



झारखण्ड केन्द्रीय विश्वविद्यालय Central University of Jharkhand

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

INSTRUCTIONS FOR ONLINE COUNSELLING CUM ADMISSION FOR UG/PG PROGRAMMES

1. All prospective Candidates desirous to take admission in the subjects offered by the Central University of Jharkhand must participate in online registration and counselling process.
2. Candidate must satisfy themselves the following conditions:
 - a. Must have appeared in the CUCET-2020 in the relevant subjects and have score above cut-off (if applicable).
 - b. Must have opted (while applying for CUCET-2020) for respective subjects of study of Central University of Jharkhand as one of the preferences.
 - c. Must meet the eligibility criteria for admission to subjects. Please note that it is 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. The **Valid GATE qualified** candidates **EXEMPTED** from **CUCET-2020 examination** desirous to take admission **in Engineering and Technology subjects** offered by the Central University of Jharkhand must participate in online registration and counselling process.
4. The **Valid CAT qualified** candidates **EXEMPTED** from **CUCET-2020 examination** desirous to take admission **in MBA subjects** offered by the Central University of Jharkhand must participate in online registration and counselling process.
5. Candidate(s) satisfying the above conditions and desirous to take admission, must register for online counselling at www.cuj.ac.in by paying a non-refundable **fee of ₹ 500.00 (Rupees Five hundred only)**. The link for online registration process shall be active from **6th November 2020**.
6. Candidate(s) is/are advised to complete the registration process as per the schedule notified on the University website.
7. Candidate(s) who has/have not registered for online counselling will not be considered for subsequent stages of counselling cum admission process.
8. Candidate(s) must ensure that mobile no. and e-mail ID provided by him/her are valid and are active during counselling period. The mobile no. and the e-mail ID must be his/her own or of the immediate family members /Guardians.
9. 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 references.
10. The last date of locking of preferences is **9th November 2020**, failing which the preferences will be automatically locked, which cannot be altered. In case the **candidate has not filled his/her preferences while registration, the preferences will be automatically picked by system** as a default choice.
11. The **process of seat allocation is an automatic process based on online registration as per merit obtained in CUCET-2020** in multiple rounds of allocation by following the GOI



झारखण्ड केन्द्रीय विश्वविद्यालय Central University of Jharkhand

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

reservation policy.

12. During the automatic seat allocation process, as and when a candidate secures a seat on merit, the offer of admission will be communicated as a message through registered Mobile No./ E-mail. Therefore, the candidates are advised to check their registered Mobile No./ E-mail frequently.
13. Once an offer of admission is made, the candidate(s) is/are required to complete the admission process including payment of admission fee within 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 candidate in order of merit.
Note: In All the cases, the candidate will not be considered in subsequent round(s) of counselling for admission.
14. Completion of admission process requires the candidate to login to the portal, fill up necessary information, and upload the requisite documents and pay the requisite admission fee as specified by the University for admission to respective programmes/course/subjects.
15. On successful completion of the admission process, his/her **admission shall be provisional subject to the verification of uploaded relevant self-attested documents/certificates (qualifying examination, category certificate, CUCET result, character certificate, CLC, Migration, SLC, self-declaration etc) by the concerned department of the University. If submitted documents shall be found in order during verification**, the candidate will receive the communication about confirming his/her admission in the allotted course or otherwise.
16. The result awaited candidates has to submit the **SLC/CLC/Migration/TC/Final semester or final year Marksheet and Certificate** on or before **31st December 2020**.
17. A candidate, who has already taken admission in the subject offered by this university, and want to switch/shift in other course as declared in CUCET form according to his/her eligibility for a particular program may be offered admission in open round (if required) of admission as per the existing university policy depending upon the availability of seat in relevant subject. In such case, his/her earlier admission will be cancelled and he/she has to complete the admission formalities again by paying additional amount, if any.
18. **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. The candidate will however receive an advice note for refund.**
19. The Department-wise original documents verification schedule shall be notified separately to confirm the admission.
20. 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 - 2020,
Central University of Jharkhand**