

## **INSTRUCTIONS TO CANDIDATES (GROUP V)**

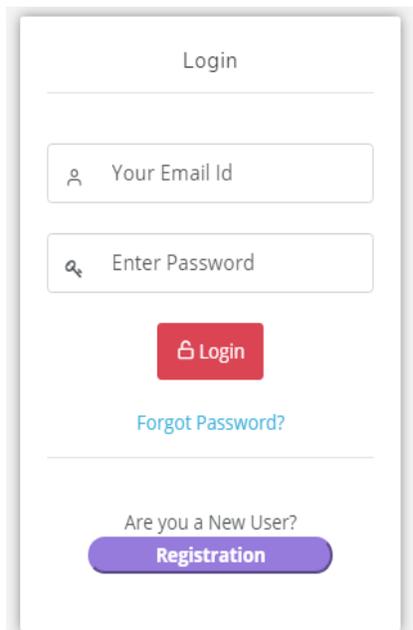
### PROCEDURE FOR APPLYING PUDUCHERRY POLYTECHNIC ADMISSIONS 2018

The entire Counselling procedure for candidates opting for polytechnic consists of following steps as given below:

- New User Registration
- Filing of application form
- Exercising the choices of polytechnic and courses
- Merit Rank Publication (by CENTAC Authority)
- Publication of Tentative Allotment on a notified date (by CENTAC Authority)
- Confirmation of allotment option by the candidates
- Final allotment of college and course (by CENTAC Authority)

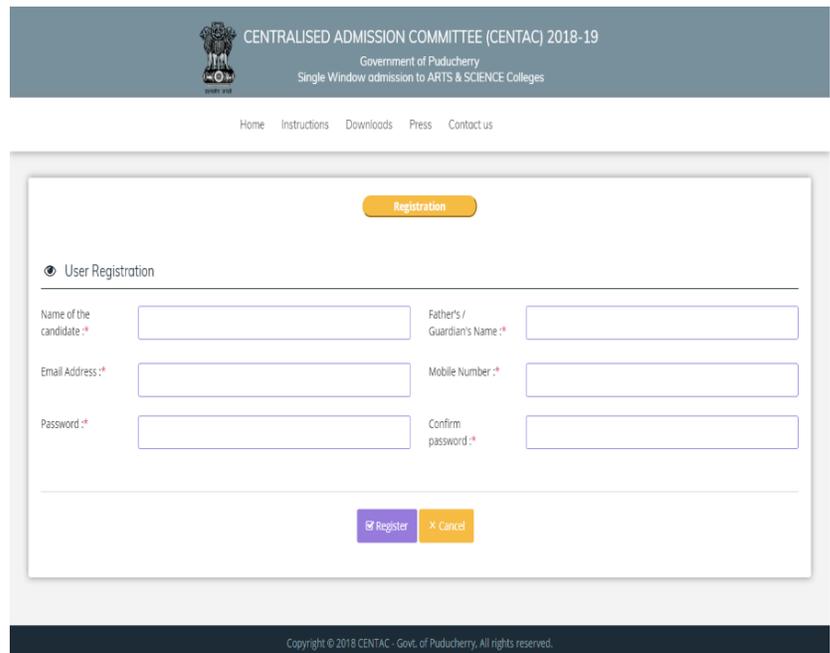
The candidates have to watch for various steps and dates carefully for the successful conduct of online counselling.

The first step is filing of online application. This step requires mandatory that all new users should register. The Home page of the website [centacpuducherry.in](http://centacpuducherry.in) contains reference to new user registration. The screen shown in figure1 prompts the user for Login for registered user and it has Registration button for new user. The registration form for the new user is shown in figure2.



The screenshot shows a login interface with the following elements:

- Header: "Login"
- Input field: "Your Email Id" with an eye icon for visibility toggle.
- Input field: "Enter Password" with an eye icon for visibility toggle.
- Red button: "Login" with a white key icon.
- Link: "Forgot Password?" in blue text.
- Section: "Are you a New User?" with a purple button labeled "Registration".



The screenshot shows the user registration form with the following elements:

- Header: "CENTRALISED ADMISSION COMMITTEE (CENTAC) 2018-19" and "Government of Puducherry Single Window admission to ARTS & SCIENCE Colleges".
- Navigation: "Home", "Instructions", "Downloads", "Press", "Contact us".
- Section: "Registration" (highlighted in orange).
- Form Title: "User Registration" with a radio button.
- Form Fields:
  - Name of the candidate:\*
  - Father's / Guardian's Name:\*
  - Email Address:\*
  - Mobile Number:\*
  - Password:\*
  - Confirm password:\*
- Buttons: "Register" (purple) and "Cancel" (orange).
- Footer: "Copyright © 2018 CENTAC- Govt. of Puducherry. All rights reserved."

**Figure 1**

**Figure 2**

## New User Registration Screen:

The new user registration screen contains fields for Name of the Candidate, Father/Guardian Name, Email address, Mobile number, Password and confirm password as shown in figure2. All of these fields should **mandatory** given by the user. After the user has given all of the information OTP (One Time Password) will be generated and sent to the users given email address and mobile number. The user has to type the OTP in the text box in the screen, if it is correct the user will be successfully registered and the user can login with his email address and password.

After the user successfully makes registration and logs in to the system, the user will be displayed with the online application form. The different sections of the online application form is shown in figure3. The colors of the section will be of orange, green and gray. **Orange** signifies the current section is under progress by the user, **Green** implies that section has been submitted and **Gray** indicates that sections need to be filled by the user.



Figure 3

The first section of the online submission is personal information entry, the form for that section is displayed in figure4.

Figure 4

The sections in personal include fields to capture personal information, contact information and reservation claim. The users should upload all the recent certificates for the reservation claimed

in the attachment section after providing details in the academic section. After filling the details in the personal section the user needs to click submit to move to the next section academic.

### Academic Section:

CENTRALISED ADMISSION COMMITTEE (CENTAC) 2018-19  
Government of Puducherry  
Single Window admission to ARTS & SCIENCE Colleges

RAJKUMAR

Home   Instructions   Downloads   Press   Contact us

Personal   Academic   Attachment   Payment   View

SSLC Mark Entry

**TAMIL NADU BOARD**

	Subject Names	Max Marks	Marks Scored
Language 1 : *	TAMIL	100	100
Language 2 : *	ENGLISH	100	99
Subject 1 : *	MATHAMATICS	100	98
Subject 2 : *	SCIENCE	100	87
Subject 3 : *	SOCIAL SCIENCE	100	89
	Total :		473

Your Aggregate Percentage : 94.6 %

Submit   Back

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**Figure 5**

The screen for the academic section after selecting their respective board is shown in figure5. The Figure5 depicts the mark entry form for the Tamilnadu board. The candidate needs to provide their marks obtained in the textboxes then accordingly the total and aggregate percentage will be displayed.

### Attachment Section:

CENTRALISED ADMISSION COMMITTEE (CENTAC) 2018-19  
Government of Puducherry  
Single Window admission to ARTS & SCIENCE Colleges

RAJKUMAR

Home   Instructions   Downloads   Press   Contact us

Personal   Academic   Attachment   Payment   View

File Attachments

# Make respective attachment a single File to upload

Photo of the Candidate : \*  No file chosen      Signature of the Candidate : \*  No file chosen

Birth Certificate : \*  No file chosen      Transfer Certificate : \*  No file chosen

SSLC Certificate : \*  No file chosen

Special Category Certificate :

MSP Certificate : \*  No file chosen

Do you have PIC Certificate : \*       YES    No

Nationality/ Native Certificate : \*  No file chosen      Residence Certificate : \*  No file chosen

Community Certificate : \*  No file chosen

Submit   Cancel

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In the attachment section, various details required by the candidates needs to be uploaded. The Attachments shown in Figure 6 includes Photo of the candidate, birth certificate, SSLC certificate, Signature of the candidates, transfer certificate, if the candidate is Pondicherry native then the recent PIC certificate has to be uploaded. The allowed **format for photo and signature upload is jpeg/jpg and size should be between 20KB to 50KB. The attachments of other files such as birth certificate, SSLC certificate, transfer certificate and PIC certificate must have file format either as jpeg/jpg or PDF and the size should be between 100KB to 500KB.** While uploading each scanned document it is mandatory that all relevant attachments must be made as a single file to upload. After the candidate has successfully uploaded all the attachments he/she can submit the page to move to the next section Payment.

### Payment Section:

The Figure 7 shown below depicts the payment section. The payment section provides payment option section, where the candidate can select their desired payment option it can be either DD or Online Payment. If the user chooses the DD option then accordingly the screen shown in Figure8 will be displayed, where the user can provide their Demand Draft details and select the save option to save their DD details which will be verified by the Verification officer later and will be intimated to the candidates.

The screenshot shows the payment section of the CENTAC 2018-19 portal. At the top, there is a header with the CENTAC logo, the text 'CENTRALISED ADMISSION COMMITTEE (CENTAC) 2018-19', 'Government of Puducherry', and 'Single Window admission to ARTS & SCIENCE Colleges'. A user profile 'JEROME' is visible in the top right. Below the header is a navigation menu with 'Home', 'Instructions', 'Downloads', 'Press', and 'Contact us'. The main content area has five tabs: 'Personal', 'Academic', 'Attachment', 'Payment', and 'View'. The 'Payment' tab is active. Under 'Payment option', there are two radio buttons: 'DD' (selected) and 'Online Payment'. Below this, the 'Application No.' is 69000055. The 'Demand draft' section shows a form with the following fields: 'Amount : ₹' (300.00), 'DD No. :\*' (147852), 'Bank Name :\*' (INDIAN BANK), and 'DD Date :\*' (24-May-2018). A 'Note' section provides instructions: 'DD for an amount of Rs. 300.00 may be drawn in favour of " The co-ordinator, CENTAC " Payable at Puducherry. Send the DD by post / in person to the following address on or before 18.05.2018 to "The Co-ordinator, CENTAC, Pondicherry Engg. College Campus, Puducherry - 605 014 " mentioning the group applied for your application number.' At the bottom right of the form are 'Save' and 'Cancel' buttons. The footer contains the copyright notice: 'Copyright © 2018 CENTAC - Govt. of Puducherry, All rights reserved.'

Figure 7

If the candidate chooses the Online Payment option then the screen shown in Figure 8 will be displayed. If the user clicks the Pay button in Figure 8 then the application will be moving to the online payment gateway shown in Figure 9 where the candidate can choose their online payment

options which can be either debit card, net banking, paytm, wallets or UPI then according to the candidate option the payment will be made.

CENTRALISED ADMISSION COMMITTEE (CENTAC) 2018-19  
Government of Puducherry  
Single Window admission to ARTS & SCIENCE Colleges

Home Instructions Downloads Press Contact us

Personal Academic Attachment **Payment** View

Payment option

Payment mode:  DD  Online Payment

Application No. : 69000055

Online Payment

Amount : ₹ 300.00

Pay Back

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Figure 8

CENTRALISED ADMISSION COMMITTEE (CENTAC) 2018-19

English

**Billing information**

MOHAN KUMAR  
4, Nehru street, pondicherry  
605110 Pondicherry  
Pondicherry India  
9148532707 mohankumar@yopmail.com  
Notes (Optional)

**Payment information**

Debit Cards: SBI Bank of India, HDFC BANK, citibank  
Net Banking: SBI Bank of India, HDFC BANK, citibank  
Mobile Payments: kooalk, ANS BANK  
Paytm  
Wallet  
UPI

All Other Banks: Select Bank

Note: We will redirect you to the bank you have chosen above. Once the bank verifies your net banking credentials, we will proceed with your payment.

Save your bank name with CC/Avenue Checkout for future payments.

I agree with the Privacy Policy by proceeding with this payment.

INR 1.00 (Total Amount Payable)

Make Payment Cancel

**ORDER DETAILS**

Order #: 801527594678  
Order Amount: 1.00  
Total Amount: INR 1.00

**CC/Avenue CHECKOUT**

Checkout login for registered users only.

Enter Username  
Enter Password  
Forgot Password? Login

Powered by CC/Avenue, Netbank, and FCB

Figure 9

**If the candidate successfully completes their payment they will not be allowed to change their personal or Academic or attachments.**

If the candidate successfully finishes the payment either by DD or by online payment then the candidate will be displayed their completed online application and they will be displayed with print/save option for their application and course preference button will also be displayed as shown in Figure10. In Figure10 only part of the user application consisting information about their uploaded attachment showing options to save and moving to the course preference page is displayed.

PIC Certificate	Yes	<a href="#">PIC Certificate</a>
Transfer Certificate	Yes	<a href="#">Transfer Certificate</a>
Special Category Certificate (ESM)	Yes	<a href="#">Special Category Certificate (ESM)</a>
Rural Certificate Certificate	Yes	<a href="#">Rural Certificate Certificate</a>

**Declaration :**

I hereby declare that I have carefully read the Prospectus and the Non-Disclosure agreement. All the particulars stated in this application form are true and correct to the best of my knowledge and belief. If any of these information provided is found false/incorrect I shall abide by the actions and decisions taken by the CENTAC

**Figure 10**



### Course Preference Section:

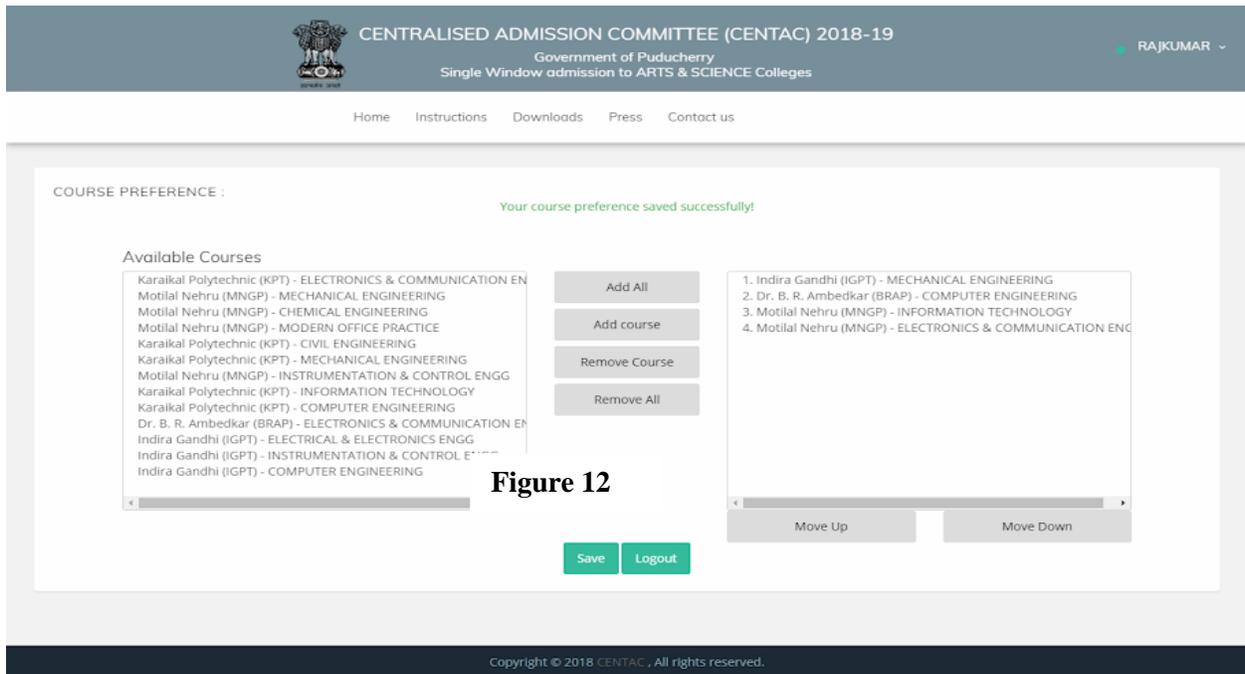
It is the very important section for all the candidates. It is mandatory that all candidates should provide their desired course with college preferences. The Figure for course preference section is displayed in Figure 11.

The screenshot shows the 'COURSE PREFERENCE' section of the CENTAC 2018-19 website. At the top, it says 'CENTRALISED ADMISSION COMMITTEE (CENTAC) 2018-19' and 'Government of Puducherry Single Window admission to ARTS & SCIENCE Colleges'. The user 'RAJKUMAR' is logged in. The main content area is titled 'COURSE PREFERENCE :'. Underneath, there is a section 'Available Courses' with a scrollable list of courses including 'Karaikal Polytechnic (KPT) - ELECTRICAL & ELECTRONICS ENG', 'Motilal Nehru (MNGP) - CIVIL ENGINEERING', etc. To the right of the list are buttons for 'Add All', 'Add course', 'Remove Course', and 'Remove All'. Below the list are 'Save' and 'Logout' buttons. At the bottom right, there are 'Move Up' and 'Move Down' buttons. The footer contains 'Copyright © 2018 CENTAC - All rights reserved.'

**Figure 11**

According to the candidate stream of subjects in HSC or their equivalent, the available courses are provided as shown in Figure11. The buttons for Adding or Removing and moving the order

of preferences of the courses MoveUp and MoveDown are also displayed in the screen. If the user selects the desired courses from available course section they can move it to the selected course section by clicking the Add course button and then they can arrange the respective courses according to their order of preferences by navigating the MoveUp and Movedown buttons. After the candidate has arranged the order of preferences then they can click the save button to record their preference details. If the user clicks the save button then the screen shown in Figure12 will be displayed according to the order of preference in sequential order with serial numbers. In this section the candidate has no limitation on the adding the courses to their selection, they can add any number of courses according to the list shown in the available courses list.



**Figure 12**

After selecting the courses and ordering their preferences the candidate can select logout button to exit the system. Thereafter the candidate can login and they can view their status of their application or change their courses option to the last date announced by the CENTAC.