

DEPARTMENT OF TECHNICAL EDUCATION AND APSCHE
APECET-2025 ADMISSIONS
DETAILED NOTIFICATION- PHASE-I

**CERTIFICATE VERIFICATION AND OPTION EXERCISE FOR WEB BASED
COUNSELLING**

The Qualified & eligible candidates of APECET-2025 Diploma Holders in Engineering, Pharmacy, Agriculture and Degree holders with B.Sc. (Maths) are informed that the web counselling process comprising payment of processing fee cum registration, online certificate verification and option entry will be conducted from 04-07-2025 to 11-07-2025. The candidates are instructed to follow guidelines/instructions or user manual to proceed for web counselling process.

The Qualified and eligible candidates of APECET-2025 Diploma Holders in Engineering, Pharmacy, Agriculture and Degree holders with B.Sc. (Maths) are informed to participate in web counselling for the seats available in Engineering and Pharmacy colleges in the State of Andhra Pradesh (both University and Private) for the academic year 2025-26.

The web counselling schedule for the 1st Phase for APECET-2025 Admissions is given below.

SNO	ACTIVITY	DATES
1	Online Payment of Processing Fee cum Registration(Candidate registration)	04.07.2025 To 08.07.2025
2	Online Verification of uploaded certificates at notified Help Line centres (HLCs)	04.07.2025 To 09.07.2025
3	Exercising the Web-Options by the registered and eligible Candidates	07.07.2025 To 10.07.2025
4	Change of Web-Options for the candidates	11.07.2025
5	Release of seat allotments	13.07.2025
6	Self-Reporting and Reporting at college	14.07.2025 To 17.07.2025
7	Commencement of classwork	14.07.2025

I. Registration and Payment of Processing fee:

1. Open the website using <https://cets.apsche.ap.gov.in> and click on link AP ECET-2025 ADMISSIONS
2. Then click on "**Candidate Registration**" link
3. Candidate can enter into Registration form by using "ECET Hall Ticket Number" and "Date of Birth"
4. Candidate Registration form with all the basic information is displayed, verify all the details thoroughly.

- If no modifications/updates required, candidate can use the provision by selecting the option "**NO**" from the drop-down box provided in **Verify** box under the Label "**Do you want to make any changes in the above information provided**" and select Help Line Centre, accept the declaration and click on **submit** button. Then the candidate will be directed to processing fee payment gateway.

(or)

- If any modification/update required in the information provided, candidate can use the provision to make changes by selecting the option "**yes**" from the drop-down box provided in **Verify** box under the Label "**Do you want to make any changes in the above information provided**" and click on submit button, which will direct the candidate to next page where candidate can make any corrections to rectify the mistakes using suitable data with relevant document proofs to be uploaded through online. Then select Help Line Centre, accept the declaration and click on **submit** button. The candidate will be directed to processing fee payment gateway.
- The processing fee for web counselling 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 web site <https://cets.apsche.ap.gov.in>
- All the candidates from 1 to Last Rank can pay the processing fee from 04.07.2025 to 08.07.2025 using URL <https://cets.apsche.ap.gov.in>

5. Once the payment is success click on **print button** and take a print out.

II. Verification of Certificates (Online):

A) Candidates other than PWD, CAP, Scouts & Guides, NCC, Sports & Games and Anglo-Indian

All candidates (except those candidates belonging to PWD, CAP, Scouts & Guides, NCC, Sports & Games and Anglo-Indian categories) are instructed to upload the required certificates and select their preferred Help Line Center for online verification of their uploaded certificates. The authorities at the selected Help Line Centers will verify the uploaded certificates online. Therefore, candidates do not need to visit/attend the Help Line Centers physically for certificates verification, unless they face any issues.

Note: The majority of the candidates are committing the following mistakes during registration:

- (i) Not uploading the appropriate certificate (s)
- (ii) Improper scanning of certificate(s) (images of certificates are not visible).

Hence the candidates are requested to take utmost care while scanning and uploading of the certificates.

The verification officers at the Help Line Centers will verify the uploaded certificates online. If all the certificates are clear, visible and valid, then the concern verification officer will approve the certificates. Otherwise, the candidate will receive a message requesting re-upload of the necessary certificate(s). Reuploading provision is given only for one time for the candidate to submit their pending certificate (s). Hence Candidates are therefore advised to regularly verify the status of their application online.

The candidates are informed that the verification of following certificates have to be verified by the counselling authorities. The candidates are required to upload only the necessary documents during the Registration.

1. SSC marks memo
2. Diploma/ Degree marks memo
3. VII class to Diploma study certificates for Diploma Holders (or) IX to Degree study certificates for B.Sc (maths) degree holders
4. Caste Certificate
5. Transfer Certificate(T.C)
6. Income Certificate issued on or after 01.01.2022 for claiming tuition fee reimbursement
7. 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.
8. EWS certificate valid for the year 2025-26 from MeeSeva, for OC candidates who want to claim reservation under EWS category.
9. Residence Certificate (for private studied candidates)

B) Candidates belongs to PWD, CAP, Scouts& Guides, NCC , Sports & Games and Anglo-Indian.

The Special Category candidates viz.Anglo-Indian, PWD, CAP, Scouts & Guides,NCC and Sports & Games certificates have to upload documents for online verification and also instructed to attend physically with all the original certificates and two sets of Xerox copies at **Government Polytechnic, Vijayawada** (Help Line Centre(HLC) for Special Category candidates). After the verification of data by online and physically by the verification officers, then the candidates have to ascertain the status of eligibility by using "**Print your Application form**" link. If they are eligible they can proceed for exercise options as per the schedule. **No certificate verification for special categories in final phase.**

Note: The majority of the candidates are committing the following mistakes during registration:

- (i) Not uploading the appropriate certificate
- (ii) Improper scanning of certificate(s) (images of certificates are not visible).

Hence the candidates are requested to take utmost care while scanning and uploading of the certificates.

The verification officers at Help Line Centers will verify the uploaded certificates online. After verification of certificates, the verification officer may approve if all the certificates are visible and proper. Else the verification officer may ask the candidate to Re-upload the certificate (only one time is allowed). Therefore the candidates are requested to verify the status of application.

The candidates are informed that the verification of certificates viz. SSC marks memo, Diploma/ Degree marks memo, VII class to Diploma study certificates or IX to Degree study certificates for B.Sc (maths) degree holders, Caste Certificate, Income Certificate/Ration Card/Rice card (scan both sides as a single image and upload), Economically Weaker section (EWS) certificate (Valid for the year 2025-26), Residence Certificate have to be verified by the counselling authorities. But the candidates are required to upload only the relevant documents.

Verification of special category certificates:

- 1.PWD (Persons with disability)
- 2.CAP (Children of Armed Personnel).
- 3.Sports & Games
- 4.Scouts& Guides
5. NCC (National Cadet Cops)
- 6.Anglo-Indian

The schedule for centralised certificate verification (for all Diploma branches & Degree holders with B.Sc. (Maths)) for Anglo-Indian, PWD, CAP, NCC, Scouts & Guides, SPORTS & GAMES categories is **at Government Polytechnic, Vijayawada** only.

(The Reporting time is 9.00 a.m. every day)

DATE	CATEGORY	INTEGRATED RANKS CALLED
08-07-2025	CAP	1 to 20000
	NCC	1 to 15000
	SPORTS&GAMES	1 to 15000
	Anglo-Indian	1 to LAST RANK
09-07-2025	CAP	20001 to LAST RANK
	NCC	15001 to LAST RANK
	SPORTS&GAMES	15001 to LAST RANK
	PWD	1 to LAST RANK
	Scouts & Guides	1 to LAST RANK

The Candidate can check the status of the application submitted through **"Candidate Registration"** by clicking on **"Print your application form"** to know whether the application is under progress of verification or in reupload stage or completed using Hall ticket number and Date of Birth.

1. Enter Hall ticket Number and Date of Birth then click on "Submit" button.
 - a. 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 options"**. All such candidates have to proceed to option entry as per the schedule given in the notification.
 - b. The candidate details will be displayed at the screen the candidates whose certificates got verified online and **Rejected** will get display message **"Candidate is not eligible for exercising options"**. All such candidates have to approach the selected HLC with valid document proofs for getting eligibility of exercising options.
 - c. The candidates whose certificates are not verified online will be displayed a message **"certificate verification is under progress"**. The uploaded certificates shall be verified by the concerned Help Line centre 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 ready before proceeding for Online Web Counselling.

- 1) APECET-2025 Rank card.
- 2) APECET-2025 Hall Ticket.
- 3) Memorandum of Marks (Diploma/Degree).

- 4) Provisional Diploma Certificate/Degree Certificate.
- 5) Proof of Date of Birth (SSC or its Equivalent Memo).
- 6) Study Certificate from VII to Diploma/9th to Degree B. Sc. (Maths) candidates
- 7) Residence Certificate of candidate for a period of 7 years preceding to qualifying examination in case where the candidate has no institutionalized education.
- 8) 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 have 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 APECET –2025 Examination.
- 9) Integrated Community Certificate, in case of BC/ST/SC issued by the competent authority (not OBC certificate).
- 10) Income certificate of parents from all sources issued on or after 01.01.2022 or Rice card / Ration card (candidate name and parent name are to be reflected in the rice card / Ration card) for those who claims tuition fee reimbursement.
- 11) 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
- 12) EWS certificate **valid for the year 2025-26** obtained from MeeSeva Kendras for OC candidates who want to claim reservation under EWS category
- 13) Candidates claiming reservation under NCC/Sports/ PWD/ CAP shall bring the original certificates.
 - a) **PWD**: In respect of Persons with benchmark disability (PWD) category, candidates have to produce a certificate issued by the

District Medical Board. Candidates who have disability of 40% and above will only be considered under PWD category.

- b) **CAP** - Candidates shall submit Certificates from the ZillaSainik Welfare Board (viz) Discharge book & Identity card etc for Verification. Children of Ex-Service and In-Service persons who are domicile of Andhra Pradesh will alone be considered for allotment of seats under CAP Category.
- c) **NCC & Sports** –Produce original certificates issued by competent authorities. The candidates should have represented from the state of AP.
- d) **Scouts & Guides:** Produce original certificates of Rastriya Certificate holders of Bharat Scouts and Guides and other certificate holders of Bharat Scouts and Guides issued by competent authorities.
- e) **Anglo-Indian** Candidates have to produce a certificate issued by Competent Authority of their place of residence.
- f) **Minorities** - The Muslim and Christian Minority Candidates should bring Transfer Certificate (TC) of the SSC containing the Religion (Muslim/Christian/Other linguistic) or in the absence of TC, a Certificate issued by the Head of the Institution in which the student studied/appeared for SSC or its equivalent Examination.

Note 1: Candidates passed from boards of examination other than APSBTET shall submit equivalence certificate from SBTET-A.P.

Note 2: Candidates who have secured 44.5% (For OC) and 39.5% (SC/ST/BC) aggregate marks in Diploma or B.Sc. (Maths) Degree Examination are only eligible for admission.

Note 3: B.Sc. (Maths) Candidates will be considered for allotment of seats after exhausting all the eligible Diploma candidates in the merit list in terms of G.O.Ms.No.49, Higher Education, EC-II Dept, Dated: 04.06.2011.

III. Option entry:

The candidates are requested to exercise options as per the schedule i.e. from 07-07-2025 to 10-07-2025. The candidates can freeze their options. Once freezed, the candidates cannot modify their options further. In case of any candidates clicks on Freeze button, exercised options will not be given for any changes/modifications. However, the Candidates are here by informed that they can change their options finally only on 11-07-2025.

IV. Allotment of Seats:

The allotment will be placed on 13.07.2025 after 6.00 p.m. The detailed instructions for options entry i.e Instructions to Candidates will be placed in home page of <https://cets.apsche.ap.gov.in>

List of Help Line Centres (HLCs):

1. Government Polytechnic, Srikakulam
2. MRAGR Government Polytechnic, Vizianagram
3. Government Polytechnic, Kancharapalem, Visakhapatnam
4. Andhra Polytechnic, Kakinada
5. S.M.V.M Polytechnic, Tanuku, West Godavari dist
6. Government Polytechnic, Benz Circle, Near Ramesh Hospital, Vijayawada
7. Andhra Loyola Degree College, Near Ramesh Hospital, Vijayawada.
8. MBTS Government Polytechnic, Nallapadu, Guntur.
9. D.A Government Polytechnic , Ongole
10. Government Polytechnic, Venkateswarapuram, Nellore
11. S.V Government Polytechnic, Tirupathi
12. Government Polytechnic for Women, Kadapa
13. Government Polytechnic, Ananthapur
14. Sri G. Pulla Reddy Government Polytechnic ,Kurnool

For any Help such as change of Mobile number or any corrections, candidates are instructed to approach nearest Help Line centre with valid proof.

Contact Details of Convener:

a) Office address:

The CONVENOR, APECET-2025 ADMISSIONS,
D.NO:11-307, GARUDADRI K.K TOWERS, FLAT.NO:501, 6TH FLOOR,
LAKSHMI NARASIMHA COLONY, BYPASS ROAD,
NEAR Dr.YSR AAROGYASRI HEALTHCARE TRUST,
MANGALAGIRI, GUNTUR DISTRICT-522 503.

b) e-Mail Id: convenorapcet2025@gmail.com

c) Help Desk Numbers: **7995681678, 7995865456, 9177927677**

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

Date:01-07-2025
Magalagiri

CONVENOR & DTE
APECET-2025 ADMISSIONS