



IMPORTANT INSTRUCTIONS FOR REPORTING CANDIDATES IN 2nd HSTES COUNSELING OF B.TECH. PROGRAMS FOR THE SESSION 2024-25

1. Candidate must report physically in the University as per provisional seat allotment letter on dates **09th August and 12th August to 14th August 2024 (between 9:30AM to 4:00PM) at 2nd, Shri Krishna Bhawan (Cafeteria Building) J.C. Bose University of Science and Technology, YMCA, Sector-6, Mathura Road, Faridabad** and deposit the admission fee and to get verified their credentials & other certificates from the originals for confirmation of seat. (Please read the allotment letter and chapter 7 & 8 carefully). In case, the candidate fails to report as per the key dates/ unable to pay admission fee or the documents uploaded are found incorrect, then his/ her allotted seat will be forfeited/ cancelled automatically.
2. For detailed Fee Structure, kindly refer University Information Brochure for Session 2024-25 available on the University Website.
3. The University will verify the credentials & requisite certificates as per their allotted category at the time of reporting of candidates for confirmation of admission, hence the candidate seeking admission will submit his/her documents/ certificates/testimonials duly Self Attested/ attested by the Principal/ Headmaster of the school/ college last attended/ any gazetted officer (**IN TWO SETS**). **Original certificates of the candidate will not be retained by the University, under any circumstances.** Candidates are also advised not to submit their original Certificates during admissions and get return the same after documents verification.
4. The details of the candidate like his/her name, father name, mother name, Annual Family Income, Category etc. will be fetched from their PPP ID which should be marked as verified in family information data repository (FIDR). The caste/reservation/annual income/financial benefits given to the candidate shall be on the basis of verified caste/income fetched through PPP as per the State Govt.
5. Any unverified data of PPP of the candidate shall lead to his candidature considered in general category only. So that all the candidates seeking admission are advised to get their PPP ID get updated & verified.
6. Fulfilling eligibility for B.E/B. Tech. w.r.t. qualification and percentage of qualifying exam shall be proved by the candidate at the time of registration for online centralized counseling. The candidate may seek admission at his/her own risk and cost and if he/she is found ineligible at the time of physical reporting, his/her entire dues shall be forfeited and his/her admission shall be cancelled for which he/she shall have no claim, whatsoever.
7. **For detailed information, kindly refer to the Admission Brochure 2024-25 issued by the HSTES. The admissions of B.Tech Programs will be made as per the rules/ instructions / guidelines issued by the HSTES/AICTE/State Government time to time.**

LIST OF DOCUMENTS REQUIRED **AT THE TIME OF REPORTING**

(All Documents must be self attested by the Candidate)

S.No.	Particulars
1.	Printout of online-application form
2.	Admission form alongwith Temporary Identity card and undertaking for attendance, filled by the student (To be provided by the concerned UTDs)
3.	Four Passport size color photographs (not older than 6 months)
4.	10th Mark sheet / High School Certificate
5.	Copy of 12th mark sheet
6.	Copy of Diploma mark sheet (Grand total/Final semester result- if applicable)
7.	Copy of UG / PG / other qualifying Mark Sheet with grand total (for PG Courses)
8.	No Objection Certificate from current employer and experience certificate(s) for MBA for working professionals (Weekend Program)
9.	Copy of Valid category certificate (SC/BC/PH/ESM/FF/SGC/HGST/EWS/KM/TFW/ Abandoned/Surrendered/Orphan children etc.)
10.	Aadhar card photocopy
11.	Income Certificate issued by ADC-cum-DCRIO (Additional Deputy Commissioner- cum-District Citizen Resources Information Officer) if applicable (Annexure-XI) (Income verified from PPP)
12.	Original Character Certificate from the Head of Institution last attended
13.	Haryana Resident Domicile Certificate (if applicable)
14.	Original Migration Certificate from the last attended Board/University / (Online/ DigiLocker issued Migration Certificate along with requisite affidavit as per Annexure-XVI). However Migration Certificate is exempted for the LEET category Diploma Holders pass-out from HSBTE only.
15.	Affidavit by both Mother & Father of the candidate (Notary attested) in the prescribed format as per Annexure-VI (in case of BC category candidate)
16.	Online Anti-ragging undertaking reference number
17.	Original gap year Affidavit (if applicable)
18.	Original Medical fitness Certificate issued from Gazetted Govt. Medical Officer
19.	Family ID/PPP ID (if applicable)
20.	Voter Card (EPIC)

The candidates must bring the following documents during reporting as per their Category:-

➤ **SC/SC(D)/BC Category Candidates:**

- Category Certificate SC /SC(D)/BC respectively (Issued by Competent Authority)
- Domicile/Residence Certificate of Haryana State (if 10+2 is passed from outside Haryana State)
- Income Certificate of below Rs.8 Lakh (Eight lakh only) (Issued by Competent Authority) and Affidavit by both Mother & Father of the candidate (Notary attested) in the prescribed format as per Annexure-VI (in case of BC category candidate)

➤ **EWS (Economically Weaker Section) Category Candidates:**

- EWS Income and Assets Certificate of below Rs.6 Lakh (Six lakh only) (Issued by Competent Authority)
- Domicile/Residence Certificate of Haryana State (if 10+2 is passed from outside Haryana State)

- **HOGC/ROHC Candidates:**
 - Student claiming HOGC Category should be passed their last qualifying exam from the School / Institute situated in Haryana or they should possess the Domicile/Residence Certificate of Haryana State.
 - Student claiming ROHC Category should be passed their last qualifying exam from the School / Institute situated Outside Haryana or they should possess the Domicile/Residence Certificate of State other than Haryana.
- **SGC (Single Girl Child) Candidates:**
 - Student claiming SGC Category should be passed their 12th from the School situated in Haryana or they should possess the Domicile/Residence Certificate of Haryana State.
 - The eligible Single Girl Child required to submit an affidavit on stamp paper worth Rs. 20/- duly attested by 1st Class Magistrate, to be obtained from the parents of the girl child declaring therein that the girl child is only a single child of their family not having any brother/sister.
- **Abandoned/Surrendered/Orphan children:**
 - Domicile/Residence Certificate of Haryana State (if 10+2 is passed from outside Haryana State)
 - Certificate issued by the Competent Authority/ Body i.e. Concerned District Programme Officer
 - **For Orphan Children Category:** Income Certificate issued by ADC-cum-DCRIO (Additional Deputy Commissioner- cum-District Citizen Resources Information Officer) if applicable (Annexure-XI) (Income verified from PPP) having the family income (including guardian, if any) less than Rs.2.00 Lakh Per Annum from all sources.
- **KM/TFW/PH/ESM/FF Candidates, (if applicable)**
 - For TFW “Annual Family Income certificate” of latest financial year issued by the Competent Authority.
 - Kashmiri Migrant (KM) Certificate issued by the competent authority or Relief commissioner.
 - PH certificate must be issued from Chief Medical Officer of the concerned District
 - ESM certificate as per annexure-X (as applicable) of Information Brochure 2024-25
 - Freedom Fighter certificate as per Annexure-VIII of Information Brochure 2024-25

----: Kindly bring two set of documents:----

NOTE:

- i. Candidates are advised not to submit their original marksheets during admissions and get return the same after documents verification.
- ii. If any board/University issues Migration Certificate only in online mode then students passed out from such board/university has to submit Affidavit along with Online issued Migration Certificate.
- iii. For more information related to commencement of classes of other activities, please visit the University Website: www.jcboseust.ac.in regularly.
- iv. Application / request for Cancellation/withdrawal of admission duly signed by Student & their Parents must be submitted in the concerned University Teaching Department alongwith relevant documents mentioned therein (**As per Annexure XVII of Information Brochure 2024-25**).

Sd/-

Dy. Registrar (Acad.)