



# झारखण्ड केन्द्रीय विश्वविद्यालय Central University of Jharkhand

(Established by an act of Parliament of India, 2009)

30<sup>th</sup> November 2020

## **Important Instructions for Open round Counselling for admission in UG/PG programs**

1. Candidate desirous to take admission in UG and PG programmes must participate in **Open Counselling through online mode**. Candidate must satisfy the following conditions:
2. That he/she possesses eligibility for admission to the programme, as it is the sole responsibility of the candidate to ensure eligibility at the counselling stage. The admission of a candidate shall be cancelled if the eligibility claimed by him/her is found to be incorrect during or after the admission process.
3. That he/she appeared in the CUCET-2020 with respective UG / PG programmes as choices.
4. To participate in the open counselling process, the candidate shall —
  - a) The candidates eligible for open round counselling (**Please see the List of candidates eligible for open counselling available on CUJ website/portal**) are required to submit the willingness through **Filling a Google form** as per given schedule, that is, **8:00 AM to 01.00 PM on 04<sup>th</sup> December 2020**. The **Google form link** shall be available on 3<sup>rd</sup> December 2020 on university portal/website and will be **activated on 4<sup>th</sup> December 2020**.
  - b) Login using his/her CUCET Roll no. as his/her user name, if required. In case of any assistance, candidate may call the **helpdesk of the respective subjects**.
  - c) Based on the attendance/willingness-Merit List will be prepared and published on the University Portal.
  - d) Document verification of the submitted documents for the candidates getting admitted shall be done **through online on 5<sup>th</sup> December 2020**. Candidates need not require to present physically or virtually.
  - e) Based on the Merit list and successful document verification, candidates will be allotted seat and entry will be done in an Online Portal Provided
  - f) Post that the Candidate in his / her respective logins (from **06<sup>th</sup> December 2020 at 02.00 PM**) will be able to make payment of fee and complete the admission formality on or before **8<sup>th</sup> December 2020 at 04.00 PM**.
  - g) Complete the admission process including payment of admission fee within stipulated date(s) on the portal. On failure to complete the admission process including the payment of fee by the stipulated date, the seat will be automatically allotted to the next candidate in order of merit to the waiting list candidate.



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5. A candidate, who has already taken admission, may also attend open counselling. If he/she decides to opt for higher preference then his/her earlier admission will be cancelled and he/she has to complete the admission formalities again by paying additional amount, if any. Any refund will be dealt with after completion of the admission process.
6. The fee entitled to be refunded shall be refunded after the completion of admission process as per the fee refund rules of the University.
7. The admission offered shall be provisional subject to verification of all relevant documents including the result of qualifying examination, category certificate, CUCET result, character certificate, etc.

Note: If any change in the schedule shall be notified.

**Admission committee-2020**