

## **COUNSELLING INSTRUCTION (3<sup>RD</sup> PHASE)**

**Important Information pertaining to 3<sup>rd</sup> phase of counselling of the wait-listed candidates of the 2<sup>nd</sup> phase of counselling of JEM-2009 for the academic session 2009-10.**

### **1) Venue of Counselling :**

YUBA BHARATI KRIRANGAN (SALT LAKE STADIUM), SALT LAKE, KOLKATA – 700 098.

### **2) Application form for counselling :**

Wait listed candidates are advised to bring with them filled in Application form which was verified during 1<sup>st</sup> phase / 2<sup>nd</sup> phase of counselling and returned to them along with the wait listed allotment letter.

The candidates who inadvertently deposited the aforesaid verified counselling form in the counselling counter during 2<sup>nd</sup> phase of counselling will also be allowed to appear in the 3<sup>rd</sup> phase of counselling with the wait-listed allotment letter. Without wait-listed allotment letter no candidate will be allowed to attend the 3<sup>rd</sup> phase of counselling.

### **3) Important documents to be brought positively by the candidates during counselling :**

- (i) Wait-listed allotment letter.
- (ii) Verified counselling application form.
- (iii) Original Admit Card of JEM-2009.
- (iv) Original Admit Card / Certificate of Madhyamik (10th standard) or equivalent examination.
- (v) Original Mark Sheet of Higher Secondary (10+2 standard) or equivalent examination.

### **4) Duration of counselling :**

The 3<sup>rd</sup> phase of counselling will be conducted on 13<sup>th</sup> August, 2009 (THURSDAY) from 11-00 a.m. according to counselling programme. The counselling programme is also available in the websites.

### **5) Counselling fee :**

No counselling fee will be required to be paid for the wait-listed candidates.

### **6) Admission :**

Allotted candidates will be required to take admission to the Institution / College to which allotment has been made within 5 (five) days from the date of allotment.

### **7) Eligible candidates who may appear at the 3<sup>rd</sup> phase of counselling :**

Only wait-listed candidates during 2<sup>nd</sup> phase of counselling are eligible for appearing at the 3<sup>rd</sup> phase of counselling.

**8) Procedure to be followed in case of candidates unable to appear in the counselling owing to valid reasons :**

If any candidate is unable to appear in the counselling in person owing to valid reasons under exceptional circumstances his / her parents / guardian may be permitted to appear in the counselling on his / her behalf with the following documents.

(a) Authorisation letter from the candidate and also declaring in the said authorization letter that he / she would not claim any seat other than the one allotted to him / her through his / her representative by authorization.

(b) All original testimonials as mentioned in Sl No. (3) under heading “Important documents to be brought positively by the candidates during counselling.”

**9) Other pertinent points to be noted :**

(a) Appearance of a rank in the counselling schedule does not guarantee a seat in a college / university. **Counselling for allotment of seats will be stopped as soon as the last vacant seat is filled up and no further queries in this regard will be entertained.**

(b) A candidate failing to appear before the counselling officials at the allotment counter on the scheduled date and time in order of his / her position in the merit list, owing to delay on his / her part may be allowed to present himself / herself before the counselling officers for consideration of allotment of seat available at that instant only irrespective of his / her rank.

(c) The claim of a candidate to exercise option shall be limited to the vacancies prevalent at that instant when his / her turn comes for appearing before the counseling officers.

(d) The option will have to be exercised at the time of counselling. Once the allotment of a seat is done, no further change in either the branch or the Institution will be entertained. No refund of counselling fee will be allowed under such cases.

(e) Besides the eligibility criteria prescribed by the West Bengal Joint Entrance Examinations Board / Central Selection Committee (E&T), a few Institutions have prescribed additional eligibility criteria specific to those Institutes. Candidates must note those specific conditions before giving option to those Institutions.

(f) Allotment of a seat in any Institute by the Central Selection committee (E&T) is entirely provisional and subject to fulfilment of the eligibility and other criteria for admission to degree level Engineering / Technological / Pharmaceutical courses in any university / college. Such eligibility and other criteria would be verified by the concerned Institution, where the candidate is allotted, at the time of admission.

(g) Candidates belonging to States other than West Bengal shall not be considered for admission to Govt. Engineering Colleges.