

## **Step by Step procedure of Online Counselling of Engineering Entrance Competitive Examination(Lateral Entry)-2019**

Candidates are advised to must view the Demo (Online Counselling Video) before proceeding to choice filling.

Step:-1

Candidates will have to register by following steps given below:-

1. Click on the link ("Apply for e Counselling EECE(LE)-2019")
2. Select New Registration option will have to enter their Roll No. and date of Birth.
3. Your details will appear on Screen. Verify and proceed.

Step:-2

### **Counselling Fee Payment**

Candidate will have to Pay Counselling Fee as given below:-

General/EWS, BC-I and BC-II	- Rs. 400/-
ST, SC and Female Candidate of all Category	- Rs. 250/-

Step:-3

### **Choice filling and locking**

Candidates will have to choose Branches (Parallel Engineering Branches) and Institute according to their preferences and fill them in the form. Candidates will also have to lock the filled choices. After choices are locked, they will not be changed. Candidates are advised to take a print of selected choices after confirming them. Locking is compulsory. If not done, the system will automatically lock only to save choices after last date.

Step:-4

The allotment of seats will be done on the basis of Candidate's merit cum preference of Choices filled by them and availability of seats. To check the seat allotment Candidates will have to login.

Step:-5

Candidates will have three options.

Option :- 1 **Accept the allotment**

After accepting the allotment seat the candidates will have to pay non-refundable partial Admission Fee of Rs. 1,000/- online through Payment Gateway. After paying partial admission fee, allotment letter will appear on Screen, print the allotment letter and report to the allotted institute for verification of documents and admission. The Candidates will have to produce all original Certificates/documents as mentioned in their allotment letter/prospectus at the admission cum certificate verification centre.

Option :- 2

**Rejection of allotment by candidate**

Option :- 3

**Up gradation of choice**

Candidate will have to pay partial non-refundable admission fee Rs. 1,000/- and wait for re-allotment of seat on vacant seats due to rejection of seats in first counselling.