



CENTRAL COUNSELLING BOARD (AIEEE-2011)

MHRD, Government of India

Headquarters: National Institute of Technology Karnataka, Surathkal, Mangalore, 575025

E-mail: ccb@nitk.ac.in web :ccb.nic.in Ph: 0824-2474086 Fax: 0824-2474087

Spot Round of Counselling

Guidelines to Candidates for Spot Round of Counselling (August 11-13, 2011)

Who are eligible for Spot Round

- All candidates eligible for central counseling, except those who have been admitted to an institute till 5th round of allotment are eligible for spot round.
- All eligible candidates who did not register during main counselling (June 11-23, 2011) are also permitted for spot round.
- All the eligible candidates who had reported/admitted and withdrawn later from CCB process are also eligible.

Days for registration: August 11 – 13, 2011 upto 5:00 PM (no extension will be given).

Vacancy for Spot round:

The vacancies would include those available in NITS, IIITS and other Central/State Funded Institutions after internal sliding along with all the seats offered by the Self Financed Institutions.

(Vacancies to be displayed on CCB Website on August 10th, 2011)

Spot round process:

- The personal and AIEEE examination score details filled by the candidate and provided by the CBSE will be used for registration process. However those candidates who have made erroneous entries can change certain entries during registration. Candidates can change from OBC/SC/ST/PH to OP and not vice versa and also fill in correct state of eligibility (based on the place of Qualifying Examination)
- Total Participating Institutions
a) NITs: 30 b) IIITs: 5 c) CFI: 13 d) SFI: 23
- Total Reporting Centers (RCs) for registration: 38 (as given in Information Brochure)

Outline of Counselling Process

The major activities involved in registration, choice locking, allotment and reporting to allotted institute and refund procedure are outlined as below. For admission in Spot round all these activities are essential.

- All eligible candidates who desire to participate in the Spot Round should log in to CCB portal (www.ccb.nic.in) and register and fill up choices from any place of convenience to them against the declared vacancies.
- **Online filling up choices is mandatory in order to participate in spot round even for those candidates who have already registered** and submitted choices in the previous rounds. **Earlier registration and filled choices now becomes null and void.** Candidates have to fill and finalize their choices before reaching the Reporting Centres.
- Candidates must get valid DD for Rs. 35000/- for OP/OBC or 25000/- for SC/ST.
- All necessary original documents as listed in section 3.7 of information brochure should be taken to any RC for verification.
- Confirm the choices filled earlier and lock it in presence of RC official. A print out of the locked choices would be given to the candidates.
- Online Registration and choice filling will be available in public domain only (<http://ccb.nic.in>) from August 11, 2011.
- After choice finalization, registered candidates are required to physically report at any RC during August 11th-13th, 2011.

Detailed steps for spot round registration

Candidates after reaching any RC have to perform the following activities.

- **Step 1: Physical and Online document verification process**
- **Step 2: Online entry of single DD details (DD in favour of Chairman CCB-2011 payable at Mangalore)**
- **Step 3: Locking of filled choices**
- **Step 4: Printout of locked choices**
- Verification of original documents and online updation of candidate database will be done by RC official for all candidates.
- Online entry of details of initial fee (Rs. 35,000/- for OP/OBC , Rs. 25,000/- for SC/ST) in the form of a **single Demand Draft in favour of "Chairman CCB-2011" payable at Mangalore** by all candidates irrespective of whether candidates have paid during previous rounds of counselling or not.

- After entry of DD details, candidate's filled choices will be displayed on the screen. Their choices MUST be locked. Locking is mandatory. During Locking, candidate as well as RC official are required to enter the Password.
- After Locking, a single printout comprising of document verification status, DD details and locked choices details will be generated and this is to be signed by candidate and also signed and stamped by RC official.
- Finally locked choices of all candidates during these three days will be processed centrally at the end of registration and result of spot round will be published on the website as per counselling schedule **(August 14, 2011)**.
- Candidate who get allotment in the Spot round should get admitted to Allotted Institutes against the spot round of allotment as per schedule during **August 16 -20 2011 (5PM)**.
- **Once seat is allotted, there will be no REFUND of fee incase the candidate does not get admitted in the allotted Institute.**

Important notes for candidates

- Registered candidates who do not complete the required formalities at RC will not be considered for seat allotment. Incomplete registration in any form or at any stage will summarily be rejected.
- The category certificates and other documents should be in the format provided in the Information Brochure.

Refund of initial fees spot round

- Once a seat is allotted and if the candidate does not join the allotted Institute, initial fee will be forfeited by the candidate (Rs. 35000/25000 as the case may be) .
- If in any case a seat is not allotted, **candidates can approach the same RC where they registered for spot round and get back the DD submitted till August 20, 2011**. Those candidates who do not collect DD during the above period, will receive the refund of entire fee from CCB HQ in due course of time.