



**UNIVERSITY OF LUCKNOW
LUCKNOW
POST GRADUATE ADMISSIONS 2019
General Counselling Guidelines**

Important Instructions to Candidates

- **All candidates belonging to the General category who have appeared in the entrance test and wish to avail the reservation for economically weaker section (EWS) in the PG programs have to upload their certificates through the login provided to them at the time of form filling from June 8, 2019 to June 20, 2019. These certificates will then be verified and only those candidates whose documents are found to be correct will be given the benefit of EWS reservation.**
- **All Candidates who have applied in courses where there was no entrance test have to upload their graduation marks on the LU admission portal before counselling on or before June 15, 2019.**

Procedure for updating details

- Candidates have to login to their portal on the admission portal and fill the appropriate information.
- In case they have forgotten the password, this can be generated by clicking on the %Forgot Password+link on the login page. The password would be sent to their registered mobile number.
- Candidates can contact the technical helpline 0522-4150500 from 9:00 AM to 6:00 PM on all working days if they need any help.



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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 for 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.**

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.**

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 in the MBA Department 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 (in the MBA Department)

Category and Zero Fee Verification

- 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 (Non Creamy Layer) the caste certificate should be issued on or after January 1, 2019.
 - If OBC certificate is issued before January 1, 2019 and has validity of three years, they have to produce income certificate issued on or after January 1, 2019.
- **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**



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- 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 January 1, 2019
 - 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. ID cards to these students will be issued thereafter from the scholarship section in the Administrative block.**

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 and fee receipt 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.