

## **Guidelines for Online Counselling**

1. The Tripura Board of Joint Entrance Examination shall conduct online counselling of the qualified/ eligible candidates through National Informatics Centre (NIC) for admission into the different Professional Degree Courses inside and outside colleges/ institutions of Tripura from this year (2020-21) on the basis of seat received from by the line departments.
2. All the sponsoring departments shall have to place the number of seats available with the departments for the respective year after proper verification of the 100 point roster of the seats through the nodal Departments viz. ST, SC & OBC Welfare Department, Social welfare Department & Directorate of Sainik Welfare preferably by first week of June every year i.e. well ahead of the publication of notification for counselling to the Chairman, Tripura Board of Joint Entrance Examination. While verifying the roster by the nodal department against the state quota seats, the reservation of the seats for the UR, ST, SC, ESM & PwD (as per RPwD Act 2016) candidates should clearly be mentioned in respect of each Institution / College so that Notification by the Board can be made accordingly. However, isolated individual seat of similar category/nature may be grouped together for the purpose of reservation taking in account of the status as per the provision of the State Reservation Act.
3. The Tripura Board of Joint Entrance Examination after obtaining the seat matrix from the sponsoring departments will notify the online counselling programme and the status of the available seats for PCB & PCM groups for the purpose of counselling.
4. The Tripura Board of Joint Entrance Examination shall prepare the Common Merit List based on the performance of candidates in Tripura Joint Entrance Examination both for PCB & PCM groups separately. The online counselling shall be conducted strictly on the basis of Common Merit List published by the Board and allocation of seats for different category of colleges for different category of candidates as received from the various sponsoring departments.
5. Online registration for counselling is mandatory to get a seat by a candidate. A candidate who does not register and participate in choice-filling within the stipulated time period for first round of counselling (PCB & PCM both) shall not be permitted for participating in the second or subsequent round of counselling. However, a candidate, in a very exceptional circumstances, with valid and cogent family or individual reason like serious illness / hospitalization or any serious incident shall be allowed for the registration and choice-filling in second round counselling, if he/she seeks permission with documentary evidences (Original and Hard copy) of the incident/ illness within two days after the first round of seat allotment (PCB & PCM both). Under any circumstances, he/ she does not claim to participate in the first round of any group (PCB or PCM) of counselling, if he/ she does not registered and fillup choices within the

stipulated time period for first round of counselling. In these cases the decision of the Board shall be final and these will not be a right on the part of the candidate.

6. Once the candidate is allotted a seat from any group (PCB or PCM) in the first round counselling, he/ she must either accept it or refuse it. If he/ she refuses his/ her seat within the stipulated time such candidate may be considered for allotment of a seat in the second or subsequent round of counselling; otherwise he/ she will not be considered for the seat allotment in the subsequent round of counselling.
7. A candidate who had filled up his/ her choice from both PCB and PCM group and a seat is allotted to him/ her from PCB group which is not his/ her desired seat and if he/ she is reluctant to accept this choice after allotment, he/ she must refuse the seat to be considered for subsequent round of counselling. If he/ she does not refuse his/ her seat allotted from the PCB group within two days of the seat allotment, he/ she cannot get his/ her allotment from PCM group, i.e. the candidates may be allotted a seat from PCM group if he/ she is not allotted a seat of PCB group provided he/ she is eligible for PCM group.
8. A candidate who opted seat during first round of counselling but subsequently intended for surrendering the seat shall have to apply to the respective sponsoring department for surrendering the seat within 7 (seven) days positively excluding the date of allotment of the seat.
9. A candidate who surrenders his/ her seat offered in the first round of counselling with an intention to avail better seat in the second and subsequent round of counselling, if any takes place by the Board or sponsoring department shall not claim the college of his / her choice as per his / her original rank of the first counselling. He/ she will have to accept the seat in the college which is available during the second counselling if it takes place. The same method shall be applied in case of a candidate who are absent from first round of counselling with prior intimation for allotment of seat in second round of counselling and also for the candidates who does not accept i.e. refuse seat allotted to them in the first round of counselling. The process so delineated above is system generated matter which will automatically projected by the system in course of counselling process.
10. After the completion of first round of counselling, the Board shall inform about the vacancy status of seats in respect of course/ branch and category to all the sponsoring departments so that the next course of action can be taken by concerned department during second and subsequent round counselling. All the sponsoring departments shall have to inform the status of the seats distribution in details to the Chairman of the Joint Entrance Board after completion of 2<sup>nd</sup> and subsequent round of counselling as well.
11. The candidates shall have to register himself/ herself for online counselling within the time period of registration for counselling as specified by the board time to time.

12. No candidate will be considered for allotment of any seat unless he/she registered and refrain from choice filling for online counselling.
13. At time of registration for counselling candidates shall have to upload the following documents:
  - (a) Marksheet of H.S (+2 stage) or equivalent Examination
  - (b) PRTC (**not Citizenship certificate**)/ other related certificates as proof of residency (see **page 12 of the prospectus**, <https://www.tbjee.nic.in/Prospectus2020.pdf>) of the applicant or his/ her father/mother from the appropriate authority, which one is applicable.
  - (c) Admit card of Madhyamik Examination or equivalent / Birth certificate as proof of age.
  - (d) Caste (SC/ ST) Certificate of the candidate from the appropriate authority where applicable.
  - (e) Persons with Disabilities (PwD) Certificate issued by District Disabilities Rehabilitation Centres (DDRC) or competent authority approved by the State Government, wherever applicable.
  - (f) Ex-Serviceman Certificate from Rajya Sainik Board/ Directorate of Sainik Welfare, where applicable.
14. Selection of candidate for a particular course to a certain College/University will be subject to the fulfilment of eligibility criteria, if any of the respective college/University/institution, from where seat is sponsored.
15. The allotment of seats is provisional subject to the verification of the original testimonials in the concerned institute at the time of admission.
16. There will be no wait list of the candidates at the time of counselling. In successive occasions, fresh online counselling will be held as per procedure.
17. No separate call letter for counselling will be issued to any candidate.
18. Before the choice filling by the candidates but after notification of counselling if any of the seats from the sponsoring departments/ institutes/ universities are received by the TBJEE with proper roster verification by the line department then the new seats shall be added in the process of first round counselling or in the successive round of counselling as applicable. Further notification regarding availability of such seats may not be possible to be issued prior to counselling.

#### **Procedure for distribution of seats at the online counselling**

1. In the online counselling process, the Board shall allocate seat amongst the candidates in order of merit according to the merit position of common merit list from PCB and PCM groups separately. Counselling of the PCB group precedes to that of the PCM group i.e. the candidates shall be

allocated common merit position 1, common merit position 2, common merit position 3, common merit position 4 and so on from the common merit list of PCB/ PCM groups.

2. The registered candidates will fill their choice according to the availability of different seats received from different Colleges/ Universities/ Institutes for which he/ she is found eligible. A candidate of UR category will be offered to opt any seat from the available seats meant for UR and he / she can opt any seat of a particular course according to his / her choice from any of the available courses subject to eligibility of that particular candidate. Then the Board shall select the candidate from the filled up choice by the candidates on the basis of ranking through online counselling process.

3. If the candidate belongs to ST/ SC category, he/ she will be selected for a seat of a particular course in any one of the following cases

A candidate of ST/ SC category will be offered any seat from the available seats meant for UR and he/ she can be allocated any seat of his/ her choice from any of the available courses meant for UR according to his/ her preference of choice. In that case the seat which is allotted by board to him/ her would be reduced from the seats meant for UR and not from the seats reserved for the ST/ SC category.

If no seat meant for UR is available for according to his / her preferential course institute amalgamated choice then a candidate of ST/ SC category will be offered a seat from the seats reserved for respective category. In this case, the seat would be reduced from the seats reserved for ST/ SC category. Then the Board shall select the candidate for the respective seat that he / she chose provided he/ she fulfils the other eligibility criteria.

The distribution of seats for the reserved categories of candidates during the online counselling shall be governed by the existing norms of ST/ SC reservation Act of the State Government issued time to time.