



Ref.No.10/10/2025/Acad-2361

Dated: 02.08.2025

**Important Instructions for candidates to report for Institute Level counseling for  
B. Tech. (All Programs) 2025-26**

Candidates who have already applied for Institute Level Counseling for admission against leftover and vacant seats in B. Tech. (All Programs) offered under the University Teaching Departments (UTDs) for the Academic Year 2025-26, through the University Online Admission Portal, and whose names appear in the Merit List published by the University vide **Ref. No.10/10/2025/Acad-2360 dated 02.08.2025** on the University website, are required to report for document verification and the subsequent admission process as per the following schedule:

Program & Category	Merit Number	Reporting Date	Reporting Time
B. Tech. (All Programs) All Candidates of PH, ESM and FF Categories	01 and Onwards	04-08-2025	*8:30 AM (Sharp)
<b>*NOTE: If any candidate of PH, ESM and FF categories report late from schedule time i.e. 8:30AM on 04.08.2025, such candidate will be considered only on same day for their main category, as these sub-categories will be merged in their main category.</b>			
<b>B. Tech. (All Programs)</b> All categories i.e. AIC, HOGC, SC, BC including EWS, TFW, HGST, KM, Orphan Children etc	01 to 75	04-08-2025	9:30 AM
	76 to 140		12:30 PM
	141 to 210		3:00 PM
	211 - 300	05.08.2025	8:30 AM
	301 to 400		10:30 AM
	401 to 500		12:30 PM
	501 to 650		3:00 PM
	651 to 750	06.08.2025	8:30 AM
	751 to 800		10:30 AM
	801 to 950		12:30 PM
	950 to 1100		3:00 PM
	1101 to 1300	07.08.2025	8:30 AM
	1301 to 1500		12:30 PM
	1501 & Onwards		3:00 PM

### Venue for Reporting for Counseling:

All candidates are required to report strictly as per the above schedule to **Shakuntalam Hall**, J.C. Bose University of Science and Technology, YMCA, Sector-6, Faridabad (Haryana). After reporting at the venue, candidates will proceed for **document verification**, which will be conducted by the respective committees located at **Shree Krishna Bhawan (Cafeteria Building), near University Gate No. 1**.

### Eligibility and Reservation Criteria:

The counseling, admission process, and reservation policy will be followed strictly as per the instructions and guidelines issued by the **Haryana State Technical Education Society (HSTES), Panchkula**, and the **University rules**. 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**.

### Important Instructions:

- Admission to **B. Tech** programs will be based on JEE (Main) CRL Rank 2025, KM Inter-se Merit of HSTES 2025, HGST Inter-se Merit of HSTES 2025, as applicable.
- The **1<sup>st</sup> 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 2<sup>nd</sup> 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.
- The position of vacant seats will be updated and made available on the University website after each cycle of counseling. No separate call letters, SMS, or emails will be sent in this regard. 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 are advised to regularly check the University website and report accordingly.**
- **The Merit List is purely tentative and has been prepared based on the information provided by the candidates in the 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 along with valid proof by 02-08-2025 (up to 1:00 PM) at the Academic Branch, 4th Floor, Krishna Bhawan, JCBUST, YMCA, Faridabad. No corrections will be entertained at the time of physical reporting.**
- 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 **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 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 in original** 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 1<sup>st</sup> Semester Fee for B. Tech. Programs

Program	1 <sup>st</sup> Sem. Fee for all Categories (other than TFW)	1 <sup>st</sup> 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.**
- Candidates, who **select AIC Category, will not be considered for HOGC/ Any other reserve Category.**
- **Haryana open General Category (HOGC)** candidates are require to fulfill any of 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 Caste (SC), Deprived Scheduled Caste (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.
- 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.
- 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.**
- 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.

**NOTE: Admission counseling process may extend upto late hours, so the candidates and their parents are advised to have suitable arrangement accordingly.**

Sd/-

**Chairman (Admission Committee)**  
for B. Tech. (All Programs)

**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 ) <b>(Exempted for candidates pass out Diploma from HSBTE and applied for B. tech LEET)</b>
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/-  
**Chairman (Admission Committee)**  
 for B. Tech. (All Programs)