

Candidates shall have bring along the documents and testimonials mentioned below at the time of admissions:

- (For students seeking admission to seats under 40% category) Admit Card of the written test where the invigilator had signed during examination.
- Original and photocopy of mark-sheets of all public examinations passed.
- Original and photo copy of birth certificate/ admit card of Madhyamik or equivalent examinations.
- Original Schedule Caste / Schedule Tribes / OBC-A/ OBC-B/ Differently Abled/ Sports certificate issued in favour of the candidates. Relevant Certificates must conform to West Bengal Govt. Memo No. 1813-BCW/MR-94/11 dated 20th June, 2011.
- Printed copy of Application form, which is available in the online admission portal.
- **Students have to submit an affidavit sworn before the Notary Public** within seven days of admission to the effect that they would not take part or incite any activity of ragging failing which they are liable to be expelled. The said undertaking should be countersigned by respective guardians.
- Once documents verification confirmed at the counselling, payment link will be opened in the admission portal one day after the date of admission. Candidates are advised to pay the respective admission fees through online and print the voucher copy.
- If any candidate do not pay the admission fees within given time period then admission of that candidate will be terminated and will completely exit from admission procedure.
- Admission will be confirmed of those candidate who pay the correct admission fees within given time period.

Mentioned below are the list of official authorities whose certificate will be considered valid for different categories of reservations.

Schedule Caste& Schedule Tribes:

Relevant Certificate must conform to West Bengal Govt. Memo No. 1813-BCW/MR-94/11 dated 20th June, 2011. Candidates claiming reservation against SC/ST and OBC-A/OBC-B(relevant certificate is required) quota of seats must submit relevant caste certificates issued in their favour by one of the authorities listed below:

- Deputy Collector of Land Revenue,
- Kolkata Collector of Stamp Revenue,
- Kolkata Metropolitan Magistrate, Kolkata,
- Addl. Chief Metropolitan Magistrate, Kolkata,
- Chief Metropolitan Magistrate, Kolkata,
- 1st Class Stipendiary Magistrate,
- Executive Magistrate,
- Sub-Divisional Magistrate,
- Sub-Divisional Officer,
- Deputy Collector,

- Addl. District Magistrate,
- Collector and District Magistrate within their respective jurisdictions in case of candidates claiming to be Schedule Caste or Schedule Tribe and ordinarily residing within such jurisdictions.

OBC-A & OBC-B:

The West Bengal Higher Educational Institutions (The Reservation in Admissions) Act, 2013 enacted by Govt of West Bengal has opened the opportunity for the students belonging to OBC-A and OBC-B (as determined and notified by Backward Classes Welfare Department, Govt. of West Bengal) for reservation of seats in higher education in the state. The communities listed by the Department of Backward Classes Welfare, Govt. of West Bengal as OBC-A and OBC-B would get the benefit of reservation.