

## Instructions to Candidates

Due to Covid-19 Pandemic, this time **document verification process** is completely **ONLINE**. Candidates who are allotted a seat **need not go to Verification (Reporting) centres physically**.

After the seat has been allotted to a candidate, he/she is required to Log-in to their account on JOSAA-2020 portal to accept the allotted seat and **strictly follow the JoSAA-2020 schedule for subsequent activities**. They are also advised to start the process at earliest without waiting for the last day of scheduled deadline in order to avoid the last minute hassle.

Based on candidate's rank, his/her category and choices of programs, he/she has been provisionally allotted a seat in the academic program and Institute shown in his/her log-in.

Allotted candidates have to follow JOSAA-2020 Business Rule and summarized instructions listed below:

After log-in **following steps have to be performed for confirmation of the allotted seat**

1. Candidate is required to submit the willingness option **(FREEZE/SLIDE/FLOAT) online**.
2. Candidate is required to **Upload the (applicable) Documents** as per list of documents given in Business Rule.
  - i. Class X Certificate/ Birth Certificate
  - ii. Class XII Mark sheet/ State of Eligibility Proof
  - iii. Category Certificate(EWS/OBC-NCL,SC/ST) if applicable
  - iv. PwD certificate if applicable
  - v. Medical Certificate
  - vi. OCI/PIO card if applicable
  - vii. Passport/Citizenship Certificate If applicable
  - viii. Crossed Bank Cheque/Photocopy of Passbook/Screenshot of Online account
  - ix. DS certificate if applicable
3. **Pay the Seat Acceptance Fee** (Rs. 35,000 for GEN, GEN-EWS and OBC-NCL, Rs. 15,000 for SC, ST and PwD Candidates).
4. The uploaded **Documents will be Verified ONLINE** by the verifying officers.

5. During online verification, **verifying officer may raise query (ies) which will be visible to the candidate in their login account on JoSAA portal.**
6. Candidates are advised to respond to the queries as soon as possible as **there may be further query raised by the verifying officer.** Candidates are also advised to **visit their log in account frequently** till their entire queries are resolved.
7. The candidate is **Mandatorily Required** to respond the query (ies) raised by the verifying officer **within stipulated time period mentioned in the schedule for each round.** In case the **query has not been responded** the **allotted seat may get cancelled.**
8. **Forged Documents:** At the time of admission, if the documents submitted by the candidate are found to be **forged / fake**, then the **seat allotted will be cancelled.**
9. **After online verification** of the documents the **seat may be confirmed or cancelled** and the **Provisional Seat Confirmation or seat cancellation letter** will be generated based on updated credentials of the candidate.
10. The **candidate can download** the Document Verification-cum-Seat Acceptance Letter or seat cancellation letter from their account.
11. **Seat Up-gradation:** If candidate accepts the allocated seat with **floating/sliding option**, and if he/she is allotted a different seat in a subsequent round, then his/her currently offered/accepted seat will automatically be forfeited.
12. In the subsequent rounds, candidates with SLIDE /FLOAT options have to **check their account for any upgradation** in their allotment and may update their option.
13. In case candidate has been allotted a seat in NIT+System in one round and his/her seat is upgraded to IIT system in subsequent round(s) or vice versa, candidate will not have any claim on previously allotted seat. Moreover, in such cases his/her uploaded documents will be verified again in the new system. **Such candidates must have to respond to query (ies) raised by verifying officer in the new system**, if any, **failing which his/her currently allotted seat will be cancelled** and candidate will be out of JoSAA-2020 counselling.

14. All the Candidates who have been allotted a seat first time in any round have to follow the above Instructions.
15. Candidates may use the **WITHDRAW /EXIT** options if they wish as per details given in the JoSAA-2020 Business Rules.