



**TENTATIVE GENERAL INSTRUCTIONS & SCHEDULE FOR  
OPEN COUNSELING OF MBA (Executive) DATED 28.08.2023 (Monday)**

Department of Management Studies					
Vacant Seat Status of (MBA Executive)					
Category	AIC	EWS	KM	SGC	Total
Vacant seats	47	5	3	1	56

- **Schedule for reporting on 28.08.2023 (Monday):**

Sr. No	Time of reporting
1	10:00 AM (Sharp)

- **Venue of reporting for Counseling: Department of Management Studies, J C Bose University of Science & Technology, YMCA, Faridabad**



## **GENERAL INSTRUCTIONS:**

1. Admission will be done as per COVID guidelines issued by the Govt. Wearing a mask and keeping social distance is mandatory for all students reporting for admission.
2. **Eligibility Criteria:** Bachelor's degree in any stream of a minimum of three years duration from a recognized University. The candidate must have clearly passed with an aggregate of 50% marks (45% for SC/ST candidates of Haryana only) at the graduation level.

The candidate should have at least one year's post qualification executive/supervisory/teaching experience.

3. **Mode of admission:** Admission will be made based on merit. Merit will be made based on graduation marks and experience. \*10 marks would be given for each year of experience; maximum marks are 50 for the experience.

No objection certificate from the current employer will be required to be submitted at the time of admission.

4. All original documents will be required at the time of Manual /Institute Level counseling for verification.
  5. Candidates must attend the counseling physically and present themselves in person before the admission committee for the allotment of seats.
  6. The eligibility of the candidate for admission is subject to verification and submission of required documents at the time of admission.
  7. If a candidate reports late for the document verification during counseling, he/she will be eligible only for the available seats at his/her turn after the verification of documents.
- Candidates have to deposit the fee amount **Rs. 97375/-**. Fee can be deposited in the form of a Demand Draft (drawn in favour of "Registrar J.C.Bose UST, YMCA Faridabad") on the spot on offering the seat for admission. Payment can also be made by Debit/Credit card with applied charges.

➤ **Documents required for EWS (Economically Weaker Section) Category Candidates:**

1. Printout of online application form
2. Final Graduation DMC (Grand Total)
3. No objection certificate from the current employer



**4. Experience certificate(s)**

5. 10+2 Marksheet
6. 10<sup>th</sup>/Matriculation/High School Certificates.
7. EWS Income and Assets Certificate of below Rs. 6 Lakh (Six lakh only) (Issued by Competent Authority)
8. Domicile/Residence Certificate of Haryana State (if Graduation is passed from outside Haryana State)
9. Character Certificate/ Gap Year affidavit.
10. Medical Fitness Certificate
11. Four Passport size color photographs
12. Anti-ragging affidavits from Student and Parent.
13. Aadhar Card
14. Copy of Parivar Pahchan Patra
15. Migration Certificate in original (wherever applicable). The students who have been issued Migration Certificate by their previous Board/University in DigiLocker/ Online mode only, those students have to submit an undertaking on Rs. 10/- stamp paper as per the format Annexure XVI along with online issued migration certificate.

➤ **Documents required for SC/SC(D) Category Candidates:**

1. Printout of online application form
2. Final Graduation DMC (Grand Total)
3. No objection certificate from the current employer
4. Experience certificate(s)
5. 10+2 Marksheet
6. 10<sup>th</sup>/Matriculation/High School Certificates.
7. SC /SC(D) Category Certificate (Issued by Competent Authority)
8. Income Certificate (Issued by Competent Authority)
9. Domicile/Residence Certificate of Haryana State (if Graduation is passed from outside Haryana State)
10. Character Certificate/ Gap Year affidavit.
11. Medical Fitness Certificate
12. Four Passport size color photographs
13. Anti-ragging affidavits from Student and Parent.
14. Aadhar Card



15. Copy of Parivar Pahchan Patra
16. Migration Certificate in original (wherever applicable). The students who have been issued Migration Certificate by their previous Board/University in DigiLocker/ Online mode only, those students have to submit an undertaking on Rs. 10/- stamp paper as per the format Annexure XVI along with online issued migration certificate.

**Documents required for BC Category Candidates:**

1. Printout of online application form
2. Final Graduation DMC (Grand Total)
3. No objection certificate from the current employer
4. Experience certificate(s)
5. 10+2 Marksheet
6. 10th/Matriculation/High School Certificates.
7. BC Category Certificate (Issued by Competent Authority)
8. Income Certificate (Issued by Competent Authority)
9. Domicile/Residence Certificate of Haryana State (if Graduation is passed from outside Haryana State)
10. Character Certificate/ Gap Year affidavit.
11. Medical Fitness Certificate
12. Four Passport size color photographs
13. Anti-ragging affidavits from Student and Parent.
14. Aadhar Card
15. Copy of Parivar Pahchan Patra
16. Migration Certificate in original (wherever applicable). The students who have been issued Migration Certificate by their previous Board/University in DigiLocker/ Online mode only, those students have to submit an undertaking on Rs. 10/- stamp paper as per the format Annexure XVI along with online issued migration certificate.

➤ **Documents required for HOGC/ROHC Candidates**

1. Printout of online application form
2. Final Graduation DMC (Grand Total)



3. No objection certificate from the current employer
4. Experience certificate(s)
5. 10+2 Marksheet
6. 10<sup>th</sup>/Matriculation/High School Certificates.
7. (A) Student claiming HOGC Category should be passed their Graduation from the College situated in Haryana or they should possess the Domicile/Residence Certificate of Haryana State.  
(B) Student claiming ROHC Category should be passed from the College situated Outside Haryana or they should possess the Domicile/Residence Certificate of State other than Haryana.
8. Character Certificate/ Gap Year affidavit.
9. Medical Fitness Certificate
10. Four Passport size color photographs
11. Anti-ragging affidavits from Student and Parent.
12. Aadhar Card
13. Copy of Parivar Pahchan Patra
14. Migration Certificate in original (wherever applicable). The students who have been issued Migration Certificate by their previous Board/University in DigiLocker/ Online mode only, those students have to submit an undertaking on Rs. 10/- stamp paper as per the format Annexure XVI along with online issued migration certificate.

➤ **Documents required for SGC (Single Girl Child) Candidates for One Seat (Supernumerary)**

1. Printout of online application form
2. Final Graduation DMC (Grand Total)
3. No objection certificate from the current employer
4. Experience certificate(s)
5. 10+2 Marksheet
6. 10<sup>th</sup>/Matriculation/High School Certificates.
7. Student claiming SGC Category should be passed their Graduation from the College situated in Haryana or they should possess the Domicile/Residence Certificate of Haryana State.
8. The eligible Single Girl Child required to submit an affidavit on stamp paper worth Rs. 20/- duly attested by 1<sup>st</sup> 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.



**J.C. Bose University of Science & Technology, YMCA, Faridabad**  
(A Haryana State Government University)  
(Established by Haryana State Legislative Act No. 21 of 2009 & Recognized by UGC Act 1956 u/s 22 to Confer Degrees)  
Accredited 'A' Grade by NAAC



9. Character Certificate/ Gap Year affidavit.
10. Medical Fitness Certificate
11. Four Passport size color photographs
12. Anti-ragging affidavits from Student and Parent.
13. Aadhar Card
14. Copy of Parivar Pahchan Patra
15. Migration Certificate in original (wherever applicable). The students who have been issued Migration Certificate by their previous Board/University in DigiLocker/ Online mode only, those students have to submit an undertaking on Rs. 10/- stamp paper as per the format Annexure XVI along with online issued migration certificate.

**Note: Candidates must bring two sets of photocopied documents**

