

# Online Registration Procedure

## 1. Submission of Registration-cum-Counselling Fee

All candidates desirous of seeking admission to the engineering / architecture programmes at DTU, IGDTUW, IIIT-D and NSIT are required to visit website [www.jacdelhi.nic.in](http://www.jacdelhi.nic.in) to pay a non-refundable registration-cum-counselling fee of Rs. 1200/- (+ Bank / BillDesk Transactions Charges).

**Online Registration is allowed as per Counselling Schedule only.**

The candidate will initiate the fee submission for online registration process by entering his/her following details:

- JEE(Main) Roll No.
- Mobile No.
- E-Mail ID

Candidates may submit an amount of Rs. 1200/- (+ Bank / BillDesk Transactions Charges) as registration-cum-counselling fee (Non-Refundable) using any of the following modes:

### (i) By Credit / Debit Card / Internet Banking through BillDesk Payment Gateway

Candidates can pay their registration-cum-counselling fee using the BillDesk Payment Gateway facility accessible on this website. Additional Transaction Charges for this mode are given below:

- Credit / Debit Cards - 1.00% of the transaction amount plus Service Tax as applicable.
- Internet Banking - Rs. 10/- plus Service Tax as applicable.

**Candidates paying the registration-cum-counselling fee using this facility can immediately register after successful submission of the fee.**

*If amount gets deducted from your bank / card account but you are not able to register, it indicates that your transaction has failed. Such failed transactions are refunded to the same bank / card account automatically by payment system within 7 working days. You should pay your fee again immediately so as to register. You may inform JAC Delhi about such event through email by providing the candidate's details (JEE Roll Number, Name, Mobile Number, Date and Time of Transaction).*

### (ii) By Cash at any branch of SBI

Alternatively, candidates may pay their registration-cum-counselling fee through cash payment at any branch of State Bank of India using the SBI eChallan. Additional Bank Charge for this mode is Rs. 50/- plus Service Tax applicable, irrespective of the amount of transaction.

**Candidates paying the registration-cum-counselling fee using this facility will be able to register from the next day after cash payment at the SBI branch.**

*Please Note:*

- After successful fee payment, candidates are required to visit the website [www.jacdelhi.nic.in](http://www.jacdelhi.nic.in) again and fill online registration form.*
- After successful fee payment, if a candidate does not fill the ONLINE registration form, he/she will not be considered for any seat allotment in any round of the counselling.*
- No other mode of payment will be accepted for submission of registration-cum-counselling fee.*

## 2. Online Registration, Choice Filling, Seat Allotment and Result Declaration

1) **Online Registration:** Having paid the counselling fee, the candidate shall visit the website <http://www.jacdelhi.nic.in> and Click on the **New Registration** link. Candidate must enter the following to access the Online Registration Form:

- JEE(Main) Roll No
- Date of Birth
- Nationality
- Result Status (Declared Pass) of 12th Class

- i) Candidate shall be required to fill in his / her basic details, which shall be used for filling of choices of branches and allotment of seat. Candidate shall also be required to upload his/her Photograph and signature in JPEG format. The file size of Photograph should be less than 40 KB and file size of signature should be less than 20 KB.
- ii) JEE (Main)-2016 Roll No. will be the “User ID” for the candidate. Candidate shall choose a suitably strong “Password” for subsequent logins to this counselling website. Also, he/she shall choose a security question which shall be used to retrieve the password in case he/she forgets his/her password.
- iii) It is in the interest of Candidates to remember their Password and keep it highly confidential, to avoid misuse by another candidate, for which JAC shall not be responsible, in any manner.
- iv) **Candidate must ensure that Mobile Number and Email Address provided by them must be valid and should belong to the candidate or his/her immediate family members. These will be used by JAC Delhi for any kind of communication with the candidate.**
- v) **Candidate must make sure that Mobile Number and Email Address of some cybercafé owner or some unknown person is not filled. JAC Delhi will not be responsible for any kind of loss arising to the candidate in such cases.**
- vi) Candidate has to take the printout of the registration form signed by Guardian / Parents and Self. It has to be submitted at the time of admission.

### 2) Login to the Candidate’s Account on JAC website

After successful login, candidate’s homepage is opened and following options are displayed:

- **Registration Details:** Registration Detail is important for seat allotment and should be filled very carefully.
- **Edit Registration:** Any mistake can be corrected in the above through “Edit Registration” option only if the candidate has not locked his choices.
- **Available Choices:** As per the eligibility of the candidate, available seat information relating to University/Institution and Branches will be displayed.
- **Display Filled choices:** Choices entered by the candidate will be displayed so that he/she can check the already entered information. Candidates are advised to fill maximum number of choices to increase their chances of early seat allotment. Once admitted, their branch may get upgraded during next round of counselling depending upon the availability of vacant seats.

### 3) Filling of Choices

- i) All the registered candidates, who have successfully paid their counselling fee, are required to exercise their choices of University / Institute and Branch in order of their preference.

- ii) As per the eligibility of the candidate, available seat information relating to University/Institution and Branches will be displayed.
- iii) Candidates can fill in as much number of choices in the order of preference as they wish to fill, from the list of available choices.
- iv) The registered candidates are required to see the fees structure and branches of each institute before filling the choices.
- v) It is in the interest of the candidates to fill maximum number of available choices.

***Please Note: Eligible Female Candidates seeking admission in B. Architecture Programme at IGDTUW must choose B.Arch. as one of the Choice.***

**4) Choice Locking & Printing of Locked Choices**

- i) Choices filled by candidate will be locked automatically after registration period is over.
- ii) Candidates have to take the print out of the filled choices only after closing of choice filling in that particular round.

**5) Allotment of seat (B. E. / B. Tech.):** After the choice filling period is over, besides other parameters, all filled choices of all registered candidates will be considered for allotment of seats as per All India Merit Rank in Paper 1 of JEE (Main) - 2016 for DTU, IGDTUW and NSIT. For IIT-D, Merit criteria is explained in Section 5.3.

**Allotment of seat (B. Arch.):** After the choice filling period is over, besides other parameters, all candidates who registered for B. Arch. will be considered for allotment of seats as per All India Merit Rank in Paper 2 of JEE (Main) - 2016 for IGDTUW.

**Note:** Those candidates who are eligible for both B. E. / B. Tech. and B. Arch., their allotment of seat to B. E. / B. Tech. or B. Arch. Will be purely based on the order of choices filled by candidates. **So, all eligible candidates should prioritize among B. E. / B. Tech and B. Arch. Courses carefully, during choice filling.**

**6) Result Declaration:** Result of seat allotment in various rounds will be declared as per the Counselling Schedule. A selected candidate can take printout of the provisional seat allotment letter after logging into his account on the website <http://www.jacdelhi.nic.in>. Allotment of seat is purely provisional and is subject to verification of original certificates and payment of University / Institute admission fee, as applicable, at the time of reporting at the respective University / Institute.

**7) Admission Fee Payment:** A candidate, who is allotted a seat in any of the participating University / Institute, is required to pay the initial amount of admission fee of Rs. 75,000/- (Rs. Seventy Five Thousand only) either by **ONLINE mode** or **through eChallan by CASH** at SBI bank branch. The admission fee payment process can be initiated by a selected candidate after logging into his/her account on JAC website <http://www.jacdelhi.nic.in>. **Candidates should note that admission fee will not be accepted in the form of Demand Draft / Cheques under any circumstances.**

- 8) **Candidates are required to report for admission at allotted University / Institute on the date** specified as per the counselling schedule along with admission fee payment receipt and the original documents / testimonials / certificates required at the time of Admission.
- 9) If a candidate does not report at the respective University / Institute within the specified period and with the required original documents / testimonials / certificates, his/her allotted seat shall stand automatically cancelled and the candidate shall not have any claim on the seat, whatsoever.
- 10) If a candidate does not take admission in the provisionally allotted branch in any normal online round, he/she will not be considered in subsequent online rounds of counselling except the Spot Round.
- 11) A candidate, who has been admitted to a branch other than his/her first choice, will automatically be upgraded (depending upon the availability of vacant seats), as per his/her merit in JEE(Main)-2016, to a branch of his/her higher preference as indicated in his/her online application form.
- 12) *A candidate, who has already been admitted and gets upgraded in next round of counselling, is not required to report at the upgraded University/Institute.*
- 13) *Only admitted candidates will be considered for upgradation on completion of third round.*
- 14) **Freezing:** In case, a candidate desires to continue in the branch allotted to him/her at the time of admission or during subsequent upgradation (*i.e. does not want himself/herself to be considered for upgradation to his/her higher preference branches in subsequent rounds of counselling*), then he/she must submit a request to JAC in writing on the day of admission / allotment of branch for freezing the same at the reporting University / Institute. Similarly, a branch once upgraded in a particular round of counselling shall be frozen **only on during the days of physical reporting of that round.**
- 15) All candidates, who have **not** been allotted any seat till Third Round **but are willing to participate in the Spot Round of counselling**, are required to pay **refundable/adjustable** Spot Round Participation Fee of Rs. 10,000/- (Rupees Ten Thousands only) through ONLINE mode only. Please refer Para 5.6 of JAC Delhi 2016 Information Brochure for more details.
- 16) The detailed instructions about the online counselling shall be available on the website <http://www.jacdelhi.nic.in>. Candidates are advised to go through the details thoroughly at this site before registration