

Ref. No.: CUJ/Adm. Cell/2022/12

09<sup>th</sup> February 2022

GENERAL INSTRUCTIONS FOR ADMISSION -2021

FOR UG/PG PROGRAMMES THROUGH SPOT ROUND COUNSELLING

- All prospective applicants desirous to take admission in various Programmes offered by Central University of Jharkhand (CUJ) against the vacant seats on the basis of the valid CU-CET 2021 score and qualifying examination marks, must participate in online registration and counselling process. Candidate must satisfy the following conditions:
  - CU-CET 2021 qualified candidates must have valid CU-CET 2021 score card in the relevant programs.
  - Both CUCET-2021 qualified and Non-CU-CET 2021 candidates must meet the eligibility criteria for admission to the concerned programs/course/subjects. 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. **Please refer the eligibility criteria of the respective programs ([http://cuj.ac.in/downloads/1\\_Programe%20details%20and%20Eligibility%20Criteria-160821.pdf](http://cuj.ac.in/downloads/1_Programe%20details%20and%20Eligibility%20Criteria-160821.pdf)) and [http://cuj.ac.in/downloads/3\\_Eligibility%20criteria-131121.pdf](http://cuj.ac.in/downloads/3_Eligibility%20criteria-131121.pdf) for MBA Program.**
- Candidate(s) satisfying the above conditions and desirous to take admission, must participate in online register process at [www.cuj.ac.in](http://www.cuj.ac.in) by paying a non-Refundable registration/counselling fee of **₹ 800.00 (for UR/OBC/EWS candidates), ₹ 400.00 (for SC/ST candidates) and ₹ 200.00 (for DAP (PwD))** for registration. **The female candidates are exempted from the payment of the registration fee. The link for online registration process is notified on the university website.**
- Candidates are advised to complete the registration process between **10<sup>th</sup> – 14<sup>th</sup> February 2022**. The list of documents required during registration process is available at [http://cuj.ac.in/downloads/2\\_List%20of%20Documents%20for%20required%20for%20UG-PG%20admission-2021-131121.pdf](http://cuj.ac.in/downloads/2_List%20of%20Documents%20for%20required%20for%20UG-PG%20admission-2021-131121.pdf)
- Candidate(s) who do not register for online counselling will not be considered for subsequent stages of counselling/ admission process.

5. Candidate(s) must ensure that mobile no. and e-mail ID provided by him/her are valid and active during counselling/admission period. The mobile no. and the e-mail ID must be his/her own or of immediate family members /guardians.
6. Candidate(s) is/are also advised to pay the fee from his/her own account or the account of immediate family member/guardians, and it should not be from the account of others or unknown person because the refund of fee will be remitted in the same account, if any, arising out of cancellation or otherwise. It is advised to keep a copy of the fee receipt either in digital or print form for future reference.
7. **The process of seat allocation is an automatic process based on data provided and documents submitted during online registration by the candidates, among them who are in merit in multiple rounds of allocation by following the GOI reservation policy** ([http://cuj.ac.in/downloads/4\\_%20Reservation%20rules%20for%20admission-2021.pdf](http://cuj.ac.in/downloads/4_%20Reservation%20rules%20for%20admission-2021.pdf) and [http://cuj.ac.in/downloads/7\\_Category%20certificate%20format-131121.pdf](http://cuj.ac.in/downloads/7_Category%20certificate%20format-131121.pdf)) and also subject to the verification **of uploaded relevant self-attested documents such as certificates (qualifying examination), category certificate, CU-CET 2021 score, CLC/Migration/SLC, self-declaration and other certificates (as applicable), by the concerned Department of the University. If submitted documents shall be found in order during verification, the provisional merit shall be published on university website.**
8. The spot admission will be conducted for the vacancy of seats in the concerned categories (SC/ST/OBC/EWS/UR). Following process shall be used in the case of non-availability of suitable candidates (i) if students of SC category is not available, it will go to the ST category and vice-versa, (ii) if students of SC/ST category is not available, as the case maybe after making the effort as prescribed at sl. (i), it will go to OBC Category applicant, (iii) if student of OBC category is not available, it will go to UR and (iv) if student of EWS category is not available, it will go to UR category.
9. Preference shall be given to candidates with CU-CET 2021 score. For candidates who did not appear in CU-CET examination 2021, the merit list will be based on marks obtained in qualifying examination.
10. During the seat allocation process, as and when a candidate secures a seat in merit, the offer of admission will be communicated through registered e-mail. Therefore, the candidates are advised to check their registered e-mail frequently.
11. Once an offer of admission is made, the candidate(s) is/are required to complete the admission process including payment of admission fee (Academic fee for UG programs: [http://cuj.ac.in/downloads/6\\_Academic%20Fee%20for%20UG%20Programs-2021.pdf](http://cuj.ac.in/downloads/6_Academic%20Fee%20for%20UG%20Programs-2021.pdf) and academic fee for PG programs: [http://cuj.ac.in/downloads/6-1\\_Academic%20Fee%20for%20PG%20Programs-2021.pdf](http://cuj.ac.in/downloads/6-1_Academic%20Fee%20for%20PG%20Programs-2021.pdf)) within the stipulated date(s) for that particular round of counselling. On failure to complete the admission process including the payment of fee by the stipulated date, the offer of admission shall be cancelled and the seat will be automatically allotted to the next candi-

date in order of merit.

**Note:** In All the cases, the candidate will not be considered in subsequent round(s) of counselling for admission, for the concerned programme.

12. Rule for the case of "TIE" (where TWO candidates merit score is same even in decimals), belonging to any Category: If two or more candidates merit score are "TIE" in Final Combined Merit List, then preference shall be given to the higher in "Qualifying Examination Marks" among the two. If this also goes tie, then, higher in "Age" among these two will be considered and if "Age" also ties then higher HSC/SSC Marks among them will be considered for admission as per combined merit list.
13. Completion of admission process requires the candidate to login to the portal, fill up necessary information, upload the requisite documents and pay the requisite admission fee as specified by University for Admission to respective programme.
14. On successful completion of the admission process, the admission shall be purely provisional subject to verification of original documents. The Department-wise original documents verification schedule shall be notified separately to confirm the admission.
15. **Any refund or fee entitled to be refunded shall be remitted after completion of the admission process as per the fee refund rule of the University or UGC, whichever is applicable.**
16. Admission to the hostel is a separate process and the candidate is required to register separately as per the schedule notified on the website.

**Admission Committee - 2021**