



काशी हिन्दू विश्वविद्यालय BANARAS HINDU UNIVERSITY

CALL LETTER FOR GROUP DISCUSSION AND PERSONAL INTERVIEW FOR ADMISSION TO - MBA, Faculty of Commerce

Electronic Call Letter only

Mr. / Ms. **ROHIT KUMAR**

12-Dec-2021

PET Roll Number : **BR07005729**

Index : ****

Overall Rank : ****

Category (OBC) Rank : ****

SPECIAL NOTE : Candidates are required to check their student portal daily and make the payment of fee within 24 hours till 5:00 P.M. of the deadline date. For seat locking, send scan copy of application requesting locking of seat for specific course on admission.foc@gmail.com. The choice of seat locking would be entertained till 02:00 PM on the day succeeding day of course allotment (see upgradation and locking rule). All the Candidates for online mode of counselling are required to upload their documents within 04 days from the issuance of this call letter. The candidates are required to appear for personal interview online and the link for the same will be intimated on the registered E-mail of the candidate. The online Personal Interview of the candidates will be conducted on 23rd & 24th December, 2021 and the intimation for the link and allotted time for Personal Interview will be sent on the E-mail of the candidate.

Dear Applicant,

We are pleased to inform you that on the basis of PET-2021 score, your name has been shortlisted for Personal Interview for admission to - MBA,385 Programme. **You may please note that online counselling only will be done for admission during session 2021-22.** You are, therefore requested to fulfil the required formalities as per following schedule:

	Date	Time	Rank Type	Venue
1. Counselling for All Types of Seats	18-12-2021	10:00 Hrs - 10:15 Hrs	GENERAL (M & F)	Faculty of Commerce, Banaras Hindu University

Counselling Committee Details

	Name	Mobile	Email ID
1 Counselling for All Types of Seats	A.K. Srivastava	9415812268	sriaku.125@gmail.com
2 Counselling for All Types of Seats	V.K. Singh	9838496156	vinodkr.singh62@gmail.com
3 Counselling for All Types of Seats	Abhishek Yadav	8299209275	iamabhivns1508@gmail.com
4 Counselling for All Types of Seats	Prashant Chaurasiya	9307176007	bcomfoc1@gmail.com
5 Counselling for All Types of Seats	Ayush Verma	8840508098	bhufoc22@gmail.com
6 Counselling for All Types of Seats	Sandeep Kumar Mall	8840198723	mallfoc.adm@gmail.com

For online counselling the Candidates are advised that before uploading the following required documents for Personal Interview, please ensure that you satisfy the minimum eligibility requirement as laid down in the PET Information Bulletin:

1. PET Admit Card issued for the Written Test.
2. Bio-data on the format at [Annexure 1](#).
3. **Mark-Sheets** of the **QUALIFYING EXAMINATION** and **all other previous examinations** such as High School, Intermediate, Graduation, Post-graduation (as the case may be).
4. The proof for eligibility as mentioned in the concerned PET information bulletin (age, subjects etc.) and that of having cleared the qualifying examination as evidenced by the original mark-sheet.

IMPORTANT NOTE: The candidates may note that the documents uploaded by them on the portal would be verified from the original when they arrive in the Campus for Teaching/Learning in Face to Face mode. If on verification, it is found that the documents uploaded are not as per originals, their provisional admission to the course would be cancelled forthwith. An undertaking in this regard (Annexure-10) would have to be furnished by the candidate and uploaded on portal.

NOTE:

1. Ordinarily only the original mark-sheet shall be accepted. However, in case the marksheet of the qualifying examination has not been issued by the concerned Examining Body by the date of counselling (candidate is required to give an undertaking to this effect), Marksheet downloaded from the Website of the concerned examining body (subject to verification by the Admission Committee), CONFIDENTIAL MARKSHEETS or PROVISIONAL RESULTS issued by the Registrar/ Controller of Examinations of the concerned University or Secretary of the concerned Board (in case qualifying examination is of Senior Secondary level) shall also be entertained at the time of admission.
2. Candidates who were appearing in the final year/ final semester of the qualifying examination were allowed to appear in the Entrance Test with the condition that they will be required to produce the original marksheet of the qualifying examination at the time of counseling for getting admission. However, if such candidates are called for counseling for provisional admission in a course, but they are not able to produce the mark sheet of the final year/final semester of the qualifying examination(s) (main or supplementary or revaluation) confirming the minimum eligibility requirements at the time of counseling, may also be allowed to take conditional admission provided that:

1. Candidate gives an undertaking that he/she will produce such original mark sheet of the qualifying examination with minimum eligibility requirement latest by **31st January, 2022**.
2. It is evident from the mark sheet(s) of the previous examination(s) relating to the course of qualifying degree that the candidate has secured at least stipulated minimum percentage of aggregate marks (viz. 50%) in the previous examination(s) (except final year examination/final year semester examination(s) of the qualifying degree. This will not be necessary for SC/ST candidates).
3. If they fail to produce the requisite mark sheet by **31st January, 2022** their conditional admission will be treated as cancelled and they will not claim for refund of fee paid for conditional admission.

3. Please also upload the following documents (as the case may be):

1. **Matriculation** or its **equivalent certificate** to ascertain the date of birth.
2. **Caste Certificate** issued by the appropriate authority, if admission is sought under SC/ST/OBC/EWSs Category.

NOTE: Each SC/ST/OBC/EWSs candidate shall have to submit a copy of the caste/class certificate mentioning that the candidate belongs to SC/ST/OBC/EWSs category. Such certificate shall be subject to verification from the concerned District Magistrate. Candidate must note that if he/she belongs to SC, ST or OBC category, his/her caste/tribe must be listed in the appropriate Govt. of India schedule. The caste certificate should be in the Governments' approved format and should clearly state (a) name of his/her caste/tribe (b) whether he/she belongs to SC/ST/OBC category (c) District and State or Union Territory of his/her ordinary residence and (d) the appropriate Govt. of India schedule under which his/her caste/tribe is approved as SC, ST or OBC.

The OBC certificate should clearly mention that the candidate does not belong to **Creamy Layer** under **Govt. of India criteria**. Further, the OBC certificate should not have been issued earlier than 01.07.2020. If the OBC Certificate is issued earlier than the aforesaid date i.e. 1.7.2021 the candidate may be given one month time to produce a **recent OBC Certificate OR recent Income Certificate issued not earlier than 1.1.2021**.

1. Income limit for non-creamy layer (for OBC candidates): upto Rs.8.00 Lakhs per annum.
2. Income limit for non-payment of non-refundable component of prescribed fee of the concerned course by SC/ST candidate at the time of admission: upto Rs.2.50 Lakhs per annum.

Criteria for EWSs: The EWSs certificate duly issued by the competent authority not below the rank of Tahsildar with regard to fulfillment of the following criteria as per Government of India norms of the prospective candidate(s) claiming admission under this category for admission to various PG Courses.

The persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for the benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:

- 1) 5 acres of agricultural land and above;
- 2) Residential flat of 1000 sq. ft. and above;
- 3) Residential plot of 100 sq. yards and above in notified municipalities;
- 4) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

3. **Medical Certificate** issued by the appropriate authority, if admission is sought under Persons with Disability Category. The candidate will be provisionally admitted to the courses subject to production of undertaking to this effect of Persons with Disability. The candidate will be required to present themselves before a Medical Board constituted by B.H.U. **when they arrive in the Campus for Teaching/Learning in Face to Face mode**. On the examination of the candidate, if the medical board disqualifies a candidate in the said category the admission of the candidate will be immediately cancelled.
4. **Employee's ward certificate** issued by the Joint Registrar (Admin-LTC Cell), BHU only if admission is sought under Employee's ward Category.
5. **Character Certificate** issued by the institution last attended.
6. **Transfer Certificate (TC)** issued by the institution last attended.

NOTE: If due to certain reasons a candidate is unable to produce T.C., the Admission Committee may, at its discretion, **allow a period up to 31st January, 2022 for submission of the Transfer Certificate, failing which the admission may be cancelled**. An undertaking that **"My provisional admission be cancelled in case I fail to produce the Transfer Certificate from the institution which I last attended by 31st January, 2022"** shall be taken from each such candidate who has not submitted his/her Transfer Certificate before he/she is provisionally admitted. Original mark-sheet of the qualifying examination/original certificate of High School shall be retained and the same will be returned to an admitted student only after he/she has submitted his/her T.C.

7. **Migration Certificate** issued by the Institution/ University/ Board last attended.

NOTE: Under exceptional situation a candidate may be allowed to submit the Migration Certificate latest by **31st January, 2022**. Certain Institutions/ Universities/Boards issue either Transfer Certificate or Migration Certificate but not both. In such cases, the certificate issued to the candidate shall be accepted and the candidate shall be asked to give an undertaking to the effect that the Institution does not issue Transfer (or Migration) certificate as the case may be.

8. **Hostel Allocation: Hostel accommodation is not guaranteed.** Allotment of hostels will be done only after receiving relevant guidelines from the Government of India. Only limited number of hostel seats are available which will be allotted strictly on the basis of a Composite Merit [100 point scale] derived by giving weightage to (1) the distance of their place of correspondence address from the University [up to 20 points] and (2) marks obtained by them in the entrance test [up to 80 points] subject to the candidate's eligibility for hostel allotment as per the rules of the Hostel Rules/Manual of the University. **In case you need Hostel facility, please submit your option in the preference entry form under Hostel option YES or NO.** Based on your eligibility, the Admission Committee may allot you hostel after getting relevant guidelines from Government of India.

NOTE: Allotment of hostel for the academic session 2021-22 will be done later after the receipt of the guidelines/SOP for Hostels from the Government of India.

Non appearance in the Group Discussion and/or Personal Interview on the scheduled date and time shall disqualify the candidate for admission.

The **candidates provisionally selected for admission to aforesaid Course** on the basis of the combined score of Written Test, Group Discussion, and Personal Interview will be informed through e-mail/SMS. The list of provisionally selected candidates will also be put on the University's Entrance Test Portal (www.bhuonline.in).

Coordinator/Head of the Department

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