

FREQUENTLY ASKED QUESTIONS (FAQ) AND THEIR SHORT ANSWERS REGARDING COUNSELLING-2020

Help desk: 1800-1023-781, 1800-3450-050

1.	<ul style="list-style-type: none"> • How many rounds of counselling will be there? 	There will be 3 rounds of counselling namely, allotment, upgradation and Mop-Up.																					
2.	<ul style="list-style-type: none"> • Is registration compulsory? 	Yes. Registration is mandatory for counselling and admission. A non-registered candidate will NOT be allotted any seat in any round under any circumstances. Registration is allowed only at the beginning of 1 st round.																					
3.	<ul style="list-style-type: none"> • How much is the registration fee? 	Registration fee for counselling is ₹300 only.																					
4.	<ul style="list-style-type: none"> • What document are needed at the time of document verification? 	Candidates must carry following documents in original and one self-attested copy of each.																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1.</td> <td style="width: 35%;">All candidates</td> <td style="padding-left: 10px;">Class 10th admit card/birth certificate for verification of date of birth.</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>All candidates</td> <td style="padding-left: 10px;">Class 10th mark sheet.</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>All candidates</td> <td style="padding-left: 10px;">Class 12th mark sheet.</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>WB domiciled candidates</td> <td style="padding-left: 10px;">Domicile certificate as per section 3.4, 3.4.1 and 3.4.2 of Information Bulletin.</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>SC/ST/OBC-A/OBC-B candidates</td> <td style="padding-left: 10px;">Respective category certificate as pr sections 5.2 and 5.3 of Information Bulletin.</td> </tr> <tr> <td style="text-align: center;">6.</td> <td>PwD candidates</td> <td style="padding-left: 10px;">PwD certificate as per section 5.4 of Information Bulletin.</td> </tr> <tr> <td style="text-align: center;">7.</td> <td>TFW candidates</td> <td style="padding-left: 10px;">Income certificate as per section 6.2 of Information Bulletin.</td> </tr> </table>			1.	All candidates	Class 10 th admit card/birth certificate for verification of date of birth.	2.	All candidates	Class 10 th mark sheet.	3.	All candidates	Class 12 th mark sheet.	4.	WB domiciled candidates	Domicile certificate as per section 3.4, 3.4.1 and 3.4.2 of Information Bulletin.	5.	SC/ST/OBC-A/OBC-B candidates	Respective category certificate as pr sections 5.2 and 5.3 of Information Bulletin.	6.	PwD candidates	PwD certificate as per section 5.4 of Information Bulletin.	7.	TFW candidates	Income certificate as per section 6.2 of Information Bulletin.
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Candidates having OBC certificates dated before 31.12.2009 should have them revalidated from the issuing authority, with either category OBC-A or OBC-B is to be clearly mentioned.																							
5.	<ul style="list-style-type: none"> • Where do I go to show the documents? 	You go to the institute where you have been allotted a seat.																					

6.	<ul style="list-style-type: none"> I have SC/ST/OBC-A/OBC-C certificate. Do I need domicile certificate also? <p>You can produce your SC/ST/OBC-A/OBC-B certificate issued by WB officials in place of domicile certificate. But in that case if your category certificate is found invalid, your domicile status also will be considered as non-West Bengal.</p>
7.	<ul style="list-style-type: none"> Is domicile certificate necessary if I chose only private colleges? <p>Yes, it is necessary.</p>
8.	<ul style="list-style-type: none"> I have given wrong name/date of birth during the application for examination. What should I do? <p>The Board can not provide any solution to this. See point 4 in page 3 of Information Bulletin</p>
9.	<ul style="list-style-type: none"> I have not yet received original hard copy mark sheet of class 12th. Can I produce mark sheet obtained from online sources? <p>Such online mark sheets obtained from DIGILOCKER etc. must be authenticated by the Head of your institution with his/her rubber stamp and contact details.</p>
10.	<ul style="list-style-type: none"> I have two marksheets for class 12th. What do I do? <p>Show both mark sheets at the time of document verification.</p>
11.	<ul style="list-style-type: none"> How many choices should I select? <p>As many as you want. Select maximum number of choices and at least 20.</p>
12.	<ul style="list-style-type: none"> How do I arrange choices? <p>According to your preference. Best choice will be at the top.</p> <p>TFW seats are shown as separate choice for every institute and every branch. If you are ready to accept either TFW or Non-TFW seat, you must select both. If you select only Non-TFW seat, you will not be allotted any TFW seat even if available. Similarly, if you select only TFW seat, you will not be allotted any non-TFW seat even if available.</p>
13.	<ul style="list-style-type: none"> What is choice locking? <p>You must lock your choices. If you fail to do so, your last saved choices will be considered final and will be locked.</p>
14.	<ul style="list-style-type: none"> How shall I know whether I have got a seat? <p>Login with your password on the day of allotment; you will find all details. Allotment days are given in the web site</p>
15.	<ul style="list-style-type: none"> What do I do if I do not get a seat? <p>Just wait. You may get a seat in next round.</p>

16.	<ul style="list-style-type: none"> • What do I do if I get an allotment? <p>Pay seat acceptance fee, download and print allotment letter and report to the allotted institute for document verification.</p>
17.	<ul style="list-style-type: none"> • How much is the seat acceptance fee? <p>₹5000.</p>
18.	<ul style="list-style-type: none"> • Is there any scope of withdrawal? <p>Yes, you can withdraw during the stipulated slots given in the timetable.</p>
19.	<ul style="list-style-type: none"> • When shall get my money back if I withdraw? <p>Within a period of 60 days to 90 days after closure of all rounds of counselling.</p>
20.	<ul style="list-style-type: none"> • My admit card/confirmation page is/are lost. What should I do? <p>These documents are needed. You can apply for duplicate. See section 9.0 of Information Bulletin</p>
21.	<ul style="list-style-type: none"> • How shall I know how many seats are available in which college? <p>See Seat Matrix in the website.</p>
22.	<ul style="list-style-type: none"> • I have passed 10th from NIOS and 12th from CBSE/HS etc. IS it valid for admission? <p>See the list of recognized Boards given in the website.</p>
23.	<ul style="list-style-type: none"> • What type of proforma to be used for domicile certificate? <p>See section 3.4.1 and 3.4.2 in the Information Bulletin.</p>
24.	<ul style="list-style-type: none"> • I have income certificate in a format other than the prescribed. Will it be accepted? <p>NO. It has to be in the proforma given.</p>
25.	<ul style="list-style-type: none"> • Where do I contact if I have any problem? <p>Contact toll free numbers 1800-1023-781, 1800-3450-050</p>