Guidelines for the Choice Filling for Admission in Polytechnics
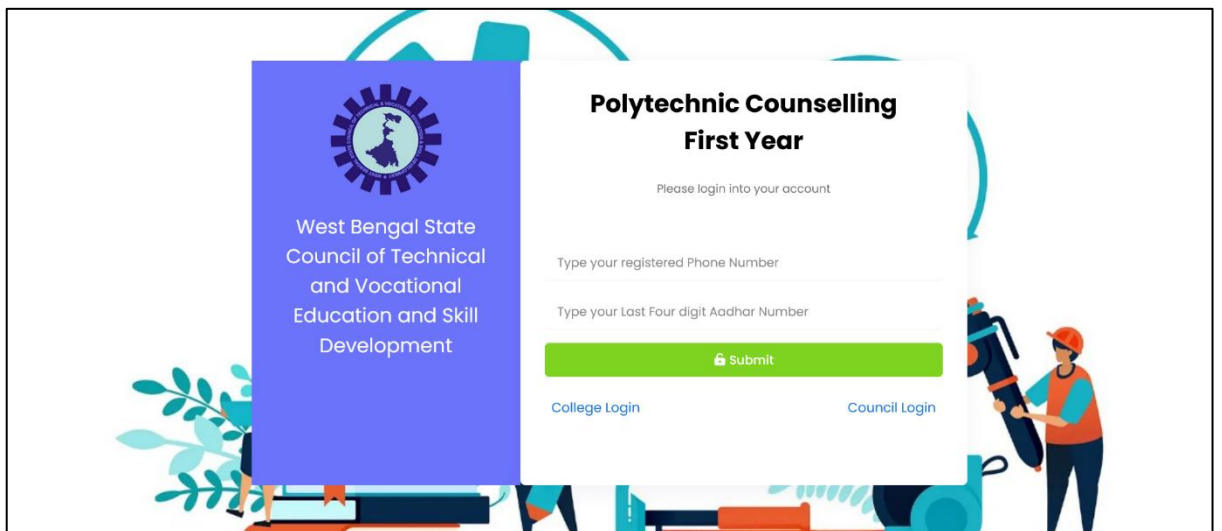
Guidelines for the Choice Filling for Admission in Polytechnics

1. Open your browser e.g. Google Chrome, Mozilla Firefox, or Microsoft Edge, and enter the application URL **https://sctedved.wb.gov.in/polyadm/** in the address bar.

2. For the 1st Year Counselling, please click on the blue button mentioned as "Choice Fill-up for the 1st Year". For the 2nd Year Counselling, please click on the blue button mentioned as "Choice Fill-up for the 2nd Year".
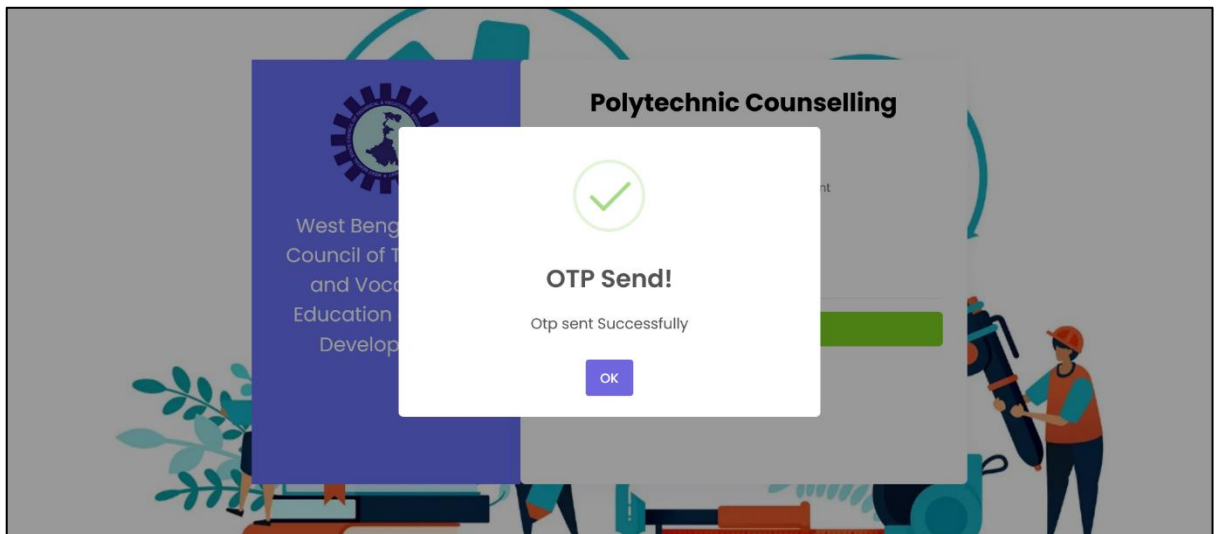

3. Enter your Registered Mobile Number (e.g. 9876543210) and the last 4 digits of your Aadhaar Number.

4. You will receive the One Time Password (OTP) on your Mobile. Use the OTP to verify yourself.

5. If you didn't receive the OTP within two minutes, please refresh the browser to reload the webpage and enter the Mobile number and last 4 digits of Aadhaar number again to get the OTP.

6. You will be redirected to the Profile page, where you need to update the Home and Schooling districts.

7. Once saved, you will be redirected to the Choice Filling page.
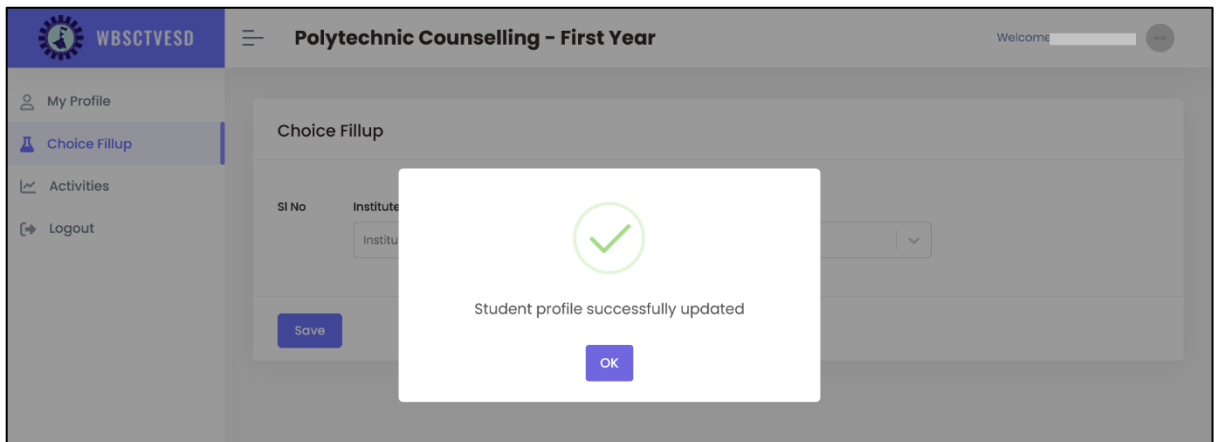
8. In the Choice Filling page, you need to select the Institute name from the dropdown. The branch/stream available in that institute will be loaded in the next dropdown. On selection of the same, **information will be auto-saved**.
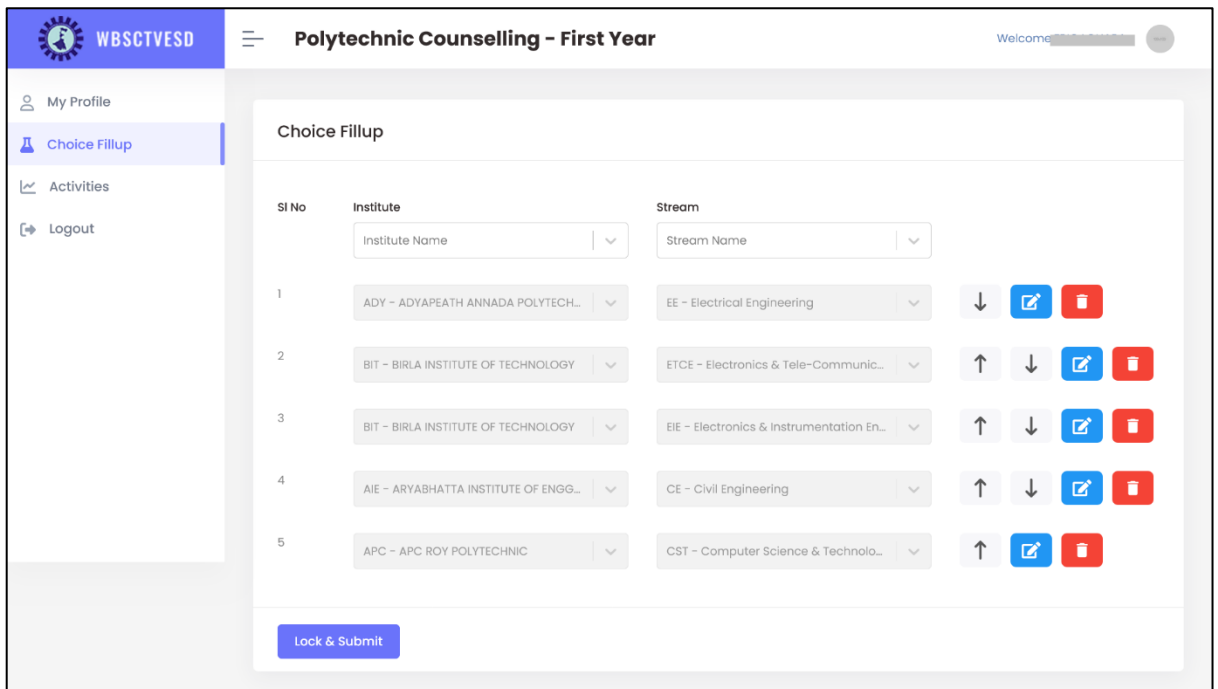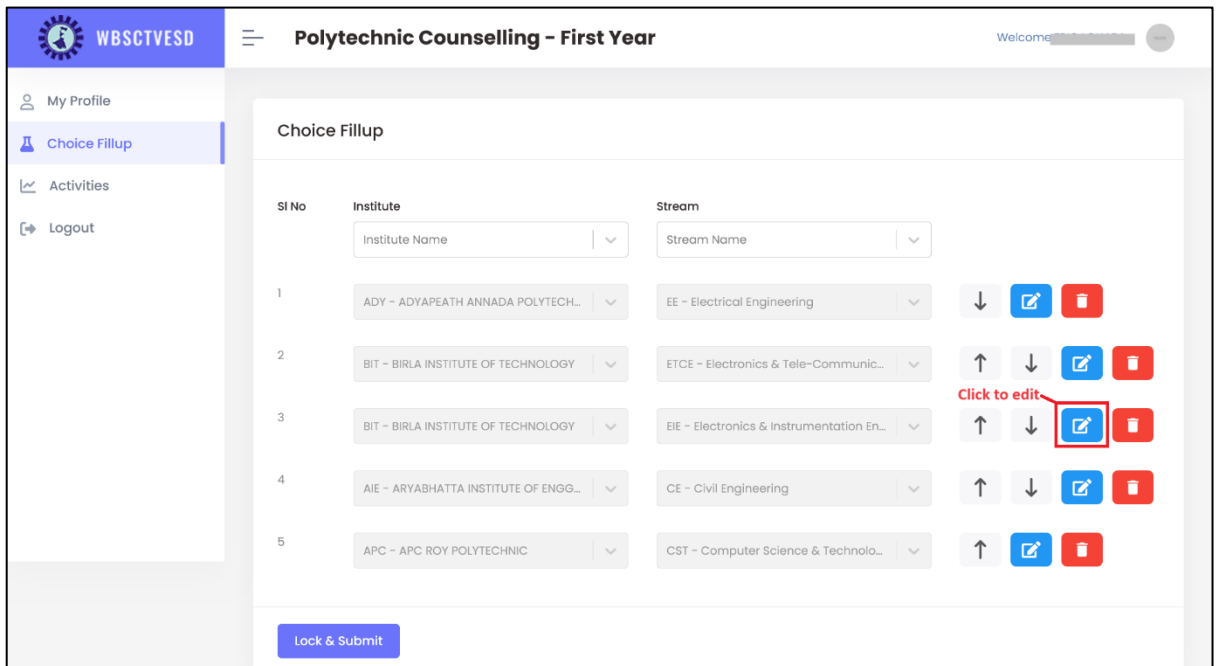

9. You can add as many as the Institute / Stream combination as Choice.
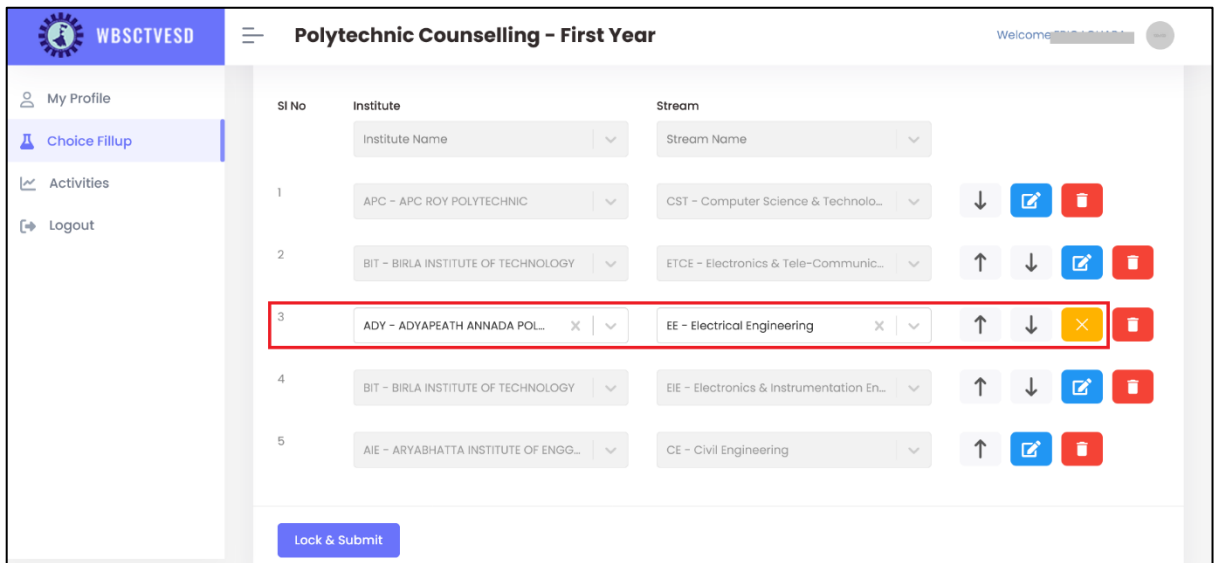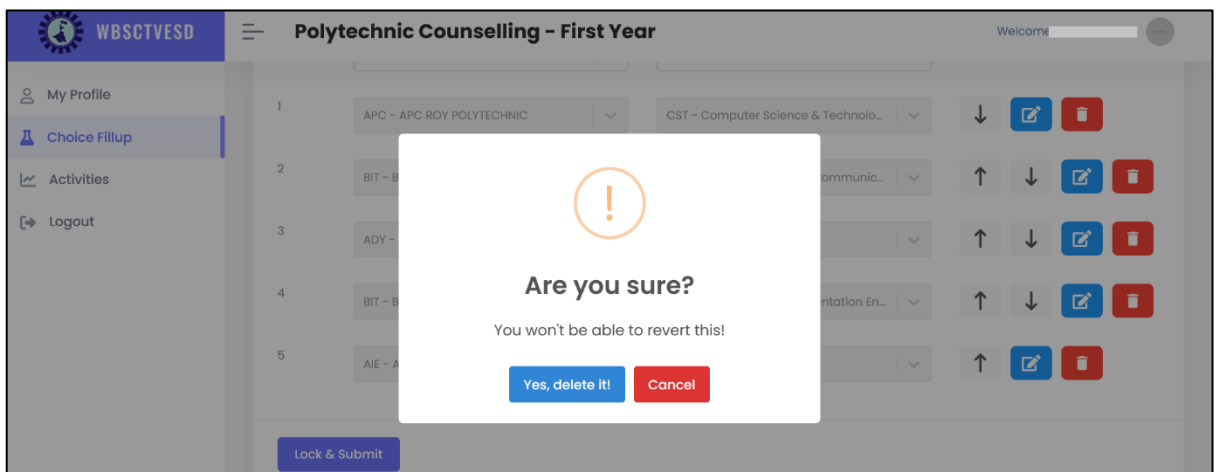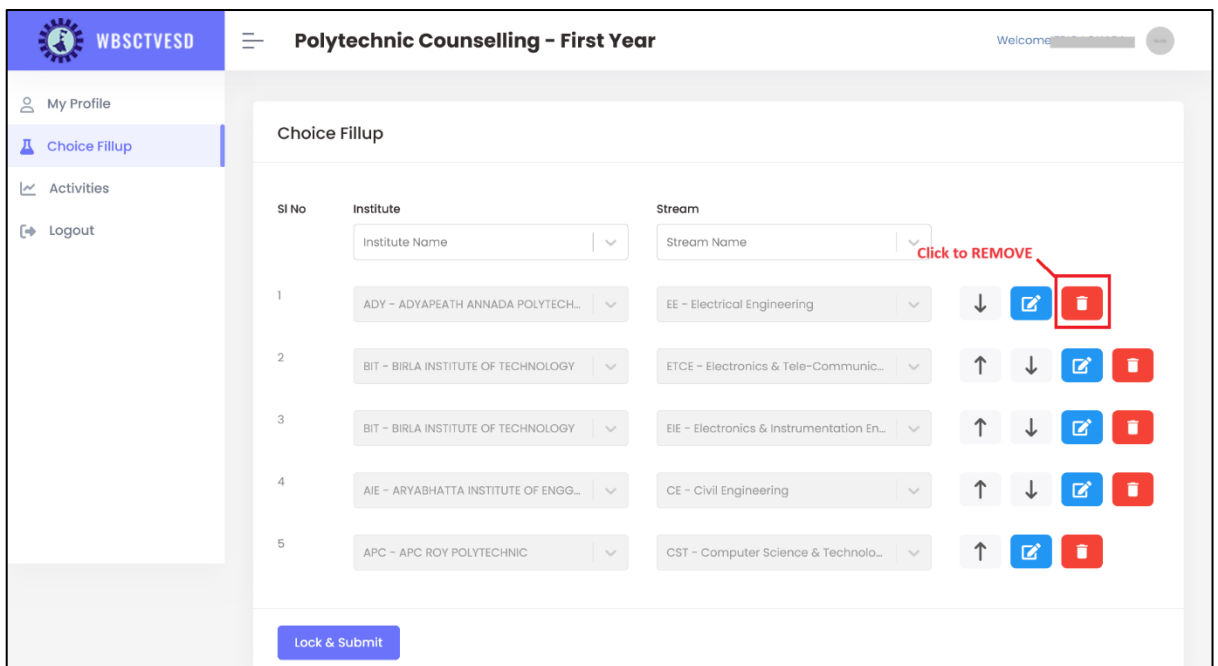10. You can up or down your choice preference by clicking the UP and DOWN arrow icons respectively.
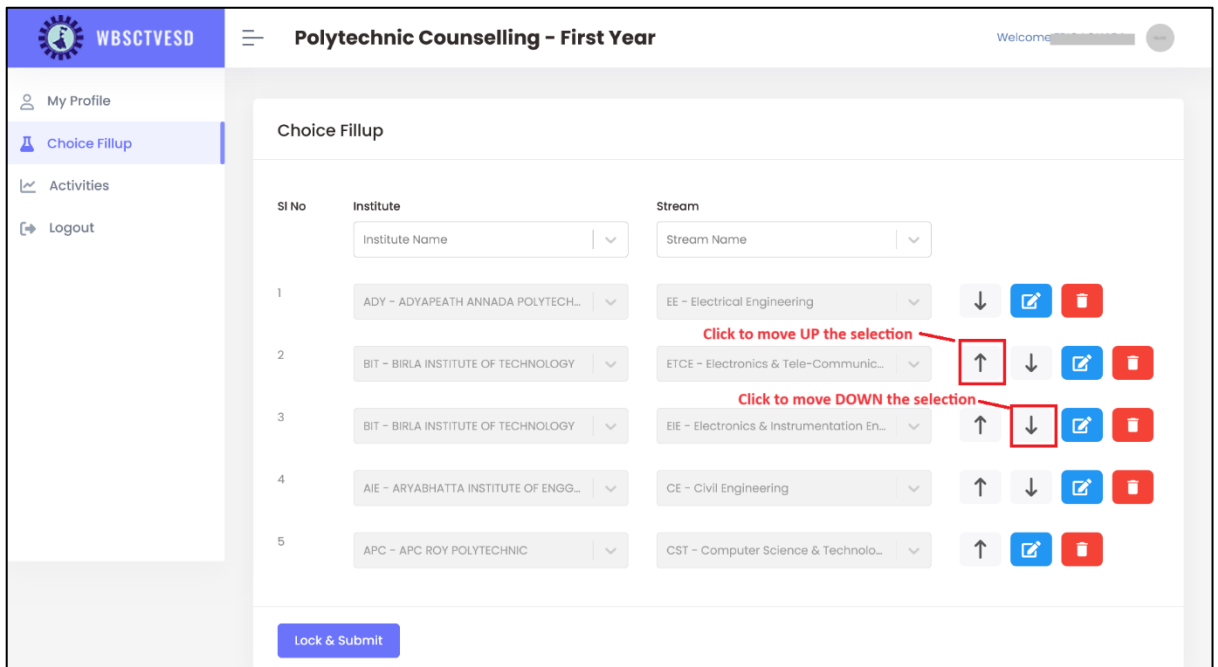
11. If you need to edit any combination, you can do so by clicking the EDIT icon beside the combination. Once the edit is completed, the new combination will be auto-saved.
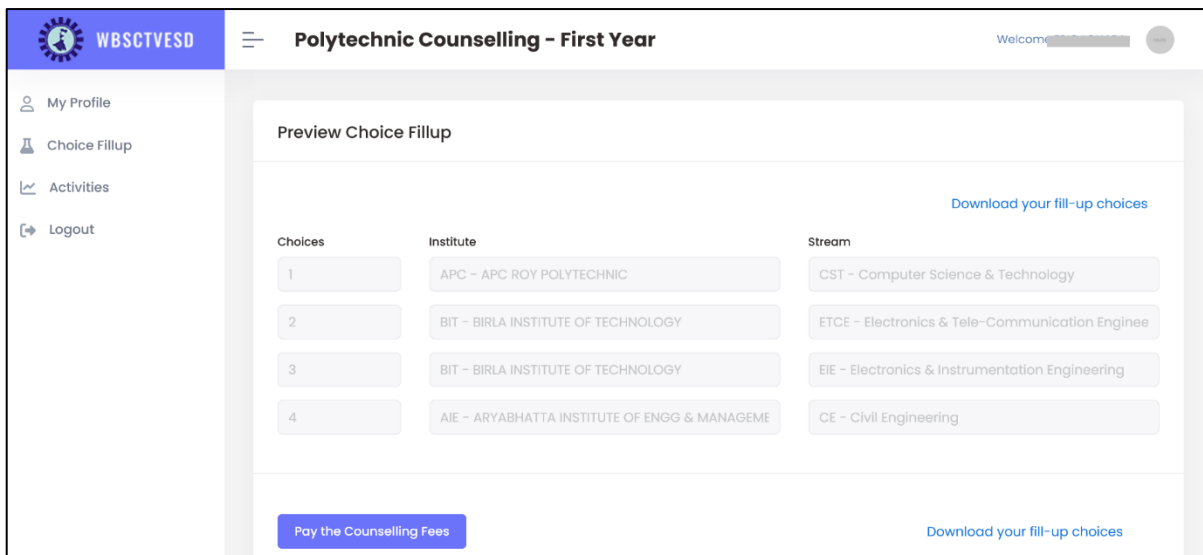
12. If you wish to delete any combination, you can do so by clicking the REMOVE icon.

13. After the choice fillup is completed, you need to "LOCK and SUBMIT" the choices. Once, the choices are LOCKED and SUBMITTED, you will be asked to pay the Counselling Fees of Rs 500 (Rupees Five Hundred Only).

14. On clicking the payment button, you will be redirected to the SBI Payment Gateway. Complete your payment and you will be redirected to the Success/Failure page based on the payment status.

    NOTE: Please do not close the browser until you see the Success / Failure message.

15. From the payment confirmation page, you need to click the "Go to Preview Page" to return to the Preview of the Choice Fill-up page.

16. You can download your filled-up choices in PDF format by clicking the link "Download Choice Fill-up".

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17. If you click the "Activities" link on the left sidebar, you can view your all activities starting from login.

18. For any assistance, please call the **Help Desk No.: 9147339495, 9147339498** or **e-mail** to **commonadmission2024@gmail.com**