

CAREERS 360

ADMISSION GUIDANCE **Series**

CSAB

Counselling Process

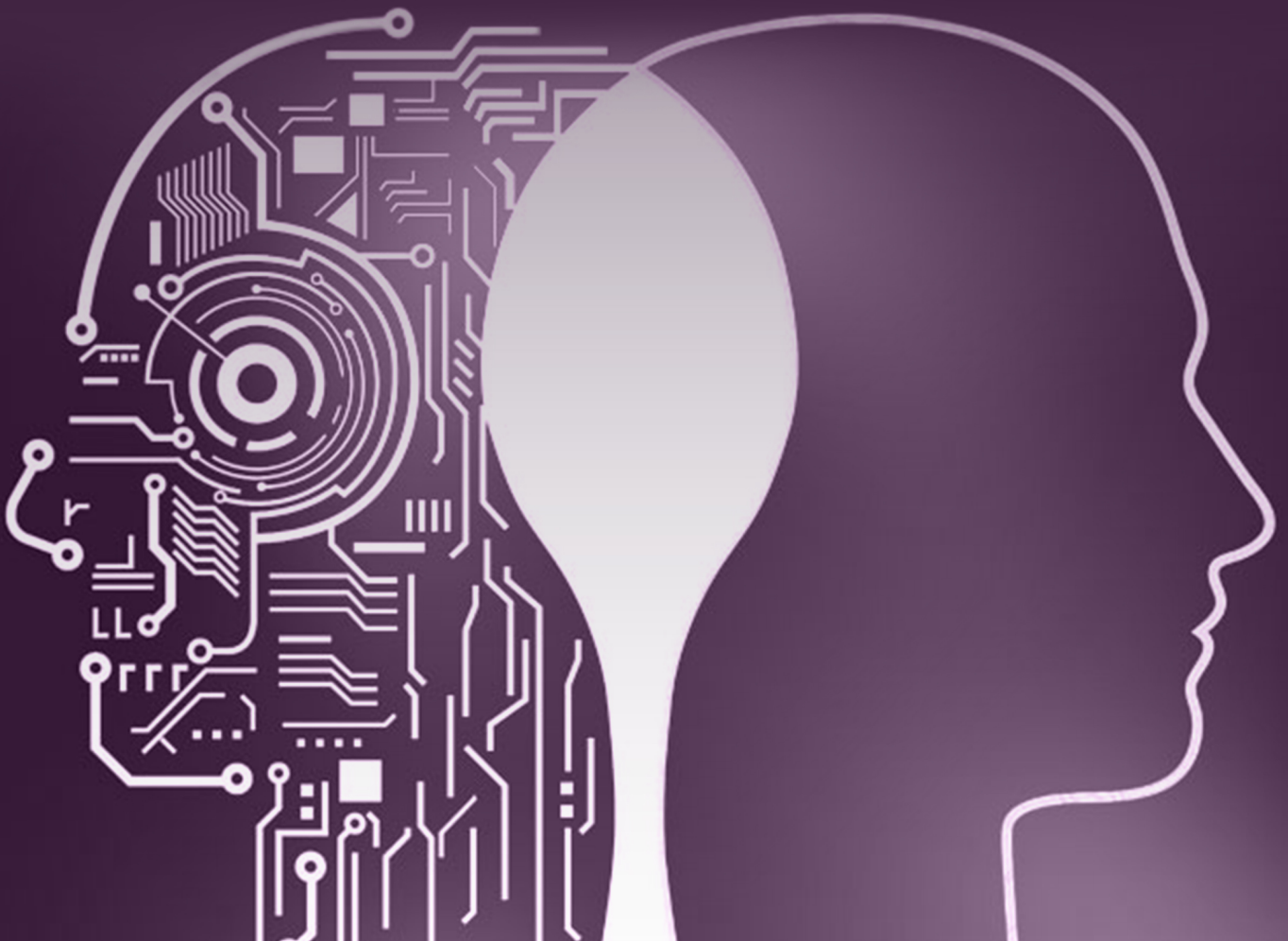


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Introduction

The Central Seat Allocation Board (CSAB), erstwhile Central Counselling Board (CCB), has been constituted by the Ministry of Education, Government of India, for coordinated admissions to various undergraduate degree programs in engineering, technology, and architecture in NITs, IIST, IITs, SPAs, and GFTIs based on Joint Entrance Examination (Main) (JEE (Main)) rank.

JoSAA - jointly admit candidates for the first year of Engineering/Technology and Architecture/Planning Programs of IITs and NIT+ system. Admission to IITs through JoSAA is based on the JEE(Advanced) ranks whereas admission to the NIT+ system is based on JEE (Main) ranks of the candidates. There are five rounds of JoSAA counselling.

Apart from JoSAA - rounds, CSAB - is also responsible for the following centralised seat allocation processes.

- 1. CSAB Special Rounds:** Upon completion of JoSAA - rounds, if any seats remain vacant in the NIT+ system (excluding seats of IITs), two special rounds called CSAB Special Rounds are conducted by the CSAB - through its own online portal (<https://csab.nic.in>).
- 2. CSAB Supernumerary Round:** The CSAB Supernumerary round counselling is conducted by CSAB for admission to supernumerary seats in selected NITs (NIT Durgapur, NIT Calicut, SVNIT Surat) for candidates with state of eligibility as Union Territories of Dadra & Nagar Haveli, Daman & Diu, Lakshadweep & Kandvi, and the Andaman & Nicobar Islands.
- 3. CSAB NEUT Rounds:** CSAB - also conducts CSAB NEUT rounds to allocate seats of AICTE approved Institutes under the scheme of "Reservation of seats in Degree Level Technical Courses for States / UTs lacking such facilities in the AICTE-approved institutions" to candidates of the North-Eastern states and Union Territories.



Eligibility Criteria

❖ Type 1

Candidates who did not register in JoSAA - rounds but are eligible as per the eligibility criteria.

❖ Type 2

Candidates who have participated in JoSAA - but have not been allotted any seat.

❖ Type 3

Candidates who have participated in JoSAA - and have been allotted seats but cancelled due to non-payment of Seat Acceptance Fee

❖ Type 4

Candidates who have exercised the EXIT option during JoSAA

❖ Type 5

Candidates who have participated in JoSAA and have been allotted seats in any IIT and later

A. their seats have been CANCELLED after document verification, OR

B. they have WITHDRAWN from their allotted seats, OR

C. they have taken admission therein

❖ Type 6

Candidates who have participated in JoSAA and have been allotted seats in NIT+ System and have already SECURED ADMISSION at the allotted institute by paying the Seat Acceptance Fee and Partial Admission Fee.

❖ Type 7

Candidates who have participated in JoSAA and have been allotted seats in NIT+ system and later they have WITHDRAWN from their allotted seats.

❖ Type 8

Candidates who have participated in JoSAA and have been allotted seats in NIT+ System but later their seats have been CANCELLED after document verification and have not been allotted any seat in any of the subsequent JoSAA rounds (with their updated credentials provided they fulfil the eligibility).

❖ Type 9

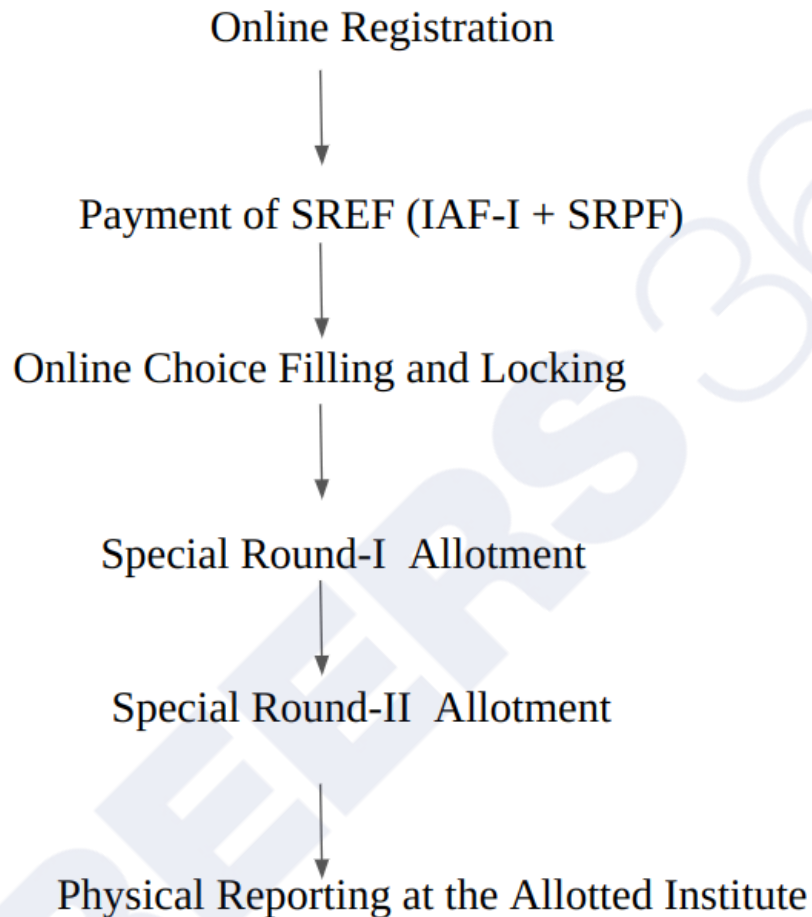
Candidates who have participated in JoSAA and have been allotted seats in NIT+ System and have paid Seat Acceptance Fee and successfully completed document verification but their seats have been CANCELLED due to non-payment of Partial Admission Fee.

Note: Type-6 candidates will be participating in CSAB Special Rounds while retaining their seats for which they have already secured admission after JoSAA rounds. In case, a new seat is allotted in CSAB Special round, then their retained seats will AUTOMATICALLY GET CANCELLED and candidates will not have any claim on the previously secured/retained seats.

CSAB Counselling Process

Step by step process

The counselling process involves the following stages:



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(i) Online Registration -

(i) All eligible candidates are required to do a fresh registration online for participation in Special Rounds through CSAB portal
Earlier registration done on JoSAA portal is NOT valid for CSAB Special Rounds.

(ii) Candidates whose documents are not verified at NIT+ system during JoSAA rounds can update their State of Eligibility, Nationality, Gender, and Category (only from Beneficiary to non-Beneficiary Category as per Annexure-4) at the time of CSAB Special Round Registration.

(iii) Candidates whose documents are verified during JoSAA rounds and their category was changed from OBC-NCL/GEN-EWS/SC/ST to GEN may request to restore their category they had registered with, if they have re-acquired valid certificates.

(ii) Payment of SREF (IAF-I + SRPF) -

After registration, all the candidates are required to pay the Special Round Enrollment Fee using Net Banking / Debit card / Credit card or State Bank of India e-challan. The CSAB Special Round Enrolment Fee is 45,000/- for GEN/GEN-EWS/OBC-NCL candidates and 25,000/- for SC/ST/PwD candidates.

(iii) Online Choice Filling and Locking -

After the completion of fee payment, all the candidates are required to fill in their FRESH CHOICES. The previously filled Choices during JoSAA rounds (if any) stand NULL AND VOID and hence will NOT be considered for allotment in CSAB special rounds. Candidates are advised to carefully fill their FRESH CHOICES and save them frequently during the process.

(iv) Special Round-I**A. Seat Allotment -**

- ❖ Seat Allotment results will be published ONLINE only. Candidates can view their allotment status after logging in the CSAB Portal by using their login credentials.
- ❖ Seat allotment will be carried out according to JEE (Main) ranks (CRL) for the vacant seats.
- ❖ Candidates who have SECURED seats by the last round (5th round) of JoSAA and are not participating in CSAB Special Rounds, may undergo category upgradation against their SECURED seats. This means that their earlier allotted seats will be retained in the same program and in the same institute, but the seat category may be upgraded. For example, if a candidate has been allotted a seat in Computer Science and Engineering at NIT Rourkela under OBC-NCL seat category, the candidate's allotted seat category may be upgraded to OPEN seat category while retaining the seat to Computer Science and Engineering at NIT Rourkela, even if the candidate has not participated in CSAB Special Round.

B. Choose Willingness Option -

Candidates who have been allotted seats in Special Round-I are required to exercise one out of the following **FIVE WILLINGNESS OPTIONS** as per the CSAB - schedule:

(i) FREEZE: Candidate **ACCEPTS** the allotted seat and does not want to participate in the next round of seat allocation. Such candidates will **NOT** be considered for Special Round-II.

(ii) SLIDE: Candidate **ACCEPTS** the allotted seat and wishes to participate in the next round of seat allotment for a higher preferred choice of seat in the same allotted institute. In case a higher preferred choice is not allotted in the next round, the candidate will continue with the accepted seat.

(iii) FLOAT: Candidate **ACCEPTS** the allotted seat and wishes to participate in the next round of seat allotment for a higher preferred choice of seat in the same or any other institute and branch. In case a higher preferred choice is not allotted in the next round, the candidate will continue with the accepted seat.

(iv) SURRENDER: Candidate **REJECTS** the allotted seat and wishes to participate in Special Round-II. Seat allotted in JoSAA or CSAB Special Round-I will be cancelled.

Allotment in Special Round-II will be considered from the choices higher than the surrendered seat.

(v) WITHDRAW: Candidate **REJECTS** the allotted seat and does not wish to participate in Special Round-II. Seat allotted in JoSAA or CSAB Special Round-I will be cancelled. No new allotment will be made in Special Round-II in such cases. Note: Willingness options **SURRENDER/WITHDRAW** can be exercised only before the payment Institute Admission Fee-II.

The following willingness is applicable only for those candidates who have NOT BEEN ALLOTTED any seat in Special Round-I.

(i) **EXIT:** Those candidates who have not been allotted any seat in JoSAA rounds (NIT+ System)/CSAB Special Round-I can exercise the option of "EXIT", if they desire. This implies that the candidate is not willing to participate in the CSAB Special Round - II seat allocation process.

C. Document Uploading - Candidates with willingness option Freeze/Slide/Float are required to upload the necessary documents on their CSAB portal. This step is NOT applicable for the candidates whose documents have been already verified in NIT+ System during JoSAA rounds 1-5 , unless they have changed their credentials during the Registration for CSAB Special Round . This is also not applicable for the candidate who has exercised the willingness option SURRENDER or WITHDRAW.

D. Payment of IAF-II - After seat allotment of Special Round-I, if the candidate exercises the willingness option FREEZE/SLIDE/ FLOAT and has uploaded all the required documents, she/he MUST pay the Institute Admission Fee-II using Net Banking/Debit Card/Credit Card or State Bank of India e-challan.

E. Online Reporting and Document Verification - After seat allotment in Special Round-I, if the candidate opts for FREEZE/SLIDE/FLOAT and pays Institute Admission Fee-II, her/his uploaded documents will be verified ONLINE by the officials of the Verification Centers, as per the CSAB schedule, and the final status (Seat Confirmation/Seat Cancellation) will be reflected in the candidates' login portal on CSAB.

v) Special Round-II - Candidates who are allotted seats for the FIRST TIME in the CSAB Special Round-II are required to go through the DOCUMENT UPLOADING, PAYMENT OF INSTITUTE ADMISSION FEE-II and ONLINE REPORTING AND DOCUMENT VERIFICATION through their CSAB portal. The steps are similar to that of Special Round-I as presented in this information brochure. Document verification will be done in the online mode by Verification Centers. Further, candidates are required to timely respond to queries (if any) put forward by the Verification Center Officials. These steps are also MANDATORY for those candidates who have exercised willingness option "SURRENDER" after CSAB Special Round-I allotment, and fresh seats are allotted to them in CSAB Special Round-II, provided such candidates did not go through document verification in NIT+ System during JoSAA rounds.

Physical Reporting at the Allotted Institute - After completion of CSAB Special Rounds (I & II), candidates who have confirmed allotted seats are required to report physically at the allotted Institute for admission. They are required to check the instructions available on the websites of the Allotted Institutes and complete all the admission modalities/formalities. They are also required to pay the balance Institute Fee (as applicable), failing which their allotment may be cancelled and no refund will be admissible.

Fee Adjustment and Refund -

(i) The Special Round Enrollment Fee includes a Special Round Processing Fee of Rs. 5,000/- and the Institute Admission Fee-I. The Special Round Processing Fee is NON-REFUNDABLE AND NON-ADJUSTABLE towards the admission fee of allotted Institute.

(ii) If the candidates who have deposited Fees against the allotted seats in any of the IITs during JoSAA Rounds are allotted seats in the CSAB Special Rounds, the fee deposited during JoSAA rounds will NOT be adjusted in the fee of the newly Allotted Institute in CSAB-Special Round. In such cases candidates have to go through the refund process and refund rules of IITs, if any.

If refund is admissible, the fee paid by the candidates during JoSAA (for NIT+ System) and CSAB Special Rounds (except the Special Round Processing Fee) will be refunded after the following deductions, as applicable.

(i) JoSAA Processing Fee (Rs. 5000/-): Upon acceptance of the offered seat as indicated by successful payment of Seat Acceptance Fee in JoSAA Rounds (for NIT+ System), the JoSAA processing fee of 5 ,000/- will be deducted from the fee paid.

(ii) Withdrawal Fee (Rs. 2000/-): After the payment of Seat Acceptance Fee in JoSAA Rounds (for NIT+ System), if the candidate withdraws the allotted seat OR fails to pay the Partial Admission Fee after successful document verification, 2,000/- will be deducted from the fee paid.

(iii) In addition, if a candidate has been allotted a seat in CSAB Special Round-I OR retained the JoSAA seat in NIT+ System but,

- ❖ did not complete online reporting,

OR

- ❖ document verification during Special Round-I is unsuccessful, OR the candidate exercises the willingness option WITHDRAW,

OR

- ❖ the candidate exercises the willingness option SURRENDER and NO seat is allotted to the candidate in CSAB Special Round-II,

then additional 2,000/- will be deducted from the fee paid.

NOTE: There shall be NO refund from CSAB for those candidates,

- ❖ who fail to join the allotted institute after the completion of CSAB Special Round-II

OR

- ❖ who have been allotted seats in Special Round-II and fail to pay the Institute Admission Fee-II

OR

- ❖ The seat is cancelled due to ineligibility or inappropriate documents or not responding to queries of the verifying officials timely, during Document Verification of Special Round-II.

List of Documents

List of documents to be uploaded by candidates for registration/online reporting (for admission to NIT+ System)

1. Class X Mark Sheet/Certificate, Aadhaar Card (for Date of Birth)
2. Class XII MarkSheet and Certificate (Qualifying Examination)
3. Certificate of category (SC/ST/OBC–NCL/GEN–EWS), if applicable, as per Government of India format, available on the CSAB website, issued by the competent authority.
4. Original Certificate for Persons with Disabilities (PwD), if applicable,
5. Crossed/cancelled Bank Cheque copy/Image of stamped page of Bank Passbook with account details.
6. Medical Certificate (in specified format available on JoSAA /CSAB website)
7. OCI certificate/ PIO card, if applicable
8. Passport/Citizenship certificate, if applicable
9. Admit card of JEE (Main)

Common Related Queries -

Q. Do I have to repay the fee again in CSAB, even though I've already paid in JoSAA counselling?

Ans. Since Type-6, 7, 8 and 9 eligible candidates as mentioned above have already paid SAF in JoSAA , the balance SAF (excluding the JoSAA processing charge, as applicable) of such candidates will be adjusted as part of CSAB Special Round Enrolment Fee. Such candidates are required to pay only the differential Special Round Enrolment Fee at the time of registration.

Q. Do I have to repay the fee again in CSAB if I have already paid the Partial Admission fee in JoSAA?

Ans. As type 6 candidates are not required to pay Institute Admission Fee-II as they have already paid the PAF during JoSAA rounds.

Acronyms

JoSAA - Joint Seat Allocation Authority.

CSAB - Central Seat Allocation Board.

VC - Verification Center.

SAF - Seat Acceptance Fee.

PAF - Partial Admission Fee.

SREF - Special Round Enrollment Fee.

SRPF - Special Round Processing Fee.

IAF-I - Institute Admission Fee-I.

IAF-II - Institute Admission Fee-II