

Instructions

(How to submit application form online)

Read Carefully

ONLINE APPLICATION FORM

The Application Forms have to be **submitted online only** through BOPEE websites www.jakbopee.org/ / www.jakbopee.net (through URL's/ links provided for this purpose) within the prescribed date to be notified separately. The payment of rupees 800 (Rupees eight hundred only) as fee is to be made either online through the HDFC integrated Payment gateway with the help of any national Credit Card/Debit Card/Net Banking facility or by downloading online generated Bank Challan of J&K Bank/HDFC Bank for depositing the fee amount in any branch of J&K Bank or HDFC Bank directly in the BOPEE Accounts. The procedure for filing Application Form and eligibility etc of the candidates have been given in detail in the E-Brochure. The students must necessarily, in their own interest, go through this Brochure before attempting to fill up the online Application Form. **The candidates can download admission notification, Brochure, instructions, Admit Card and all other relevant information from the official website of the BOPEE at any Common Service Centre (Khadmat Centre) at nominal rates notified on the BOPEE Website.**

The applicants are advised to fill the online Application Forms on their own or through a responsible person. The applicants can also contact the **Help Desk** of I.T. Section of BOPEE on 8813878737/9419434133/9906778513/9697383737/9469012295 for any assistance/guidance in this regard on any working day within the last date prescribed for submitting Confirmation Page.

Submission of Online Application Forms

i. The candidates of open merit need not to submit any Confirmation Page in the BOPEE office. However, the candidates claiming benefit of any reserved category have to submit Confirmation Page of their online Application Form along with the attested photo copy of the reserved category certificate in the office of the J&K BOPEE of Professional Entrance Examinations,(BOPEE) Srinagar/Jammu on any working day from 10 A.M. to 5 P.M within the last date prescribed for this purpose in the Admission Notification to be issued separately.

ii. The reserved category candidates , who fail to deposit their Confirmation Page of Application Form complete in all respects by or before the prescribed last date, shall have to pay a late fee of Rs. 1000/- (Rupees one thousand only) through Bank Challan or POS machines available at BOPEE office Srinagar/Jammu or transfer the said amount in the BOPEE's HDFC Bank Account No 50100006864332 through Customized Bank Challan by or before the last date prescribed for this

purpose upto 05:00 P.M. where-after no Confirmation Page will be accepted, whether submitted by hand or by post.

iii. The candidates can change/ modify their online Application Form at any time before they submit it. Once the form is submitted, the entries made therein cannot be changed. It is in the interest of the candidate to make double check before submitting the online Application Form. They are advised, in their own interest, not to share their login details with anybody, lest he/she may get an opportunity to change important details in the Application Form. They can check the status of their Application Form on the official website of the BOPEE. If any form is not confirmed for want of required information, the candidate concerned must report in the BOPEE office by or before the stipulated date fixed for this purpose in the admission notification, failing which his/her Application Form shall be rejected.

i. The online Application Form has to be submitted as follows

NAME OF THE CANDIDATE (sample)

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Father's Name

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ii. Enter the date, month and year of birth as per English Calendar as recorded in the Matriculation Certificate. Use numerals 01 to 12 for the month, 01 to 31 for the date, and last two digits for the year .

3rd of November, 1994

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10th of February, 1991

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iii. A candidate will be considered for only one reserved category for selection even if he/she has more than one reserved category and the category that will be considered will be the one whose category code has been recorded at relevant Serial No. of the Application Form. For example, if an applicant is a ward of a Police personnel (Code 17), and also hails from a Backward Area (Code 13) and belongs to Scheduled Caste too (Code 07) and he/she indicates Code. '07' at the relevant Serial No. of the Application Form, the candidate shall be considered for selection against the available seat for Scheduled Caste category only and his/her no other category will be considered.

iv. At no stage the category option once exercised in the Application Form will be changed.

I. Certificates to be attached:

i. The candidates have to keep ready the following documents at the time of counselling provided they figure in the list of the candidates called for counselling.

a. Certificate of permanent residence.

- b. Marks certificate of the qualifying examination issued by the concerned Board.
- c. Matriculation or equivalent examination certificate indicating Date of Birth.
 - ii The category candidates claiming benefit of any reserved category including Sports and TFW have to submit attested copy of their category certificate along with the Confirmation Page in the office of the BOPEE, Srinagar/Jammu within the prescribed date for submission of online Application Form

Instruction for Photographs

Candidates must follow the instructions given hereinafter for uploading Photograph:

- a. Please ensure that the photograph is taken in a light coloured background.
- b. The photograph/signature/thumb-impression images to be uploaded in JPG/JPEG format.
- c. The maximum size of the photograph to be 500 KB and for signature/thumb-impression to be 200 KB.
- d. Photographs must be snapped on or after 01-01-2015.
- e. Photograph must be taken with name of candidate (as written in Application Form).
- f. The photograph must be snapped with a placard indicating name of candidate and date of taking photograph. In case name and date are written on the photograph after taking it, the application will be rejected.
- g. The name and date on the photograph must be clear and legible.

Sample Photograph:



- h. Photograph should be without a cap and goggles. However, spectacles are allowed.

II. How to Submit

1. Candidate must read the instructions and procedure carefully before filling up the Online Application Form.
2. Application Form will be accepted Online ONLY.
3. Payment of Application Fee of Rs. 800 will be through HDFC Payment Gateway integrated with the online Application Form. Candidate can make payment via any Credit Card/Debit Card/Net Banking or by downloading online generated Bank Challan of J&K Bank/HDFC Bank for depositing the fee amount in any branch of J&K Bank or HDFC Bank directly in the BOPEE Accounts.
4. Please note that once an Application Form is completely submitted, no changes will be allowed on the Application Form. The candidate will be required to make fresh application with a new payment of Rs. 800, if he/she has filled Application Form wrongly.

5. After successful submission of Online Application Form, a provisional Registration Slip having Application Number with all the details of the candidate will be generated. Candidate may take a print-out of the same and retain for future admission procedure.
6. Login to www.jkbopee.in to apply online. Candidate may click “Click Here to Apply” on the right side of the label **Diploma in Polytechnic (PET) – 2015** to apply online.
7. Before applying online, candidate must ensure that he/she has scanned image of his photograph, signature and thumb-impression in JPEG/JPG format saved on the computer; candidate should also have his/her payment mode details handy. The size of the photograph should not exceed 500 Kb, and the size of signature and Thumb-impression should not exceed 200 Kb. **The photograph should be recently taken with name plate (bearing your name and date of taking photo) in hands.**
8. Click on the **REGISTER** button to create /initiate a fresh application.
9. Please enter the required details to generate an application number. Candidate is required to carefully note his/her Application Number for future reference.
10. Once Application Number is generated, candidate is required to **LOGIN** with Application Number and Date of Birth to complete the Form with other details.
11. Candidate will now be directed to upload photo (**with name plate**), signature and left thumb impression images.
12. Once successfully done, candidate will be shown his complete details as recorded. Candidate is required to thoroughly check all credentials and make corrections (if any) by pressing the **MODIFY** button.
13. Once the details are **CONFIRMED**, candidate will be directed to opt for the mode of payment. Candidate can either pay through HFDC/J& K Bank Challan or online payment though HDFC Payment Gateway.
14. Candidate can make online payment through any Credit Card/Debit Card/Net Banking. The candidate has an option of making payment through J&K or HDFC Bank Challan which will be automatically generated and the candidate has to download it. The candidate has to make payment at the Bank selected by him/her and submit BOPEE’S copy along with the Confirmation Page at the BOPEE office Srinagar/Jammu
15. Once the payment is successful, the Application Form will be generated for submission and print-out.**SUBMIT** button will need to be clicked by the candidate.
16. Candidate will need to **click the LOGOUT button** to ensure completion of the Online Application process.
17. If candidate has opted to make payment though Bank Challan, he/she will be required to submit a copy of the Registration Slip along-with copy of Bank Challan at BOP office in Jammu or Srinagar within the date mentioned in the Admission Notification issued separately

Note: For updated instruction candidates should visit the BOPEE official websites.

ADMIT CARD

1. No candidate shall be allowed to enter Test Centre/venue without valid Admit Card in original.
2. Admit card can be downloaded within the prescribed date. However, mere possession of admit card shall not ipso-facto confer eligibility on a candidate who is otherwise in-eligible to appear in the Entrance Test.
3. The Admit Cards will be available online. The candidates are advised to download their Admit Cards from the BOPEE official Websites (www.jakbopee.net or www.jakbopee.org or www.jkbopee.in) on photo paper printed in colour. The candidates will be informed through a separate notification regarding the date for downloading of admit cards. Applicants are, therefore, advised to keep themselves updated with the information on the official website.
4. Applicants, who don't have internet facility, may avail this facility at the **Help Desk** of I.T. Section of BOPEE with prior telephonic appointment, on nominal fee of Rs. 100/=, on any working day at the below mentioned BOPEE offices:
 - i. BOPEE Office, Bhagat-i-Barzullah, opposite J&K Bank, Srinagar-190005 (10 A.M. to 5 P.M.)
 - ii. BOPEE Office, 4th Floor, South Block, Bahu Plaza, Jammu-180012 (10 A.M. to 5 P.M.)
5. Candidates shall have to preserve admit cards till the allotment of seats/completion of selection/admission process.
6. Admit card is an extremely important document. It should not be mutilated, defaced or changed in any manner which makes it doubtful.