



**UNIVERSITY OF LUCKNOW  
LUCKNOW  
POST GRADUATE ADMISSIONS 2018  
General Counselling Guidelines**

**GENERAL INFORMATION**

- Candidates are advised to go through the counselling procedure and follow the guidelines strictly.
- The cut-offs will be declared on the basis of open rank for the OPEN seats while for OBC, SC and ST candidates these will be declared on the basis of their category rank.
- **Only candidates whose ranks are within the cut-off range in which the counselling is going on will be allowed to enter the counselling premises. Parents and Guardians are requested not to try to enter the premises.**
- **Please follow the given time schedule and ensure that you come according to the time slot allotted for your rank.**
- A list regarding information about the **reporting venue (Phase 1)** and **fee submission venue (Phase 2)** will be released separately.
- Candidates have to first report at the reporting venue and after completing all the formalities of Phase 1 have to go to the designated venue for Phase 2 of the counselling. Both Phase 1 and Phase 2 have to be completed on the same day.
- **Candidates should fulfil all eligibility conditions on the day of counselling. In no case provisional certificates or mark sheets would be entertained.**

**Important Information**

- **The University is adopting a totally cashless admission process.**
- **The admission fee has to be deposited on the day of counselling only through debit card / credit card**
- **Please ensure that you have a valid debit or credit card with appropriate limit for fee payment. Admission Fees can be paid using multiple cards.**
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**THE OUTLINE**

- The University has adopted an On Campus Online counselling. This would comprise of the following sequential steps.
- **PHASE 1 (To be carried out in the Department)**
  - **Reporting**
  - **Document Verification**
    - High School, Intermediate and qualifying examination marks.
    - Eligibility verification
    - The merit has been generated on the basis of marks in the entrance test in subjects where there were more applicants than the number of seats and on the basis of qualifying examination marks as entered by the candidate in subjects where there was less number of applicants than the number of seats.
  - **Subject Allotment**
- **PHASE 2 (To be carried out at designated venue on the same day)**
  - Phase 2 can be only carried out after successfully completing Phase 1.
  - Here the following steps would be done in sequential manner
  - **Category Verification**
    - This step is compulsory for all OBC, SC and ST candidates
    - General Category candidates will go straight for admission fee submission



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- **Zero Fee Verification**
  - This step is compulsory for all SC and ST candidates
- **Fee Submission**
- **Biometric Registration**
- **Issue of Allotment Letter**

**DETAILS OF STEPS  
PHASE 1**

**Reporting (In the Department)**

- Candidates will be required to report for counselling in the Department where the course is being run on the designated date and time slot only.
  - **Reporting would open for only 30 minutes from the time the rank has been called.**
  - Candidates reporting late for any reason will not be considered for counselling during that session. However they may be considered in the subsequent session if seats are available.
  - Since seats would be allotted on the basis of rank of candidates who have reported for counselling within the stipulated time, candidates reporting late will have no claim if seats of higher choice are filled up.

**Document Verification (In the Department)**

- Candidates have to report for counselling along with the original and a photocopy of the following documents
  - Photo ID and Address Proof (any one of the following)
    - Aadhar Card, Voter ID, Driving Licence, Passport
  - High School Mark sheet and Certificate
  - Class 12 Mark sheet and Certificate
  - Graduation/Qualifying examination Mark sheet.

**Subject Allotment (In the Department)**

- Candidates who have been found eligible would be allotted seats in the applied subject on the basis of rank of candidates who have reported for counselling within the stipulated time, candidates reporting late will have no claim if seats of higher choice are filled up.

**PHASE 2**

**Category and Zero Fee Verification (In a centralized venue)**

- OBC, SC and ST category candidates have to get their caste certificate verified without which they cannot proceed to the next step. However the candidates of the General Category can go straight for fee submission.
- **Caste Certificate**
  - For OBC the caste certificate should be issued on or after July 1, 2015.
- **Zero Fees**
  - It is compulsory for all SC and ST candidates to get their zero fee eligibility verified whether they claim it or not. Without fulfilling this step the SC and ST candidates will not be able to deposit their admission fee.
  - **Income Certificate**
    - SC and ST candidates seeking the benefit of zero fee would have to bring the latest income certificate issued by the board of revenue and should be verifiable on the website.
      - Income certificate should be issued after February 1, 2018.



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- All certificates will be verified through the Government website.
- Certificates whose details are not available on this website will not get the benefit of Zero Fees.
- The benefit of zero fees will not be given to SC/ST candidates who do not have a valid income certificate issued by competent authority.
- **The admission of SC and ST candidates who have availed the benefit of zero fees would only be confirmed only if they fill the scholarship form within two days of depositing the admission fees. ID cards to these students will be issued thereafter.**

**Fee Submission**

- The following modes of payment of admission fees would be available to the candidates on the venue of counselling.
  - Electronic Draft Capture (EDC) Machine
    - Credit Card
    - Debit Card
      - There are no transaction charges for payment through POS.

**Biometric**

- The biometric details of the candidates who have deposited their admission fee would be captured at this centralized venue.

**Allotment Letter**

- Candidates who have successfully completed all the previous steps would be issued allotment letter indicating their details and subjects allotted.
- The admitted students have to return to the department to submit the counselling form which was issued to them.
  - They have to report back to the Department with this allotment letter for confirmation of admission
- All SC/ST students would need to fill their scholarship form online at the NIC portal and submit a copy of this form along with their allotment letter.