

Jawaharlal Nehru Krishi Vishwavidyalaya, Jabalpur

Online Off-campus counseling procedure/instructions

M.Sc (Ag.)/ M.Tech (Agril. Engg)/ MBA/Ph.D.(Ag./ Agril. Engg) 2013

Major steps for Online Off-campus counseling

Online Application

1. Online application, registration and payment of application fee
2. Online display of list of eligible candidates on basis of qualifying examination

Online Off-campus counseling

3. Online preference/choice filling and payment of counseling fee by the eligible candidate
4. Verification of documents
5. Online seat allotment and part payment of fee which will be adjusted at the time of admission
6. Reporting and admission in the allotted college

For participation in counseling all eligible candidates have to follow steps from 1 to 6

1. Online application, registration and payment of application fee

Candidates of all categories have to register online for participation in counseling.

The candidate may connect to the website (<http://www.jnkvv.nic.in/> and <http://www.crisponlineservices.com>) to appear in the online counseling

- The candidate will receive user ID and password through SMS/email after successful registration
- The candidate may login as many times as required using his/her user ID and password in future.
- The candidate shall ensure the safety and security of user ID and password so that the same may be used as and when required.
- The candidate may change the password anytime.
- In case the candidate forgets the password he/she may click on the “forget password” to reset the password.
- The applicant may submit online application using user ID and password.

In case the application form is filled correctly, the candidate shall have to pay an application fee of Rs.300/- (Rupees three hundred only) which is non refundable and obtain the receipt.

The application will be considered valid only if the online fee is deposited.

2. Online display of list of eligible candidates on basis of qualifying examination

After the last date of submission of online application form, the list of eligible candidates will be displayed on the website based on merit list.

All eligible candidates will be able to participate in the counseling.

3. Online preference/choice filling and payment of counseling fee by the eligible candidate

After successful login the candidate will be able to opt for online preference/choice filling for different programmes and colleges based on their **qualifying examination**.

Following process is to be adopted for choice filling

- The applicant has to choose at least one programme and college as per his/her priority and deposit the requisite fee online and then lock the choice.
- The candidate may opt for **free seat** and **payment seat** of desired branch separately.
- The desired priority list of subjects and colleges may be revised several times before locking the final choice.
- Once the preferences is locked after the payment of fee and no change will be possible after it without a fee of Rs.110 (Rupees one hundred and ten only) non refundable.
- The applicants will have to pay an amount of Rs. 550/- (Rupees five hundred and fifty only) online which is non refundable.
- After locking the of choice candidate will receive a receipt generated online that shall contain the details of payment of fee and list of choices opted by the candidate in the preferred preference.
- The candidate should keep the receipt in safe custody.
- This acknowledgement slip/receipt shall have to be produced at the time of document verification.
- **For payment of fee the candidate may opt for any one of the following options.**

Netbanking (all banks)

ATM/Debit card/Credit card (Master/Visa)

4. Verification of documents

After locking the choices the candidate shall have to produce following original documents at any of the nearest centres (College of Agriculture, Jabalpur, Rewa, Tikamgarh, Ganjbasoda and Waraseoni and at College of Agricultural Engineering Jabalpur) before last date of document verification

- Provisional Degree Certificate (PDC) and Marksheet
 - Certificate/Marksheet of Xth Class
 - Certificate/Marksheet of XIIth Class
 - Caste certificate by competent authority
 - Income certificate by competent authority
 - Madhya Pradesh Domicile certificate
 - Print out of online certificate and fee payment slip
 - Two passport size photographs
- The original documents will be returned to the candidate after verification at the respective centres and the candidate shall receive an acknowledgement indicating the candidate as **eligible / not eligible**
 - Non eligible candidates may produce the correct / desired document before the last date of verification.
 - A candidate not eligible in a reserve category may opt for appearing in the unreserved category and appear in the counseling

5. Online seat allotment and part payment of fee which will be adjusted at the time of admission

The candidates shall be allotted seats in the various programmes as per priority / choices opted by them, depending upon the common merit list as per scheduled time table.

The name of the allotted college/ programme will be described in the allotment letter the print of which may be obtained by the candidate using their user ID and password.

The candidates of unreserved category and reserved category shall have to pay partial tuition fee of Rs. 5000/- (Rupees five thousand only) non refundable as shown in the eligibility slip provided to them at the time of document verification.

The fee of Rs. 5000/- (Rupees five thousand only) shall have to be paid online using their user ID and password.

Acknowledgment of online payment of Rs. 5000/- (Rupees five thousand only) shall have to be provided at the allotted college at the time of admission.

6. Reporting and admission in the allotted college

The candidate shall have to produce themselves at the allotted college along with the allotment letter, acknowledgement of partial tuition fee, fee payment receipt, all original documents and the desired amount of remaining fee.

The seat of candidate who do not report and pay requisite fee within scheduled time for admission will be treated as vacant and their allotment will be cancelled automatically

IInd Round Counseling

- After completion of first round of counseling, second round of counseling will start as per the schedule, for the vacant seats.
- The candidates who have opted for **upgradation** in first round of counseling can participate in the second round of counseling without any charges.
- **Similar counseling procedure will be followed for filling of preference /choice as described for first round of counseling.**
- On completion of counseling procedure the candidate will report to the allotted college.
- The candidates who have completed verification of documents in the first round of counseling and found eligible need not to verify documents again but the candidates who were not eligible only due to non-production of original documents in the first round of document verification may produce the documents in second round of document verification before last date
- The decision of document committee constituted at different centres for document verification will be final