DEPARTMENT OF TECHNICAL EDUCATION & APSCHE

APEAPCET-2022 ADMISSIONS
(Bi.P.C. STREAM)

DETAILED NOTIFICATION FOR WEB BASED COUNSELLING

The Qualified and eligible candidates APEAPCET-2022 (Bi.P.C stream) desirous of seeking admission into B.E/B.Tech(Bio-Technology, Food Technology & Pharmaceutical Engg.)/B.Pharmacy/Pharm-D Courses are informed that the web counseling process comprising payment of processing fee cum registration, online certificate verification and option entry will be conducted from 10-12-2022 to 16-12-2022. The candidates are instructed to follow guidelines/Instructions to candidates or user manual to proceed for web counseling process.

The qualified and eligible candidates of APEAPCET-2022(Bi.P.C. Stream) are informed to participate in web counseling for the seats available in (i) University & Private Engineering Colleges and (ii) University & Private Pharmacy colleges under Convenor quota in the State of Andhra Pradesh for the academic year 2022-23.

The web counseling schedule is given below.

WEB COUSNELLING SCHEDULE OF FIRST PHASE

SNO	ACTIVITY	DATES
1	Online Payment of Processing Fee cum Registration and online certificate verification.	10.12.2022 to 12.12.2022
2	Online Verification of uploaded Certificates at notified Help Line centers	12.12.2022 to 15.12.2022
3	Exercising the Web-Options by the registered and eligible Candidates	13.12.2022 to 16.12.2022
4	Change of Options for the candidates	16.12.2022
5	Allotment of Seats	19.12.2022
6	Self-Reporting& Reporting at college	20.12.2022 to 23.12.2022

Registration and Payment of Processing fee:

1. Open the website using https://sche.ap.gov.in and click on EAPCET-2022 ADMISSIONS(Bi.P.C stream)
2. Then click on Registration form link
3. Candidate can enter into Registration form by using "**EAPCET Hall Ticket No**" and "**Date of Birth**"
4. Registration form with all the basic information is displayed, verify all the details.

    a. if no mistakes found, accept the declaration and candidate will be directed to processing fee payment gateway.

    b. If any mistake found in the information provided, candidate can use the provision to make changes by selecting the option "yes" from the drop down box provided

before the declaration and click on submit button, which will direct the candidate to make any corrections to rectify the mistakes using suitable data with relevant document proofs to be uploaded through online. Then accept the declaration and candidate will be directed to processing fee payment gateway.

- The processing fee for web counseling is Rs.1200/- (for OC/BC) and Rs. 600/- (for SC/ST). The candidates are instructed to pay through online by credit card/ debit card/net banking etc in web site https://sche.ap.gov.in

- All the candidates from 1 to Last Rank can pay the processing fee from 10.12.2022 to 12 .12.2022 using URL https://sche.ap.gov.in.

5. Once the payment is success click on print button and take a print out.

Important Note:

- During the payment of processing fee sometimes due to network delays payment made by the candidate may not be successful. In such cases candidates need to pay the processing fee once again and amount debited due to the failure transaction will be remitted back into the respective account within 4 working days from the date of payment. Candidates are requested to note that only one payment will be taken and excess paid will be refunded automatically.

- Candidates can also check the payment status by clicking on the "Know your payment status" link. In case your account is debited and the website gets disconnected before payment receipt generation, kindly check your Payment Status using "Check Your Payment Status" option by providing your details. If you get message "Payment Details Not Found" , candidate is requested to go for a fresh payment and the amount for the failure transaction will be refunded to their debited bank account as per bank norms.

Verification of Certificates (Online):

CASE-1: (certificates were already verified through web services, no change required in the data)

The candidates are informed to note that if the certificates were already verified through web services from the respective board/agencies based on the information furnished by the candidate while applying for EAPCET-2022 i.e., Common Entrance Test. i.e the candidates whose certificate data is already verified online through web services, they are directed pay the processing fee cum registration and can verify the details of candidate (personal, academic and other details) for the correctness. If the candidates are satisfied for data available, they need not upload any certificates. Further they are directed to proceed for exercise options as per the schedule.

CASE-2: (certificates were already verified through web services, If change required in the data)

The candidates whose certificate data is already verified through web services but candidate wishes to change the data, then candidate has to upload relevant certificates for online verification. After the verification of data by online by the verification officers, then the candidates have to ascertain the status of eligibility by using verification status link. If they are eligible they can proceed for exercise options as per the schedule. If case any clarification, they can visit nearest Help Line Centre.

CASE-3: (Candidates whose data is not verified through online)

In respect of candidates whose data is not verified, such candidates have to upload documents for online verification by choosing notified HLCs. After the verification of data by online by the verification officers, then the candidates have to ascertain the status of eligibility by using verification status link. If they are eligible they can proceed for exercise options as per the schedule. If case any clarification, they can visit nearest Help Line Centre.

Candidates are informed that the verification of certificates viz SSC marks memo, Intermediate marks memo, VI class to Intermediate study certificates, Caste Certificate, Income Certificate/Ration Card, Economically Weaker section (EWS) certificate, Physically Challenged Certificate, Residence Certificate have to be verified by the counseling authorities. But the candidates are required upload only required documents only.

NOTE1: In the above three cases candidates need not go to Help Line Centers

CASE-4: (Candidates belongs to PH, CAP, NCC and Sports and Games whose data is not verified through online)

Special Category candidates whose data **is verified online** for the certificates except PH, CAP, NCC and Sports and Games, such candidates have to upload PH, CAP, NCC and Sports and Games certificates for online verification and instructed to attend physically with all the original certificates and two sets of Xerox copies at Government Polytechnic, Vijayawada (HLC for Special Category candidates). After the verification of data by online and physically by the verification officers, then the candidates have to ascertain the status of eligibility by using verification status link. If they are eligible they can proceed for exercise options as per the schedule.

Special Category candidates whose data **is not verified online**, such candidates have to upload documents including PH, CAP, NCC and Sports and Games certificates for online verification and instructed to attend physically with all the original certificates and two sets of Xerox copies at Government Polytechnic, Vijayawada (HLC for Special Category candidates). After the verification of data by online and physically by the verification officers, then the candidates have to ascertain the status of eligibility by using verification status link. If they are eligible they can proceed for exercise options as per the schedule.

NOTE2: In respect of CASE-4 candidates must go to Government Polytechnic, Vijayawada with all original certificates & two sets of Xerox copies as per the schedule.

After completion of registration Click on **"Verification Status"**

1. Enter Hall ticket Number and Date of Birth then click on "Show" button.

2. The candidate details will be displayed at the screen the candidates whose certificates got verified online will get display message "**Candidate is eligible for exercising options**" all such candidates have to proceed to option entry as per the schedule given in the notification.

3. The candidates whose certificates are not verified online will be displayed a message "**candidate is not eligible or certificate verification is in progress**" then such candidates should have uploaded documents in the process of registration. The uploaded certificates shall be verified by the concerned Help Line center authorities and decide the eligibility. If candidate is eligible then candidates have to proceed to option entry as per the schedule given in the notification.

VERIFICATION OF SPECIAL CATGEROY CERTIFICATES

1. **PH (Physically Handicapped)**
2. **CAP (Children of Armed Personnel).**
3. **Sports & Games**
4. **NCC (National Cadet Cops)**
5. **Anglo-Indian**

Special Category candidates whose data **is verified online** for the certificates except PH, CAP, NCC and Sports and Games, such candidates have to upload PH, CAP, NCC and Sports and Games certificates for online verification and instructed to attend physically with all the original certificates and two sets of Xerox copies at Government Polytechnic, Vijayawada (HLC for Special Category candidates). After the verification of data by online and physically by the verification officers, then the candidates have to ascertain the status of eligibility by using verification status link. If they are eligible they can proceed for exercise options as per the schedule.

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The competent authority to decide the eligibility for Special Category.

- o **PH** - Candidates shall submit certificate issued by the District Medical Board.

- o **CAP** - Candidates shall submit Certificates from the Zilla Sainik Welfare Board (viz) Discharge book & Identity card etc for Verification. Children of Ex-Service and In-Service persons who are domicile of Andhra Pradesh will alone be considered for allotment of seats under CAP Category.

- o **NCC -** Produce original certificates issued by competent authorities

- o **Sports and Games** –Produce original certificates issued by competent authorities. The candidate should have represented from the state of AP.

SCHEDULE FOR CERTIFICATE VERIFICATION FOR PH, CAP, NCC, SPORTS & GAMES AND ANGLO-INDIAN CATEGORIES

(REPORTING TIME 9.00 A.M. Everyday)

DATE	CATEGORY	RANKS CALLED	
		FROM	TO
13-12-2022	NCC	1	45000
	SPORTS& GAMES	1	45000
	CAP	1	45000
14-12-2022	NCC	45001	LAST RANK
	SPORTS& GAMES	45001	LAST RANK
	CAP	45001	LAST RANK
	PH	1	LAST RANK
	ANGLO-INDIAN	1	LAST RANK

PHV: PHYSICALLY HANDICAPPED VISUAL

PHH: PHYSICALLY HANDICAPPED HEARING IMPAIRED

PHO: PHYSICALLY HANDICAPPED ORTHOPEDIC

<u>Certificates required for Web Counselling</u>

The candidates are requested to keep the following certificates before proceeding for Online Web Counselling.

All original Certificates and two sets of Xerox copies

1) APEAPCET-2022 Rank card.

2) APEAPCET-2022 Hall Ticket.

3) Memorandum of Marks (Inter or its equivalent).

4) Proof of Date of Birth (SSC or its Equivalent Memo).

5) Transfer Certificate (T.C)

6) Study Certificate from VI to Intermediate

7) EWS certificate valid for the year 2022-23 from MeeSeva for OC candidates who want to claim reservation under EWS category

8) Residence certificate for preceding 7 years of the Qualifying examination i.e. Inter or its equivalent in respect of Private candidates.

9) Andhra Pradesh Residence Certificate of father/mother for a period of 10 years excluding the period of employment outside Andhra Pradesh from Tahsildar in respect of Non-Local Candidates.

10) Integrated Community Certificate, in case of BC/ST/SC issued by the competent authority.

11) Income certificate of parents from all sources issued on or after 01.01.2019 or White Ration card (candidate name and either of the parents name have to be reflected in the ration card) those who claim tuition fee reimbursement)

12) Local status certificate (if applicable)i.e a candidate who migrates to any part of the state of Andhra Pradesh from the state of Telangana from 02-June-2014 to on/before 01-June-2022 shall be regarded as the local candidate in the state of Andhra Pradesh.

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1. Candidates are here by informed that they can change their options already exercised On 16.12.2022. The options will be frozen on 16.12.2022 and candidates cannot modify further. In case of any candidates clicks on Freeze button, exercised options will not be given for any changes/modifications.

2. The allotment will be placed on 19.12.2022 after 6.00 p.m.

3. Allotments now made are subject to the grant of affiliation from the University.

4. Detailed instructions for options entry i.e Instructions to Candidates will be placed in home page of https://sche.ap.gov.in

Convener Office address:
The CONVENOR, APEAPCET-2022 ADMISSIONS,

D.NO:11-307, GARUDADRI K.K TOWERS

FLAT.NO:501, 5th FLOOR,LAKSHMI NARASIMHA COLONY

BYPASS ROAD,NEAR Dr.YSR AAROGYASRI HEALTHCARE TRUST

MANGALAGIRI,GUNTUR DISTRICT-522 503.

b)Email ID: convenorapeapcet2022@gmail.com

c)Help Desk Numbers:
7995681678, 7995865456, 9177927677 (Timings as per the schedule from 9:00 AM to 5:00 PM)

CONVENOR

VIJAYAWADA   APEAPCET–2022 ADMISSIONS