/BC-I/BC-II/EWS) :-  
[In case of Reserved Category, enclosed self-attested Photocoy of Caste Certificate issued by the Officer not below the rank of Circle Officer in the format prescribed by Personnel, Administrative Reforms & Raj Bhasha Deptt, Govt. of Jharkhand.]

9. Disability Quota (Specify.....)

a) Blindness & Low Vission ☐

b) Deafness & Hard of Hearing ☐

c) Locomotor Disability ☐

e) Multiple Disabilities ☐

Affix Self-attested  
Coloured Photograph  
of the Applicant



10. Educational Qualification:

(Enclose self attested Photcopies, Marksheet and Passing Certificate)

Sl. No.	Exam	School/College/Institute	Board/University	Passing Year	% of obtained Marks
a.	10 <sup>th</sup> /Matric				
b.	10+2 with PCM				
c.	10+2 vocational 02 yrs course in any Engg. trades				
d.	2 yrs ITI in Engg. trade				
e.	3 yrs Diploma				
f.	2 yrs (Lateral Entry) Diploma				
g.	B.Sc. Degree				

11. Date of Joining to Industry/Organization –

12. Period of Working Experience –  
as on 01.11.2023

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Years

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Months

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Days

13. Designation:-

14. Pay Scale & Present Gross Salary:-

15. Name of Institute where wants to be admitted:-

16. Branch in which wants to be admitted-

17. Distance from Industry/Organization (where working)  
to the Institute (where wants to take admission) in KM.

Signature of Applicant  
With Date



## **Declaration**

I.....S/o or D/o or W/o of ..... working  
in .....(Name of the Industry/Organization) as  
.....(Post held) hereby confirm and declare that all the informations given  
in this Application Form are true and correct to the best of my knowledge. If any  
information found wrong at any stage, I shall be liable for appropriate action taken  
against me by the authorities.

Signature of Applicant  
With Date



## Checklist of Documents to be enclosed with Application Form (Photocopies should be self-attested)

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- 1) 10<sup>th</sup> Marksheet & Passing Certificate
- 2) Qualifying Examination Marksheet & Certificate
- 3) NOC-cum- Experience Certificate from the Employer, where presently employed
- 4) Charater/Conduct Certificate issued from the Industry/organization.
- 5) Copy of Certificate of Registration of Industry/Company/MSME etc.
- 6) Copy of Aadhaar
- 7) Copy of I-Card issued by the Employer
- 8) Four (04) recent coloured passport size photographs.
- 9) Caste Certificate (If applicable)