

GOVERNMENT POLYTECHNIC, RAJAMPETA

Department of Higher Education — Government of Andhra Pradesh

Circular No: GPR/APPOLYCET-2026/01

Date: 24-06-2026

APPOLYCET- 2026 WEB-BASED COUNSELLING

*A Complete Guide for Candidates & Parents — Admission into Diploma Courses in Polytechnics
(Government & Private)*

From the Principal's Desk

All qualified candidates of APPOLYCET-2026 and their parents are informed that admission into Diploma courses in Polytechnic institutions across Andhra Pradesh will be conducted purely through Web-Based Counselling on the official portal <https://polycet.ap.gov.in>.

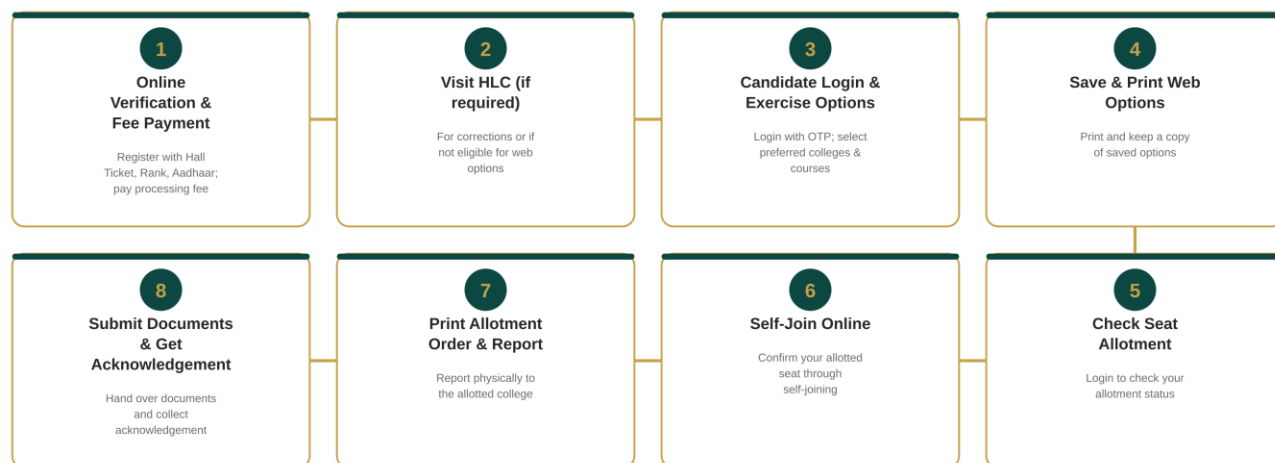
This circular has been prepared by the Principal's Office, Government Polytechnic, Rajampeta, to help candidates understand the entire counselling process — from certificate verification to physical reporting at the allotted college — in a simple, step-by-step manner with supporting diagrams and tables.

Candidates and parents are requested to read this guide carefully, keep all original certificates ready well in advance, and strictly adhere to the dates given in the schedule. Any doubts may be clarified at the College Help Line Centre or by referring to the detailed notification on the official website.

Quick Highlights — At a Glance

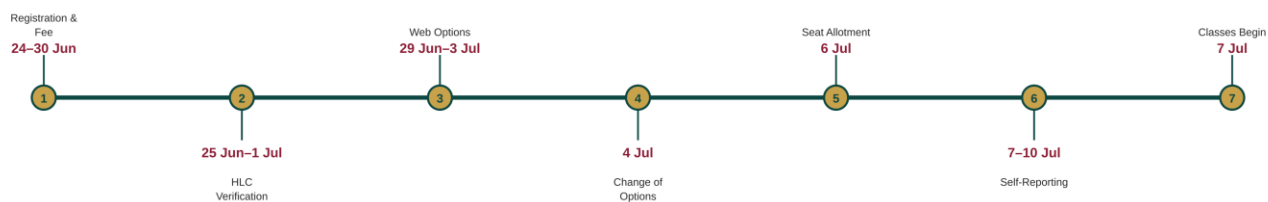
- Official Website: <https://polycet.ap.gov.in>
- Online Certificate Verification & Fee Payment: 24-06-2026 to 30-06-2026 (Rank 1 to Last Rank)
- Processing Fee: OC / BC – ₹700/- | SC / ST – ₹250/-
- Certificate Verification at Help Line Centres (if needed): 25-06-2026 to 01-07-2026
- Exercising Web Options: 29-06-2026 to 03-07-2026
- Change of Web Options (final opportunity): 04-07-2026
- Release of Seat Allotment: 06-07-2026 (after 6:00 PM)
- Self-Reporting & Physical Reporting at College: 07-07-2026 to 10-07-2026
- Commencement of Classwork: 07-07-2026

Counselling Journey — 8 Steps at a Glance



Web Counselling Schedule — First Phase

S.No	Activity	Dates
1	Online Certificate Verification & Fee Payment (Candidate Registration)	24-06-2026 to 30-06-2026
2	Certificate Verification at notified Help Line Centres (HLCs) for candidates not verified online or needing change/update	25-06-2026 to 01-07-2026
3	Exercising the Web Options by registered and eligible candidates	29-06-2026 to 03-07-2026
4	Change of Web Options	04-07-2026
5	Release of Seat Allotments	06-07-2026
6	Self-Reporting and Reporting at College	07-07-2026 to 10-07-2026
7	Commencement of Classwork	07-07-2026



Documents You Must Keep Ready

(Originals + 2 sets of Xerox copies for HLC verification, wherever applicable)

General Documents

- APPOLYCET-2026 Hall Ticket & Rank Card
- Candidate's Aadhaar Card
- SSC or Equivalent Marks Memo
- 10th Class to 4th Class Study Certificates
- Caste Certificate (if applicable)
- Minority Certificate (if applicable)
- SSC or Equivalent Transfer Certificate (TC)
- Income Certificate issued on/after 01-01-2023 (for tuition fee reimbursement)
- EWS Certificate valid for 2026–27 (OC candidates claiming EWS reservation)
- Residence Certificate (for privately studied candidates)
- 10-year Residence Certificate of parents / Employer Certificate (for Non-Local candidates)

Special Category Certificates (if applicable)

- PWD — Persons with Benchmark Disability
- CAP — Children of Armed Personnel
- Sports & Games
- Scouts & Guides
- NCC — National Cadet Corps
- Anglo-Indian

Processing Fee can be paid online through Credit/Debit Card, UPI or Net Banking. Take a printout of the payment receipt immediately after a successful transaction.

Stage-by-Stage Process — Explained Simply

Stage 1 — Online Certificate Verification & Fee Payment



Visit <https://polycet.ap.gov.in> and click on 'Online Certificates Verification & Fee Payment'. Enter your APPOLYCET-26 Hall Ticket Number, Rank, and Aadhaar Number, then submit.

Your basic registration details (name, gender, category, region, EWS status, etc.) will be displayed automatically. Verify every field carefully.

Next, enter the district in which you studied each class from 10th down to 4th class. If you studied outside Andhra Pradesh for any class, select 'Other State District'. Click 'Get Region' to find whether you belong to AU, SVU or NL region.

Tick the declaration checkbox, click 'Get OTP', and enter the OTP sent to your registered mobile number.

Click 'Pay Fee Online' and complete payment via UPI, Net Banking, Debit or Credit Card. Do not refresh or press back while the page is processing.

On successful payment, a confirmation SMS is sent and a receipt is displayed — print and preserve it. Your eligibility status for exercising web options will also be shown.

Important Warning

Any deviation found in the study-district details — either at the time of verification or later — will be viewed seriously and can lead to cancellation of the allotted seat. Enter these details with utmost care.

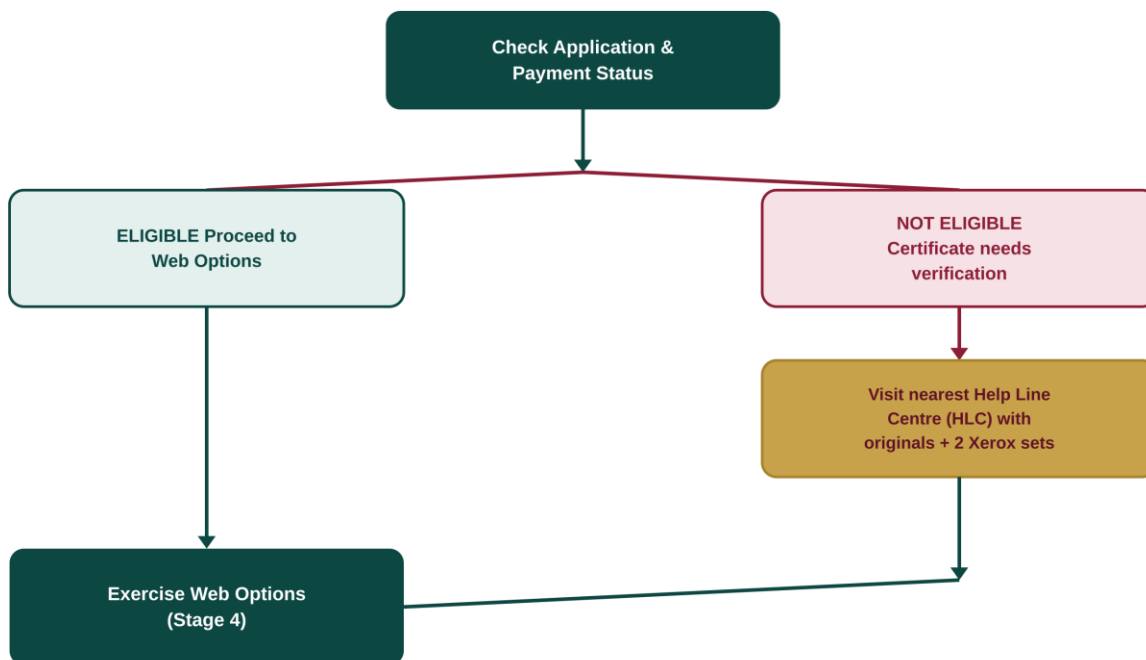
When is a candidate NOT eligible for web options?

- Candidate's caste is not available in the Aadhaar-based web service
- Candidate's SSC or equivalent marks percentage is not available
- Candidate's Residence Certificate needs verification

Stage 2 — Check Application & Payment Status

After completing registration and payment, candidates can verify their eligibility any time by visiting 'Application & Payment Status' on the website and entering their Hall Ticket Number, Rank and Captcha. Three possible outcomes are shown below:

Case	What it Means	Action Needed
Case 1 — Verified & Eligible	Certificates verified online; eligible to exercise web options.	Proceed directly to Stage 4 (Option Entry). No HLC visit required unless changes are needed.
Case 2 — Verified but Not Eligible	Payment successful, but caste / marks % / residence certificate could not be verified online.	Visit the nearest HLC with originals & 2 Xerox sets before the option-entry deadline.
Case 3 — Made Eligible after HLC	Candidate attended HLC and verification officers cleared the certificates.	Candidate becomes eligible; can proceed to exercise web options.



Stage 3 — Preparatory Work at Home (Before Going Online)

Exercising options means arranging your preferred polytechnics and courses in the order you wish to be considered for a seat. Good preparation at home saves time and avoids mistakes on the website.

Download the list of Polytechnics (with counselling codes) and Courses (with course codes) from the official website. Study each college's profile, course duration, and future prospects.

Discuss with parents, seniors and teachers — consider distance from home, hostel facilities, and your own interest and financial comfort — then list out as many options as possible on paper using the Manual Option Form below.

Candidates are strongly advised to enter a large number of options. Based on previous years' closing ranks, more options reduce the chance of missing a seat altogether. Do not, however, enter options you are not willing to join.

Sample Manual Option Form

Option No.	District Code	Polytechnic Code	Course Code
1	VSP	VSPM	EEE
2	KRI	VJWD	MET
3	ATP	ANTP	ECE
4	EG	APKN	CIV
5	CTR	SVTP	BME

How Seat Allotment Works

Allotment is based on your Rank, Local Area, Gender and Reservation Category, considered strictly in the order of the options you have listed. If a seat is not available under Option 1, Option 2 is tried next, and so on — the system will not move to the next candidate until your entire option list has been searched. This is why entering more options is always to your advantage.

Stage 4 — Exercising Options on the Web

Login at <https://polycet.ap.gov.in> using your Hall Ticket Number, Date of Birth and an OTP sent to your registered mobile. Read the on-screen instructions and tick the declaration checkbox before proceeding.

On the option-entry screen, select a District, Institute Type (Government / Private / Minority / Girls) and Branch to view the list of available colleges and courses, then click the '+' button against each choice to add it to your list on the right.

Re-arrange your added options using the Up / Down arrows or drag-and-drop, and remove any option using the delete button. Repeat the selection process for as many colleges and branches as you wish.

Button	Purpose
Save	Saves your current list of options. Use this frequently while working.

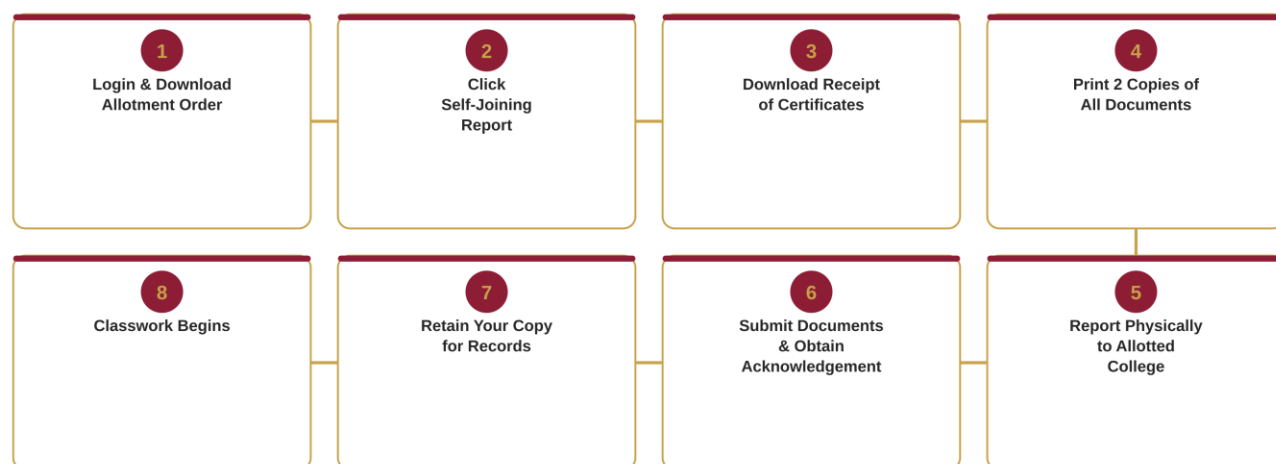
Button	Purpose
Save & Print	Saves your options and generates a printable list for your records.
Freeze Choices	Locks your final option list for seat allotment. Cannot be undone — use only when fully satisfied.
Logout	Exits the application. Always Save before logging out, or unsaved changes will be lost.

If you freeze your choices, the frozen list is used for allotment. If you do not freeze, your last saved list is used instead. A final opportunity to revise even frozen options is given on the 'Change of Web Options' day — after that, no further changes are possible.

Stage 5 — Final Allotment of Seats

Seat allotments are processed centrally on the date notified in the schedule, based on merit (rank), category, gender, local area and special reservation, and published on the website. Candidates can log in (as in Stage 4) and download their Allotment Order.

Stage 6 — Self-Joining & Physical Reporting at the Allotted College



After downloading the Allotment Order and Self-Joining Report, read all instructions carefully. Take printouts of two copies each of the Self-Joining Report, Allotment Order and Receipt of Certificates, and physically report to the allotted college within the time mentioned in the Allotment Order. Submit one copy of each document to the college, obtain an acknowledgement on the second copy of the Self-Joining Report, and retain it carefully.

Certificate Verification Schedule — Special Categories

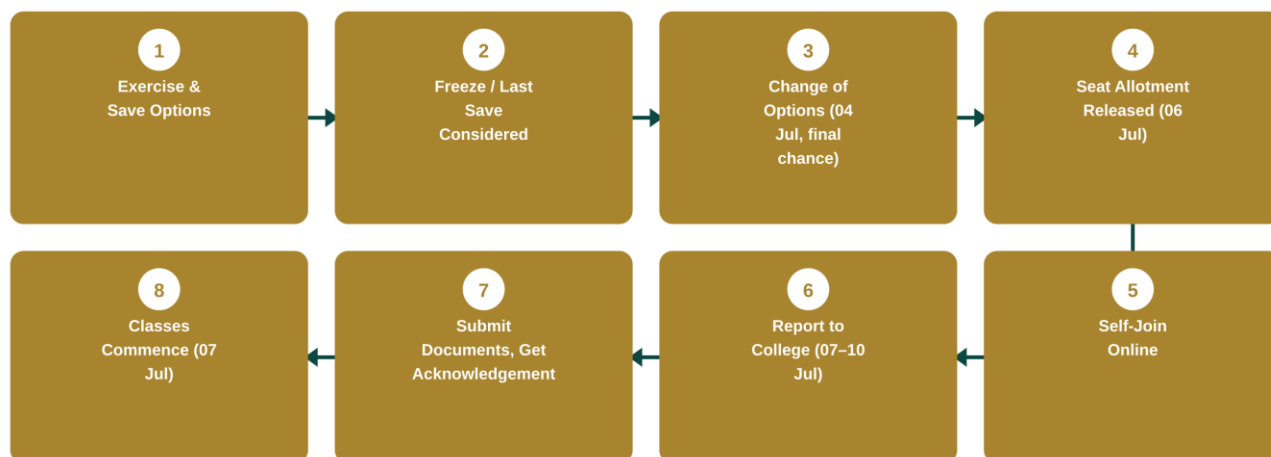
Venue: Government Polytechnic, Near Benz Circle, Vijayawada, Krishna District — Reporting Time: 9:00 A.M. every day

Date	Category	POLYCET Ranks Called
29-06-2026	CAP	1 to 60000
29-06-2026	NCC	1 to 60000
29-06-2026	PWD	1 to Last Rank
29-06-2026	Anglo-Indian	1 to Last Rank
30-06-2026	CAP	60001 to Last Rank
30-06-2026	NCC	60001 to Last Rank
30-06-2026	Sports & Games	1 to Last Rank
30-06-2026	Scouts & Guides	1 to Last Rank

Important Do's and Don'ts

DO	DON'T
- Keep your registered mobile phone active and accessible throughout the counselling process - Save your web options frequently while making changes - Take printouts of every receipt, options list and allotment order - Visit the HLC well before the deadline if any correction is needed - Enter as many options as possible, in the order you genuinely prefer	- Do not share your OTP with anyone under any circumstances - Do not log in from multiple devices or browsers at the same time - Do not use a mobile phone for option entry — it may cause inconvenience - Do not freeze your choices until you are fully satisfied - Do not enter options for colleges/courses you are unwilling to join

From Options to Classroom — The Final Stretch



Need Help?

For any clarification regarding APPOLYCET-2026 Web Counselling, candidates may contact the Counselling Help Desk at Government Polytechnic, Rajampeta, during college working hours, or refer to the detailed notification and Help Line Centre list published on <https://polycet.ap.gov.in>.

Help Desk Phone: _____

Help Desk Email: _____

Office Hours: 10:00 A.M. to 5:00 P.M. (working days)

Place: Rajampeta

Date: 24-06-2026

Sd/-
PRINCIPAL
Government Polytechnic, Rajampeta