

# UNIVERSITY OF NORTH BENGAL

Raja Rammohunpur, Dist.-Darjeeling, West Bengal, PIN – 734013, INDIA.

## General Instructions

Candidates are requested to read the following information before filling up the Online Admission-Form –

1. Before applying please read the Eligibility criteria carefully.
2. Before starting the mobile registration process, you are advised to consult the “**How to Apply**” section.
3. **IMPORTANT :**
  - a. Please ensure that a printer is connected with the computer you are working on.
  - b. For best view use Google Chrome or Mozilla Firefox 3.
  - c. Scan coloured Photograph, signature and all documents in the prescribed size and format only.
  - d. Please fill carefully Category, Gender, Year of Passing, Educational Information and all mandatory fields marked as asteric (\*).
4. Each candidate will need to register mobile-number and create their password only once and verify mobile number through OTP (one-time-password). The password, created by you, will be the password for future login. After registration, he/she can save their inputs and login as many times to complete form-fillup process.
5. Once the candidate completes their online Form-fillup payment procedure successfully, he/she can take print-out/download filled-up Application-form and the money-receipt.
6. After submitting the application, he/she will get a unique Application ID for their identifications and all further admission process will use this Application ID to refer allocated candidate.
7. **Unpaid of Application-fee or Incomplete and/or incorrect application shall be liable to be cancelled.**
8. The candidate will need to take a print-out of duly completed application-form for future use and submissions.
9. The provisional lists of candidate and other details of the admission procedure will be published on the website only. **No separate letter for interview and admission will be issued to any candidate.**
10. Name of the selected candidate will be published on the Website through different Merit-Lists. According to the merit list, candidate will pay and take online admission. Once a student’s name appears in the merit-list and he/she fails to take admission within stipulated time, his/her name would not be considered in any subsequent list. Vacancies arising out of cancellation may be filled up from the waiting list candidate in order of merit.

### **11. SC / ST Category**

As per circular Nos.BC-16014/1/82-SC dt.06/08/1984 & BCD-1, D.O.12017/11/89-SCD(R.CELL) dt.09/01/1990 and letter No. 1510-SCW dt.31/05/2007 from the Government of West Bengal, ***Scheduled Castes / Scheduled Tribes of the States other than West Bengal are not entitled to get the benefit of reserved quota*** in Educational Institutions in West Bengal. Candidates provisionally selected under this category will have to submit the SC/ST certificate in their name at the time of admission, otherwise his/her admission may be denied.

### **12. OBC-A / OBC-B Category**

The candidates who will be provisionally selected under the OBC-A or OBC-B categories must produce an OBC certificate issued by the competent authority that clearly indicates -

(i) the category (A or B) they belongs to;

(ii) that they do not belong to creamy layer of the society,

at the time of counselling/ admission. If any candidate could not produce the non-creamy layer certificate at the time of admission, his/her admission may be denied. ***OBC-A and OBC-B candidates from the States other than West Bengal are not entitled to get the benefit of reserved quota.***

### **13. For PWD category**

Persons with disability will only be considered for admission under PWD category under PWD Act, 2016. Person with Disability (PWD) candidates should submit the attested copy of their disability certificate, issued by Superintendent of State/Central government Hospital stating physical disability.

14. Ragging is totally banned in the University of North Bengal campus including hostel premises and anyone found guilty of ragging and /or abetting ragging is liable to be punished appropriately. If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him from the institution.

### **Note :**

**No printout** of online submitted application form or proof of payment of admission-fee or any supporting document is to be submitted to the University. However, the candidates should retain a copy of the said documents for their own record and if selected, ***to be submitted at the time of verification of documents.***