CENTRE FOR ADVANCED POST GRADUATE STUDIES
BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA
ROURKELA

BPUT/CAPGS/561
Date : 12-11-2022

INSTRUCTION FOR SPOT ROUND COUNSELLING

1. **Candidates, who wish to take part in the spot round counselling, are advised to first <u>see the vacancy seat matrix and verify whether seats are available as per his/her interest or not</u>.**
2. **If yes, and the candidate is interested, then he/she has to click on the link provided.**
3. **Registration & Choice Filling**
   a. Candidates who have already reported at Institute (PI reporting) are not eligible to participate in the spot round.
   b. Candidates, who are already registered in OJEE counselling, are not required to register again. They have to login using their previous credentials and give their consent
   c. Other candidates (not registered earlier) will have to do registration and also submit consent.
   d. All candidates, who submit consent, will have to pay a spot round registration fee of INR 450/-.
   e. Candidates,after paying the fees as above, will be allowed to fill choice(s).For previously registered candidates, choices filled by them earlier will not be available. Hence, filling and locking of choices is mandatory for all the candidates.
   (Candidates, who have registered and paid registration fee of INR 450/-, but have not filled any choice, will not be allotted seats in spot round).
4. **Activities after Seat Allotment**
   a. Once a candidate is allotted a seat in the spot round, he/she has to immediately make online payment of Seat Confirmation Fees of INR 20,000/- through his/her id and auto-reporting will be completed.
   b. It is not necessary to upload any documents after allotment. All the required documents will be verified at the Institution/College during physical reporting.
   c. If any allotted candidate does not deposit the Seat confirmation fees of INR 20,000/-, the seat allotted will be cancelled and he/she will be out of the process and will not be considered in the next round of allotment.
   d. All the allotted candidates deposited the fees have to report to their allotted colleges in the schedule date without fail.

sd/-
Director I/c, CAPGS