

## RESETTING OF REGISTRATION

### Guidelines to be followed by Candidates

#### 1. Introduction:

In view of large number of requests from the registered candidates, CCB has decided to permit "Resetting of Registration". However, this activity will be done only at selected Centres (given in Annexure I).

Candidates who wish to do "Resetting of Registration" will have to personally approach to any one of the Centers mentioned in Annexure I. The resetting of Registration will again be done on **June 20 & 21, 2011 between 11:00 AM to 4:00 PM only**.

#### 2. Who is Eligible for Reset of Registration

Candidates who are facing some problems with registration due to following reasons are eligible for Reset of Registration.

- Change of gender
- Change of State of Eligibility
- Change of category done/not done inadvertently during registration
- Unable to login after registration
- Unable to reset password

Candidates who are **not able to register due to loss of admit card**, may also approach the Centers to obtain their application number, so that they can register for online counselling.

Candidates who have lost their admit card but have been able to register for online counselling need not go to these centers now. They can approach them after allotment of seat, during the time of reporting.

The procedure for "Resetting of Registration" is described below:

#### 3. Resetting of Registration

- This resetting and re-registration can be done only ONCE.
- Candidate shall be personally present at the Center and bring the following original documents :
  - Class X (High School) certificate
  - Marksheet of 12th class / Hall ticket of 12th examination
  - Score Card / Admit Card of AIEEE 2011 issued by CBSE
  - Identity card of school / college of 12th class
- Candidate shall bring one set of self attested copies of above documents and a printout of the registration slip
- Candidate will fill and sign the Form for Resetting of Registration by ticking in the appropriate box(es) (Proforma A), which will be given at the Reporting Centers
- Center-in-Charge will initiate Resetting of registration
  - After resetting, all the changes made by the candidate at the time of registration will be lost and candidate will have to register as a new candidate. **Please note that if candidate has made incorrect entry of category or sub category or name in the AIEEE score card/admit card, then these cannot be corrected by resetting of registration.**
  - If candidate wishes to reset the registration for other reasons like forgetting the password, forgetting the secret question etc., then candidate shall specify the same by a tick in appropriate box.

- If the resetting is to be done for any other reason, details of such cases will be sent to CCB HQ and shall be done only after the written permission of the CCB HQ.
- It is mandatory that candidate shall then do the new registration with correct entries at the Center only. A printout of the new registration slip shall be taken which will be signed by the candidate and center-in charge (along with stamp). Without new registration of the candidate at the Center, the process of resetting will not be complete.
- Only after the candidate does new registration at the Center, the candidate's originals shall be returned. Xerox copies along with the duly signed Form of Resetting of Registration shall be retained by the Center.

## ANNEXURE I

### ALL REPORTING CENTERS

Sl.No.	State/UT	Name of Reporting Centre	Name of Incharge of RC, Phone/Fax No., E-mail ID
1	Andaman and Nicobar	Secretariat, Andaman And Nicobar Administration, Port Blair	(1) Shri K.Abdu, Ph-03192-231158(O), (2) Sri S.C. Bose, Mob : 9933249674, Shri K.H.Sunder Rao, Mob-9434278200
2	Andhra Pradesh	National Institute of Technology, Warangal - 506004	(1) S.V.S. Ramana Reddy Mob : 9490165358 Fax : 0870-2459547 E-mail : admit.btech@nitw.ac.in (2) Deputy Registrar (Academic) Mob : 9490164974
3	Arunachal Pradesh	National Institute of Technology, Arunachal Pradesh Post , North Eastern Regional Institute of Science and Technology, Nirjull - 791109(Itanagar), Arunachal Pradesh	(1)Dr. Jyothi Prakas Sarkar E-mail -jp_sarkar@yahoo.co.in Mob:09434788010 Ph: 0360-2257437 (2)Dr. Shri Krishan Rai Mob: 09402690087 (3)Mr. Sanjay Bengia,( only for HC) Tel No.:0360-2215451 Mob: 9436055659 Ph: 0360-2215451 Fax:0360-2215451
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