

CENTRAL SELECTION COMMITTEE (ENGINEERING & TECHNOLOGY)

IMPORTANT GUIDELINES FOR COUNSELLING IN ENGINEERING & TECHNOLOGY

1. **The wait listed candidates must bring with them the document of wait listing (the original copy of the wait listing form issued to them). Without the said document they will not be allowed to appear in the counselling.**
2. **Appearance of a rank in counselling schedule does not guarantee a seat in a college. Counselling will be stopped as soon the last vacant seat is filled up and no further queries will be entertained.**
3. There will be **Spot Admission** at the counselling venue except for Jadavpur University & Bengal Engineering & Science University, Shibpur.
4. For information about admission at Jadavpur University please visit www.jadavpur.edu
5. For information about admission at Bengal Engineering And Science University, Shibpur please visit www.becs.ac.in
6. A non-refundable counselling fee of **Rs.400/-** is to be deposited in cash at the United Bank of India Counter at the venue of counselling and a receipt for Rs.400/- is to be produced at the counselling desk.
7. Candidates are requested to bring **Rs.5,000/-** in cash with them, to be converted into draft in favour of concerned Government Engineering College / University by United Bank of India desk for admission in Government Colleges.
8. Candidates are requested to bring **Rs.10,000/-** in cash with them, to be converted into draft in favour of concerned Private Engineering College by United Bank of India desk for admission in Private Engineering Colleges.
9. **Reservation for SC/ST candidates is applicable only to those of West Bengal; SC/ST candidates of other states cannot avail of this facility.**
10. A candidate called for counselling must report at the venue of counselling on the date and time as notified by the Central Selection Committee (Engineering & Technology) through website. Failure to report at the scheduled date and time will make the candidate ineligible for counselling.
11. Normally, a candidate must appear in person at the counselling venue for allotment of a seat. However, parents/guardians can also appear on his or her behalf under **exceptional circumstances** with the authorization letter from the candidate to the effect that he or she would not claim for any seat other than the one allotted to his or her representative through authorization.

12. A candidate failing to appear before the counselling officials at the allotment counter on the schedule date and time in order of his/her position in the merit-list, due to delay on his/her part at the reception counter may be allowed to present himself/herself before the counselling officers immediately after the formalities at the reception counter are over for consideration of allotment of seat available at that instant only irrespective of his/her rank.
13. The claim of a candidate to exercise option shall be limited to the vacancies prevalent at the instant when his/her turn comes for appearance before the counselling officials.
14. The option will have to be exercised in writing with his/her signature at the time of counselling. Once the allotment of a seat is done, no further change in either the stream or the institution will be entertained. No refund of money will be allowed under such cases.
15. Besides the eligibility conditions prescribed by J.E.E. Board, a few institutions prescribe some more eligibility conditions specific to those institutes. Candidates must note those specific conditions before giving options to those institutions.
16. Allotment by the Central Selection Committee (Engineering & Technology) is provisional and subject to fulfillment of other conditions of the institutions.
17. Counselling in terms of schedule shall continue till the availability of seats in any discipline.