



DEPARTMENT OF TECHNICAL EDUCATION & APSCE

APEAPCET-2025 ADMISSIONS (M.P.C. STREAM) FIRST PHASE

DETAILED NOTIFICATION FOR WEB BASED COUNSELLING

The Qualified and eligible candidates of APEAPCET-2025, desirous of seeking admission into B.E/B.Tech/Pharmacy Courses are informed that the web counseling process comprising the payment of processing fee cum registration, online certificate verification and option entry will be conducted from 07-07-2025 to 19-07-2025. The candidates are instructed to follow guidelines/Instructions to candidates or user manual to proceed for web counseling process.

The qualified and eligible candidates of APEAPCET-2025(M.P.C. Stream) are informed to participate in web counselling for the seats available in (i) University & Private Engineering /Pharmacy Colleges and Private Universities colleges under Convenor quota in the State of Andhra Pradesh for the academic year 2025-26.

The web counseling schedule is given below.

WEB COUNSELLING SCHEDULE (FIRST PHASE)

SNO	ACTIVITY	DATES
1	Commencement of Payment of Processing Fee cum Registration online	07.07.2025 To 16.07.2025
2	Online Verification of uploaded Certificates at notified Help Line centers	07.07.2025 To 17.07.2025
3	Exercising the Web-Options by the registered and eligible Candidates	13.07.2025 To 18.07.2025
4	Change of Web Options	19.07.2025
5	Release of seat Allotment	22.07.2025
6	Self-Joining & Reporting at allotted colleges	23.07.2025 To 26.07.2025
7	Attending for Classes at college	04.08.2025

ELIGIBILITY FOR ADMISSIONS:

Candidates who have passed Intermediate / CBSE / ICSE / NATIONAL OPEN SCHOOL / APOSS with pass percentage of marks obtained in Mathematics, Physics and Chemistry at +2 levels with $\geq 45\%$ for OCs and $\geq 40\%$ for reserved categories (BC/SC/ST) in qualifying examination in group subjects are only eligible for admission.

- Candidate shall be an Indian National.
- The candidates should satisfy the local / Non-Local status requirements as specified in G.O.Ms.No. 20 Higher Education (EC) Department dated 12-05-2025.

- Admission to 85% of the seats in each course shall be reserved in the Educational Institutions in the State for the local candidates of Andhra Pradesh. The remaining 15% of the seats shall be un- reserved seats for the candidates of local/Non-local areas to be filled up as follows:
 - (i) All the candidates eligible to be declared as local candidates in two local areas of Andhra Pradesh.
 - (ii) Candidates who have resided in the State for a total period of ten(10) years excluding periods of study outside the State or either of whose parents have resided in the State for a total period of ten years excluding periods of employment outside the State
 - (iii) Candidates who are children of parents who are in the employment of this State or Central Government, Public Sector Corporation, Local Bodies, Universities and other similar quasi Public Institution within the State
 - (iv) Candidates who are spouses of those in the employment of the State or Central Government Public Sector Corporations, Local Bodies Universities and educational Institutions recognized by the Government or a University or Other competent authority and similar other quasi-Government institutions within the State.
- In respect of Under Graduate Professional Courses in Engineering (including Technology) and Pharmacy, the candidate should have completed 16 years of age as on 31-12-2025.
- In respect of Pharm D (Doctor of Pharmacy) Course the candidate should have completed 17 years of age as on 31-12-2025.
- However maximum eligible age for obtaining a tuition fee reimbursement is 25 years for OC candidates and 29 years for other candidates as on 01-07-2025 as per the guidelines prescribed in Memo No. 10537/SW(Edn.2)/2011,dated: 20-10-2012 and further guidelines issued from time to time by Social Welfare (Edn.) Department shall apply.
- Mere appearing for APEAPCET-2025 and obtaining a rank does not entitle a candidate to be considered for admission automatically unless the candidate fulfills the requirements laid down for admissions.

Registration and Payment of Processing fee:

1. Open the website using <https://cets.apsche.ap.gov.in> and click on EAPCET-2025 ADMISSIONS
2. Then click on Registration form link
3. Candidate can enter into Registration form by using **"EAPCET Hall Ticket No"** and **"Date of Birth"**
4. Registration form with all the basic information is displayed, verify all the details.
 - a. if no mistakes found, accept the declaration and candidate will be directed to "Processing fee payment gateway".

- b. If any mistake found in the information provided, candidate can use the provision to make changes by selecting the option "Yes" from the drop down box provided before the declaration and click on submit button, which will direct the candidate to make any corrections to rectify the mistakes using suitable data with relevant document proofs to be uploaded through online. Then accept the declaration and candidate will be directed to processing fee payment gateway.
- The processing fee for web counseling 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 07.07.2025 to 16.07.2025 using URL <https://cets.apsche.ap.gov.in>.
5. Once the payment is success, then click on print button and take a print out of the payment receipt.

ECONOMICALLY WEAKER SECTIONS(EWS) RESERVATION:

As per the guidelines issued in G.O.Ms.No. 65 General Administration (SER.D) Department, dated: 14-07-2021, 10% reservation to the Economically Weaker Sections (EWS) in respect of Admissions into Educational Institutions shall apply. The benefit of reservation under EWS can be availed upon production of Certificate for Economically Weaker Sections (EWS) valid for the year 2025-26.

Schedule Castes (Sub-Classification):

As per the guidelines issued in G.O.Ms.No 07 Social Welfare (CV) Department dated 18-04-2025, the Andhra Pradesh Scheduled Castes (Sub-Classification) Rules, 2025 in Educational Institutions shall apply.

Important Note:

- During the payment of processing fee, sometimes, due to network delays payment made by the candidate may not be successful. In such cases, candidates need to pay the processing fee once again and amount debited due to the failure transaction will be remitted back into the respective account within 7 working days from the date of payment. Candidates are requested to note that only one payment will be taken and excess paid will be refunded automatically.
- Candidates can also check the payment status by clicking on the "Know your payment status" link. In case your account is debited and the website gets disconnected before payment receipt generation, kindly check your Payment Status using "Check Your Payment Status" option by providing your details. If you get message "Payment Details Not Found", candidate is requested to go for a fresh payment and the amount for the failure transaction will be refunded to their debited bank account as per bank norms.

Verification of Certificates (Online):

NOTE1: In the following three cases candidates need not go to Help Line Centers

CASE-1: (certificates were already verified through web services, no change required in the data)

The candidates are informed to note that if the certificates were already verified through web services from the respective board/agencies based on the information furnished by the candidate while applying for EAPCET-2025 i.e., Common Entrance Test. i.e the candidates whose certificate data is already verified online through web services, they are directed pay the processing fee cum registration and can verify the details of candidate (personal, academic and other details) for the correctness. If the candidates are satisfied for data available, they need not upload any certificates. Further they are directed to proceed for exercise options as per the schedule.

CASE-2: (certificates were already verified through web services, If change is required in the data)

The candidates whose certificate data is already verified through web services but candidate wishes to change the data, then candidate has to upload relevant certificates for online verification. After the verification of data by online by the verification officers, then the candidates have to ascertain the status of eligibility by using verification status link. If they are eligible they can proceed for exercising their options as per the schedule. In case of any clarification, they can visit nearest Help Line Centre.

CASE-3: (Candidates whose data is not verified through online)

In respect of candidates whose data is not verified, such candidates have to upload documents for online verification by choosing notified HLCs. After the verification of data by online by the verification officers, then the candidates have to ascertain the status of eligibility by using **"Know Your Registration"** link. If they are eligible they can proceed for exercise options as per the schedule. In case, any clarification is required, they can visit nearest Help Line Centre.

Candidates are informed that the verification of certificates viz SSC marks memo, Intermediate marks memo, VI class to Intermediate study certificates, Caste Certificate, Income Certificate/Ration Card, Economically Weaker section (EWS) certificate, Persons With Benchmark Disability(PWD) Certificate, Residence Certificate have to be verified by the counseling authorities. But the candidates are required to upload only relevant documents.

CASE-4: (Candidates belongs to PWD, CAP, Scouts&Guides,NCC and Sports and Games whose data is not verified through online)

Special Category candidates whose data **is verified online** for the certificates except special category certificate like PWD, CAP, NCC, Scouts & Guides and Sports & Games, such candidates have to upload PWD, CAP, NCC, Scouts & Guides and Sports & Games certificates for online verification and instructed to attend physically with all the original certificates and two sets of Xerox copies at Government Polytechnic, Vijayawada (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 **"Know Your Registration"** link. If they are eligible they can proceed for exercise options as per the schedule.

Special Category candidates whose data **is not verified online**, such candidates have to upload documents including PWD, CAP, NCC, Scouts & Guides and Sports & Games certificates for online verification and instructed to attend physically with all the original certificates and two sets of Xerox copies at Government Polytechnic, Vijayawada (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 **"Know Your Registration"** link. If they are eligible they can proceed for exercise options as per the schedule.

NOTE2: In respect of CASE-4 : candidates must go to Government Polytechnic, Vijayawada with all original certificates & two sets of Xerox copies as per the schedule.

After completion of registration Click on **"Know Your Registration"**

1. Enter Hall ticket Number and Date of Birth then click on "Show" button.
2. 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.
3. The candidates whose certificates are uploaded online but not verified online at HLC will be displayed a message **"certificate verification is under progress"** . The candidate has to wait until certificate verification is completed by the concerned Help Line center 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.
4. The candidates whose certificates are uploaded online , certificate verification is completed by the concerned Help Line center authorities but pending for Re-Upload will get display message **"Pending for Re-upload"**. The candidate has to re-upload the concerned certificate.

VERIFICATION OF SPECIAL CATEGORY CERTIFICATES

1.PWD (Persons With Disability)

2.CAP (Children of Armed Personnel).

3.Sports & Games
4.NCC (National Cadet Cops)
5.Scouts & Guides
6.Anglo-Indian

- The competent authority to decide the eligibility for Special Category.
 - **PWD** : Candidates shall submit certificate issued by the District Medical Board.
 - **CAP** :Candidates shall submit Certificates from the Zilla Sainik 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.
 - **NCC** :Produce original certificates issued by competent authorities
 - **Sports and Games**:Produce original certificates issued by competent authorities. The candidate should have represented from the state of AP.
 - **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.

SCHEDULE FOR CERTIFICATE VERIFICATION FOR PWD, CAP, NCC, SCOUTS & GUIDES, SPORTS & GAMES AND ANGLO-INDIAN CATEGORIES
(REPORTING TIME 9.00 A.M. Everyday)

candidates must attend physically at Government Polytechnic, Vijayawada with all original certificates & two sets of Xerox copies as per the schedule given below.

DATE	CATEGORY	RANKS CALLED	
		FROM	TO
12.07.2025	NCC	1	60000
	SPORTS & GAMES	1	60000
13.07.2025	NCC	60001	100000
	SPORTS& GAMES	60001	100000
	CAP	1	50000
14.07.2025	NCC	100001	150000
	SPORTS& GAMES	100001	150000
	CAP	50001	100000
15.07.2025	NCC	150001	LAST RANK
	SPORTS& GAMES	150001	LAST RANK
	CAP	100001	150000
16.07.2025	CAP	150001	LAST RANK
	PWD	1	LAST RANK
	ANGLO-INDIAN	1	LAST RANK
	Scouts &Guides	1	LAST RANK

Note:

Special categories i.e., PWD/CAP/NCC/Sports (SG)/Scouts&Guides(SCG)/ Anglo-Indian certificates shall be verified during First Phase of counselling only on scheduled date. No further Certificate Verification for Special Categories after schedule date. **No Certificate Verification for Special Categories in Second Phase and Final Phase.**

Certificates required for Web Counselling

The candidates are requested to keep the following certificates before proceeding for Online Web Counselling.

All original Certificates and two sets of Xerox copies

- 1) APEAPCET-2025 Rank card.
- 2) APEAPCET-2025 Hall Ticket.
- 3) Memorandum of Marks (Inter or its equivalent).
- 4) Proof of Date of Birth (SSC or its Equivalent Memo).
- 5) Transfer Certificate (T.C)
- 6) Study Certificate from VI to Intermediate
- 7) EWS certificate valid for the year 2025-26 from **MeeSeva/Gram Sachivalayam** for OC candidates who want to claim reservation under EWS category
- 8) Residence certificate for preceding 7 years of the Qualifying examination i.e. Inter or its equivalent in respect of Private candidates.
- 9) Andhra Pradesh Residence Certificate/Residence proof of father/mother for a period of 10 years excluding the period of employment outside Andhra Pradesh from Tahsildar in respect of Non-Local Candidates.

Or

Candidates who are children of parents who are in the employment of this State or Central Government, Public Sector Corporation, Local Bodies, Universities and other similar quasi Public Institution within the State.

- 10) Integrated Community Certificate, in case of BC/ST/SC issued by the competent authority(Not OBC Certificate).
- 11) Income certificate of parents from all sources issued on or after 01.01.2022 or White Ration card (candidate name and either of the parents name have to be reflected in the ration card) those who claim tuition fee reimbursement)
- 12) 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.

Important Instructions for Candidates for exercising options:

- The list of available colleges, branches, and districts can be downloaded from the official website: <https://cets.apsche.ap.gov.in>.
- Prepare a list of web options manually on a paper before exercising web options in the web portal based on branches and colleges by consulting parents, friends, relatives, subject experts etc.
- All messages, OTPs, and allotment details will be sent to the *Registered Mobile Number*. Candidates are advised to **keep their mobile phone active and accessible** until the completion of the admission process.
- Utmost care should be taken to keep OTP confidential and do not disclose to anyone
- Candidates can exercise their web options either from **home** or through an **Internet Centre**. Avoid using mobile phone to exercise options as it leads to inconvenience
- If exercising options from an Internet Centre, ensure that you **log out properly** after saving your options to maintain account security.

- It is strongly advised to **exercise as many options as possible** to increase the chances of securing a seat and avoid disappointment.
- After saving your final options, **take a printout** for your reference and future use.

Seat Allotment Information:

- Seat allotment will be done **based on the options exercised**, considering the candidate's **merit rank** and **category** (SC/ST/BC/PWD/NCC/CAP/Sports & Games quota, etc.).
- The **allotment results** will be published on the official website on the **scheduled date** as announced.
- Candidates must **download the allotment order** from the website.
- Additionally, **allotment details will be sent to the candidate's registered mobile number**.

Self-Reporting and Reporting at the Allotted Institution:

- Candidates must report through the **Self-Reporting System** and also **report in person at the allotted college** with the downloaded allotment order and self-joining report as per the dates notified.
- **Both stages of reporting are mandatory.** Reporting through only one mode—either self-reporting or physical reporting at the institution—**is not sufficient** to retain the allotted seat.
- Failure to report through both modes **within the stipulated dates** will result in **cancellation of the allotment**, and the candidate will **forfeit any claim for further seat allotment**.

1. Candidates are hereby informed that they can change their options already exercised on 19.07.2025. The options will be frozen on 19.07.2025 at 10:00 p.m. and candidates cannot modify further. In case of any candidate clicking on Freeze button, exercised options will not be given for any changes/modifications.
2. The allotment will be placed on 22.07.2025 after 6.00 P.M.
Allotments now made are subject to the grant of affiliation from the University.
4. Detailed instructions for options entry i.e Instructions to Candidates will be placed in home page of <https://cets.apsche.ap.gov.in>

Convener Office address: CONVENOR, APEAPCET-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.

Email Id: convenorapeapcet2025@gmail.com

Help Desk Numbers: 7995681678, 7995865456, 9177927677

(Timings as per the schedule from 9:00 AM to 5:30 PM)

Date:05.07.2025
MANGALAGIRI

CONVENOR & DTE
APEAPCET-2025 ADMISSIONS