

**PROCEDURE FOR ONLINE COUNSELING / ADMISSION 2022**  
**ON 05, 06 07, AND 08 SEP 2022**

**Step – 1. Online Verification of Documents/ Certificates.** Please keep the following certificates/ documents ready for online verification by staff of AIT.

Ser No	Name of Document
<b>(a)</b>	<b><u>Serving Personnel</u></b>
1	Parent Army I/ Card
2	Candidate's Dependent Card
3	Part II Order/ Military Secretary's Branch MS(X) Army Headquarters letter, specifying the award in respect of award winner category. The supporting documents must clearly specify that the award is for " <b>Gallantry</b> " as applicable.
4	Disability certificate in respect of 'Grant of Weightage' on disability category as applicable.
5	Certificate 1 / 2/ 3 as per Prospectus in original as applicable. (Proforma certificate available in Prospectus)
6	Kindred roll / Part II Orders in case of JCOs/ OR.
7	Record of Service page wherein family details have been mentioned AND Part II Orders on birth of ward in case of Army Officers.
8	Certificate showing period of service, served in Army in case of children of those who are/were in Army Postal Service or Army Medical Corps or Territorial Army or Military Nursing Service (as applicable).
<b>(b)</b>	<b><u>Retired Personnel</u></b>
1	Parent Retired I/Card
2	ECHS Card
3	Initial Pension Pay Order (PPO)
4	Discharge Book Page wherein family details have been mentioned (In case of retired Offrs/JCOs/OR).
5	Certificate 1/ 2/ 3 as per Prospectus in original as applicable (Refer Prospectus for Proforma).
6	Part II Order/ Military Secretary's Branch MS(X) Army Headquarters letter, specifying the award in respect of award winner category. The supporting documents must clearly specify that the award is for Gallantry as applicable.
7	Battle Casualty certificate and Discharge book in respect of 'Grant of Weightage' on Battle casualty category as applicable.
8	Disability certificate and Discharge book in respect of 'Grant of weightage' on disability category as applicable.
9	Children of those persons, who are in receipt of any type of pension, should produce pension document <b>in original</b> as applicable.
9	Certificate showing period of service, served in Army in case of children of those who are/were in Army Postal Service or Army Medical Corps or Territorial Army or Military Nursing Service. (As applicable).
10	Part II Order of the concerned unit and Certificate showing <b>child of War widow</b> (As applicable). Submit Appendix 'D' of Prospectus also.

## **Step – 2 : Online Verification of Candidate’s Marklists and Certificates**

<b>Ser No</b>	<b>Name of document</b>
1	JEE (Main) Hall Ticket and Score Sheet.
2	Statement of marks of XII standard/ HSC from Statutory Board.
3	Matriculation Certificate or equivalent for verifying the date of birth if date of birth is not reflected in XII Std /HSC Mark Sheet.
4	School/Institute Leaving/ Transfer certificate from the Principal/ Head of Institution last attended. – To be submitted on arrival to AIT after Joining the Institute.
5	Certificate of passing XII standard/ HSC from Statutory Board.
6	Character Certificate
7	Domicile Certificate, in case the student belongs to J&K State.
<b><u>Step- 3</u></b>	<b><u>BRANCH ALLOTMENT.</u></b> <i>Will be done as per the list only. (Upgradation as per Merit/choice on vacancy available will take place after completion of all admissions)</i>
<b><u>Step- 4</u></b>	<b><u>ACCEPTANCE / DENIAL</u></b>  (i)After counselling eligible applicants are required to forward ‘Acceptance Form’ or ‘Denial Form’ (as applicable) to <a href="mailto:studentsection@aitpune.edu.in">studentsection@aitpune.edu.in</a> . (Proforma given below)  (ii)ERP login ID and password will be issued by ERP In-charge after receipt of Acceptance Form.
<b><u>Step- 5</u></b>	<b><u>ONLINE FEE PAYMENT.</u></b> After counselling, applicants are required to deposit fee of <b>Rs 3,22,838/-</b> through ERP portal of AIT website till 5pm on next day. (Fee Structure available in Prospectus).  <ul style="list-style-type: none"><li>- <i>Payment of fees by 1700 Hrs next day of counselling is compulsory.</i></li><li>- <i>Seat will be reserved without payment of balance fee of Rs 3,22,838/- upto 1700 Hrs next day only.</i></li></ul>

## ACCEPTANCE FORM

I, \_\_\_\_\_

(Name of Candidate), AIT Merit Number \_\_\_\_\_ is hereby accepting the offer to take provisional admission in First Year Engineering for the Academic Year 2022-23 in the Army Institute of Technology, Pune in the Branch \_\_\_\_\_ allotted to me.

Date : Sep 2022

(Name & Signature of Candidate)

**DENIAL FORM**

I, \_\_\_\_\_

(Name of Candidate), AIT Merit Number \_\_\_\_\_ is hereby deny the offer to take provisional admission in First Year Engineering for the Academic Year 2022-23 in the Army Institute of Technology, Pune in the Branch \_\_\_\_\_ allotted to me.

Date : Sep 2022

(Name & Signature of Candidate)