

NOTICE – 04/2025
PROCEDURE FOR ONLINE COUNSELING / ADMISSION 2025
ON 16,17,18,19 AND 23 Jun 2025

Step – 1. Online Verification of Documents/ Certificates. Please keep the following original certificates/ documents ready for online verification by staff of AIT. These are also required to be produced for physical verification on arrival at AIT, Pune for which date and time will be intimated later.

Ser No	Name of Document
A	<u>Serving Personnel</u>
(a)	Parent Army/Navy/Air Force I/Card in person/ on whatsapp (to be shown)
(b)	Candidate's Dependent Card and Aadhar Card.
(c)	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. Similar certificates from respective HQs to be produced by Navy/Air Force for weightage.
(d)	Disability certificate in respect of 'Grant of Weightage' on disability category as applicable.
(e)	Certificate 1 / 2/ 3 as per Prospectus in original as applicable. (Proforma certificate available in Prospectus)
(f)	Kindred Roll / Part II Orders in case of JCOs/ OR.
(g)	Record of Service page wherein family details have been mentioned AND Part II Orders on birth of ward in case of Army/Navy/Air Force Officers. Date of Birth of candidate recorded in Office data as well as class X passing certificate should be the same. Variation in name will not acceptable.
(h)	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	<u>Retired Personnel</u>
(a)	Parent Army/Navy/Air Force Retired I/Card through whatsapp
(b)	ECHS Card and Aadhar Card.
(c)	Initial Pension Pay Order (PPO)
(d)	Discharge Book Page wherein family details have been mentioned (In case of retired Offrs/JCOs/OR). Date of Birth of candidate recorded in Office data as well as class X passing certificate should be same.
(e)	Certificate 1/ 2/ 3 as per Prospectus in original as applicable (Refer Prospectus for Proforma).

Ser No	Name of Document
(f)	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. Similar certificates from respective HQs to be produced by Navy/Air Force for weightage.
(g)	Battle Casualty certificate and Discharge book in respect of 'Grant of Weightage' on Battle casualty category as applicable.
(h)	Certificates showing 'parents are deceased' in case of grant of weightage for 'Orphan'.
(j)	Disability certificate and Discharge book in respect of 'Grant of weightage' on disability category as applicable.
(k)	Children of those persons, who are in receipt of any type of pension, should produce pension document in original as applicable.
(l)	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).
(m)	Part II Order of the concerned unit and Certificate showing ' Ward of War Widow ' (As applicable). Submit Appendix 'D' of Prospectus also.

Step – 2 : Online Verification of Candidate's Marklists and Certificates

Ser No	Name of document
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. Nationality should be Indian. TC to be submitted in original on arrival to AIT, Pune.
5	Certificate of passing XII standard/ HSC from Statutory Board.
6	Character Certificate, Migration Certificate (if applicable)
7	Domicile Certificate, in case the student belongs to J&K State.
Step- 3	<u>BRANCH ALLOTMENT.</u> <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>
Step- 4	<u>ACCEPTANCE / DENIAL</u> <p>(i) After counselling eligible applicants are required to forward 'Acceptance Form' or 'Denial Form' (as applicable) to studentsection@aitpune.edu.in. (Proforma given at Appendix 'A' and 'B' respectively.)</p> <p>(ii) ERP login ID and password will be issued by ERP In-charge after receipt of Acceptance Form. Non receipt of Acceptance Form in 6 Hrs deemed denial of Admission.</p>
Step- 5	<u>ONLINE FEE PAYMENT AFTER COUNSELING.</u> Applicants are required to deposit fee of <u>Rs 3,61,065/-* through ERP portal of AIT website till 5:00 pm on next day after confirmation of admission else admission will be cancelled.</u> (Fee Structure is available in Prospectus). <ul style="list-style-type: none"> - <u>Payment of fees by 1700 Hrs next day of counselling and confirmation</u> of admission is compulsory. - <u>Seat will be kept reserved without payment of balance fee of Rs 3,61,065/-* upto 1700 Hrs next day only.</u> Seat will be allotted to next candidate in Merit. <p>*(Total Fee is Rs 3,71,065/-, in this Rs 10,000/- has already been paid)</p>

Dated : 22 May 2025


(MK Prasad)
Col
Director

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 2025-26 in the Army Institute of Technology, Pune
in the Branch _____ allotted to me.

Date : Jun 2025

(Name & Signature of Candidate)

[Handwritten signature]

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 2025-26 in the Army Institute of Technology, Pune in the
Branch _____ allotted to me.

Date : Jun 2025

(Name & Signature of Candidate)