

**UNIVERSITY POLYTECHNIC**  
**BIRLA INSTITUTE OF TECHNOLOGY, MESRA : RANCHI**

**UPLOAD DOCUMENTS FOR VERIFICATION**

All candidates are required to upload the scanned copies of the following original documents before they appear for counselling:

1. Class 10<sup>th</sup> Marks Sheet
2. Caste Certificate (if applicable)
3. Residential Certificate
4. Choice of Branch (Filled up and signed by candidate and his/her guardian) – **For Diploma only**

Click here to Upload Documents <https://forms.gle/8eH6AMgd53CCY4tF9>

If 'Caste Certificate' or 'Residential certificate' is not issued then upload one of the following:

1. Acknowledgement of application, or
2. Declaration for submission (printed or hand-written).

Formats for declarations and choice of branch are provided on the following pages. **Upload only the required page against appropriate upload option.**

**UNIVERSITY POLYTECHNIC**  
BIRLA INSTITUTE OF TECHNOLOGY, MESRA : RANCHI

Date: \_\_\_\_\_

To:  
The Director  
University Polytechnic  
BIT Mesra

Sub: Declaration for submission of Residential Certificate.

Sir,

I \_\_\_\_\_(name) son/daughter of \_\_\_\_\_  
(father's name) \_\_\_\_\_(address) have  
applied for \_\_\_\_\_ (name of the course) at University Polytechnic.

I have not enclosed the Residential Certificate with my application.

I have applied for the Residential Certificate of Jharkhand at the office of the  
SDO/BDO/CO on \_\_\_\_/\_\_\_\_/2021. I request you to kindly allow me time till  
\_\_\_\_/\_\_\_\_/2021 (date) for submission of the same.

I understand that if I fail to produce the Residential Certificate by this time my  
candidature will be cancelled.

Thanking you,  
Yours faithfully,

(Name and Signature  
of the Candidate)

(Name and Signature  
of the Guardian)

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**UNIVERSITY POLYTECHNIC**  
BIRLA INSTITUTE OF TECHNOLOGY, MESRA : RANCHI

Date: \_\_\_\_\_

To:

The Director  
University Polytechnic  
BIT Mesra

Sub: Declaration for submission of Caste Certificate.

Sir,

I \_\_\_\_\_(name) son/daughter of \_\_\_\_\_  
(father's name) \_\_\_\_\_(address) have  
applied for \_\_\_\_\_ (name of the course) at University Polytechnic under  
the category \_\_\_\_\_ (OBC/SC/ST/PT).

I have not enclosed my Caste Certificate with my application.

I have applied for the Caste Certificate at the office of the SDO/BDO/CO \_\_\_\_\_  
(place) on \_\_\_\_/\_\_\_\_/2021 (date). I request you to kindly allow me time till  
\_\_\_\_/\_\_\_\_/2021 (date) for submission of the same.

I understand that if I fail to produce my Caste Certificate by this time my candidature  
will be cancelled.

Thanking you,  
Yours faithfully,

(Name and Signature  
of the Candidate)

(Name and Signature  
of the Guardian)

**UNIVERSITY POLYTECHNIC**  
**BIRLA INSTITUTE OF TECHNOLOGY, MESRA : RANCHI**

CHOICE OF BRANCH (DIPLOMA IN ENGINEERING) (2020)

Name: \_\_\_\_\_ DoB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Gender: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mobile No. : \_\_\_\_\_

Form No. \_\_\_\_\_ Category: \_\_\_\_\_ Category Rank: \_\_\_\_\_ CML Rank: \_\_\_\_\_

Choice of Branch:

- |  |   |
|--|---|
| 1. Automobile Engineering                  | 2. Computer Engineering                 |
| 3. Electronics & Communication Engineering | 4. Electrical & Electronics Engineering |
| 5. Mechanical Engineering                  | 6. Mechanical Engineering Production    |

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

Fourth Choice: \_\_\_\_\_

Fifth Choice: \_\_\_\_\_

Sixth Choice: \_\_\_\_\_

(Name and Signature  
of the Candidate)

(Name and Signature  
of the Guardian)