JoSAA-CSAB Reporting Centre
National Institute of Technology Calicut
NIT Campus Post, Calicut-673 601, Kerala

Overall Procedure for Reporting and Seat Acceptance

1. Please proceed to the Reporting Hall-1 (ARYABHATTA) and collect your TOKEN from the HELP DESK.

2. <u>PwD Candidates can directly contact the RC Official.</u>

3. Follow the instructions at the ARYABHATTA Hall and arrange the documents in the specified order for verification.

4. After arranging the documents, get the 'Priority Number' for proceeding to the Reporting Hall-2 (CHANAKYA).

5. RC Staff will accompany the candidate (and one parent) to the CHANAKYA Hall for 'Document Verification' and 'Online Reporting'.

6. Follow the instructions at the CHANAKYA Hall. Get the documents verified and collect the '<u>Document Verification-cum-Seat Acceptance Letter</u>' from the 'RC Module Officer'.

7. Meet the Centre In-Charge and get the '<u>Document Verification-cum-Seat Acceptance Letter</u>' duly signed by him. This has to be produced at the allotted institute for admission.

8. <u>All the original certificates will be returned back</u> and the photocopies only will be retained.

9. Do not leave the centre without getting the <u>Document Verification-cum-Seat Acceptance Letter</u>, duly signed by the Centre In-charge.

10. Please note that the activity on the reporting day is <u>Document Verification-cum-Seat Acceptance only, NOT the actual ADMISSION</u>. For taking admission, the candidate SHOULD report at the allotted institute during 19th - 23rd July 2019 with the Document Verification-cum-Seat Acceptance Letter and other original documents, as per the instruction from the respective Institute.

(Arrange the documents in the order given below)

1. Three passport size photographs identical to the one uploaded during JEE (Main) 2019 registration. *One of these to be pasted in 'class XII performance check form'.*

2. Class XII performance check form as per Annexure 7(b) of JoSAA Business rules (Get the form from help desk if you have not brought it).

3. Provisional seat allotment letter downloaded from JoSAA website.

4. Undertaking by the candidate as per Annexure 9 of JoSAA Business rules (Get the form from help desk if you have not brought it).

5. Proof of Seat Acceptance Fee payment by online net banking of SBI, debit card issued ONLY by SBI and E-Challan by SBI (For SC/ST/PwD: Rs. 15,000/- For others: Rs. 35,000/-).

6. Photo identity card [issued by Govt. agency/last attended school/Class XII admit card].

7. Admit card of JEE (Main) 2019.

8. Score card of JEE (Main) 2019 [Downloaded from JEE (Main) portal].

9. Date of birth proof [Class X mark sheet].

10. Class XII (or equivalent) board Mark sheet. (State code of eligibility is also determined based on class XII Mark sheet).

    (a) Passport *(in the case of Indian nationals who passed the qualifying examination from Nepal/Bhutan or an institution abroad, permanent address given in the passport will determine state code of eligibility).*

    (b) Proof of place of examination centre of the final examination, *in the case of candidates having Senior Secondary Certificate from the* **National Open School**.

11. Medical certificate [in the format given in Annexure 8 of JoSAA business rules].

12. Category certificate (GEN-EWS/OBC-NCL/SC/ST), if applicable (as per the format given). *Gen-EWS/OBC-NCL Certificates issued after 1ˢᵗ April 2019 by a competent authority (Revenue Officer not below the rank of Tahsildar) ONLY is valid. Otherwise, the 'Category' will be converted to 'OPEN', which will result in cancellation of the seat allotted in the OBC-NCL category.*

13. Certificate for Person with Disabilities (PwD), if applicable. *The certificate will be rejected if the disability is less than 40%.*

14. OCI certificate or PIO card, if applicable.

15. Registration-cum-locked choices for seat allotment.

16. **Self-attested photocopies (one each) of 6 to 14 above, in the same order, as a separate bundle.**

Procedure for Reporting and Seat Acceptance

REPORTING HALL-1: ARYABHATTA

1. Collect your token at the counter inside the Reporting Hall-1.

2. <u>PwD Candidates can directly contact the RC Official.</u>

3. Get your name and other details entered in the register kept at the Help Desk.

4. Collect the Reporting Folder which contains the Check List and the relevant forms for Document Verification, from the Help Desk.

5. You will be directed to sit in the order of your Token Number.

6. Fill up the forms given to you. In case of any clarifications, please contact the <u>Help Desk.</u>

7. The originals of the documents relevant to you are to be arranged <u>in the order specified in the Check List given.</u>

8. Arrange self-attested copies of all the above documents in the same order given in the Check List, as a separate bundle.

9. Keep the original documents and the bundle of photocopies in the file issued to you and contact the RC staff for getting a Priority Number for proceeding to Reporting Hall-2 (which will be affixed on your 'Class XII Performance Check' Form).

10. You will be directed to Hall-2 (CHANAKYA HALL) in groups of 10 to 20, for document verification and online reporting, accompanied by <u>one parent / guardian</u>.

Procedure for Reporting and Seat Acceptance

REPORTING HALL-2: CHANAKYA

1. Occupy your seats in the order of the Priority Number, affixed on your 'Class XIII Performance Check' Form.

2. There are two Document Verification Counters.

3. The candidate can wait for his/her turn in Waiting Row-1 as per the Priority Number and proceed to one of the 'Document Verification Counters' when it is free.

4. After getting the documents verified, the candidate can wait for his/her turn in Waiting Row-2 as per the Priority Number, and proceed to any one of the 'RC Module Officer' Counters' when it becomes free.

5. There are two 'RC Module Officer Counters' having interface with JoSAA. The 'RC Module Officer' will make relevant entries online.

6. The candidate will be issued a Document Verification-cum-Seat Acceptance Letter, which is to be signed by the candidate and the RC Module Officer.

7. Proceed to the dais if free, else can take seat in Waiting Row-3. Meet the Centre In-Charge, CSAB Reporting Centre, NIT Calicut in order to get the Document Verification-cum-Seat Acceptance Letter duly signed (This has to be produced at the allotted institute for admission).

8. All the original certificates will be returned back and the photocopies only will be retained.

9. Do not leave the centre without getting the Document Verification-cum-Seat Acceptance Letter, duly signed by the Centre In-charge.

10. Please note that the activity on the Reporting day is Document Verification-cum-Seat Acceptance only, NOT the actual ADMISSION. For taking admission, the candidate SHOULD report at the allotted institute during 19th - 23rd July 2019 with the 'Document Verification-cum-Seat Acceptance Letter' and other original documents, as per the instruction from the respective Institute.

Good Luck and Best Wishes!