



# P.S.B. POLYTECHNIC COLLEGE

THAIYUR, KELAMBAKKAM, CHENNAI - 603 103.

(Approved by AICTE New Delhi & Recognised by the Govt. of Tamilnadu)

## APPLICATION FORM FOR ADMISSION TO PART-TIME DIPLOMA COURSES

Affix  
Passport size  
Colour Photo  
here

1. Name of the Candidate (In Block Letters) :

2. Name of the Parent / Guardian :

3. Address for Communication : .....

E-mail id : .....

.....PIN

Contact Telephone No:

STD Code

Mobile No:

4. Date of Birth (Christian Era) :  
(as found in SSLC or its equivalent Certificate)

Day

Month

Year

Day and Month should be entered only as a two digit number.

Example, 5-1-1988 should be entered as 05011988

5. Sex:

(✓the appropriate box)

Female

Male

Transgender

6. Native District:

7. Nationality:

(✓the appropriate box)

Indian

Others (Specify)

8. Mother Tongue:

(✓the appropriate box)

Tamil

Others (Specify)

9. Religion:

(✓the appropriate box)

Hindu

Muslim

Christian

Others (Specify)

10. Place of Birth :

Village/Town/City

State

11. Name of the Community : (✓the appropriate box)

ST	SC	SC(A)	MBC&DNC	BC(M)	BC(O)	OC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Particulars for ST, SC, SC(A), MBC / DNC, BC(O) / BC(M) only  
(Attach a Xerox with attested Copy of the permanent Community Certificate Card)

(i) Name of the Caste :										
(ii) Sl. No. of the Community Certificate :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(iii) Name of the Revenue Division/Taluk :	Division					Taluk				
(iv) Issuing Officer's Designation : (✓the appropriate box)	Sub Collector		RDO/PA(G)		Tahsildar		Dy. Tahsildar			
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			

13. Examination Passed : (✓the appropriate box)

	S.S.L.C. (10 yrs.)	S.S.L.C. (11 yrs.)	P.U.C. (Failed)	P.U.C. (Passed)	H.S.C.	I.S.C.	Others
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. (a) Details of Studies :

Name of School last studied (Address)	State	Register No.	Month & Year of Passing

14. Marks obtained in SSLC / Equivalent Examination :

(False information will lead to cancellation of Admission and Criminal Action)

Sl.No.	Subject	Marks			Month and Year of Passing
		Scored		Maximum	
(i)	Tamil or any other Language				
(ii)	English				
(iii)	Mathematics				
(iv)	Science				
(v)	Social Science				
(vi)	Elective (if any)				
(vii)	Total				

15. Distance in Km. from the place of present employment to the Polytechnic College where you seek admission (not exceeding 60 Kms.) ...

16. Details of Employment (Enclose copies of Certificates for the Employment Periods) :

Name of Organisation / Institution	Place of Employment	Capacity in which Employed	Pay	Period		Total Service		
				From	To	Y	M	D

17. Course Preferred by the Candidate : ☐ DME ☐ DEEE ☐

**DECLARATION BY THE APPLICANT**

I,.....(Name in full) Son / Daughter of.....hereby solemnly declare that the information furnished and the statements given in the application, and the enclosures are true, correct and complete. I further declare that should it be found otherwise, I will be liable to forfeit my seat and or removed from the rolls of the Institution at whatever stage of study I may be, besides making me **Liable for Criminal Prosecution.**

Place : \_\_\_\_\_

Date : \_\_\_\_\_

*Signature of the Applicant*

OFFICE USE ONLY  
**IMPORTANT PARTICULARS**

- Name ...
- Qualifying Examination ...
- Marks obtained .....out of.....marks
- Marks reduced to a base of 80 ...
- Total years of Experience ...  

Y	M			D	
- Marks for Experience (Maximum 20) ...
- Total (4+6) ...
- Community ...  

ST	SC	SC(A)	MBC&DNC	BC(M)	BC(O)	OC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Certificate of Social Status ... Yes/No
- Distance in K.M. from the place of working to the Institution (not exceeding 60 Kms.) ...
- Whether Application is complete in order ... Yes/No
- Particulars filled and verified by ...
- Originals verified by ...
- Countersigned by ...

Institution Seal

## RULES AND REGULATIONS

1. Students must be present in time in all the working days.
2. Minimum 80% of attendance is essential in every semester to get eligibility to appear for Board examination. At the end of every semester if a student fail to secure minimum 80% of attendance will not be permitted to appear for the Board Examination as per the DOTE rules.
3. Students must come with ID card in all the days.
4. Prior permission should be obtained from the principal if anybody wants to avail leave. Absentees without prior permission will be fined Rs. 100/- per day.
5. College timing will be between 6.00 p.m. and 9.00 p.m. in all the working days.
6. Periodical assessment test will be conducted in every month. Based on the performance in Assessment Test, Assignment and Attendance, Internal marks will be awarded by the Lecturers concern in each subjects.
7. Discipline among the students is essential and the students will be monitored by the disciplinary committee in and outside the campus. Appropriate action will be taken against the student if they do not obey the rules and regulations.
8. Students must obey and respect all the Lecturers and they should submit their homework and assignments in time.
9. Students must pay the tuition fee and other fees on or before the due date in full.

We read and understood the rules and regulations of the institute and we assure you that we will abide by it.

Sign. of Parent / Guardian

Sign. of the Candidate

## CERTIFICATE BY THE PRESENT EMPLOYER

Thiru / Ms.....Son / Daughter of .....  
is a employee of this firm / department. He / She is working at present as.....  
from.....as a regular employee. He / She has been under the  
service of this firm from.....under various capacities as per details below on a regular  
basis and in normal course shall continue to hold such employment at the place of duty throughout the period  
of his / her Part-time course. This organisation / department has no objection to permit the candidate to do  
Part-time Diploma Course

Scale of pay of the post ...

His/Her present pay ...

His / Her conduct and character are ...

Details of service under various capacities (Furnish  
period of service in each category) ...

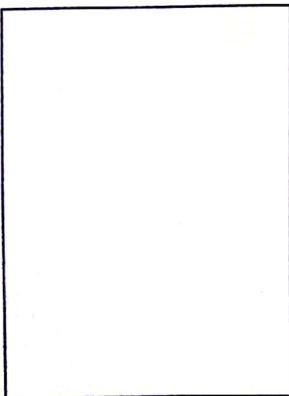
Date:

Office Seal:

*Signature of the Present Employer*

*Name of Concern / Department (with seal)*

Passport size photo, to be  
attested by the employer



**Note:** (1) The employment certificate should be issued with reference to the records etc. of the Employer / Department.

(2) The certificate is subject to verification. If it is found to be false on verification, through proper authorities, appropriate criminal action (under IPC 420 etc.) against the person responsible who has issued the certificate will be taken in addition to removal of the candidate from rolls.

## PRACTICAL EXPERIENCE CERTIFICATE

1. Name of Candidate (as per S.S.L.C. Book) ...
2. Month and year of passing the Examination (S.S.L.C.) ...
3. Name of Firm / Company / Workshop and Address / Presently working Firm with Regd. No. SSI / Factory Act / Labour Act / Company Act (with the date of Registration) ...
4. Post held and scale of pay ...
5. Field experience (Civil, Mechanical, Electrical, Electronics) ...
6. Nature of work done ...
7. Date of joining and confirmation in the present service ...
8. Employment / Service particulars ...

**Note :** Details should be furnished in the order of his/her service in various establishments

Sl.No. (1)	Name of Establishment (2)	Date of commencement of service (3)	Date of discontinuation of service (4)	Total regular service as on 01.07.2014 Y M D (5)	Designation held and nature of work (6)

**Note :** Details should be furnished in the order of his/her service in various establishments

*Signature of the Candidate*

**Note:**

1. Under Col. (6) of 8th item give details of the designation held under each establishment and the nature of work done by you to each case briefly.
2. Period spent as apprentice / trainee will not be taken into account for computing the total period of service / experience.
3. Service as part-time worker, Daily Wages, NMR or Workcharged Establishment, Apprentice Helper, Service in a Wiring Contractor / Building Contractor / Contract, / Welding Shop / Lathe Shop / electrical Shop etc. will not be counted as experience.
4. The candidate should be working in the respective Engineering Field as on date of application 01-07-2014 as full time employee and shop means a workshop registered under Labour Act / Factory Act / SSI which include technical educational institutions and ITI (Recognised) "Experience will be computed only from the date of registration of the firm in SSI and Date of Registration should be specified".
5. Probation period in Government Department will be counted as experience. Probation period in private concerns can be counted if nature of work alone with pay details are given.