

**HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION
DHARAMSHALA (KANGRA)-176213**

**2 YEARS DIPLOMA IN ELEMENTARY
EDUCATION (D.EL.ED.)
SESSION 2016-2018**



**INFORMATION BULLETIN AND
GUIDELINES FOR ONLINE COUNSELING
FOR ADMISSION IN GOVT. DIETS**

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Schedule of Counseling for admission in Two Year D.El.Ed. course
for session 2016-18

SL.	Description	Dates
1.	Issue the schedule for D.El.Ed. counseling process	06.12.2016
2.	Date of counseling for Distinguished Sports Person at Board Headquarter Dharamshala	12.12.2016
3.	Preperation of Merit list and reservation roster for counseling by the committee	13.12.2016 to 16.12.2016
4.	Diplay of category wise seat allotment chart	17.12.2016
Counseling Schedule for Govt. DIETs		
5.	Submission of online application for Govt DIETs 1800 seats for candidates i.e. Phase-I	17.12.2016 to 26.12.2016
6.	Allotment of Candidates on the basis of merit and reservation roster on preferance basis for Phase-I	31.12.2016(tentetive)
7.	Issuense/Download Authorization Letters for admission in respective institutions	01.01.2017
8.	Admission dates (After verification of documents by respective Institutions)	01.01.2017 to 10.01.2017
9.	Admission report send/collected form concerned DIETs/Institutions	10.01.2017
10.	Preparation of vacancy list for DIETs seats	12.01.2017
Counseling Schedule for Private Recognized Institutes		
11.	Counseling Schedule for Private Recognized Institutes is being issued separately after the completion of DIETs Counseling	

The applicants are strongly advised to apply online well in time without waiting for the last date of submission of online application.

IMPORTANT NOTE:

1. Please read the Information Bulletin for admission in Two Year D.El. Ed. course, Session 2016-18 carefully before you start filling the Online Application Form.
2. Candidates can only apply ONLINE for the admission in Two Year D.El. Ed. course, Batch 2016-18 through website www.hpbose.org. Candidates should supply all details while filling the ONLINE COUNSELING FORM. Candidates are required to take a print out of the computer generated confirmation page of Counseling Form after successful submission of data upload. The Confirmation Page SHOULD NOT be sent to the Board.
3. The application for online counseling for the admission in Two Year D.El. Ed. course, Batch 2016-18 has been made completely online with the facility to give DIETs/Institute preference etc.
4. The applicants must ensure that while filling online Counseling Form, they are providing their **12** choices of institutes for the purpose of admission in Govt. DIETs
5. Candidates are strictly advised that they must fill their choices/preferences of Institutes carefully. The allotment of seat is based on merit and candidates preference. Institutes allotted to candidates on their preference.
6. Before selecting the Institutes preference candidates must check the breakup/availability of seats college wise and category wise which is available on the website to confirm the seats.
7. Allocation of the seats to candidate is based on Merit, as per reservation roster, availability of seats in concern institutes and on the basis of preference of the candidates.
8. On the basis of merit and preference, if the seat is not available in the first choice given by the candidate, in concern category/sub-category then seat will be allotted in next preferred institute and so on.
9. After the allocation of seats for any phase seats, the institutes wise and category wise vacancy list issued by the Board and vacant seats will be allotted to waiting candidates who earlier applied through counseling for that phase
10. The merit list is prepared on the basis of information supplied by the candidate at the time of Common Entrance Test. The candidates should satisfy his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria.
11. The candidate particulars i.e. DIETs/Institute preferences once entered cannot be changed/edited in the online counseling form once submitted by the candidates. **Once candidates submit the counseling form it can't be updated or modified. No correspondence will be entertained in this respect.**
12. **The candidates particulars i.e. date of Birth, category, sub category filled at the time of CET examination can not be changed/modified at the stage of online counseling and admission.**
13. Application Forms sent through fax/post shall not be entertained and Board does not take responsibility to inform such candidates.
14. The applicants are strongly advised to apply online well in time without waiting for the last date of submission of online application.

1. Instructions for Online Counseling Candidate Login:-

Counseling Procedure: 6 Simple steps to be followed to apply online by the Candidates.

Counseling Home ⇨ Enter Application No. and D.O.B ⇨ Availability of Seats ⇨ Submit preferences ⇨ Confirmation Page

Step 1 : On www.hpbose.org go to the online counseling link.

Step 2 : Click **Candidate Login** link.

- Enter Application Number and Date of Birth, thereafter availability of seats per institute will be reflected.

Step 3 : Then go to filling up counseling Form.

Step 4 : To fill up Counseling Form.

- Select the mandatory field i.e. DIETs preference i.e. 1 to 12 in order of preference of DIETs candidate seek admission.
- Enter your obtained marks in 10+2 Exam
- Click on Submit button on the Counseling form.
- You can download confirmation page for your reference

Authority letter will be available online after final date of submission of online counseling form (to be notified separately by the Board).

Step 5 : Print Authorization Letter for admission and future reference.

The candidate particulars entered cannot be changed/edited once the Authorization Letter is generated. **The counseling form once updated can't be updated or modified. No correspondence will be entertained in this respect.**

Instructions:

All steps are mandatory.

Candidates are NOT required to send hard copy of confirmation page/Authorization letter to Board's Office.

Step 6 : Go to the Institute allotted in authorization letter for verification of eligibility and admission. ***The candidates should satisfy his/her eligibility before applying and shall be personally responsible in case he/she does not fulfill the eligibility criteria.***

2. Instructions for Online Counseling DIETs Login:-

Steps regarding verification may be followed as under:-

Govt.DIETs/All Affiliated Pvt. Institutes.

Instructions for counseling:-

Constitute a committee to verify authorization letter and eligibility criteria.

Counseling Procedure : Steps to be followed

Counseling Home ⇌ **Verification of Authorization letter Certificates** ⇌ **final Submission**

- Step 1 :** verification of authority letter and other eligibility criteria.
 ➤ For verification of authority letter login with user name & Password.
- Step 2 :** After verification & Admission update status of filling of seats in their respective institute.
- Step 3 :** Submit updated list of admitted students on last date of counseling (to be notified separately).

3. Availability of Seats DIETs/Institute wise as approved by Director, Elementary Education, Shimla vide its letter dated 30.11.2016 and as per the information supplied by affiliation branch H.P.Board of School Education Dharamshala.

GOVT. DIET's (District Institute of Education & Training)

SL	Code	Name of DIET	Approved Intake
1	10001	DIET-Bilaspur at Jukhala	150
2	11001	DIET-Chamba at Saroo	200
3	12001	DIET-Hamirpur at Gauna Karaur	150
4	13002	DIET-Kangra at Dharamshala	200
5	14001	DIET-Kinnaur at Recong-Peoo	50
6	15002	DIET-Kullu at Jarad	200
7	16001	DIET-Lahaul&Spiti at Tandi	50
8	17001	DIET-Mandi	200
9	18002	DIET-Shimla at Shamlaghat	200
10	19001	DIET-Sirmour at Nahan	200
11	20002	DIET-Solan	150
12	21002	DIET-Una at Delhan.	50
		Total	1800

4. Category/Sub-Category-wise break-up of reservation of seats as per the instructions issued by the Government of Himachal Pradesh:-

	GENERAL	SCHEDULED CASTE	SCHEDULED TRIBE	OBC	Total
UNRESERVED	594	261	54	207	1116
IRDP/BPL	144	54	18	54	270
EX-SERVICEMEN/DEPENDENT OF EX-SERVICEMAN	162	54	18	36	270
PHYSICALLY HANDICAPPED	18	18	NIL	18	54
CHILDREN/GRAND CHILDREN OF FREEDOM FIGHTERS	18	09	NIL	09	36
DISTINGUISHED SPORTS PERSONS	54	NIL	NIL	NIL	54
Total	990	396	90	324	1800

All seats are reserved for Bonafide residents of Himachal Pradesh.

5. GUIDLINES FOR DIETS/INSTITUTIONS

As per the instructions issued by the government of HP department of Elementary Education vide letter No. EDN. -H(Ele.)(4)-402/09-VII(JBT Admn.) dated 01.09.2012-has allowed an intake of D.El.Ed seats to the Govt. DIETs for the 2 years D.El.Ed course for the batch/session 2016-2018. Out of an approved intake of D.El.Ed seats for which candidates shall be admitted for 2 years D.El.Ed course batch/session 2016-2018 to your DIETs as per the reservation roster.

In order to select candidates for allotment to The institution first phase of online counseling was commenced w.e.f.16.12.2016 to 26.12.2016 by the board and for all categories the allotment of seats (choice and institution wise) according to the merit of the candidate has taken place in board office.

The authorization letters regarding admission to the allotted institute (Govt.DIETs/Pvt.Institutes) may be downloaded by candidate after the online application. The Govt.DIETs are requested to :-

In compliance to the Govt. of HP vide its letter No EDN-C-A(12)-1/2016 dated 09.05.2016 and Director, Elementary Education, Directorate of Elementary Education Shimla Letter No. EDN-H(Ele)(4)-4-2/2012-13(D.El.Ed.Admn) dated 31.05.2016 in which accorded permission to conduct Common Entrance Test(CET)-2016 for admission to Two year D.El.Ed course for session 2016-18 in 12 Govt DIETs and 28 Private Recognized Institutes of the State.& In compliance to the Director, Elementary Education, Shimla-2, letter No. EDN-H(Ele)(4)-4-2/2012(D.El.Ed. Admn) dated 30.11.2016 and the approval accorded by Govt. of H.P. vide its letter No.EDN-C-A(12)-1/2016 dated 26.11.2016 it is notified that the process of admission for the Two Year D.El.Ed Course, Session 2016-18 to conduct one round of counseling to allot D.El.Ed. trainees for DIETs out of 1782 candidates who have already passed the Common Entrance Test-2016 and 5% relaxation in pass marks to General and reserved categories candidates in minimum qualifying mark in the Common Entrance Test-2016 to allot D.El.Ed Trainees to Private Affiliated Institutes.

The following conditions will also be applicable to the candidates of Two Years **D.El. Ed** . Course/ session 2016-18:

1. 90% attendance is necessary in the **D.El. Ed.** training course in each academic year.
2. 60% pass marks in **D.El. Ed.** annual Exams in each 1st Year and 2nd Year respectively and 55% marks in case of SC/ST/OBC/PWD candidates in order to ensure quality teacher training.
3. Merit and seniority will be on the basis of the marks secured in the D.El.Ed. pass course.
4. In case the trainee take leave on medical grounds/maternity purpose then the training will be extended by the duration of leave taken by the candidate.
5. During the training, the candidate will not pursue any other Educational course/study either regular or through distance mode
6. Since contractual appointment will be considered after passing of D.El.Ed. course and subject to permission to fill up vacancies, hence no bond will be executed to serve in the Education Department.
7. After the successful completion of D.El.Ed. course the candidates are eligible for employment against vacant post of D.El.Ed. teachers in Elementary Education Department subject to the availability of vacancies. Actual appointment will be based on vacancies and necessary approval to fill the post from the competent authority. As per present policy fresh appointments will be made on contract basis.

Note: There will be no job guarantee in the Government after completion of two year D.El.Ed. course in view of considerable decline in the enrolment in the Government Schools every year in the State.

The DIETs Committee will check the eligibility of the candidates as per instruction at the time of admission on following points:-

Eligibility:-

(A) Senior Secondary School Certificate or Intermediate or 10+2 or its equivalent examination with at least 50% marks for 10+2 candidates only.

(b) Age limit for D.El.Ed. CET 2016

The age limit will be between 18-32 years as on the date of the conduct of D.El.Ed. CET 2016 for all candidates,. Relaxation of five years in the upper age limit shall be given to the candidates of reserved categories as per the existing rules regulation and instructions of the State Government issued from time to time there will be no upper age limit in case of Ex-servicemen candidates only.

The age limit for all candidates of General category and its sub-categories except Physically Handicapped Person and Children/Grand Children of Freedom Fighters:	Age limit for all Scheduled Caste, Scheduled Tribe, OBC, Physically Handicapped persons and children/grand children of freedom fighters and distinguished sports person.
Born between 10.7.1984 and 10.07.1998	Born between 10.07.1979 and 10.07.1998

(c) The relaxation of 5% marks in minimum educational qualification is available to SC/ST/OBC/PHH /Gen. distinguished sports person candidates.

The candidates are directed to bring their original Certificates with attested photocopies thereof in support of their age, Academic Qualification, proof of Domicile (Himachali Bonafide Certificate) and the category/ sub category to which they belong. The Certificate to be produced in support of the category/sub category to which they belong should have been issued by the competent authority on the prescribed format (annexure-A) of the government as per Govt. norms for checking the eligibility as per instruction at the time of admission before the D.I.E.Ts Admission Committee.

(1) **For IRDP/BPL CANDIDATES:-** the IRDP/BPL certificate should have been issued by the competent authority within 6 months as on the date of admission

(2) For SC/ST Candidates :- SC/ST Certificate issued by the competent authority

(3) **For OBC Candidates:-** The OBC Certificates should have been issued by the competent authority with in one year as on the date of online counseling. In case of OBC Certificate is more than one year, the OBC candidate shall submit an affidavit(on stamp paper of Rs. 5/-) duly attested by the 1st class Magistrate/Oath Commissioner stating “That his/her status has not been changed and he/she is not excluded from the category of Other Backward Classes(OBC) on account of being covered under creamy layer” as per the instruction issued by the Govt. of HP.

(4) **For Ex-Serviceman:-** Discharge Book(with attested copy) Certificate from Dy. Director, Sanik Welfare Office of the District concerned.

(5) **For Ward of Ex-Service Man(A):-** latest certificates from the Patwari/Pradhan of Gram Panchayat/President of Municipal Committee of Notified area Committee/Executive Officer of the Municipal Co-operation of the area duly countersigned by the Tehsildar/SDM of the area and (B) Latest affidavit(On Stamp

Paper of RS. 5/-) duly attested by the Tehsildar/SDM of the area on the prescribed form.
Annexure-A

- (5A) The married daughter of ex-service-Man are not covered under this category
(6) **For Physically Handicapped:-** minimum 40% disability, Medical Certificates issued by the Medical Board duly countersigned by the Chief Medical Officer(CMO)
(7) **For Children/Grand Children of Freedom Fighter Candidates:-** Certificate issued by the competent authority.

6 No Migration :-

Since, the admission in two year D.El.Ed. course will be made on the basis of CET followed by the counseling by the H.P.Board of School Education Dharamshala in 12 Govt. DIET Institutions and 28 recognized Private Institutions thus no migration will allowed in favour of any candidates from one institution to another institution after admission neither in Govt. DIET nor in Private D.El.Ed. Institutions in order to save the time, money and human resources as well.

All seats are reserved for Bonafide residents of Himachal Pradesh.

7 RESERVATION:

- (A) Reservation as prescribed by the Himachal Pradesh Government time to time shall be available to the candidates belonging to Scheduled Caste/Scheduled Tribes/ Other Backward Classes/ BPL(IRDP)/ Ex-Servicemen (including Wards of Ex-Servicemen/Dependents of the family of those Defense Personnel who were killed in action or disabled in action and rendered unfit for civil employment), Children/Grand children of Freedom Fighters/Physically Handicapped/ Distinguished Sports Persons.

Note:-

- (a) **DEPENDENT OF EX-SERVICEMEN:**
In case of non-availability of **Ex-Servicemen**, second preference shall be given to the Dependent wards of Ex-servicemen. Therefore, in such an event, the **Dependent wards of Ex-Servicemen** shall select the correct option of sub category i.e. Dependent of Ex-servicemen while filling Online Application Form.
- (b) **CHILDREN/GRAND CHILDREN OF FREEDOM FIGHTERS:**
The married daughters/ grand-daughters of Freedom Fighters are not covered under this sub-category.

The DIETs/Institutes once allotted to the candidate shall not be changed. No request for change of DIETs/Institutes shall be entertained at any stage. While every effort shall be made to allot a DIETs/Institutes on the basis of merit and candidate preference which is filled up by the candidate on his online application.

8. Minimum pass marks in CET D.El.Ed.-2016 for DIETs

- (i) 50% minimum pass marks for General category candidates i.e.50 marks out of 100.
(ii) 45% minimum pass marks for reserved category candidates i.e.45 marks out of 100.
(iii) 35% for sports persons (State and National level only) i.e. 35 marks out of 100.

For admission in Pvt. Affiliated Institutes there is 5% relaxation for all categories in above criteria

9 Merit List and

- (a) Merit list will be prepared based on the total marks secured in CET.
- (b) Among the candidates having the same total marks, a candidate will be ranked higher than the rest on the basis of age. A candidate senior in age shall be ranked higher in order of merit.
- (c) The inter-se merit of distinguished sports persons shall be prepared as per the criteria.
- (d) There shall be no personal interview for selection of candidates however, counseling shall be held for ascertaining the credentials and sponsoring the candidates to different DIETs and privately managed institutions.

10. THE ALLOTMENT OF TRAINING INSTITUTION

The allotment of the training institutions shall be made through online counseling on the basis of merit, preference and availability of seats in concerned category The counseling for DIETs and Privately Managed Institutions shall be held.

- (a) In the first instance counseling for 12 Govt. DIETs in Phase-I and thereafter the counseling for all private affiliated institutions will be conducted.
- (b) The reservation roster may be applied as per latest instructions/guidelines issued by the Govt.

11. GENERAL RULES

- a) If a candidate fails to appear in the Online counseling for any reason whatsoever, or if his/her ineligibility to appear in the online counseling or any other reason, he will not be consider for allotment of training institutes.
- b) The candidates should satisfy his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria. It is to be noted that if a candidate has been allowed to appear in the online counseling it does not imply that the candidate's eligibility has been verified. It does not vest any right with the candidate for selection/allotment of seats. The eligibility of the candidates shall be finally verified at the time of counseling/screening committee of concerned DIETs/Institute.
- c) Applying for Online counseling not entitle a candidate to get admission in an institution where he/she intends to seek admission.
- d) Application Forms without Confirmation page shall not be entertained under any circumstances.
- e) If it is found at a later stage that a candidate has knowingly or willfully concealed any material information/fact which render him/her ineligible for online counseling, his /her admission to an institution, if granted shall stand cancelled and he/she shall have no claim against the Board/Institution concerned.

12. WEEDING OUT RULES

The records of online counseling is preserved in the accordance with Board's Weeding Out Rules.

13. LEGAL JURISDICTION

All disputes pertaining to the conduct of CET shall fall within the jurisdiction of Dharamshala only. The Secretary of the Board shall be the legal person in whose name the Board may sue or may be sued.

Essential:-The fee structure should be as decided by the State Government from time to time. In any case the total fee and other charges collected from a student should not exceed the per pupil recurring expenditure of the institution.

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**Dr.(Major) Vishal Sharma
Secretary**

**SPECIMEN OF CERTIFICATES TO BE PRODUCED AT THE TIME OF
COUNSELLING**

(SPECIMEN “A”)

CERTIFICATE FROM DEPENDENT OF EX-SERVICEMEN

(Specimen A & B)

(Form of certificate Affidavit to be furnished by the sons/daughters or wives of ex-servicemen to be considered against the posts/seats reserved for ex-servicemen).

CERTIFICATE

It is certified that Shri/ Kumari _____ resident of village _____ PO _____ Tehsil _____ District _____ (Himachal Pradesh) is the dependent son/daughter/wife of Shri _____ Ex-serviceman. No. _____ Rank _____ who has not been rehabilitated through Employment Exchange against the post reserved for Ex-servicemen with the HP Government/Corporation/Board/Autonomous Body of HP as well as Central and Other State /Union Territory Government or Public Sector Undertaking/Autonomous Body/Banks, etc. under the control of the said Central or other State/Union Territory Government.

Date: _____

Place: _____

Patwari/ Pradhan of Gram Panchayat/President
of Municipal Committee/ Notified Area Committee/
Executive Officer of Municipal Corporation of the
Area

COUNTERSIGNED BY

Sub-Divisional Officer(Civil)/ Tehsildar
of the area concerned

(SPECIMEN "B")

AFFIDAVIT

I _____ son/daughter/wife of Shri _____ Ex-servicemen No. _____ Rank _____ Resident of village _____ PO _____ Tehsil _____ District _____ (Himachal Pradesh), do hereby solemnly affirm and declare that no other ward (i.e. son/daughter or wife) of my father/husband has been provided employment against the vacancies reserved for Ex-servicemen under the Himachal Pradesh Government/Corporation/Board/Autonomous Body of HP as well as Central and other State/Union Territory Government or Public Sector Undertaking/Autonomous Body/Banks etc. under the control of the said Central or other State/Union Territory Government.

I further declare and affirm that my father/husband has not been re-employed in the aforesaid Departments against the posts reserved for Ex-servicemen.

I, the above named deponent do hereby solemnly affirm and declare that the contents of my above affidavit are true to the best of knowledge and belief, no part of it is wrong and nothing material has been concealed therein.

Verified on this _____ day of _____, 201... at _____ Distt. _____ (HP).

DEPONENT

Sub-Divisional Officer(Civil)/ Tehsildar
of the area concerned

(SEAL)

NOTE: The Affidavit should be signed by the SDO(C)/Tehsildar himself.
The countersigned Affidavit by them shall not be considered.

(SPECIMEN "C")

FOR OBC CANDIDATES

AFFIDAVIT

I _____ son/daughter of Shri _____ aged _____ years resident of village _____ P.O. _____ Tehsil _____ District _____ (H.P) do hereby solemnly declare and affirm as under:-

1. That I belong to the category of Other Backward Classes.
2. That Other Backward Classes(O.B.C)certificate was issued on dated _____ in my favour by _____ (Issuing Authority).
3. That my status has not been changed and I am not excluded from the category of Other Backward Classes (OBC) on account of being covered under Creamy Layer.

I, the above named deponent do hereby solemnly affirm and declare that the contents of my above affidavit are true to the best of my knowledge and belief , no part of it is wrong and nothing has been concealed therein.

Verified on this _____ day of _____, 201... at _____ Distt. _____(HP).

DEPONENT

(SPECIMEN "D")

FOR CHILDREN/GRAND CHILDREN OF FREEDOM FIGHTERS

(Form of certificate to be furnished by the children/ grand children of freedom fighter to be considered against the posts/seats meant for this category).

It is certified that Shri /Kumari _____ son/ daughter of Shri/Smt. _____ resident of village _____ post office _____ Tehsil _____ Distt. _____ (H.P.) is son/daughter/grandson/granddaughter of Shri. _____ (Name of Freedom Fighter) who is bonafide Himachali. Shri _____ (name of freedom fighter) has been declared freedom fighter by the Government of Himachal Pradesh and has been issued Identity Card No. _____ dated _____.

(Deputy Commissioner/ Sub-Divisional
Magistrate concerned with seal)

Place. _____
Dated _____

(SEAL)

NOTE: The Certificate should be signed by the DC/SDM himself.
The countersigned Certificate by them shall not be considered.
