

GOVERNMENT OF WEST BENGAL
Office of the Principal
Women's Polytechnic
Jodhpur Park, Kolkata-69.

Date: 19.08.2011

COUNSELLING SCHEDULE FOR DIPLOMA IN
MODERN OFFICE PRACTICE & MANAGEMENT

VENUE: WOMEN'S POLYTECHNIC, KOLKATA

Rank	Category	Reporting Time	Date
ALL	SC & ST	10-30AM	26.08.2011
1-50	GENERAL	11-30AM	
51-100	GENERAL	12-30PM	
101-142	GENERAL	1-50PM	

NOTE: COUNSELLING OF ANY CATEGORY WILL BE OPEN TILL THE AVAILABILITY OF SEATS IN THAT CATEGORY AND THE COUNSELLING WILL BE STOPPED WHEN THE SEATS ARE FILLED UP.

1. Upper age limit is 30 years for General candidates as on 01.01.2011. SC/ST candidates should be within 33 years as on 01.01.2011.
2. Candidates called for counselling must report at the venue on the designated date and time.
3. Admission forms will be available at the venue on payment of Rs.20 (Rupees Twenty) in cash.
4. The duly filled-in admission form is required to be submitted at the time of counselling.
5. All candidates called for counselling will have to pay a non-refundable counseling fee of Rs. 425 (Rupees four hundred twenty five) in the form of demand draft drawn on any SBI Branch in favor of "West Bengal State Council of Technical Education" payable at Kolkata.
6. Candidates will have to take admission within 7 days (seven) from the date of allotment by paying requisite admission fees in cash. Failure to take admission will make the candidates ineligible for the offered seat.
7. Candidates must bring the following documents in original for verification at the time of counselling:
 - a) Counterfoil of the application form in original.
 - b) All the testimonials and caste certificate in original issued by competent authority with 2 sets of photocopy of each.
 - c) Three passport size coloured photographs.
 - d) Medical certificate.

Namita Kundu

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Officer-in-Charge
Women's Polytechnic, Kolkata