



On Spot/ Physical Counselling for BSc. (Animation & Multimedia)
SCHEDULE & GENERAL INSTRUCTIONS FOR APPEARING CANDIDATES

On the spot Admission/Counseling for vacant seats in BSc(Animation & Multimedia) Program from 02.09.2026 to 04.09.2026

The physical On spot Admission/Counseling for vacant seats in BSc(Animation & Multimedia) Program is scheduled on 02.09.2026 to 04.09.2026

All interested candidates (including who have not applied earlier), they can fill the Application form available on University website from 01.09.26 to 04.09.26, They are required to report in the office of chairperson(IT06, 2nd floor), Department of Computer Science & Applications of J C Bose UST, YMCA, Faridabad at 10:00 AM on any of the above mentioned dates.

➤ **SCHEDULE:**

All candidates are instructed to report in the counseling physically for admissions, which scheduled to be held in the University as per the following schedule:-

Sr. No	Date & Time for reporting
1	02.9.2026(10:00 A.M.)
2	03.09.2026(10:00 A.M.)
3	04.09.2026(10:00 A.M.)

➤ **Venue of reporting for Counseling:**

(Office of chairperson, IT-06, 2nd floor, Department of Computer Science & Applications)

➤ **GENERAL INSTRUCTIONS:**

All the candidates are advised to read and follow the instructions before reporting in the counseling:

1. The candidates must fulfill the eligibility criteria of the course:

Eligibility Criteria:

Passed 10+2 examination or equivalent from any recognized Board/ University with 50% marks in aggregate (45% in case of candidate belonging to SC/ST category of Haryana).

Admission shall be made on the basis of merit of the qualifying examination, wherein the percentage shall be calculated on the basis of the consolidated marks of the best five subjects listed in the DMC, with at least one of the five subjects being a language.

2. The candidates are required to keep their original certificates/documents/ testimonials with him/her at the time of Manual / Institute Level counseling for verification.
3. Candidate must have to attend the counseling physically and also to present themselves in person before the admission committee for the allotment of seat. **Physical attendance of the candidate at the counseling is mandatory.**
4. Eligibility of the candidate for the admission is subjected to verification and submission of required documents at the time of admission.
5. If a candidate reports late for the document verification during counseling, he/she will be eligible only for the available seats at his/her turn after verification of documents.
6. Admissions must be within the sanctioned intake of the respective program and in accordance with the State Government Reservation Policy. **(Please refer University Information Brochure 2026-27 and seat matrix, (already notified))**
7. The caste/reservation/annual income/financial benefits given to the candidates shall be based on verified caste/income data fetched through **PPP (Parivar Pehchaan Patra)** as per the State Government. Any unverified PPP data of the candidate shall lead to their candidature being considered in the general category only. **All candidates seeking admission should be advised to get updated and verified their PPP ID.**
8. Candidates have to deposit the Admission Fee amount **Rs. 75416/-** . It is mandatory for the

candidate to pay the requisite fee at the time of admission; otherwise, their admission will not be confirmed.

9. Candidates are required to deposit the prescribed fee on the spot on the same day of admission. No extension of time for fee submission will be permitted under any circumstances.
10. Admission Fee can be deposited in the form of Demand Draft (drawn in favour of “Registrar J.C. Bose UST, YMCA Faridabad”) on offering the seat for admission. Payment can also be made by Debit/Credit card with applicable charges. **Cash will not be accepted in any case. For more details, refer the University Information Brochure 2026-27 available on the University Website.**

**Office of Chairperson
Department of Computer Science & Applications**

LIST OF DOCUMENTS REQUIRED **AT THE TIME OF REPORTING**

(All Documents must be self attested by the Candidate)

S.No.	Particulars
1.	Printout of online-application form (Latest PDF Copy)
2.	Admission form alongwith Temporary Identity card and undertaking for attendance, filled by the student (To be provided by the concerned UTDs)
3.	Four Passport size color photographs (not older than 6 months)
4.	10th Mark sheet / High School Certificate
5.	Copy of 12th mark sheet / Qualifying Exam Certificate/DMC as per Eligibility Criteria
6.	Copy of Diploma mark sheet (Grand total/Final semester result- if applicable)
7.	Copy of UG / PG / other qualifying Mark Sheet with grand total (for PG Courses)
8.	No Objection Certificate from current employer and experience certificate(s) for MBA for working professionals (Weekend Program)
9.	Copy of Valid category certificate (SC/BC/PH/ESM/FF/SGC/HGST/EWS/KM/TFW/ Abandoned/Surrendered/Orphan children etc.)
10.	Aadhar card photocopy
11.	Income Certificate issued by ADC-cum-DCRIO (Additional Deputy Commissioner- cum-District Citizen Resources Information Officer) if applicable (Annexure-XI) (Income verified from PPP)
12.	Original Character Certificate from the Head of Institution last attended
13.	Haryana Resident Domicile Certificate (if applicable)
14.	Original Migration Certificate from the last attended Board/University / (Online/ DigiLocker issued Migration Certificate along with requisite affidavit as per Annexure-XVIII). However Migration Certificate is exempted for the LEET category Diploma Holders pass-out from HSBTE only.
15.	Online Anti-ragging undertaking reference number
16.	Original gap year Affidavit (if applicable)
17.	Original Medical fitness Certificate issued from Gazetted Govt. Medical Officer
18.	Family ID/PPP ID (if applicable)
19.	Voter Card (EPIC)

The candidates must bring the following documents during reporting as per their Category:-

➤ **SC/SC(D)/BC Category Candidates:**

- Schedule Caste {SC/SC(D)} Category Certificate respectively (Issued by Competent Authority)
- Backward Class (BC-A/ BC-B) Category Certificate should be issued as per instruction mentioned in Notification dated 16.07.2024 issued by the Haryana Government.
- Domicile/Residence Certificate of Haryana State (if 10+2 is passed from outside Haryana State)

➤ **EWS (Economically Weaker Section) Category Candidates:**

- EWS Income and Assets Certificate of below Rs.8 Lakh (Eight lakh only) (Issued by Competent Authority)
- Domicile/Residence Certificate of Haryana State (if 10+2 is passed from outside Haryana State)

➤ **HOGC/ROHC Candidates:**

- Student claiming HOGC Category should be passed their last qualifying exam from the School / Institute situated in Haryana or they should possess the Domicile/Residence Certificate of Haryana State.
- Student claiming ROHC Category should be passed their last qualifying exam from the School / Institute situated Outside Haryana or they should possess the Domicile/Residence Certificate of State other than Haryana.

➤ **SGC (Single Girl Child) Candidates:**

- Student claiming SGC Category should be passed their 12th from the School situated in Haryana or they should possess the Domicile/Residence Certificate of Haryana State.
- The eligible Single Girl Child required to submit an affidavit on stamp paper worth Rs.20/- duly attested by 1st Class Magistrate, to be obtained from the parents of the girl child declaring therein that the girl child is only a single child of their family not having any brother/sister.

➤ **Abandoned/Surrendered/Orphan children:**

- Domicile/Residence Certificate of Haryana State (if 10+2 is passed from outside Haryana State)
- Certificate issued by the Competent Authority/ Body i.e. Concerned District Programme Officer
- **For Orphan Children Category:** Income Certificate issued by ADC-cum-DCRIO (Additional Deputy Commissioner- cum-District Citizen Resources Information Officer) if applicable (Annexure-XI) (Income verified from PPP) having the family income (including guardian, if any) less than Rs.2.00 Lakh Per Annum from all sources.

➤ **KM/TFW/PH/ESM/FF Candidates, (if applicable)**

- For TFW “Annual Family Income certificate” of latest financial year issued by the Competent Authority.
- Kashmiri Migrant (KM) Certificate issued by the competent authority or Relief commissioner.
- PH certificate must be issued from Chief Medical Officer of the concerned District
- ESM certificate as per annexure-X (as applicable) of Information Brochure 2026-27
- Freedom Fighter certificate as per Annexure-IX of Information Brochure 2026-27

----: **Kindly bring one set of documents:----**

NOTE:

- i. Candidates are advised not to submit their original marksheets during admissions and get return the same after documents verification.
- ii. If any board/University issues Migration Certificate only in online mode then students passed out from such board/university has to submit Affidavit along with Online issued Migration Certificate.
- iii. For more information related to commencement of classes of other activities, please visit the University Website: www.jcboseust.ac.in regularly.
- iv. Application / request for Cancellation/withdrawal of admission duly signed by Student & their Parents must be submitted in the concerned University Teaching Department alongwith relevant documents mentioned therein **(As per Annexure XXIV of Information Brochure 2026-27)**.

**Office of Chairperson
Department of Computer Science & Applications**

