

HPCET COUNSELLING DOCUMENT CHECKLIST

Himachal Pradesh Technical University (HPTU) Official Verification Guide

Candidates participating in the HPTU counselling process must present all **original documents** on their designated reporting day for physical verification. Along with the originals, you must carry at least **2 to 3 self-attested photocopies** of every document listed below.

CRITICAL REQUIREMENT: Ensure that all category and income certificates (specifically for OBC, EWS, and Tuition Fee Waiver quotas) are updated and issued after **April 1st** of the current academic year. Older certificates will be rejected during verification.

1. CORE EXAM & ACADEMIC DOCUMENTS

- **HPCET Admit Card:** The original hall ticket used during the entrance examination.
- **HPCET Rank Card / Scorecard:** Official scorecard indicating your rank (or national-level scorecards like JEE Main, CAT, MAT, CMAT, where applicable).
- **Provisional Allotment Letter:** Downloaded from the official HPTU portal post seat allocation.
- **Class 10 Marksheet & Passing Certificate:** Mandatory as legal proof of your date of birth.
- **Class 12 Marksheet & Passing Certificate:** Required eligibility proof for all undergraduate programs.
- **Graduation Marksheets & Degree/Provisional Certificate:** Required for post-graduate applications (e.g., MBA, MCA).

2. PERSONAL & IDENTITY PROOFS

- **HP Bonafide / Domicile Certificate:** Mandatory to claim seats under the Himachal Pradesh state quota.
- **Valid Photo Identification:** Aadhaar Card, Voter ID, PAN Card, or Passport.
- **Passport-Size Photographs:** 6 to 8 recent, high-quality color photographs (preferably against a light or white background).
- **Character Certificate:** Issued by the head of your institution last attended (must be issued within the last 6 months).
- **Transfer / School Leaving Certificate:** Official migration release from your previous school or college.
- **Migration Certificate:** Required if your qualifying examination board was other than HPBOSE.

3. CATEGORY & SPECIAL QUOTA CERTIFICATES

If applying via reserved or specialized seats, corresponding certificates must be issued by a competent authority in Himachal Pradesh (e.g., Tehsildar or Sub-Divisional Magistrate):

CATEGORY / QUOTA	REQUIRED DOCUMENT SPECIFICATION
SC / ST	Valid, permanent Caste Certificate.

CATEGORY / QUOTA	REQUIRED DOCUMENT SPECIFICATION
OBC	OBC Non-Creamy Layer Certificate (must be valid for the current financial year).
EWS	Income and Asset Certificate for Economically Weaker Sections.
Tuition Fee Waiver (TFW)	Official Income Certificate of parents/guardians.
Defence / Ex-Serviceman	ESM Certificate and relationship proof verified via the Zila Sainik Board.
Sports Quota	Graded Sports Certificate verified by the competent state sports authority.
Beti Hai Anmol	Signed legal affidavit confirming single girl child status.
Physically Challenged (PwD)	Disability Certificate stating 40% or more disability from a Government Medical Board.

4. MANDATORY AFFIDAVITS & MEDICAL CLEARANCE

- **Medical Fitness Certificate:** Issued and signed by a registered medical practitioner (MBBS minimum).
- **Anti-Ragging Affidavit:** Executed on a ₹100 stamp paper, signed individually by both the candidate and parent/guardian.
- **Gap Year Affidavit:** Required if there is an academic gap of one or more years between passing the qualifying exam and taking admission (stating the activities undertaken during the gap period).

Note: Candidates are advised to cross-reference their exact certificate formats with the latest official HPTU Prospectus prior to physical reporting.