



NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

JOSAA-2016, DOCUMENT VERIFICATION AT RCs

Note: JoSAA 2016 candidates are requested to report at the Computer Centre of the Institute after 10:00 AM onwards
Please see the Help Desk, Counter Wise Activities, and Checklist; follow the instructions give below:

HELP DESK

Room No. 108, First Floor of Computer Centre

Activities

- First Reporting and Enrolment by the candidate
- Token Number issue
- Documents to be filled by the candidate
 - ✓ Class XII performance check form (Annexure 7)
 - ✓ Under taking form (Annexure 9, accepting the offer of provisional admission to Freeze/Slide/Float)
 - ✓ Switchover between float, slide and freeze (Annexure 10, if applicable)
 - ✓ Disability certificate (Form-II, III and IV, if applicable)
 - ✓ Form-DS (Education scholarship-entitlement card- To children of Armed Forces personnel killed/disabled, if applicable)
- Arrangement of all documents as per checklist before going to Counter No. 1 to 8, MCA Lab 1, First Floor of Computer Centre

RC members on duty to help:

- Manoj Kumar Jha
- T.K. Kar
- Ruhi Manjhi

RC, In-charge

Documents to be submitted at the Reporting Centre at the time of Seat Acceptance

For seat acceptance bring the following set of **ORIGINAL** documents, wherever applicable, and a **set of attested photocopies**.

Please arrange the documents in the order given bellow

- Checklist form
- Three passport size photographs identical to the one uploaded during JEE (Main) 2016 registration
- Provisional set allotment letter
- Admit card of JEE (Main) 2016
- Score card of JEE (Main) 2016
- Photo identity card (issued by Govt. agency/last attended school/Class XII admit card)
- Proof of seat acceptance fee payment by e-challan or internet banking of SBI (For SC/ST/PwD Rs. 20,000/-, For others Rs. 45,000/-)
- Under taking form (Annexure 9, accepting the offer of provisional admission to Freeze/Slide/Float)
- Change of option for further rounds (Switchover between float, slide and freeze, Annexure 10, if applicable)
- Medical certificate (Annexure 8)
- Certificate of Persons with Disability (PwD), if applicable (as per prescribed format)
- Date of birth proof (Class X marks sheet or any other similar certificate)
- Class XII (qualifying examination) board certificate and marks sheet
- Class XII performance check form (Annexure 7)
- Category certificate (OBC-NCL/SC/ST), if applicable (as per prescribed format)
- OCI (Overseas Citizen of India) / PIO (Person of Indian Origin) card, if applicable

Note:- After verification, a set of attested photocopies will be retained by the RC centre and the original documents will be returned

RC, In-charge

Counter Wise Activities

COUNTER 1

(MCA Lab 1, First Floor of Computer Centre)

Activities

- Verification of Three passport size photographs identical to the one uploaded during JEE (Main) 2016 registration
- Verification of Provisional set allotment letter
- Verification of Admit card of JEE (Main) 2016
- Verification of Score card of JEE (Main) 2016
- Verification of Photo identity card (issued by Govt. agency/last attended school/Class XII admit card)

RC member on duty:

Dr. Ch. Madhusudana Rao

COUNTER 2

(MCA Lab 1, First Floor of Computer Centre)

Activities

- Verification of Three passport size photographs identical to the one uploaded during JEE (Main) 2016 registration
- Verification of Provisional set allotment letter
- Verification of Admit card of JEE (Main) 2016
- Verification of Score card of JEE (Main) 2016
- Verification of Photo identity card (issued by Govt. agency/last attended school/Class XII admit card)

RC member on duty:

Dr. Ashok Kumar

COUNTER 3

(MCA Lab 1, First Floor of Computer Centre)

Activities

- Verification of Proof of seat acceptance fee payment by e-challan or internet banking of SBI (For SC/ST/PwDRs. 20,000/-, For others Rs. 45,000/-)
- Under taking form (Annexure 9, accepting the offer of provisional admission to Freeze/Slide/Float)
- Change of option for further rounds (Switchover between float, slide and freeze, Annexure 10)
- Verification of Medical certificate
- Verification of Certificate of Persons with Disability (PwD), if applicable (as per prescribed format)

RC member on duty:

Dr. Prabha Chand

COUNTER 4

(MCA Lab 1, First Floor of Computer Centre)

Activities

- Verification of Date of birth proof (Class X marks sheet or any other similar certificate)
- Class XII (qualifying examination) board certificate and marks sheet
- Class XII performance check form (Annexure 7)

RC member on duty:

Dr. Sripati Jha

COUNTER 5

(MCA Lab 1, First Floor of Computer Centre)

Activities

- Verification of Category certificate (OBC-NCL/SC/ST), if applicable (as per prescribed format)
- Verification of OCI (Overseas Citizen of India) / PIO (Person of Indian Origin) card, if applicable

RC member on duty:

Dr. Balram Ambade

COUNTER 6

(MCA Lab 1, First Floor of Computer Centre)

Activities

- Online Choice locking and seat allotment
- Online Printout of Registration-cum-locked choices for seat allotment

RC member on duty:

Mr. Chandan Kumar

COUNTER 7

(MCA Lab 1, First Floor of Computer Centre)

Activities

- Online Choice locking and seat allotment
- Online Printout of Registration-cum-locked choices for seat allotment

RC member on duty:

Dr .M. K. Agrawal

COUNTER 8

(MCA Lab 1, First Floor of Computer Centre)

Activities

- RC I/c Signing on Printout of Registration-cum-locked choices for seat allotment
- Overall verification of all documents
- Collection of one set of photocopies and filing

RC member on duty:

Dr .Raj Ballav
Mr. Nandlal Rajak

NIT JAMSHEDPUR
An Institution of National Importance
Committed for Academic Excellence

WISHING YOU GOOD LUCK

RC, In-charge



NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

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CHECKLIST

Sl. No.	Particulars	Submitted/ Not Submitted		Counter No. & Name of the RC Member	Remarks / Signature
		Yes	No		
1.	Three passport size photographs identical to the one uploaded during JEE (Main) 2016 registration	Yes	No	Counter No.1 & 2 Dr. Ch. Madhusudana Rao & Dr. Ashok Kumar	
2.	Provisional seat allotment letter	Yes	No		
3.	Admit card of JEE (Main) 2016	Yes	No		
4.	Score card of JEE (Main) 2016	Yes	No		
5.	Photo identity card (issued by Govt. agency/last attended school/Class XII admit card)	Yes	No		
6.	Proof of seat acceptance fee payment by e-challan or internet banking of SBI (For SC/ST/PwD Rs. 20,000/-, For others Rs. 45,000/-)	Yes	No	Counter No.3 Dr. Prabha Chand	
7.	Under taking form (Annexure 9, accepting the offer of provisional admission to Freeze/Slide/Float)	Yes	No		
8.	Change of option for further rounds (Switchover between float, slide and freeze, Annexure 10, if applicable)	Yes	No		
9.	Medical certificate (Annexure 8)	Yes	No		
10.	Certificate of Persons with Disability (PwD), if applicable (as per prescribed format)	Yes	No		
11.	Date of birth proof (Class X marks sheet or any other similar certificate)	Yes	No	Counter No.4 Dr. Sripati Jha	
12.	Class XII (qualifying examination) board certificate and marks sheet	Yes	No		
13.	Class XII performance check form (Annexure 7)	Yes	No		
14.	Category certificate (OBC-NCL/SC/ST), if applicable (as per prescribed format)	Yes	No	Counter No.5 Dr. Balram Ambade	
15.	OCI (Overseas Citizen of India) / PIO (Person of Indian Origin) card, if applicable	Yes	No		
16.	Online Choice locking and seat allotment	Yes	No	Counter No.6 &7 Dr. M.K. Agrawal & Mr. Chandan Kumar	
17.	Online Printout of Registration-cum-locked choices for seat allotment	Yes	No		
18.	RC I/c Signing on Printout of Registration-cum-locked choices for seat allotment	Yes	No	Counter No.8 Dr.Raj Ballav & Mr. Nandlal Rajak	
19.	Overall verification of all documents	Yes	No		
20.	Collection of one set of photocopies and filing	Yes	No		

Signature of the Candidate with Date

Signature of the RC I/c with Date