

BANARAS HINDU UNIVERSITY

FACULTY/ DEPARTMENT

Call Letter for Counseling

CENTRE/ COLLEGE (SEAL)

Ref. No./

Dated :

Mr. / Ms. _____

REGISTERED/SPEED POST

Sub: Counseling for Provisional admission to..... subject to availability of seats.

Dear Applicant,

1. I am pleased to inform you that on the basis of the merit index of the UET/PET-2012 **you are required to report for counseling for possible provisional admission to** the course _____ subject to availability of seats at University Campus/Affiliated Colleges/Rajeev Gandhi South Campus, Barkachha, Mirzapur for the Academic Session 2012 -2013.

2. Please **report personally** to the Office of the _____ on _____ at _____ **along with all the required documents** (listed in para 4 below).

3. **Please note that in case you fail to report for counseling along with all the original documents and complete the necessary formalities by 4.00 p.m. of the above date, you shall forfeit your claim for consideration for provisional admission.**

NOTE :

(i) **Please bear in mind that the number of eligible candidates called for Counseling is much larger than the seats available in the course to which you are seeking admission. Therefore, mere receipt of the Call Letter does not entitle you for provisional admission (However, you can assess your position yourself based on your position in the merit in your category). The Admission of the eligible candidates shall be made strictly on the basis of merit index of UET/PET – 2012 against the available seats. No eligible candidate shall advance any claim, whatsoever, for the provisional admission if seats are not vacant at the time of consideration of his/her candidature for admission.**

(ii) **There is a provision to provide opportunity to a candidate who has failed to report for counseling on the day he/she has been called, due to certain unavoidable reasons. Such candidates can be admitted provided the seats are vacant (if any). However, candidates admitted under this category shall forfeit the claim of the subject combination to which they be entitled but is exhausted. But in any case no application after the last date fixed for closure of admission shall be entertained under any circumstances.**

4. **You must produce the under mentioned documents in ORIGINAL at the time of counseling for provisional admission before the Admission Committee for its perusal and scrutiny/verification. Failure to produce any of these documents on any ground may disqualify the candidate from the provisional admission.**

(i) **Mark-Sheets of the QUALIFYING EXAMINATION and all other previous examinations** such as High School, Intermediate, Graduation, Post-graduation (as the case may be).

(ii) The proof for eligibility as mentioned in the concerned UET/PET Information Bulletin (age, subjects etc.) and that of having cleared the qualifying examination as evidenced by the original mark-sheet should be submitted to the concerned Head/Dean/Principal on the reporting date.

NOTE:

Ordinarily only the original mark-sheet shall be accepted. **However, in case the marksheet has not been issued by the concerned Examining Body by the date of counselling (candidate is required to give an affidavit to this effect), Marksheet downloaded from the Website of the concerned examining body (subject to verification by the Admission Committee), CONFIDENTIAL MARKSHEETS or PROVISIONAL RESULTS issued by the Registrar/ Controller of Examinations of the concerned University or Secretary of the concerned Board (in case qualifying examination is of Senior Secondary level) shall also be entertained at the time of admission.**

- (iii) **Matriculation** or its **equivalent certificate** to ascertain the date of birth.
- (iv) **Caste Certificate** issued by the appropriate authority, if admission is sought under SC/ST/OBC/OBC-MINORITY Category.

NOTE: Each SC/ST/OBC/OBC-MINORITY candidate shall have to submit a copy of the certificate mentioning that the candidate belongs to SC/ST/OBC/OBC-MINORITY community. Such certificate shall be Subject to verification from the concerned District Magistrate. Candidate must note that if he/she belongs to SC, ST or OBC/OBC-MINORITY category, his/her caste/tribe must be listed in the appropriate Govt. of India schedule. The caste certificate should be in the Governments' approved format and should clearly state (a) name of his/her caste/tribe (b) whether he/she belongs to SC/ST/OBC/OBC-MINORITY (c) District and State or Union Territory of his/her ordinary residence and (d) the appropriate Govt. of India schedule under which his/her caste/tribe is approved by it as SC, ST or OBC/OBC-MINORITY. Further, the OBC/OBC-MINORITY certificate should clearly mention that the candidate does not belong to **Creamy Layer** under Govt. of India criteria.

The OBC/OBC-MINORITY certificate should not have been issued earlier than 01.07.2011. Further, if the OBC/OBC-MINORITY Certificate is issued earlier than the aforesaid date i.e. 1.7.2011 the candidate may be given one month time to produce a recent OBC/OBC-MINORITY Certificate OR recent Income Certificate issued not earlier than 1.1.2012 for the said purpose.

- (v) **Medical Certificate** issued by the appropriate authority, if admission is sought under Physically Challenged Category. **The candidates will also be required to present themselves before a Medical Board constituted by B.H.U. The date and time for appearing before the Medical Board will be communicated to the candidate by the concerned Admission Committee.**
- (vi) **Employee's ward certificate** issued by the Dy. Registrar (Admin-LTC Cell), BHU only if admission is sought under Employee's ward Category.
- (vii) **Admit Card** issued for appearing in the concerned Entrance Test – 2012.
- (viii) **Character Certificate** issued by the institution last attended.
- (ix) **Transfer Certificate (TC)** issued by the institution last attended.

NOTE: If due to certain unavoidable reasons a candidate is unable to produce T.C., the Admission Committee may, at its discretion, **allow a period up to 31st August' 12 for submission of the Transfer Certificate, failing which the admission may be cancelled.** An undertaking that **"My provisional admission be cancelled in case I fail to produce the Transfer Certificate from the institution which I last attended by 31st August 2012 "** shall be taken from each such candidate who has not submitted his/her Transfer Certificate before he/she is provisionally admitted. Original mark-sheet of the qualifying examination/original certificate of High School shall be returned to an admitted student only after he/she has submitted his/her T.C.

- (x) **Migration Certificate** issued by the Institution/ University/ Board last attended.
NOTE: Under exceptional situation a candidate may be allowed to submit the Migration Certificate latest by 31st August 2012. Certain Institutions/ Universities/Board issue either Transfer Certificate or Migration Certificate but not both. In such cases, the certificate issued to the candidate shall be accepted and the candidate shall be asked to give an undertaking to the effect that the Institution does not issue Transfer (or Migration) certificate as the case may be.
- (xi) **Sworn Affidavits** for non-involvement in Ragging **from students and their parents/guardians:** In accordance with provisions contained in UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009, **sworn affidavits** for non-involvement in Ragging **from students and their parents/guardians** (as per enclosed annexure I and II) on a Non-Judicial Stamp paper of Rs.10/- is required. The said regulations are available on the BHU website (www.bhu.ac.in) for information of all prospective students and their guardians/parents.
- (xii) Filled in Residence/Dossier Form (in quadruplicate). [Form will be provided by the concerned office at the time of admission].
- (xiii) Submit two self-attested copies of each of the documents mentioned above. Further, 5 copies of passport size photograph generally identical to the one pasted on the Entrance Test Application Form shall also be needed to paste them on "Residence Form", 'Identity Card' etc.

5. There is a provision for Supernumerary PAID SEATS in certain courses. All candidates desirous of admission under Paid Seats Category are required to fill up an Option Form at the time of counseling or as per notification of the concerned Dean/Head/Principal and admission under this category shall also be made according to the Merit Index of UET/PET-2012 from amongst the applicants under this category.

IMPORTANT GENERAL INFORMATION

Candidates must read carefully the under mentioned general information and conditions for the provisional admission. Non-compliance of any condition shall disqualify a candidate for provisional admission.

1. The University shall not be responsible in any manner for postal delays and / or non-delivery of the Call Letter in time.
2. The candidates must note:
 - (i) In this Call letter for Counseling, the place of reporting is mentioned. The candidate should reach to the concerned office on the date and time as mentioned.
 - (ii) The admission to a particular Course in the Faculty/Mahila Mahavidyalaya/Affiliated Colleges/ Rajeev Gandhi South Campus, Barkachha, Mirzapur as the case may be, shall be done as per merit and choice of the candidate.
3. Presence of parents/guardians of female candidates called for counseling is desirable.
4. The completion of necessary formalities for provisional admission may take generally 2-3 days. Accordingly the outstation candidates are advised to come prepared to stay at Varanasi for the aforesaid period.
5. **BHU Employee's Ward category** candidates are required to submit a certificate of the Employee's Ward in the prescribed format duly signed and issued by the Deputy Registrar (Admin-LTC Cell) only. For this purpose, the candidate is required to apply to the Deputy Registrar (Admin-LTC Cell), immediately after the receipt of the Call Letter and submit an application on the prescribed format obtainable from the concerned office.

6. The provisional admission of the candidate to the concerned Course of Study shall be subject to such ordinances, rules and regulations as may be framed from time to time by the University.
7. **Hostel accommodation is not guaranteed.** However, if it is available, it shall be allotted strictly on the basis of the merit index of the concerned Entrance Test 2012 excluding those candidates residing in the nearby areas in the city/locality of Varanasi. **Mere provisional admission shall not entitle any student to a seat in the University Hostel.**
8. The date of commencement of classes of the concerned Course of Study shall be as per the time schedule prescribed by the University.
9. Candidate provisionally selected for admission shall be required to collect his/her Admit Card and also deposit the prescribed fee by the prescribed date mentioned on the Admit Card failing which he/she shall forfeit his/her claim for the provisional admission. The candidates belonging to SC/ST categories are exempted from payment of non refundable component of the fee provided the annual income of their parents is less than Rs.1 lakh. Accordingly, prospective candidates belonging to the said category desirous of availing this facility are required to furnish a certificate to this effect from the competent authority at the time of admission.
10. It has been decided by the University to grant waiver of non-refundable component of regular fee to the dependent children of Leprosy Affected Persons (LAPs). Accordingly, candidates desirous of availing the aforesaid facility (on provisional admission) should produce/bring (at the time of Counselling) a certificate issued by the Government District Hospital to the effect that their parent(s) (as per the details furnished in the UET/PET form) are Leprosy Affected Persons (LAPs).
- 11. Enrolment:** All newly admitted students must get themselves enrolled by 31st August 2012. For the purposes of enrolment only original documents (marksheets of the qualifying examination, marksheet/certificate of high school, TC and/or Migration Certificate) shall be entertained. In case a provisionally admitted candidate fails to produce the said documents by 31st August 2012, his/her admission shall be cancelled forthwith.
12. Only the local Court of Varanasi/Honorable High Court of Judicature at Allahabad/Honorable Supreme Court of India shall have jurisdiction in case of any dispute relating to the provisional admission.

Yours faithfully

Dean/Head/Principal/Coordinator

अभ्यर्थियों के लिये हिन्दी में संक्षिप्त निर्देश

अभ्यर्थी प्रवेश सम्बन्धी निम्नलिखित साधारण सूचनाओं को सावधानी पूर्वक पढ़ें। इनमें से एक की भी कमी रहने पर प्रवेश के लिये अयोग्य माने जायेंगे:

- क डाक विभाग के कारण काल लेटर की देरी से प्राप्ति अथवा नही प्राप्ति की स्थिति में विश्वविद्यालय जिम्मेदार नहीं होगा।
- ख केवल काल लेटर की प्राप्ति से प्रवेश सुनिश्चित नहीं है।
- ग प्रवेश के दौरान कम से कम २-३ दिन का समय लग सकता है, तदनुसार अभ्यर्थी को उक्त अवधि तक वाराणसी में ठहरने के लिये तैयार होकर आना चाहिए।
- घ विश्वविद्यालय के मेडिकल बोर्ड के संस्तुति के आधार पर ही शारीरिक विकलांग संवर्ग में योग्य अभ्यर्थी का प्रवेश होगा।
- ड. महिला अभ्यर्थी के प्रवेश के समय अभिभावक की उपस्थिति वांछनीय है।
- च सम्बन्धित प्रवेश समिति के समक्ष प्रवेश के समय जांच/सत्यापन हेतु निम्नलिखित मूल प्रपत्र प्रस्तुत करना अनिवार्य है, जिसके अभाव में प्रवेश के लिए अयोग्य माने जायेंगे।
- I. सभी परीक्षाओं के साथ योग्यता-प्रदायी परीक्षा क्वालीफाइंग एक्जाम के केवल मूल अंक-पत्र।
 - ☐ जन्म-तिथि सत्यापन के लिए हाईस्कूल या इसके समकक्ष परीक्षा का प्रमाण-पत्र।
 - ☐ अनुसूचित जाति/अनुसूचित जनजाति/ अन्य पिछड़ा वर्ग/ अन्य पिछड़ा वर्ग-अल्पसंख्यक के अन्तर्गत प्रवेश के लिए सक्षम अधिकारी द्वारा निर्गत जाति प्रमाण-पत्र।
 - IV. अन्य पिछड़ा वर्ग/ अन्य पिछड़ा वर्ग-अल्पसंख्यक का प्रमाण पत्र १ जुलाई २०११ के पूर्व का जारी किया हुआ नहीं होना चाहिए। यदि उक्त प्रमाण पत्र १ जुलाई २०११ के पूर्व का जारी किया हुआ है तो सम्बन्धित अभ्यर्थियों को प्रमाण पत्र या अद्यतन Latest उक्त आय प्रमाण पत्र जो कि ०१.०१.२०१२ के पूर्व का जारी किया हुआ न हो को प्रस्तुत करने हेतु १ माह का समय दिया जायेगा।
 - ☐ सम्बन्धित प्रवेश परीक्षा-२०१२ का प्रवेश पत्र एडमिट कार्ड।
 - ☐ चरित्र प्रमाण-पत्र, जहाँ से अन्तिम शिक्षा प्राप्त की हो।
 - ☐ प्रवे। समिति, अपने विवेकानुसार ऐसे अभ्यर्थी जो की अन्तिम शिक्षा प्राप्त करने वाले संस्थान से स्थानान्तरण प्रमाण पत्र एवं प्रवजन माइग्रेषन प्रमाण पत्र प्रवे। के समय नहीं जमा कर पायेंगे उन्हें इसे जमा करने के लिए एक अन्डरटेकिंग के आधार पर ३१ अगस्त २०१२ तक का समय दिया जायेगा।
 - ☐ रैगिंग में अनिलिप्तता के संदर्भ में पूर्ण रूप से भरे हुए शपथ पत्र। अभ्यर्थी एवं पिता/अभिभावक द्वारा जैसा कि परिशिष्ट १ तथा २ में दिया गया है।
 - ☐ सभी अंक पत्रों एवं प्रमाण-पत्रों की स्व-प्रमाणित प्रति दो सेट।
 - ☐ पासपोर्ट साइज़ फोटो की पांच प्रति।
 - ☐ अनुसूचित जाति/अनुसूचित जनजाति वर्ग के अन्तर्गत प्रवेश के समय शुल्क में छूट के लिए अभिभावक का वार्षिक आय एक लाख रुपये से कम का आय प्रमाण-पत्र।
 - XII. छात्रावास की कोई गारंटी नहीं है। स्थान उपलब्ध होने पर मेरिट इन्डेक्स के आधार पर ही छात्रावास आवंटन संभव है। जो अभ्यर्थी वाराणसी शहर/करीबी क्षेत्र के होंगे उन्हें छात्रावास आवंटन साधारणतया नहीं होगा।
 - छ ऐसे अभ्यर्थी जो अन्य पिछड़ा वर्ग/अन्य पिछड़ा वर्ग-अल्पसंख्यक से सम्बन्धित हैं, उन्हें अनुसूचित जाति/जनजाति की तरह संलग्न जाति प्रमाण पत्र, जो सक्षम अधिकारी द्वारा निर्गत किया गया हो जैसा कि यू.ई.टी./पी.ई.टी. सूचना पुस्तिका में अनुसूचित जाति/जनजाति के लिए उल्लेखित है लाना आवश्यक है, जिसमें यह स्पष्ट रूप से उल्लेखित हो कि अभ्यर्थी के माता-पिता/अभिभावक की लेयर के अन्तर्गत नहीं आते हैं।
 - ज कुछ पाठ्य मों में सुपरन्यूमरेरी 'पेड सीट' की व्यवस्था है। सभी छात्र जो पेड सीट के अन्तर्गत प्रवेश लेने के इच्छुक होंगे उन्हें सम्बन्धित संकाय प्रमुख/विभागाध्यक्ष/प्रधानाचार्य के कार्यालय से प्राप्त सूचना अनुसार आशान फार्म भरना होगा। इस वर्ग में प्रवेश यू.ई.टी./पी.ई.टी. २०१२ के मेरिट के आधार पर आवेदित छात्रों के ही बीच से होगा।
 - झ ऐसे अभ्यर्थी जिन्हें वि.वि.वि. में अस्थायी रूप से प्रवे। दिया गया है, को ३१ अगस्त, २०१२ तक पंजीकरण करा लेना आवश्यक है। इसके लिए मूल प्रपत्र अर्ह परीक्षा के प्रमाण पत्र, हाईस्कूल का अंक पत्र/प्रमाण पत्र, स्थानान्तरण प्रमाण पत्र और/या मूल प्रवजन Migration प्रमाण पत्र जमा करना अनिवार्य होगा। यदि अस्थायी प्रवे। प्राप्त अभ्यर्थी ३१ अगस्त, २०१२ तक पंजीकरण कराने में असमर्थ रहते हैं तो उनका प्रवे। स्वतः निरस्त हो जायेगा।
 - ड कुष्ठ प्रभावित व्यक्ति पर आश्रित उनके बच्चों को नियमित शुल्क के न वापस होने वाले अं। को माफ करने का निर्णय वि.वि.वि. द्वारा लिया गया है, अतएवं जो अभ्यर्थी इस सुविधा का लाभ उठाना चाहते हैं उनको सरकारी जिला अस्पताल से इस आय का प्रमाण पत्र काउन्सिलिंग के समय प्रस्तुत करना अनिवार्य होगा।

नोट: प्रवेश सम्बन्धी विस्तृत जानकारी/स्पष्टीकरण के लिए अंग्रेजी भाषा में दिये गये नियमों को पढ़ें। किसी प्रकार के संदेह एवं अस्पष्टता की स्थिति में अंग्रेजी भाषा में दिया गया विवरण ही सही मान्य होगा।