

## **SUBMISSION OF PRINTED COPY OF APPLICATIONS FOR VERIFICATION OF DOCUMENTS**

No Need to send the hard-copy of the application form immediately after submission. However, all the candidates must keep a hardcopy (print out) of the submitted application form and e-receipt (Application Fee) to be downloaded from payment history of SBI collect.

Candidates applying for more than one discipline have to submit separate application(s) for each discipline automatically generated after online submission, alongwith requisite application fee as applicable.

### **FOR PART 'A' CANDIDATES :**

**All the CU current year students are required to submit a hardcopy (print out) of the submitted application form and e-receipt (Application Fee) to be downloaded from payment history of SBI collect and self attested copies of all supporting testimonials with the original documents within the specified time period to be announced later in the website.**

### **FOR PART B CANDIDATES:**

All the applicant(s) will appear in the Entrance Test based on the data submitted by the candidate.

After Entrance Test result, all the short listed candidates (based on the Entrance Test result) should appear in person, at the time of interview with the following relevant documents in original along with a copy of the same duly signed by the candidates in all pages **within the specified time period to be announced later in the website.:**

- a) A hard copy of the online generated application form with e-receipt (Application Fee) downloaded from **payment history** of **State Bank collect**.
- b) Proof of Date of Birth and Age - Class X admit card / mark sheet is required containing the Date of Birth to be submitted during personal interview.
- c) Original Mark Sheet and Certificates of all preceding examinations starting from School Board examination. Mark sheets / Grade Sheets / Degree Certificates of all academic records.  
(Candidates, whose qualifying examination result and certification are not available while applying are required to provide Original passed Mark Sheet with requisite eligibility from the concerned Institution during the time of Interview.
- d) GATE / GPAT qualification with valid score card, if applicable.
- e) Copy of Adhar Card .
- f) The physically disabled candidates, who have submitted their applications, must bring the necessary certificates issued by the Government of West Bengal at the time of Interview for consideration.
- g) Caste certificate (if applicable) issued by Government of West Bengal. **OBC (with Non-Creamy Layer) and SC or ST community certificate**. Domicile certificate, if applicable, must be submitted as per prescribed format during the personal interview.
- h) Candidates who are employed are required to bring with them "No Objection Certificate / Sponsorship Certificate" (as per prescribed format) from their employers in case they are currently employed, failing which they will not be entertained.

**OTHERS IMPORTANT POINTS :**

- I. Candidate may note that failing to produce requisite documents in original at the time of Interview; his / her candidature will be rejected.
- II. Candidate failed to appear at the Entrance Test will not be eligible for interview. Candidate failed to appear at the interview in the scheduled date & time; his / her candidature will be cancelled.
- III. The University reserves the right to withdraw the admission in case candidates DOES NOT fulfill minimum qualification / required percentage or marks in qualifying examination or supplies any false information, as the case may be.
- IV. No TA/DA and accommodation shall be provided to be candidates for attending the Entrance test and / or Interview.

The University reserves the right to withdraw the admission at any stage in case a candidate does not possess the requisite qualification and / or percentage of marks in qualifying degree or supplies any false information.

- V. Mere fulfillment of eligibility criteria does not guarantee admission in programme. Applicants must satisfied themselves about their eligibilities as prescribed before filling in the application form. The candidates' performance in the written test / interview should be at the levels expected for the respective programme.
- VI. Submission of application does not confer any right on the applicant for being issued with Hall Ticket for appearing in the Entrance Test and also for being called for Interview / admission. If an applicant is inadvertently selected for provisional admission or allowed to appear at the Entrance Test and or Interview who otherwise does not fulfill the minimum eligibility requirements, he / she cannot, a later date, use as a right to claim that he/ she meets the eligibility requirements

**APPLICATION FEE IS NOT REFUNDABLE UNDER ANY CIRCUM STANCES.**

- VII. AFTER EXAMINATION OR ADMISSION, OR DURING ANY STAGE THEREOFF, IT IS FOUND ON SCRUTINY that any certificate found fake / forged would lead to cancellation of the admission of the concerned candidate for therewith during the concerned course of study without any notice. Furthermore, such candidate shall be prosecuted and also debarred from appearing any Admission / Entrance Test of this University in future.

**CANDIDATES MUST CHECK THE WEBSITE REGULARLY FOR ANY NEW UPDATES**