

## Bihar combined Entrance competitive Examination Board

I.A.S Association Building, Near Patna Airport, Patna-800014,

*Website : [bceceboard.bihar.gov.in](http://bceceboard.bihar.gov.in)*

**WEB BASED ONLINE COUNSELLING (E-COUNSELLING) PROCESS FOR ADMISSION TO  
POLYTECHNIC STREAM COURSES IN DIFFERENT GOVT. AND PRIVATE POLYTECHNIC  
COLLEGES AND DIFFERENT CONCERNED COURSE RELATED COLLEGES ON THE BASIS OF  
DCECE-2018**

### STEP BY STEP PROCEDURE FOR WEB BASED ONLINE COUNSELING (E-COUNSELLING)

(For further details, visit: [bceceboard.bihar.gov.in](http://bceceboard.bihar.gov.in) / [bceceadmissions.nic.in](http://bceceadmissions.nic.in))

Candidates qualified on the basis of DCECE-2018 and declared eligible for counselling can participate for e-counselling. Candidates must fulfil the eligibility criteria, reservation policies and other concerned instructions as mentioned in the prospectus of DCECE-2018. For more details the Prospectus of DCECE-2018 uploaded on our website: [bceceboard.bihar.gov.in](http://bceceboard.bihar.gov.in) can be referred.

**Step – 1      Registration :** Candidates can do the registration from any computer having internet facility, following the instructions given below:

#### (ONE)

- i. Before starting registration, candidates must thoroughly read the Instructions given on the e-counselling portal [bceceadmissions.nic.in](http://bceceadmissions.nic.in) and Prospectus of DCECE-2018 downloaded from our website [bceceboard.bihar.gov.in](http://bceceboard.bihar.gov.in).
- ii. Visit the website [bceceadmissions.nic.in](http://bceceadmissions.nic.in) and click at New Registration.
- iii. Read the candidate's Agreement Page carefully and click on the "I Agree" option to proceed further.
- iv. Register yourself by selecting the appropriate course and then enter Roll number, Registration no., Name, Date of Birth as mentioned in admit card and of DCECE-2018 Security code as written below in rectangular box i.e. captcha. The candidate is advised not to disclose any of these informations to anyone.
- v. Click on "Submit" button to proceed further.

#### (TWO)

- i. In this screen all the data provided by the candidate during submission of application will be displayed and some new fields will be asked to be filled in by the candidate in the case of Matric / 10th as Passing Status "Appearing". Then, select passed **radio button** if you have passed and enter your marks as asked on the screen. If Result status of Matric / 10th of the candidate is not passed, then the candidate will not be eligible for participating in e-counselling process.
- ii. Now the candidate has to enter the password and again re-enter the same password in the Confirm Password box.

- iii. The Password must be of 8-13 characters length and must contain at least one capital letter [A-Z], one small letter [a-z] , one Numeric Character [0-9] and one special character [!,@,#,\$,%^,& and \*]. For example Abcd@123.
- iv. Remember the entered Password and keep it confidential. This password shall be used in future for choice filling and viewing seat allocation result details etc.

**(THREE)**

- i. The candidate can verify the details of registration. The candidate will get all information by SMS and password is required for locking your choice entered during the registration for online counselling.
- ii. There is no provision to edit any kind of data / information.
- iii. Click confirm registration box to complete the registration process.
- iv. No other chance will be given to such candidates who are eligible for the counselling but did not complete Registration Process within Scheduled Date & Time.

**Step – 2. Choice Filling :**

- i. After successful registration, the candidate has to click the **“Fill Choice Button”** given in the **“MENU”** Bar on the screen.
- ii. Next Screen will come with some instructions. Candidates are advised to read the instructions carefully and then proceed to the next screen for **“Choice Filling”**.
- iii. This screen contains two blocks. The left block contains list of all colleges and branches in alphabetical order. In this block the colleges can be listed according to Govt./ Private or All and Colleges by District Wise / Branch Wise. The Right Block contain the choices filled in by the candidate. The candidate can ADD his / her choices of colleges and branches from the left block by Addition of One by One using ADD button). Each candidate is advised to give maximum no of choices.
- iv. Candidates should arrange the filled in choices in order of their preference of College / Branch. One college with one branch is treated as one choice.  
For example : Govt. Polytechnic, Patna-7, Electrical Engg. Branch should be treated as one choice, Similarly, Govt. Polytechnic Muzaffarpur, Civil Engg. Branch should be treated as another choice and so on. He / She may use the SWAP and MOVE options to change the priority of already filled in choices.
- v. For Economically backward candidates, the choices of colleges and branches for both Economically Backward (For example, Govt. Polytechnic, Patna-7, Electrical Engg.-EB) and the non-EB seats (for example, Govt. Polytechnic, Patna-7, Electrical Engg.) will be offered in the choice filling screens. The Economically Backward Candidates can fill in their choices from among the above list of EB and non-EB seat matrix mentioning their preferences.

**Note :** The Economically backward (EB) Scheme is applicable to Son / Daughter of those Parents whose annual income from all sources is less than Rs. 4.5 Lakhs. This scheme is applicable only to the candidates who are Permanent Resident of Bihar and whose parents satisfy the above mentioned income criteria (by

submitting income certificate duly signed by Competent Authority and Produce the same at The Reporting Centre).

- vi. Select as many choices of Institutions and branches as available on priority basis to have better option for allotment of a seat in the process. During choice filling process, save the choices at regular intervals using **Save Choice** button. Always give best choice as first and follow in that sequence. Now click on **Save & Exit** button for further process.
- vii. No other chance will be given to such candidates who have registered but not submitted their choice within scheduled Date & Time.
- viii. Registration and choice filling is one time option for all those candidates who is included in published result of Polytechnic Engineering (PE) group of DCECE-2018. No chance will be given at the time of 2<sup>nd</sup> / 3<sup>rd</sup> round of seat allotment.

### **Step - 3 : Choice Locking By Password**

- (i) After doing above exercises, the choice Locking facility will be activated. Once Locking System is activated, you first check whether you have made correct choices as per your requirement. If you are satisfied then click “**Lock Choices**” button. Enter your password for locking the choice and click on **Submit** button. Your choices given are Locked. If you want to modify or add / remove some choices, then click on Unlock choices button. On this action also enter your password for unlocking the choice and click on **Submit** button. If found correct, then the choices will get unlocked and modify your choices as pre your requirement. After modification follow the same above steps to lock your choices.
- (ii) If you could not lock your choice due to any reason, your last exercised choice will be locked automatically in the server when the given time expires.
- (iii) After completing the choice filling and locking, click on “Print Locked Choice” button to take a print out of Filled in choice slip for your reference.

### **Step – 4 : 1<sup>st</sup> Round Seat Allotment.**

The Allotment of Seat will be based on best fitment of the rank, choice and category / reservation of the candidates.

- (i) The 1<sup>st</sup> round seat allotment will be available as per the schedule date and time given on BCECE Board website and published in Newspaper.

- (ii) 1<sup>st</sup> round seat Allotment may be intimated through SMS to the candidates registered mobile no. and can be seen on website bceceadmission.nic.in after Login or on Board's website bceceboard.bihar.gov.in.
- (iii) Candidate can see his / her 1<sup>st</sup> Round allotted seat position from the website and download and get the printout of Allotment Letter in 3 copies.
- (iv) Candidates are advised to report at Reporting Centre within scheduled date and time otherwise their allotment will be cancelled for which candidate will be personally responsible and will not be given chance for participating in further round of counselling.
- (v) In auto up-gradation System, this position will remain as such or he / she will be promoted to upper choice in next round of allotments, so be careful while giving the choice. Better preferred choice should be at upper level.
- (vi) Candidates not allotted any seat in this round are required to wait for next round for any upgraded allotment.
- (vii) After physical reporting of the allotted candidates to their respective Reporting Centre at the end of each round, the e-counselling will be completed and a seat vacancy report will be generated.
- (viii) No De-reservation of seats will be applicable on the basis of vacant seats.

### **Step – 5 : Admission Fee Payment**

- (i) For Admission Fee the candidate must report to Reporting Centre or concerned college with a **Demand Draft** of Rs 1000/- in favour of Principal of concerned Institution or **Cash**.
- (ii) Any allotted candidate is allowed to withdraw, if they are not satisfied with the allotment or taken admission elsewhere or of any reason he / she is not interested to take admission in the allotted institution / College within the declared time as per AICTE norms. After Declared time claim for Refund or withdrawal will not be allowed / entertained.

### **Step – 6 Document verification at Reporting Centre.**

- (i) Report at the assigned Reporting Centre on or before scheduled date and time with following documents:
  - (a) Copy of downloaded Part-A & Part-B of Application form
  - (b) Original admit Card

- (c) Copy of Rank Card
- (d) Copy of downloaded Allotment Letter (3 copies)
- (e) Six copies of Passport Size Photograph (as uploaded in online Application Form)
- (f) 10<sup>th</sup> Board Certificate / Matric / equivalent Certificate and Admit Card as proof of age & Identity.
- (g) School Leaving certificate (original school leaving certificate is mandatory during admission.
- (h) Aadhar card for ID Proof.
- (i) Residential certificate for native of Bihar issued by Concerned C.O of Permanent residence.
- (j) Caste Certificate issued by concerned C.O. of Permanent residence (In case of reserve category candidates)
- (k) \* Character Certificate issued by Head of Institute last attended.
- (l) \* Income certificate issued by concerned C.O. of Permanent residence. (In case of Economically Backward)
- (m) \* Refugee Registration certificate issued by concerned DM (or ADM authorized by DM) / Refugee Registration officer.
- (n) \* Certificate showing that the applicant's parent is an employee of the Govt. of Bihar issued by concerned Employer.
- (o) \* Certificate showing that the applicant's parent is an employee of the Govt. of India and Posted in Bihar or an employee of any Public Sector undertaking of the Govt. of India and Posted in Bihar issued by concerned employer.
- (p) \* Certificate showing that the applicant's parent is an employee of the United Nations organization and that he / she is at present posted in Bihar issued by concerned Employer.
- (q) \* Such Candidates who have not studied in Bihar but claim eligibility on ground of Permanent / 10 years or more of continuous residence in Bihar in respect of their Parents must also furnish a certificate from the institute where he / she is studying for the qualifying examination indicating the permanent address recorded in the admission register of that institute issued by the concerned principal of the institute.
- (r) \* Certificate from service men's quota (SMQ) , Clearly mentioning the relationship of the candidate as mentioned in Para 5.8 of the Prospectus of DCECE-2018.
- (s) \* Certificate for Disable Quota (DQ) as mentioned in Para 5.7 of the Prospectus of DCECE-2018.

**\* Note :- To be furnished which ever is applicable.**

- (ii) After Successful document verification, the candidate will be admitted by college authority.
- (iii) Candidates allotted a seat but not reported to Reporting centre for document verification within his / her scheduled time, his / her allotment will be cancelled and the seat allotted to him / her will be considered as vacant seat for next round of allotment.
- (iv) When an allotted candidate has got successfully verified his / her document in 1<sup>st</sup> round then in further rounds, on the basis of up-gradation (if he given the choice of up-gradation) he will have to report at his concerned college with new allotment letter.
- (v) Candidates who have collected their Allotment letter and successfully got their documents verified and have opted for “No up gradation” at the Reporting Centre or Choice for Auto up-gradation as “No” during the time of Registration and Choice filling are advised to proceed to the allotted Institution / college for admission.

## **Step – 7. 2<sup>nd</sup> Round Seat Allotment**

- (i) **No fresh Registration shall be allowed in this round.** But if 1<sup>st</sup> result exhaust & situation warrants, further merit list / result may be published. Then Registration and Choice filling will be allowed to fresh candidates only, who were not included in 1<sup>st</sup> published merit list / result.
- (ii) The following types of candidates are eligible for seat allotment / up-gradation.
  - (a) **Type – I :** All Registered candidates who have successfully filled their choices and not allotted any seat in the first round of seat allotment must visit the website : [bceceboard.bihar.gov.in](http://bceceboard.bihar.gov.in) / [bceceadmissions.nic.in](http://bceceadmissions.nic.in) as per counselling schedule.
  - (b) **Type – II :** All candidates who were allotted a seat in the first round of counselling and also got their documents verified and hence were declared as successfully admitted candidates. Such candidates must visit the website as per counselling schedule for knowing the up-gradation of seat allotted to him / her in the first round.
  - (c) **Type – III :** Fresh candidates whose result were not published for participating in 1<sup>st</sup> round of counselling but after exhaust of merit list published, 2<sup>nd</sup> result may be published for participating in 2<sup>nd</sup> round of counselling on the basis of merit. (If required).
- (iii) The allotment of seat will be based on best fitment of the rank, choice and reservation category of the candidates.
- (iv) The 2<sup>nd</sup> round seat allotment will be available as per the scheduled date and time given on BCECE Board website and published in news paper.
- (v) 2<sup>nd</sup> round seat allotment may be intimated through SMS to the candidate’s Registered Mobile no. and can be seen in website [bceceadmissions.nic.in](http://bceceadmissions.nic.in) in after Login or on Board’s website : [bceceboard.bihar.gov.in](http://bceceboard.bihar.gov.in).

- (vi) Candidate can see his / her 2<sup>nd</sup> round allotted seat position from the website may be up-graded to higher priority or remain same as previous allotment depending on the choice number, rank and availability of seat. Unallotted candidates of the previous 1<sup>st</sup> round allotment may get an allotment depending on his / her choice, rank and availability of seat.
- (vii) Candidates not allotted any seat in this round are not required to do anything. They have to wait for 3<sup>rd</sup> round allotment.
- (viii) All newly allotted candidates have to follow Step-4 to Step-6 to remain in the Process and will be eligible for next round allotment. Newly allotted candidates who do not follow step 4 to step 6 will not be considered for admission.
- (ix) At this stage, if the candidate desires to withdraw from the counselling process, he / she should proceed to reporting centre where he / she had got verified his / her documents within the specified date and claim for refund of Part Admission fee as deposited.
- (x) Candidates whose documents has been successfully verified and who have paid the Part admission Fee and given their choice for auto up-gradation will be eligible for 3<sup>rd</sup> Round Allotment through auto up-gradation.
- (xi) After Physical Reporting of the allotted candidates to their respective reporting Centre at the end of each round, the e-counselling will be completed and a seat vacancy report will be generated.
- (xii) No De-reservation of seats will be applicable on the basis of vacant seats.
- (xiii) If candidate published in 2<sup>nd</sup> Result did not complete the Registration & choice Locking Process. They will not be given other chance to participate for further round of counselling.

### **Step – 8 : 3<sup>rd</sup> Round Seat Allotment**

- (i) **No Fresh Registration shall be allowed in this round.** But if either 1<sup>st</sup> and 2<sup>nd</sup> both result exhaust & situation warrants, further merit list / result may be published. Then Registration and Choice filling will be allowed to fresh candidates only, who were not included in 1<sup>st</sup> and 2<sup>nd</sup> published merit list / result.
- (ii) The following types of candidates are eligible for seat allotment / up-gradation.
  - (a) **Type – I :** All Registered candidates who have successfully filled their choices and not allotted any seat in the first round or 2<sup>nd</sup> round of seat allotment must visit the website : [bceceboard.bihar.gov.in](http://bceceboard.bihar.gov.in) / [bceceadmissions.nic.in](http://bceceadmissions.nic.in) as per counselling schedule.
  - (b) **Type – II :** All candidates who were allotted a seat in the first or second round of counselling and also got their documents verified and hence were declared as successfully admitted candidates must visit the website as per counselling schedule for knowing the up-gradation of seat allotted to him / her in the first round or second round.
  - (c) **Type – III :** Fresh candidates whose result were not published for participating in 1<sup>st</sup> round or 2<sup>nd</sup> round of counselling but published for participating in 3<sup>rd</sup> round of counselling on the basis of merit. (If required). The allotment of seat will be based on best fitment of the rank, choice and reservation category of the candidates.

- (iii) The 3<sup>rd</sup> round seat allotment will be available as per the scheduled date and time given on BCECE Board website and published in news paper.
- (iv) 3<sup>rd</sup> round seat allotment may be intimated through SMS to the candidate's Registered Mobile no. and can be seen in website [bceceadmissions.nic.in](http://bceceadmissions.nic.in) in after Login or on Board's website : [bceceboard.bihar.gov.in](http://bceceboard.bihar.gov.in).
- (v) Candidate can see his / her 3<sup>rd</sup> round allotted seat position from the website may be up-graded to higher priority or remain same as previous allotment depending on the choice number, rank and availability of seat. Unallotted candidates of the previous round allotment may get an allotment depending on his / her choice, rank and availability of seat.
- (vi) All newly allotted candidates have to follow Step-4 to Step-6 to remain in the Process and will be eligible for next round allotment. Newly allotted candidates not following step 4 to step 6 will not be considered for admission. They will not be considered in further rounds of allotment.
- (vii) At this stage, if the candidate desires to withdraw from the counselling process, he / she should proceed to reporting centre where he / she had got verified his / her documents within the specified date and claim for refund of Part Admission fee as deposited.
- (viii) After Physical Reporting of the allotted candidates to their respective reporting Centre at the end of each round for which the e-counselling will be completed and a seat vacancy report will be generated.
- (ix) No De-reservation of seats will be applicable on the basis of vacant seats.
- (x) If candidate published in 3<sup>rd</sup> Result and not completing the Registration & choice Locking Process will not be given other chance to participate for further round of counselling.

**Note: Format of Income certificate, Residential Certificate and DQ Certificate can be obtained from the Prospectus of DCECE.**

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**End of e-Counselling Process**

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