

## **Important Instructions Regarding Counseling for MBA Admissions (2019-2020).**

The candidates must go through the following instructions carefully and do the needful as mentioned and applicable.

1. The candidates must report at 9 AM sharp on 10.06.2019 at Dept. of Humanities and Management.
2. The Counseling will start at 10 AM on 10.06.2019. **Attendance in person is compulsory for all candidates seeking admission.**
3. The candidates shall report at **Dept. of Humanities and Management (ROOM NO: CE-6 Second Floor)** half an hour before the start of counselling.
4. **The candidates who fail to reach till 12 noon will be declared absent and the vacant seat/s will be allotted to next candidate/s in the merit list only on the same day 10.06.2019.**
5. **The candidates at first will be offered seats from merit list only of their GMAT/CMAT/MAT/CAT+GD +Interview scores. The remaining vacant seats will be filled from the merit of NITJ test score+GD+Interview scores.**
6. In case of tie in the overall score; first the candidate older in age will be given preference, and then the candidates with higher CMAT/CAT/GMAT/MAT/NITJ score will be preferred.
7. The candidates of Reserved Category will be given options in both General Category as well as in their respective Reserved Category.
8. The OBC candidates must ensure that their OBC certificate (non-creamy layer) has been issued after 31.03.2019 and they have to submit income certificate according to new MHRD notification.
9. The candidates must submit the requisite fee as per the latest details available on Institute's website [www.nitj.ac.in](http://www.nitj.ac.in).  
**Seat will not be allotted without submission of fee.**  
Besides this, the students availing hostel facilities are required to deposit mess advance amount adjustable against actual mess bills.
10. The candidates who will have "result awaited" status in their qualifying examination as on date of counseling shall have to submit following declaration:

### **Declaration**

"I hereby affirm and declare that the original/revaluation result of my qualifying examination (BA/B.Sc./BBA/BCA/B.Tech./ any other.....) has not been declared/ notified by the concerned university/ institute. I will submit the result immediately after its notification".

Signature of Candidate  
(Full Name and Father's Name)

Merit List No (RANK)

11. The candidates whose earlier status had been “result awaited” in their qualifying exam and subsequently their result has been declared till date of counseling must produce the result copy/notification at the time of counselling.
  12. The candidates must bring their original certificates and other proofs to establish their eligibility **(GMAT/CAT/CMAT/MAT score card bearing percentile and marks, DOB proof documents of Board’s Matriculation Certificate or MC Birth Certificate, 10+2 Result Card, Marks Sheets of Qualifying Exam / Confidential Result /Result Notifications, and Category Certificate, wherever applicable).**The candidates besides their original certificates/testimonials must bring two self-attested copies of all certificates and testimonials at the time of GD/Interview.
- Copy of Character Certificate of the Institute last attended may be submitted till date of registration. Original Migration Certificate of the University with which the candidate had last registration may be submitted latest by (15.09.2019).
13. Degrees obtained through Distance Education will only be considered if these satisfy all norms as applicable.
  14. The Candidates who have passed qualifying exam in CGPA shall have to provide certified copy of conversion formula/factor of their university.
  15. The candidates upon deposition of fees will be issued slips for their medical examination by the Medical Officer of the Institute.The selected candidates will have to submit Medical Fitness Certificate on the date of counselling.
  16. The admission of the candidates will be cancelled in case on any false disclosure and fees will not be refunded in such cases.
  17. **The candidates must bring 4 passport size and 2 stamp size photographs.**
  18. **The candidates using spectacles must bring the same for medical examination.**