



APEAPCET-2023 ADMISSIONS (Bi.P.C. STREAM)

DETAILED NOTIFICATION FOR FINAL PHASE WEB BASED COUNSELLING

The Qualified and eligible candidates APEAPCET-2023 Bi.P.C Stream desirous of seeking admission into B.E/B.Tech(Bio-Technology, Food Technology, Food Engineering & 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 22-11-2023 to 25-11-2023. The candidates are instructed to following guidelines/Instructions to candidates or user manual to proceed for web counseling process.

The Qualified and eligible Candidates of APEAPCET-2023(Bi.P.C Stream) who have participated in first phase Counseling are informed to exercise their options afresh for the leftover seats now available and consequential vacancies that may arise in the process of allotment, additional seats available in new colleges/courses, if any, from any Help Line Centre or Internet facility (Café/Home) as per the schedule given below. These candidates need not pay the processing fee once again. **The candidates who have not participated in first phase are directed to get their certificates verified in this final phase as per the schedule** given below.

WEB COUNSELLING SCHEDULE OF FINAL PHASE

SNO	ACTIVITY	DATES
1	Online Payment of Processing Fee cum Registration and online certificate verification.	22.11.2023 to 23.11.2023
2	Online Verification of uploaded Certificates at notified Help Line centers	22.11.2023 to 23.11.2023
3	Exercising the Web-Options by the registered and eligible Candidates	22.11.2023 to 24.11.2023
4	Change of Options for the candidates	25.11.2023
5	Allotment of Seats	27.11.2023
6	Self-Reporting& Reporting at college	28.11.2023 to 30.11.2023

NOTE: There is no verification for Special Category Certificates(NCC/CAP/PH/Sports).

I. Registration and Payment of Processing fee:

1. All the candidates who have not paid processing fee in first phase web counseling can pay from 22.11.2023 to 23.11.2023 using <https://cets.apsche.ap.gov.in>.
2. Open the website using <https://cets.apsche.ap.gov.in> and click on EAPCET-2023 ADMISSIONS(Bi.P.C stream)
3. Then click on Registration form link
4. Candidate can enter into Registration form by using "EAPCET Hall Ticket No" and "Date of Birth"
5. 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.
 - c. 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 the web site <https://sche.ap.gov.in>
 - d. All the candidates from 1 to Last Rank can pay the processing fee from 22.11.2023 to 23.11.2023 using URL <https://cets.apsche.ap.gov.in>.
6. Once the payment is success click on print button and take a print out.

II. 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-2023 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

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

1. Enter Hallticket 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 web 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**". If the candidate is not eligible 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 "**certificate verification is in progress**" then **such candidates wait till** 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.

Certificates required for Web Counselling

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-2023 Rank card.
- 2) APEAPCET-2023 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 **2023-24** from Mee-Seva 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) In respect of Non-Local candidates in order to consider them for allotment under unreserved seats the following certificates needs to be submitted.
 - a) Residence Certificate: Candidates who has resided in the State for a total period of 10 years excluding periods of study outside the State; or either of whose parents have resided in the State for a total period of 10 years excluding periods of employment outside the State.

OR

- b) Employer Certificate : Candidates who are children of parents who are in the employment of this State or Central Government, Public Sector Corporations, Local bodies ,Universities and other similar Quasi Public Institutions within the State at the time of applying for APEAPCET – 2023 Examination.
- 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 01.01.2020 or White Rice 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-2024 shall be regarded as the local candidate in the state of Andhra Pradesh.

NOTE: The candidates pursued the Intermediate vocational course/Bridge courses are eligible only for B.E/B.Tech (Bio-Technology(BTB), Food Technology(FDB),Food Engineering(FEB) and Pharmaceutical Engineering(PEB)). They are not eligible for Pharmacy courses like B. Pharmacy (PHB) & Pharm- D(PDB) courses.

III. Exercising the options in the final phase counseling:

1) The following category of candidates can exercise options in the final phase counseling.

The Candidates-

- a) Who has secured seat but not shown interest to join in the allotted seat.
- b) Who have not secured seats so far, but got their certificates verified.
- c) Who have not exercised the options so far, but got their certificates verified.
- d) Who have secured seats, reported and aspiring for a better option.
- e) Who have reported/Not reported but cancelled their allotment.
- f) Who have attended for certificate verification as per the above schedule.

- 2) The Options given in the 1st Phase will not be considered for this final Phase of counseling for allotment of a seat and candidates have to exercise options afresh in this final phase.
- 3) Candidates who are satisfied with their previous allotment need not exercise option once again. They shall note that if they exercise options now and a seat is allotted as per the options, the vacated seat will be allotted to next meritorious candidate and hence they will have no claim on the previous allotment.
- 4) It is advised to exercise options for interested colleges/courses assuming that vacancies would arise in all colleges in the process of sliding.

List of Help Line Centers:

(All Help Line Centres work from 09.00 a.m. to 06.00 p.m.)

1. Government Polytechnic, Srikakulam district
2. MRAGR Government Polytechnic, Vizianagram district
3. Government Polytechnic, Kancharapalem, Visakhapatnam.
4. Andhra Polytechnic, Kakinada
5. S.M.V.M Polytechnic, Tanuku, West Godavari Dist.
6. Government Polytechnic, Near Benz Circle, Vijayawada.
7. M.B.T.S. Government Polytechnic, Nallapadu, Guntur
8. D.A Government Polytechnic , Ongole
9. Government Polytechnic, Venkateswarapuram, Nellore
10. S.V. Government Polytechnic, Tirupathi
11. Government Polytechnic, Ananthapuram
12. Sri G.Pulla Reddy Government Polytechnic , Kurnool
13. Government Polytechnic for women, Kadapa

1. Candidates are here by informed that they can change their options already exercised On 25.11.2023. The options will be frozen on 25.11.2023 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 27.11.2023 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://cets.apsche.ap.gov.in>

Convener Office address:

The CONVENOR, APEAPCET-2023 ADMISSIONS,
D.NO:11-307, GARUDADRI K.K TOWERS
FLAT.NO:501, 5thFLOOR, LAKSHMI NARASIMHA COLONY
BYPASS ROAD, NEAR Dr.YSR AAROGYASRI HEALTHCARE TRUST
MANGALAGIRI, GUNTUR DISTRICT-522 503.

b) Email ID: convenorapecet2023@gmail.com

c) Help Desk Numbers:

7995681678, 7995865456, 9177927677

(Timings as per the schedule from 9:00 AM to 5:00

Date: 20-11-2023

MANGALAGIRI

CONVENOR

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