

# PROSPECTUS

FOR  
ADMISSION INTO DIPLOMA COURSES  
IN  
AGRO-POLYTECHNIC, 2018-19



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## DIPLOMA COURSE IN AGRO-POLYTECHNIC

2018- 19

This Bulletin presents an overview of the academic activities relating to the various Diploma Courses of the Orissa University of Agriculture and Technology, Bhubaneswar.

The Authorities reserve the right to change the requirement for such admission and amend or alter the structure and contents as well as other policies, deemed necessary in the interest of the students, the institution and the profession.

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# PROSPECTUS FOR THE SESSION 2018 - 2019

## 1. THE UNIVERSITY:

The Orissa University of Agriculture and Technology (OUAT) was established in the year 1962 under the provisions of the Orissa Act, 20 of 1961 and has the triple functions of teaching, research and extension education.

The University offers education at the Undergraduate, Post –Graduate and Ph.D levels in Agriculture, Horticulture, Veterinary Science & Animal Husbandry, Agricultural Engineering & Technology, Fishery Science, Home Science, Forestry, Computer Science Application, Bioinformatics, Agri-Business Management and UG/PG level in College of Basic Science & Humanities and Diploma in Agro-Polytechnic in the semester system. Research and Extension programmes are carried out at the Regional Research & Technology Transfer Station (RRTTS) and Sub-stations / Krishi Vigyan Kendra, (KVK), located in different parts of Odisha, besides Central Research Station located at Bhubaneswar.

**Ten Agro-Polytechnic Centre under OUAT are offering two years Diploma course of Agro-Polytechnic in the four disciplines such as Agriculture Science, Horticulture Science, Animal Science and Fishery Science with following objectives.**

- i) To develop skilled personnel in certain specialised fields.
- ii) Capacity building of the personnel for their self employment.

## 2. CENTRE FOR DIPLOMA IN AGRO-POLYTECHNIC:

Sl. No	Name of the Diploma in Agro-Polytechnic Centre	Location of the Agro-Polytechnic	Year of Establishment	Courses
1	Agro-Polytechnic Centre, Mahisapat, Dhenkanal	Krishi Vigyan Kendra Campus, Mahisapat, Dhenkanal	2012	Diploma in Agro-polytechnic (Agriculture Science)
2	Agro-Polytechnic Centre, Ranital, Bhadrak	Krishi Vigyan Kendra Campus, Ranital, Bhadrak	2012	-do-
3	Agro-Polytechnic Centre, Deogarh	Krishi Vigyan Kendra Campus, Deogarh	2012	-do-
4	Agro-Polytechnic Centre, Boudh	Krishi Vigyan Kendra Campus, Boudh	2012	-do-
5	Agro-Polytechnic Centre, Rourkela, Panposh	Krishi Vigyan Kendra Campus, Rourkela, Panposh	2012	-do-
6	Agro-Polytechnic Centre, Bolangir	Krishi Vigyan Kendra Campus, Bolangir	2012	-do-
7	Agro-Polytechnic Centre, Keonjhar	Krishi Vigyan Kendra Campus, Keonjhar	2012	Diploma in Agro-polytechnic (Horticulture Science)
8	Agro-Polytechnic Centre, Semiliguda	Krishi Vigyan Kendra Campus, Semiliguda	2012	-do-
9	Agro-Polytechnic Centre, Chiplima	Krishi Vigyan Kendra Campus, Chiplima	2012	Diploma in Agro-polytechnic (Animal Science)
10	Agro-Polytechnic Centre, Rangeilunda, Berhampur	College of Fisheries Campus, Rangeilunda, Berhampur	2012	Diploma in Agro-polytechnic (Fishery Science)

### 3. ELIGIBILITY FOR ADMISSION:

#### 3.1. Academic Qualification

Name of the Diploma Course in Agro-Polytechnic	Minimum Qualification	Subjects in +2 Science/equivalent
1. Agriculture Science	+2 Science with minimum of 50% marks in aggregate including extra optional. (for SC/ST/PwD candidates 40%)	P.C.M. or P.C.B. *
2. Horticulture Science	-do-	-do-
3. Fishery Science	-do-	P.C.B.
4. Animal Science	-do-	P.C.B.

.....

\* P-Physics      C-Chemistry      M-Mathematics      B-Biology

#### 3.2 Category Eligibility:

- i) Those who have passed H.S.C. / Equivalent Examination with Odia as M.I.L.(No need to submit the residential certificate) .
- ii) Those who do not have Odia as M .I. L., but whose parents are permanent residents of Odisha must furnish evidence of such permanent residency in the form of a certificate from the Revenue Officer concerned not below the rank of Tahasildar/ District Magistrate / their employer concerned ( as per clause 3.2(iii) ) .
- iii) Those who do not have Odia as M.I.L but whose parents are not permanent residents of Odisha, but serving under the Govt. of Odisha/Central Govt. /Public Undertaking or any University in the State of Odisha. The candidate must furnish a certificate to this effect from the Head of the Office /Institution where his/her parent(s) is/are working.
- iv) Odia candidates permanently residing outside Odisha must furnish a certificate in support of their Odisha origin either from their Employer ( as per Clause 3.2(iii) ) / Tahasildar / District Magistrate of the District in which he/she is residing. Certificate to this effect can also be submitted from the Tahasildar / District Magistrate of their native place Odisha.

**N.B. No affidavit for the above categories shall be entertained.**

- 3.3 The candidate must have completed 17 years of age by 31.12.2018 (Born on or before 31.12.2001).

#### 4. INTAKE CAPACITY

##### 4.1 Break up of Seats:

Name of the Diploma Course	Location of the Agro-Polytechnic Centre	Total Intake capacity	Reserved Category				Un-reserved	Total seat per centre
			SC	ST	GCH	PwD		
Fishery Science	College of Fisheries Campus, Rangeilunda, Berhampur	20	2	2	1	1	14	20
Agriculture Science	Krishi Vigyan Kendra Campus, Mahisapat, Dhenkanal	120	2	2	1	1	14	20
	Krishi Vigyan Kendra Campus, Ranital,		2	2	1	1	14	20
	Krishi Vigyan Kendra Campus, Deogarh		2	2	1	1	14	20
	Krishi Vigyan Kendra Campus, Boudh		2	2	1	1	14	20
	Krishi Vigyan Kendra Campus, Rourkela, Panposh		1	3	1	1	14	20
	Krishi Vigyan Kendra Campus, Bolangir		1	3	1	1	14	20
Horticulture Science	Krishi Vigyan Kendra Campus, Keonjhar	40	2	2	1	1	14	20
	Krishi Vigyan Kendra Campus, Semiliguda		1	3	1	1	14	20
Animal Science	Krishi Vigyan Kendra Campus, Chiplima	20	2	2	1	1	14	20
	Total	200	17	23	10	10	140	200

Reservation: SC – 8%, ST – 12%, GCH (Green Card Holder) -5%, PwD -5%

4.2 The seats reserved for SC & ST candidates separately are not interchangeable.

4.3 The SC, ST candidates (Certificate from the Revenue Officer not below the rank of Tahasildar), Green Card Holders (Green card issued by Govt. of Odisha) and persons with Disabilities (PwD) candidates (certificate from Medical Board / Competent Medical Authority as notified by the Govt. of Odisha depicting a minimum of 40% permanent / temporary disability issued within maximum of five years prior or as specified by the issuing authority to last date of Admission will be allowed to compete in reserved category based on their merit as per their choice.

4.4 In the event of non production of all original required documents at the time of his / her term of admission / counselling, he / she will not be allowed to take admission .

## 5. SELECTION PROCESS:

5.1 The selection will be purely on the basis of percentage of marks secured in H.S.C/equivalent and + 2 Science/ equivalent examination on 50:50 basis. In case two or more candidates obtaining equal marks in the merit, the merit of such candidates shall be determined in order of preference as follows.

- a) Candidate securing higher marks in + 2 Science/ equivalent examination.
- b) If candidate securing equal marks in +2 Science/ equivalent examination, then higher marks in Physics, Chemistry and Mathematics/Biology taken together will get the first chance.

### 5.2 Weightage to Academic Career:

Weighted score of candidates will be calculated on the basis of his/her academic career as given below:

a) H.S.C. / equivalent	-	50%
b) +2 Sc. /equivalent	-	50%
<b>Total</b>	<b>-</b>	<b>100%</b>

5.3 In case of candidates who have passed any of the examinations compartmentally, the average marks of the 1<sup>st</sup> and 2<sup>nd</sup> examinations will be taken for computation of the weighted score.

## 6. HOW TO GET PROSPECTUS & HOW TO APPLY

6.1 The prospectus may be downloaded from the OUAT website at [www.ouat.nic.in](http://www.ouat.nic.in). The candidates desirous of applying for Admission into Diploma in Agro-polytechnic Course under OUAT through [www.ouat.nic.in](http://www.ouat.nic.in) or <https://www.lokaseba-odisha.in> by clicking on a link “**Submission of Application Form for Admission into Diploma in Agro-Polytechnic Course for the year 2018-19**” from **25.06.2018 to 16.07.2018**. At the time of submission of online application, the candidate has to fill in the particulars such as correct Aadhaar/ Aadhaar Enrolment number, e-mail ID, Mobile phone number, Date of Birth, details of academic qualification, etc. and upload his/her recent passport size colour photograph (Height: 200px, width: 150px, file size: 20-50kb), full signature (Height: 100px, width: 150px, file size: 10-20kb) in jpg/jpeg format. Candidates are advised to give correct mobile number, e-mail ID and the mobile number will be validated by an OTP to the entered mobile number as all information regarding admission process will be sent as SMS to the registered mobile number. After submission of online application, the candidate will receive a login ID, Password and application number by email and SMS to the registered mobile number.

**The candidate has to pay Rs. 750.00 (Rupees seven hundred fifty only) for application fees to the University besides bank charges as specified by the Bank depending upon the mode of payment selected through online payment gateway using internet Banking/Debit Card/Credit Card of any Bank. Online submission and Payment in cash can also be made through Common Service Centre (Jana Seva Kendra). Fees, once paid, cannot be refunded to under any circumstances.**

After submission of online Application, the candidate can access OUAT Website [www.ouat.nic.in](http://www.ouat.nic.in) / <https://www.lokaseba-odisha.in> and using his/her login ID and Password to make payment & upload relevant scanned copy of the documents as mentioned in the checklist (file size within 200kb) for details please refer Annexure-I. Submission of application will be completed after successful payment of application fee and uploading of relevant documents. After successful payment, the candidate can take printout of computer generated filled Application Form with payment details, which the candidates should retain for future reference. Submission of application will be completed after successful payment only.

- NB:**
- 1. The candidates are advised not to send any hard copy of the application and documents to the University.**
  - 2. The scanned photograph, full signature and documents must be clearly identifiable & visible. Otherwise, the application will not be accepted.**
  - 3. Without uploading of 10<sup>th</sup> standard & +2 Science mark sheets, the weightage can not be calculated and rank can not be determined. The application will not be considered for admission into Diploma in Agro-Polytechnic courses and will be rejected.**

### **CHECK LIST**

**The scanned copy of relevant documents should be uploaded at the time of submission of online Application Form:  
(As relevant in individual cases)**

1. Mark sheet of 10<sup>th</sup> standard .
  2. Certificate of 10<sup>th</sup> standard showing date of birth.
  3. Mark sheet of +2 Science.
  4. Certificate of +2 Science.
  5. SC/ST/Green Card / Persons with Disabilities(PwD) certificate from the competent authority for the respective reserved category (refer Clause-4.3).
  6. Residential certificate (Except for candidate with odia as a subject in 10<sup>th</sup> standard ) refer Clause-3.2 of the Prospectus.
  7. Aadhaar Card / Aadhaar Enrolment slip.
- \* **5 copies of said passport size colour photograph be retained with the candidate for future use at the time of admission.**

6.2 A candidate is required to submit one application for Admission into above Agro-Polytechnic Courses (as mentioned under Sub-Clause 4) for which he/she wishes to be considered for admission on the basis of merit through counselling.

6.3 The University will not be liable to refund the application fees deposited by the candidate. In case of multiple deposits of application fee by the candidate, the excess amount will be refunded on request by the applicant.

6.4 The candidates must submit the online Application Form sufficiently ahead of the closing date to ensure receipt by the due dates (on or before 16.07.2018).

6.5 Incomplete Applications in any respect, is liable to be rejected.

### **7. ADMISSION**

7.1 A category wise merit list of the candidates will be prepared basing on the marks obtained in HSC /10<sup>th</sup> equivalent standard and + 2 Science/equivalent on the basis of 50% weightage, each. The admission will be made according to merit (as under clause-5.2) through Counselling for all the Agro-polytechnic courses listed under clause-4.1 .



7.2 The intimation letter –cum- Rank Card specifying the date and time of the counselling of the concerned short listed candidates for appearing at counselling will be available in Website ([www.ouat.nic.in](http://www.ouat.nic.in)) by clicking on a link “Download Intimation-cum-Rank Card for Diploma in Agro-Polytechnic Admission, 2018-19” and entering Application Number/ Aadhaar Number, Mobile Number and Date of Birth. The candidate can also login using his/her login ID and Password to download Intimation –cum- Rank card in the website <https://www.lokaseba-odisha.in> from 25.07.2018 onwards.

7.3 Admission will be conducted by an Admission Board .

7.4 Once a candidate exercises his/her option before the Admission Board for a particular Course and is allowed admission into that Course, no changeover to another Course shall be allowed thereafter under any circumstances.

7.5 Eligible candidates interested for admission will have to physically appear before the Admission Board on the date and time as indicated in the intimation letter and produce the Original Certificates and Mark sheets as required under **Sub-Clause 6.1 and Sub Clause 7.7** for verification. Candidates who fail to produce the original certificates and mark sheets before the Admission Board will forfeit their claim for admission. No time shall be allowed for production of the original certificates and mark sheets that determine eligibility and merit. A candidate will have the option to choose any of the Courses listed under **Sub-Clause 4.1** for admission subject to his/her eligibility and availability of seats in that course.

7.6 The candidates, who will fail to appear before the Admission Board physically on the scheduled date and time will automatically and irrevocably forfeit their claim for admission.

7.7 Candidates selected for admission are required to produce the following documents at the time of counselling-cum-Admission.

**ORIGINAL AND ONE SET OF SELF ATTESTED PHOTOCOPIES OF DOCUMENTS**

**(As relevant in individual cases)**

- a) Intimation letter –cum-rank card.
- b) Downloaded application Form.
- c) Mark sheet of 10<sup>th</sup> standard.
- d) Certificate of 10<sup>th</sup> standard showing date of Birth.
- e) Mark sheet of +2 Science/equivalent.
- f) Certificate of +2 Science/equivalent.
- g) C.L.C. and Conduct Certificate from the Head of the Institution last attended.
- h) SC/ST/Green Card / Persons with Disabilites (PwD) Certificate from the competent authority for the respective reserved category(refer Clause -4.3 of the Prospectus) .
- i) Medical Fitness Certificate in prescribed Form (**Annexure-II**).
- j) Migration Certificate from the University / Council/Board of last attended.
- k) Certificate towards discontinuation of study in specified format (**Annexure-III**).
- l) Aadhaar Card.
- m) Permission Letter from the employer if the candidate is employed.
- n) Residential certificate(Not required if MIL(Odia) in 10<sup>th</sup> standard) (refer Clause 3.2.)
- o) 5 passport size Colour photograph as uploaded in Application Form.

**N.B.: Mark sheet issued by the School and College shall not be accepted.**

- 7.8 Candidates selected for admission failed to submit their College Leaving Certificate / Conduct Certificate may be provisionally allowed to take admission on submission of an undertaking to submit the said documents within fifteen days following the date of admission, failing which their provisional admission will be forfeited.
- 7.9 Candidates provisionally admitted into any of the Agro-Polytechnic Courses without submission of Migration Certificate will have to submit the Migration Certificate within 1<sup>st</sup> Semester of 1<sup>st</sup> year, failing which they will not be allowed to appear at the 1<sup>st</sup> Semester examination.
- 7.10 All the candidates admitted into any Agro-Polytechnic Course shall submit a Medical Fitness Certificate in the prescribed format (Annexure-II) from a Govt. Medical Officer / Regd. medical practitioner not below the rank of Asst. Surgeon at the time of admission.
- 7.11 The original documents like CLC, Conduct Certificate and Migration Certificate submitted by the candidates will not be returned to them in any circumstances .
- 7.12 If a candidate belongs to more than one category, he/she can attend the counselling until he/she gets admission. A candidate can exercise his/ her option only once. His/her name will be deleted from the merit list, once he/she takes admission to any particular course, he/she will not be considered for admission subsequently.
- 7.13 If a candidate for admission is found to have indulged in ragging and/or expelled in the past or if it is noticed later that he / she is indulged in ragging, the admission will be cancelled and he/she will be expelled from the University / College.

#### 8. **STUDENTS DISCIPLINE:**

A student, whether a boarder or day scholar shall abide by the disciplinary rules and regulations of the Hostel, Centre and University, he/she shall not involve himself/herself in any objectionable conduct such as violation of hostel discipline, disobedience of instructions of Hostel Authorities, immoral conduct or disorderly behaviour including “ragging”. In case a student is found to be involved in any of the said undesirable activities, he/she shall be liable for expulsion from the hostel and if the offence is grave, also from the Centre. The expulsion from the hostel shall be ordered by the Dean of Students’ Welfare on recommendation of the Principal concerned and expulsion from the Centre shall be under the orders of the Vice-Chancellor.

#### 9. **ACADEMIC SYSTEM:**

- 9.1 The details of the method of Examination & Evaluation of students’ performance shall be explained to the students at the time of “ORIENTATION PROGRAMME”. The Course Programme shall be regulated as per Regulation.

The minimum instructional period for Diploma in Agro-Polytechnic Course will be two years courses of 04(four) semesters. The Diploma Course will have fundamental and specialized courses as follows:-

##### i) **Diploma in Agricultural Science – First year (Fundamental Course):**

Crop Agronomy, Agro-Forestry, Agro-Meteorology, Farming System, Plant Breeding, Plant Physiology, Soil Science, Crop Protection, Agricultural Engineering, Agricultural Extension Education/ Economics, Agri-Business Management, Computer Science.

##### **Second year (Specialized Courses):**

Crop Production Technology (Cereals, Fodder, Pulses, Oil Seeds, Fiber Crops, Sugarcane, Cash Crop., etc.), Farm Management, Seed Production Technology, Post – harvest Management.

ii) **Horticulture – First year (Fundamental Courses)**

Fundamentals in Horticulture, Soil Science, Nursery Management and Seed Production, Plant Breeding, Precision Farming, Farming System, Agro forestry, Crop Protection, Agril. Extn. Education/ Agri-Business Management, Computer Science and agriculture economics.

**Second year (Specialized Courses)**

Fruit Science, Vegetable Science, Floriculture & Landscaping and Post Harvest Management.

iii) **Animal Science:- First Year (Fundamental Courses)**

Anatomy, Physiology, Bio-Chemistry, Pharmacology, Animal Nutrition, Fodder Production, Animal Breeding, Veterinary Extension Education / Livestock Economics & Marketing and Computer Science.

**Second year (Specialized Courses)**

Medicine, Surgery, Gynecology, Bacteriology, Veterinary Parasitology, Livestock Production and Management, Poultry, Veterinary Pathology, Livestock Products Technology.

iv) **Fishery Science – First year (Fundamental Courses)**

Fish Biology, Fish Breeding, Soil and Water Quality, Aquatic Environment, Pond Preparation, Fish Seed Production, Post Harvest Processing and Value addition, Fisheries Extension / Economics, Computer Science, Agri-Business Management.

**Second year (Specialized Courses) ..**

Systems of Fish Culture (Composite Fish Culture, Sewage Water Fish Culture, Running Water Prawn Culture), Ornamental Fish Production, Fish Disease Management, Fish Feed Production.

10. **ADMISSION FEES:**

**A. University Fees (Once at the time of admission):**

a)	Registration Fee	Rs. 220.00
b)	Recognition Fee	Rs. 110.00
c)	Identity Card	Rs. 110.00
d)	Laboratory Caution money	Rs. 550.00
e)	Diploma certificate	Rs. 330.00
f)	Consolidated semester Transcript	Rs. 220.00
g)	Migration	Rs. 220.00
h)	Development fees	Rs.2200.00

**GROUP INSURANCE**

Two year course	Rs. 114.00
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**B Semester Fee**

a)	Admission Fee	Rs. 220.00
b)	Tuition Fee	Rs.3300.00
c)	Examination Fee	Rs. 550.00
d)	Students' Aid Fund	Rs. 110.00
e)	Red Cross(Annually)	Rs. 50.00
f)	YRC(Annually)	Rs. 10.00

### C. Hostel fees

Hostel accommodation will be provided as per the availability in respective Agro-Polytechnic Centres with following fee structure. Hostel facilities are not available at Keonjhar, Panposh, Deogarh, Dhenkanal (for boys).

a)	Three of more seated Room (per semester per Boarder)	Rs. 770.00
b)	Electricity Charges(per semester) (Actual to be collected at the time of next Registration)	Rs.1100.00
c)	Water charges( Per semester)	Rs. 110.00
d)	Hostel Common Room(Per semester)	Rs. 220.00
e)	Hostel Development Fund(Per semester)	Rs. 770.00
f)	Hostel Establishment(Annually)	Rs. 6600.00
g)	Hostel Caution Money(Once at the time of admission)	Rs. 220.00
h)	Mess advance	Rs. 8250.00

(Actual expenditure will be squire up till the adjustment of advance)

The hostel fees are to be deposited in respective centres of Agro-polytechnic and mess advance and any fees of hostel in respective hostel.

### N.B. 1. Admission fees shall be deposited in form a Bank Draft drawn in favour of Comptroller, OUAT, Bhubaneswar and payable at Bhubaneswar of any Nationalised Bank at the time of admission.

2. The Semester fees will be deposited with the concerned Principal from 2<sup>nd</sup> semester onwards.

### D. Other Fees

(The documents as mentioned below may be issued to the students on payment of required fees as indicated against each as and when required)

a)	Transfer and conduct Certificate	Rs. 220.00
b)	Duplicate Transfer and conduct Certificate	Rs. 330.00
c)	Duplicate diploma certificate	Rs. 550.00
d)	Duplicate transcript	Rs. 330.00
e)	Duplicate Migration Certificate	Rs. 330.00
f)	Duplicate Identity Card	Rs. 110.00
g)	Condonation Fee for Shortage of attendance (Per subject)	Rs. 110.00
h)	Make-up Examination (per subject )	Rs. 220.00

### N.B. All types of fees will be enhanced by 10% every year vide Notification No. 972/UAT dtd. 18.01.2018 except Red cross and YRC fees.

#### 11. REFUND OF FEES:

A candidate once admitted shall not be eligible to get refund of the fees except the caution money deposits.

#### 12. MEDIUM OF INSTRUCTION :

Medium of instruction and examination shall be English.

#### 13. ATTENDANCE REQUIREMENT:

The minimum percentage of attendance required to be completed by a student in each course shall be 85%. However, students securing attendance more than 70% but less than 85% have to deposit a fine of condonation fees subject for attendance condonation on medical ground of self or parents. No condonation, even on medical ground, can be granted for shortage of attendance below 70% under any circumstances.

Any student who is detained in the 1<sup>st</sup> semester of 1<sup>st</sup> year due to shortage of attendance even after appearing the mid-term examination, shall have to apply afresh and compete with others for admission.

14. **DISPUTE:**

All disputes relating to admission matter shall fall within the jurisdiction of Bhubaneswar city.

15. **ADMISSION CALENDAR, 2018-19:**

Sl. No	Programme	Date
01	Availability and submission of Application Form Online through <a href="http://www.ouat.nic.in">www.ouat.nic.in</a> or <a href="http://www.lokaseba-odisha.in">http://www.lokaseba-odisha.in</a>	25.06.2018 to 16.07.2018
02	Availability of intimation letter through OUAT website <a href="http://www.ouat.nic.in">www.ouat.nic.in</a> or <a href="http://www.lokaseba-odisha.in">http://www.lokaseba-odisha.in</a>	25.07.2018
03	Counseling and admission	09.8.2018 & 10.8.2018
04	Orientation Programme and Commencement of class in respective centre	13.08.2018

NOTE:

- 1) Admission will not be allowed in the mid-way after the closure /last date of admission.
- 2) All holidays notified by the University will be the holidays for the Agro-Polytechnic centres under OUAT.
- 3) The date of admission /re-admission for each semester will be notified as per the semester calendar prepared for the concerned centre on which all fees for the semester are to be paid by the students.

## **ANNEXURE-I**

### **Procedure for submission of online Application Form for Admission into Diploma in Agro-Polytechnic Courses 2018-19.**

#### **There are three steps in applying:**

1. Fill up the online application.
2. Make payment (Through online payment gateway ).

OR

The Candidate can also apply online through the Common Service Centre located at nearest area by making payment through cash and take a print out of Application Form with payment details for reference.

3. Attach necessary documents.

Print out of Application Form with payment details for reference.

#### **Unless all the steps are completed, application will not be accepted.**

After submission of online application, the candidate will receive a login ID, Password and application number by email and SMS to the registered mobile number.

#### **Prior to filling the application, please scan and keep the following materials ready:**

- a. Candidate's recent colour passport size photo(height: 200px,width: 150px, file size: 20-50kb)
- b. Candidate's full signature (height: 100px, width: 150px, File size: 10-20kb) Please use only jpg/jpeg format for photo and signature.
- c. All relevant documents as per check list (**File size within 200KB**) refer Clause No.-6.1 of Diploma in Agro-Polytechnic Prospectus-2018-19.

#### **How to fill the form**

1. Read the Prospectus 2018-19 carefully and follow the instructions there in while filling the application form. The candidate can have access to the Application Form by visiting the website [www.ouat.nic.in](http://www.ouat.nic.in) or <https://www.lokaseba-odisha.in> clicking on a link "**Submission of Application Form for Admission into Diploma in Agro-Polytechnic Course for the year 2018-19**" from 25.06.2018 to 16.07.2018.
2. The candidate has to enter the correct mobile number and validate it through OTP generated in the mobile number. Mobile number validation is important because all communication regarding admission will be sent as SMS to the valid mobile number entered by the candidate. The candidate should not change the mobile number till the end of Admission process.
3. The candidate must have Aadhaar Card/ Aadhaar Enrolment Number. Aadhaar / Aadhaar Enrolment Number is mandatory to submit the online Application Form.
4. The candidates are advised to be careful while filling in the online Application Form. He/She must enter correct (a) Aadhaar Number (b) Mobile Number which is in use (c) e-Mail ID (d) details of academic qualification and other information like present & permanent address etc.
5. Please fill all the remaining details mentioned in the online application form, failing which the application will not be accepted.
6. Select the claim for category : persons with Disabilities(PwD) , Green Card Holder .
7. The candidates are advised to enter the required details in Academic achievement carefully (10<sup>th</sup> and +2 Science mark).
8. Full signature (file size 10 –20KB) and recent passport size colour photograph (file size 20–50KB) both scanned in the "jpg/jpeg" format should be uploaded. Photograph and full signature scanned for uploading must be clearly identifiable /visible, otherwise the application will not be considered. No correspondence after submission of application form on this account shall be entertained. All the documents should be scanned in 72 dpi resolution.
9. You must click on self-declaration. By clicking this, you are accepting all the information you have submitted are true and you will be responsible for any false or misleading information.

10. After that, please click on "submit" button at the bottom. You will receive a login ID, password and Application Number on your mobile and e-mail ID. Also, the application fee page will appear.

11. The application fee of Rs.750/- per applicant can be paid besides bank charges as specified by the Bank depending upon the mode of payment selected through online payment gateway using Internet Banking / Debit Card/ Credit Card of any bank. Payment can also be made through nearest Common Service Centre(Jana Seva Kendra) in cash mode.

12. Fees, once paid, cannot be refunded back to candidates under any circumstances.

**13. Documents to be uploaded at the time of online submission of Form-B (File size within 200KB)**

**(As relevant in individual cases)**

- a. Mark sheet of 10<sup>th</sup> standard .
- b. Certificate of 10<sup>th</sup> standard showing date of birth.
- c. Mark sheet of +2 Science.
- d. Certificate of +2 Science(optional).
- e. SC/ST/Green Card / Person with Disabilities certificate from the competent authority for the respective reserved category (refer Clause-4.3).
- f. Residential certificate (Except for candidate with odia as a subject in 10<sup>th</sup> standard (refer Clause-3.2 of the Prospectus).
- g. Aadhaar Card/ Aadhaar Enrolment slip.

N.B: Without 10<sup>th</sup> standard & +2 Science mark sheets, the weightage can not be calculated and rank can not be determined. The application will not be considered for admission into Diploma in Agro-Polytechnic Courses and will be rejected.

14. Submission of application will be completed after successful payment of application fee and uploading of relevant documents. The candidate should take printout of computer generated filled in Application Form with payment details for future action.

15. You must have your own personal e-mail ID and Mobile Number with validity till the completion of the Admission process, all important information on login ID, password, application number, various alerts, weightage, rank and Intimation-cum-rank card and other necessary information will be sent to you only by SMS and email. Under no circumstances, you should share the password of your e-mail ID and Mobile/Cell Number with any other person. If you do not have a valid e-Mail ID, please create a new e-Mail ID.

16. You will be provided with a login ID and password to login on to the website <https://www.lokaseba-odisha.in> for all future references.

17. Your weightage, rank and intimation-cum-rank card can be accessed online by using the links provided in the website [www.ouat.nic.in](http://www.ouat.nic.in) / <https://www.lokaseba-odisha.in>. No separate physical communication would be sent.



## MEDICAL FITNESS CERTIFICATE

(TO BE ISSUED BY A MEDICAL OFFICER NOT BELOW THE RANK OF ASSISTANT SURGEON)

This is to certify that, I have personally examined Shri / Shrimati / Kumari

\_\_\_\_\_

Son/daughter of \_\_\_\_\_

Village/Town \_\_\_\_\_ in District / Division \_\_\_\_\_

of the State / Union Territory, whose signature is appended below and my findings are given below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is further certified that he / she is Medically Fit / Unfit to pursue Higher Studies in Diploma in Agro-Polytechnic Courses.

**SIGNATURE OF THE CANDIDATE**

**SIGNATURE WITH DATE  
(SEAL / STAMP OF THE MEDICAL OFFICER)**

NB : To be submitted in original at the time of admission.



**DECLARATION –FOR DISCONTINUATION OF STUDY**

I, \_\_\_\_\_ bearing  
Application No. \_\_\_\_\_ of applicant for Diploma in Agro-Polytechnic  
under OUAT \_\_\_\_\_  
Son/daughter of Shri \_\_\_\_\_ resident  
of village / town/city \_\_\_\_\_ district  
\_\_\_\_\_ do hereby declare that, I have discontinued my study  
for the period from \_\_\_\_\_ to \_\_\_\_\_ due to  
\_\_\_\_\_

and I was not involved in any criminal offence during the period of discontinuation.

The fact stated above are true to the best of my knowledge and belief.

**Signature of the Parents/ Guardian**

**Signature of the Candidate**

Place.....

Date.....

- Declaration not signed by both candidate and parents will be rejected.
- False declaration will render the applicant liable for termination of registration at any time.

NB : To be submitted in original at the time of admission.

**Amount required at the time of admission in to Diploma Courses in  
Agro-Polytechnic under OUAT 2018-19**

<b>Course</b>	<b>Total Amount(Rs.)</b>
Agriculture Science	Rs. 8314/-
Horticulture Science	Rs. 8314/
Animal Science	Rs. 8314/
Fishery Science	Rs. 8314/

N.B. : The amount is approximate and subject to minor changes in case required, which will be intimated in due course.

**Help Line Number:**

To be contacted only during office hours (10 a.m. to 5 p.m. ) on working days only.

- |   |   |                            |
|---|---|----------------------------|
| 1. Common Service Centre help line number | - | 9078570345                 |
| 2. Controller of Examination              | - | 0674-2397908               |
| 3. Asst. Registrar(Acd.)                  | - | 7205374550                 |
|   |   | 0674-2397970-Extn: 111/218 |
| 4. Director Agro-Polytechnic              | - | 0674-2397630               |