

1. To participate in online counseling, it is mandatory for every candidate to register himself/herself on the counseling website i.e., <http://www.psbte.gov.in>
2. Candidates can register themselves from the premises of the Participating Institutions (PIs) as given on website without payment of any charges or from any internet point of their choice.
3. Candidate shall log on to [www.psbte.gov.in](http://www.psbte.gov.in) where registration form shall be displayed on the screen with the following parameters mandatory for successful registration i.e., Roll No, OMR Application No, Candidate Name and Date of Birth.
4. If all the four parameters are valid and true, then a new registration screen will appear and Candidate may register himself/herself.
5. Candidate shall be required to fill in basic details, which shall be used for choice filling and seat allotment including the candidate "User ID" which is his/her Roll No. and "Password" as generated by the candidate.
6. After successful registration he/she will get a confirmation message on the same page. In case the confirmation message is not display the candidate has to register again.
7. Candidates are advised in their own interest to remember his Password and keep it highly confidential, to avoid misuse by another candidate, for which PSBTE shall not be responsible.
8. In case Candidate forgot his/her password then "Forgot Password" option will help to re-generate the forgotten Password using password hints.
9. After successful login, candidate's homepage will be opened and following options are displayed:
  - Registration Details: Registration Detail is important for seat allotment and should be filled very carefully.
  - Edit Registration: In case you have entered information by mistake, you can edit your entered information by "Edit Registration" option.
  - Available Choices: You are provided with List of Colleges and trade.
  - Fill Choices: You can fill the College of your choice provided in the list in order of preferences.
  - Display filled choices: Choices entered by the Candidate will be displayed on different form so that he/she can check the already entered information.
  - Change Password: Candidate can change his/her password using this option.
  - Provisional Allotment Letter: Candidate can generate allotment letter before reporting for admission to a allotted Institute.
10. Allotment of seat : After the choice filling period is over, all filled choices of all registered candidates will be considered for allotment of seats as per merit (Rank) and category of the candidate. The allotment of seats is purely provisional and subject to verification of originals certificates, payment semester fee etc, at the time of reporting in the allotted institute.
11. Candidates are required to report to their respective allotted institutions within the specified period(as per the counseling schedule) along with the documents/testimonials/certificates/proof of deposition of semester fee as prescribed in the prospectus. If candidate do not report within the specified period, their allotted seats shall be cancelled and the candidate shall not have any claim on the seat, whatsoever.

### **2<sup>nd</sup> and 3<sup>rd</sup> Counseling Eligibility**

12. The Candidates, irrespective of whether they have been allotted a seat or not allotted seat or could not join the allotted institution or could not participate in the earlier counseling will be encouraged to participate in the second phase of counseling against the available seats. The course fee shall be adjusted in case the allocation of seat does not change.
13. Candidate who has passed Matric examination but could not appear in JET shall also be eligible to participate in 3<sup>rd</sup> counseling for Diploma Engineering. PSBTE will provide unique rank along with two unique IDs on the pattern of JET Roll no. and OMR No. to such candidates.
14. The Detailed Instruction about the online counseling shall be available on the website [www.punjabteched.com](http://www.punjabteched.com) or [www.psbte.gov.in](http://www.psbte.gov.in) . The Candidate is requested to go through the details at these sites before registration.