

Assam Engineering Counselling Checklist

Official Document Verification Guide for B.E. / B.Tech Admissions (CEE)

CRITICAL REQUIREMENT: You must bring all **Original Documents** along with at least **two sets of self-attested photocopies** to the physical verification venue.

1. General Documents (Mandatory for All Candidates)

☐ **Assam CEE Rank Card & Score Card**

Official document showing your secured rank and detailed score.

☐ **Assam CEE Admit Card**

The hall ticket used during the examination day.

☐ **Permanent Resident Certificate (PRC) of Assam**

Mandatory to prove home-state quota eligibility. Must be issued by the District Commissioner (DC) or Sub-Divisional Officer (SDO) of your district. *(Central Govt. Employees quota candidates must submit specific alternative proofs).*

☐ **Age Proof / Class 10 Admit Card or Passing Certificate**

HSLC or equivalent board certificate/admit card explicitly verifying your date of birth.

☐ **Class 10 Mark Sheet & Pass Certificate**

Original report cards confirming completion of secondary education records.

☐ **Class 12 Admit Card, Mark Sheet & Pass Certificate**

Must prove you passed Physics, Chemistry, and Mathematics in a single sitting without any grace marks.

☐ **Character Certificate**

Issued by the Principal or Head of the institution you last attended.

☐ **Government Photo ID Proof**

Aadhaar Card, PAN Card, Voter ID, or Passport.

☐ **Recent Passport-Size Photographs**

Carry 6 to 8 fresh print copies with a clean, light/white background.

☐ **Counselling Fee Payment Receipt**

Printed confirmation copy of the online counselling registration fee payment.

☐ **Printed Counselling Form (Part-A / Admission Record Sheet)**

Downloaded directly from the admission portal with your preferred details filled.

2. Category & Special Quota Certificates (If Applicable)

Candidates seeking seat reservation advantages must provide verified documents from recognized competent state authorities.

Category / Quota	Required Document	Competent Issuing Authority
SC / ST (P) / ST (H)	Official Caste Certificate	DC / SDO / Authorized Revenue Authority
OBC / MOBC	Non-Creamy Layer (NCL) Certificate (Must be valid for current financial year)	Competent Assam Government Revenue Authority
EWS	Income and Asset Certificate	Competent District Revenue Authority
PwD	Disability Certificate (Minimum 40% permanent impairment) with unique UDID	State Medical Board / Authorized Civil Surgeon
TGLC / Ex-TGLC / Moran / Matak / Tai-Ahom / Koch-Rajbongshi / Chutia	Caste/Community Certificate paired with valid NCL Certificate	Authorized community apex bodies countersigned strictly by DC/SDO
Freedom Fighter	FF Certificate + Relationship Certificate proving grandchild status	Home & Political Dept. & concerned District Commissioner
Defense Quota	Service/Ex-serviceman status certificate for ward	Director, Rajya Sainik Board, Assam

3. Supplementary Certificates

☐ **Gap Year Certificate (If Applicable)**

Required if there was a gap between passing Class 12 and entering CEE. Accepted as a self-declaration legal affidavit or a verified coaching institute certificate.

☐ **Medical Fitness Certificate**

A physical well-being fitness certificate certified by a registered medical practitioner or a government hospital official.

 Critical Verification Advice:

- **Physical Inspection Mandatory:** Digital scans, soft copies on mobile phones, or unverified printouts will not be accepted. Original copies must be handed to the verify officer on the spot.
- **Meticulous Data Alignment:** Double-check spelling for your name, parent names, and birthdate across all documents. Any inconsistencies require a legal affidavit to avoid automatic disqualification.