



Ref.No.10/10/2025/Acad-2325

Dated 23.07.2025

**Important Instructions to fill online application form and Admission Counseling
for B.Tech. and B.Tech. LEET 2025**

- Candidates seeking admission to the vacant/left-over seats of B. Tech. / B. Tech. (LEET) programs at the University for the Academic Session 2025–26 are required to apply only through University online admission portal before the last date as per following schedule (Applications in physical form will not be accepted)

SCHEDULE FOR ONLINE APPLICATIONS	
B. Tech. (All Programs)	23.07.2025 to 30.07.2025
B. Tech. LEET (All Programs)	30.07.2025 to 04.08.2025

- For details regarding programs offered, intake, eligibility criteria, admission process, reservation policy, fee structure, etc., candidates are advised to refer to the University Information Brochure 2025–26 (available at University website) and the HSTES Admission Brochure for B.E. /B. Tech. /B. Tech. (LEET) 2025–26.
- Candidates must carefully select and fill their applicable category as per their eligibility. A candidate will not be considered under any category for which they have not applied.
- Candidates applying under multiple categories such as AIC/HOGC, SC/ST/BC, PH, FF, ESM, TFW, EWS, KM, and HGST for the same program can do so using a single application form.
- The **candidates belongs to Haryana** are advised to select their respective categories including **HOGC / Reserve Categories** (Other than AIC). Candidates, who **select AIC Category, will not be considered for HOGC/ Any other reserve Category**.
- The Categories/ Quota mentioned in the online application form for Prime Minister Special Scholarship (PMSS), Cultural Academic Activities (CAA) Quota, Sports Quota, NCC and NSS are not applicable for B. Tech. /B. Tech. LEET Programs. **Candidates are advised to select "NO" for these options.**
- It is mandatory to provide **JEE Main-2025 application Number** and its **CRL Rank** (for B. Tech.) and **Application Number of OCET Exam-2025** and its **Intra-se-Rank** (for B. Tech. LEET). Candidates are **strictly advised to provide Application number of JEE Main /OCET Exam** in the column named **"National Level Admission Application No."** and also provide **CRL Rank/ OCET Intra-se-Rank** in the column named **"National Level Admission Test with CRL Rank / Intra-se-Merit Rank"** with utmost care.
- It is mandatory to upload the JEE Main-2025 Rank Card (for B. Tech.) and OCET Intra-se-Merit Rank Card (for B. Tech. LEET). The candidates can upload the same in Documents uploading section.

- Those applying under Freedom Fighter / Ex-Servicemen categories must select **"Children/Widows of Armed Forces Personnel"** in the 'Other Category / Quota Details' section to be considered accordingly.
- Admission to B. Tech / B. Tech (LEET) programs will be based on JEE (Main) CRL Rank 2025, KM Inter-se Merit of HSTES 2025, HGST Inter-se Merit of HSTES 2025, or Inter-se Merit of LEET 2025, as applicable.
- The **Parivar Pehchan Patra (PPP) ID** is mandatory for Haryana residents. Candidates must enter their valid PPP ID during the online application process. Personal and financial data such as name, parents' names, annual family income, category, etc., will be verified from the FIDR database. Only verified data will be considered for caste/reservation benefits or financial assistance. If any data is not verified through the PPP ID, the candidate will be treated as a General Category applicant. Candidates must ensure that their PPP ID is updated and verified before applying.
- The **1st Institute Level Physical Counseling** will be conducted for **AIC, HOGC, SC, BC, PH, ESM, FF** by merging female and subcategories into the main reserved category and for all supernumerary quota **EWS, KM, TFW, HGST , Surrendered/Abandoned/Orphan Children**, as per the Haryana Government's reservation policy. **The 2nd counseling** will be conducted without any reservation. Candidates must refer to the HSTES B. Tech. / B. Tech. LEET Admission Brochure 2025–26 for complete details.
- Information such as vacant seat position, counseling/reporting schedule, instructions, Merit List and updates etc., will be published only on the University website. No separate call letters, SMS, or emails will be sent.
- **The Merit List for counseling will be prepared based on JEE Main rank / OCET rank (for LEET), applied category, and uploaded documents filled/ provided by the candidate in online application form. All such details will be verified at the time of physical reporting/ counseling, if any detail is found incorrect or unverifiable, the candidature will be rejected.**
- Candidates must report any discrepancy in the merit list with valid proof within 24 hours of its publication. No corrections will be allowed at the time of physical reporting.
- **Haryana open General Category (HOGC)** candidates are required to fulfill any of the following
 - a. The candidates having verified PPP ID number, are resident of Haryana
Note:- Candidates, who has passed his/her qualifying examination from a Board/Recognized School situated in the State of Haryana will be deemed to be Haryana resident and will not be required to submit certificate of Bonafide residents of Haryana. However, Haryana Candidates should fill their PPP ID mandatory.
 - b. Certificate of Employer in the case of Employee of Govt. of Haryana, members of All India Services born on Haryana Cadre, Employees of Statutory Bodies/ Corporations, if applicable

- Candidates belonging to the **Scheduled Cast (SC), Deprived Scheduled Cast (SCD), Backward Class (BC-A, and BC-B)** reserve categories must submit valid category certificates issued by the competent authority, if applicable. A candidate possessing a BC-A/BC-B category certificate issued in compliance with Notification No. 40/13/2024-1SW dated 16.07.2024 shall be considered eligible for admission under the Backward Class category. However, the following declaration must be included in the certificate:

“This is to certify that he/she does not belong to the creamy layer as per Haryana State Notification No. 40/13/2024-1SW dated 16.07.2024.”

Furthermore, if a candidate's income and category details are verified in the PPP ID and reflect an income up to ₹8 lakhs, they need not be compelled to submit physical documents. Verification in such cases may be completed through the PPP portal.

- For admissions under the **Economically Weaker Section (EWS)** category, candidates must mandatorily provide a **EWS Income & Asset Certificate of current financial year indicating an income below Rs. 6 lakh**, issued by the Competent Authority of Haryana State only. Additionally, a Resident/Domicile Certificate of Haryana is required to avail of the benefits of the EWS category if the candidate completed their last qualifying exam in another state. The family income of the candidate will be matched and verified using their PPP ID. In the event that no eligible students are available in this category, the seat shall not be allotted to candidates from any other category
- For admissions under the **Tuition Fee Waiver (TFW)** scheme, candidates must have an **annual family income of less than ₹8 lakh from all sources**, which must be verified through their Parivar Pehchan Patra (PPP) ID. They must also submit an **Income Certificate of current financial year** issued by a **Competent Authority of the Haryana State**, reflecting this income. Candidates who have passed their last qualifying examination from a state other than Haryana must additionally provide a valid **Haryana Resident/Domicile Certificate** to avail of the benefits under the TFW category. Candidates admitted under the TFW category **shall not be permitted to change the institution or program under any circumstances**.
- For **Kashmiri Migrants (KM)** Category candidate has to produce certificate in support of their claim from the competent authority of Relief Commissioner.
- **Divyang (PH) candidates, wards of Deceased/Disabled/Discharged Military or Para-Military Personnel, Ex-Servicemen, or Ex-Personnel of Para-Military Forces, and wards of ex-employees of Indian Defense Services/Para-Military Forces** must possess a valid certificate as prescribed in the *Admission Brochure for B.E./B. Tech. 2025* issued by HSTES.
- In case of **Haryana Government School Topper (HGST)**, the candidate must produce a certificate as per Annexure-X of the Admission Brochure of B.E./B. Tech. 2025 issued by HSTES, in support of their claim. The certificate must be issued by the Principal/Headmaster of the Government School from which the candidate is a topper, clearly stating the class strength and other relevant details
- In case any grievance arises on the spot during admission/counseling, the matter shall be addressed by the **Chairperson of the Admission Committee**. If the issue remains unresolved, it shall be forwarded to the **concerned Dean of Faculty, Dean Academic Affairs, or Director (Admissions)** for immediate resolution.

- If a candidate provides false information or withholds facts, they will be disqualified. If admitted, the admission will be cancelled and legal action may be initiated. All fees deposited will be forfeited.
- Once the application is submitted with successful payment, no corrections or updates will be allowed. Candidates should thoroughly review their form before submission and retain a printout for future use.
- The application fee is non-refundable and cannot be carried forward or adjusted against any future admission or selection process.
- Candidates are strongly advised to apply well before the deadline. The University is not responsible for submission failures caused by last-minute rush or technical issues.

Instructions for Physical reporting

- Institute level or physical counseling against leftover/vacant seats for B. Tech. and B. Tech. LEET programs running under the UTDs of J.C. Bose University of Science and Technology, YMCA, Faridabad for the academic year 2025–26 as per the directions/guidelines issued by the **Haryana State Technical Education Society (HSTES)**.
- The counseling will be conducted only for candidates who have applied through the University admission portal within the notified schedule and whose names appear in the Merit List. All **candidates are required to report physically** as per the date and time schedule, which will be published on the University website 24 hours before the counseling. Candidates must report at **Shakuntalam Hall** of the University, after which they will proceed for certificate verification by the document verification committees located at **Shri Krishna Bhawan** (Cafeteria Building), near the University Main Gate.
- **Candidates are advised to carefully check the vacancy position before reporting for counseling.** The vacant seat positions are purely tentative and may change at the time of actual counseling due to admission cancellations by already admitted candidates. Candidates are advised to regularly visit the University website for updates on the vacant seat status and report accordingly for admission.
- Candidates must attend the counseling in person and be present before the committee at the time of seat allotment. Physical attendance is mandatory. If a candidate reports late for document verification during counseling, they will be considered only for same day for the seats available at that time, after completion of document verification.
- **The eligibility of a candidate for admission under a particular category is subject to verification and submission of the required documents** at the time of physical counseling. Before reporting, candidates must ensure they possess all relevant documents as per the category claimed for admission. All documents should be self-attested and arranged in order, in two sets. Original documents will be required at the time of manual/institute-level counseling for verification; however, **the original certificates will not be retained.**

- Candidates already admitted to J.C. Bose University through the **1st or 2nd Online Counseling by HSTES** or via the **1st Institute Level Physical Counseling** must **mandatorily produce a copy of the Admission Slip downloaded from the HSTES website and the University Admission Letter** at the time of reporting.
- It is mandatory for the candidate to pay the requisite fee at the time of admission; otherwise, their admission will not be confirmed. However, no fee shall be charged from Scheduled Caste candidates who are eligible under the Post Matric Scholarship Scheme for SC students, except for the security amount of ₹7,000/- (Refundable). Following is the 1st Semester Fee for B. Tech. Programs

Program	1 st Sem. Fee for all Categories (other than TFW)	1 st Sem. Fee for TFW Category
B. Tech. in IT, ME, Elect Engg., ECE, Comp Engg, CE-Data Science, Elect & Comp, EE (IOT), Civil Engg, Env. Engg.	Rs 62,880/-	Rs 23,895/-
B. Tech(Indian Language) in CE (Hindi), ME (Hindi)	Rs 59,061/-	Rs 23,895/-

- The admission fee can be deposited in the form of a **Demand Draft** drawn in favor of "*Registrar, J.C. Bose UST, YMCA Faridabad*" at the time of seat allotment. **Payment can also be made via Debit/Credit Card**, subject to applicable bank charges. **Cash payments will not be accepted under any circumstances.**
- Admission cancellation and refund of fee will be proceeding as per the guidelines of AICTE/ HSTES and University refund policy. Candidates are required to submit cancellation request in prescribed format duly signed by candidate and his/her parent along with documents as per Annexure XVII of University Information Brochure 2025-26. **It is mandatory to provide use ID and Password of HSTES online portal of the candidate for cancelation of Admission.**
- **The counseling and admission process will be conducted strictly in accordance with the rules and guidelines prescribed by the Haryana State Technical Education Society (HSTES). In case any rule, condition, or clarification is not explicitly mentioned in the above instructions, the provisions of the Admission Brochure for B.E./B. Tech. and B. Tech. (LEET) Programs for the academic session 2025–26, issued by HSTES, Panchkula, shall be applicable.**

For Technical Queries or Support:

Email: admissionhelp@jcboseust.ac.in

Helpline Number: 7428954273 (Helpline Timing - 10:00 A.M. to - 05:00 P.M. Monday to Friday)

Sd/-
Director Admissions

Enclosed: Annexure-A List of Document required at the time of reporting

List of Documents Required at the Time of Reporting

The candidate is required to produce and submit the following documents at the time of reporting. All documents must be self-attested by the candidate and submitted in two sets (photocopies).

S. No.	Particulars
1.	Duly filled Admission Form (to be provided by the University) – One set in original
2.	Four recent passport-size color photographs
3.	Copy of 10th Marksheet / High School Certificate
4.	Copy of 12th Marksheet or Equivalent Certificate – <i>For B. Tech. candidates or</i> Copy of Final Diploma Marksheet or Equivalent Certificate showing Grand Total – <i>For B. Tech. LEET candidates</i>
5.	Copy of valid category certificate as per HSTES admission prospectus for B. Tech and B. Tech LEET 2025-26 as applicable for SC/BC/PH/FF/ESM/HGST/EWS/KM/TFW/ A S O C etc
6.	Valid Income Certificate issued from Competent Authority of Current Financial Year (If applicable), Income must be verified from PPP
7.	Copy of AADHAR Card
8.	Character Certificate issued from Head of the School (In Original)
9.	Migration Certificate (In Original) (Exempted for candidates pass out Diploma from HSBTE and applied for B. tech LEET)
10.	Affidavit for Gap Year, if applicable
11.	Medical Fitness Certificate issued from Gazetted Medical Officer
12.	PPP ID/ Family ID (For Candidates belongs to Haryana)
13.	Voter Card (EPIC)
14.	Any other as applicable

- Candidates are required to carry the original copies of all the aforementioned documents for verification purposes. The original certificates will not be retained by the University and candidates are advised to ensure their return immediately after the verification process.
- If the Migration Certificate has been issued in online mode by any Board/University, the candidate must submit an Affidavit/Undertaking (as per the prescribed format) along with the digitally issued Migration Certificate.

Sd/-
Director Admissions