PROFESSOR JAYASHANKAR TELANGANA STATE AGRICULTURAL UNIVERSITY
RAJENDRANAGAR, HYDERABAD

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INSTRUCTIONS FOR APPLICANTS FOR ADMISSION INTO DIPLOMA IN AGRICULTURE, ORGANIC AGRICULTURE AND AGRICULTURAL ENGINEERING COURSES OF PJTSAU THROUGH TS-POLYCET-2024 FOR THE ACADEMIC YEAR 2024-25

1. **Only ONLINE** application will be accepted, which is hosted on **www.pjtsau.edu.in.** No application will be accepted in any other format and will be summarily rejected. The applicants are informed **not to send** the downloaded application to the University by Post, by courier or In Person as such will not be accepted.
2. **The applicant should use only Chrome/Firefox browsers while filling the application online.**
3. The applicant should use his/her or parents mobile number & Email ID and avoid the mobile number & Email ID of others, while registering in the online application.
4. The applicant should read and understand all the instructions and eligibility criteria for admission before proceeding to fill the online application form. The applicant is advised to take a print out of the instructions so that he/she can refer to the same while filling the form.
5. Important Dates:

Commencement of Online Application:	**10-06-2024 (10:00 AM)**
Last date of payment for Registration:	**04-07-2024 (by 5:00 PM)**
Last date for submission of filled in Online Application:	**05-07-2024 (by 5:00 PM)**
Correction in Particulars of Application Form on the website only:	**06-07-2024 (10:00 AM) to (5:00 PM)**

6. The applicant should furnish all the details while filling through Online Application Form.
7. It is the sole responsibility of the applicant to ensure that he/she fulfils the specified eligibility criteria before submitting the online application.
8. The applicant has to **first pay the application registration fee**. A Payment reference number will be generated for all successful online payments.
9. **After the successful payment, the applicant has to fill all the details of the application** and upload the required documents.
10. On successful completion of payment and submission of online application form the **Application Number** will be generated and this can be used for future reference.
11. After successful submission of application, an application PDF file will be generated with the particulars and attachments furnished by the applicant. **The same should be downloaded, printed and brought on the counselling day.**
12. The applicant is informed that mere submission of an online application does not guarantee allotment of seat.
13. The particulars furnished by the applicant in the application form is final and the applicants should therefore be very careful in uploading / submitting the application form online.
14. **The applicant should produce the originals of all the uploaded certificates and application form for verification of the same on the counselling day**.
15. No correspondence with the applicants will be entertained.
16. Request for change in any particulars once given in the application will not be entertained.
17. The scanned passport size photograph of the applicant should be in **JPEG/JPG/PNG formats only** (Min: 20KB - Max: 500KB).
18. The applicant signature should be scanned in **JPEG/JPG/PNG formats only** (Min: 20KB - Max: 500KB).

19. The documents to be uploaded should be scanned in **JPEG/JPG/PNG formats only** (Min: 50KB - Max: 500KB).
20. Documents to be scanned and uploaded as applicable.

   - SSC Memorandum of Marks or Equivalent Examination Certificate.
   - TS-POLYCET-2024 Rank Card.
   - Bonafide / Study Certificate from 4th to 10th Class.
   - Non-Municipal Area Study Certificate (ANNEXURE-I), if applicable.
   - The certified copy of the Social Status (Caste) Certificate issued by the competent authority in case of applicants belonging to Backward Classes, Scheduled Castes and Scheduled Tribes.
   - The latest certified copy of the EWS Certificate valid for the year 2024-25 issued by the competent authority in case of applicants belonging to EWS category.
   - Physically Challenged Certificate, if applicable.
   - Children of Armed Personnel Certificate / Defence Personnel Certificate, if applicable.
   - National Cadet Corps (NCC) certificate, if applicable.
   - Sports and Games Certificates (Form-I/Form-II/Form-III/Form-IV as applicable), if applicable.

21. **If an applicant has been found to have furnished wrong information or deliberately suppressed any relevant information or uploaded blank pages/false/fake documents, his/her application will be summarily rejected during any point of the admission process.**
22. Payment of application fee for SC/ST/PH candidates is Rs.600/- (for other candidates Rs.1200/-). The applicant has to select the Rupay Debit Card/UPI/Debit Card /Credit Card (Visa / MasterCard)/Internet Banking option to pay the fee and follow the online instruction to complete the payment of fee.
23. **If the admitted candidate cancels his/her seat before the closure of admissions for the AY 2024-25, an amount of Rs. 1,000/- shall be collected as processing fee. The remaining fees already paid during admission shall be refunded.**
24. **If the admitted candidate cancels his/her seat after the closure of admissions for the AY   2024-25 the candidate forfeits the fees already paid (except the caution deposits) and in addition, he/she has to pay an amount of Rs. 1,000/- towards processing fee.**
25. **Applicants are requested to visit the University's website: www.pjtsau.edu.in frequently for regular updates regarding admission and counselling process.**
26. The counselling schedule shall be displayed on the University website (www.pjtsau.edu.in).
27. For any information not mentioned in the **PROSPECTUS**, the applicants may contact 8688312892 between 10:00 AM to 05:00 PM on all working days or mailed to admissions@pjtsau.edu.in.

P. RAGHU RAMI REDDY
REGISTRAR

Date: 25-06-2024