



**Combined Pre Ayush Test (CPAT) 2017**  
**Conducted by University of Lucknow**  
**Lucknow**  
**Proposed Counseling Procedure and Guidelines**



**Important Instructions**

• **Document Verification and Fee Submission**

- All document verifications would be carried out at designated centers at Lucknow only.

• **Subcategory (FF, NCC, Defence)**

- Candidate who has claimed the reservation for Sub Category (e.g. freedom fighter ward/ Ex serviceman/ NCC “C” certificate with BEE grading etc.), have submitted a copy of application form along with supporting documents at the examination centre.
- These documents have been scrutinized and only such candidates have been allowed this benefit who have submitted their documents and have been found correct.
- In case of NCC “C” certificate the requirement was to clear it with **BEE** grading. Candidates cleared this certificate with **CEE** grading are not eligible for this benefit.
- However all such candidates who have been allowed the benefit are subject to final verification at the time of counselling.
- Candidates who did not submit their documents on the day of test have not been given the benefit claimed.

• **Subcategory (Physical Handicapped)**

- Candidates who have opted for Physical Handicapped sub category by mistake during filling the online application form have an opportunity to rectify this data at the time of registration for counselling.
- Such candidates who have wrongly claimed this subcategory have to opt for No during registration and the data would be edited.
- However if they have filled the form correctly the option would be on Yes. Such candidates should not change the option and would be considered under this subcategory.
- All such candidates under the Physical Handicapped sub category who have been allotted Government College in the counselling would have to appear before a Medical Board on October 22, 2017 and appear for document verification on October 23, 2017 at Lucknow. The venue of this board would be intimated along with the allotment result on October 17, 2017.

- **In case, the documents are found fake or the benefit has been falsely claimed by the candidate, they will be debarred from participating in the admission process any further.**



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**Date line**

- |   |                          |
|---|--------------------------|
| • Online Registration (Off Campus)          | October 13 – 15, 2017    |
| • Online Choice Filling (Off Campus)        | October 13 – 16, 2017    |
| • First College Allotment (Off Campus)      | October 17, 2017         |
| • First Verification and Seat Confirmation  | October 22 – 24, 2017    |
| • Second College Allotment                  | October 25, 2017         |
| • Second Verification and Seat Confirmation | October 26 – 27, 2017    |
| • Allotment Letter Download                 | October 29, 2017 onwards |
| • Mop Up Counseling                         | October 29 – 31, 2017    |

**Venue for Document Verification and Fee Submission**

- National Homeopathic Medical College, Viraj Khand, (Near Hanemann Chauraha) Gomti Nagar, Lucknow.
  
- Dr. Girilal Gupta Institute of Public Health, New Campus, Lucknow University, Janki Puram, Lucknow.

**Venue for Mop Up Counselling**

- National Homeopathic Medical College, Viraj Khand, (Near Hanemann Chauraha) Gomti Nagar, Lucknow.



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## COUNSELING PROCEDURE

### Step 1: Registration

- The following candidates are eligible for choice filling
  - General category candidates from state rank 1- 9973
  - OBC candidates from state rank 1 to 11967
  - SC candidates from state rank 1 to 11943
  - ST candidates from state rank 1 to 11661
  - All eligible sub category candidates
- **Candidates who do not register for the choice filling process but their rank is within this announced range however can participate in the mop up round of counseling.**
- Candidates who want to participate in the choice filling process and are within the announced range have to register by paying Rs. 1000.00 as non refundable counseling fee online by logging in using the roll number and generating the verification code.
  - The verification code would be sent to the registered mobile number and email of the candidate.
- At time of registration candidates have to verify the following
  - Whether they have passed Madhyama with SCIENCE Subject from Sampurnanand Sanskrit Vishwavidyalaya.
  - Whether they have passed Class 10th or Equivalent Exam with Urdu Subject and Science Group.
- **Data Correction**
  - If candidates have selected the incorrect gender by mistake in their online application form they can update the correct data.
  - If candidates have selected the Physically Handicapped subcategory by mistake in their online application form they can update the correct data.
- Registration will be done from **October 13 – 15, 2017**
  - Only registered candidates will be able to fill the choices.

### Step 2: Choice Filling

- Candidates registered for counseling have to fill their choices according to their preferences.
  - Candidates can give as many choices as they want.
  - Lower rank candidates are advised to give more choices so that they are not denied allotment.
- **In their own interest, candidates must fill in a sufficiently large number of choices of college in decreasing order of preference.**
- Choices can be rearranged any number of times till final submission.
- Candidates can take a print out of the submitted choices even without locking. This is being done so that they can go through it and decide on the sequence of colleges that they want.
- Choices can be filled in multiple sessions. There is option to save these choices before logging out. Data not saved will be lost.
- Choices have to be filled from **October 13 – 16, 2017.**



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- **The choices filled by the candidate in CPAT 2017 are final and cannot be changed once locked.**
- If a candidate has submitted the choices but not locked after last date of choice filling is over, it will automatically be locked before seat allotment.

**Step 3: College Allotment (Round 1)**

- College allotment will be done on **October 17, 2017** strictly on the basis of overall rank of the candidate based on the performance in CPAT 2017 as well as the colleges he/she selects in order of preference during choice filling.
  - State reservation policy to be followed on Government colleges only.
- Seat allotment result will be available on candidate login.
- All allotments would be provisional and subject to verification of documents. The admission of such candidates whose documents are not found to be in order or have claimed any sub category without having any claim for it would be cancelled.

**Step 4: Counseling letter download (Round 1)**

- Candidates who have been allotted college will have to download counseling letter and report for verification
- They will have to submit option whether they want to participate in up gradation process or want to retain the allotted college before downloading the counseling letter.
- Details of fee submission and reporting time and venue would be given in this counseling letter.

**Step 5: Verification and Seat Confirmation (Round 1)**

- Proposed dates for document verification and seat confirmation are **October 22 – 24, 2017.**
- Candidates who have been allotted college will have to report at the counseling venue for document verification and seat confirmation fee submission.
- Candidates have to report for document verification as per the details given on the counseling letter.
- The following activities would be carried out at the counseling centre.
  - Biometric verification of candidates from data captured during test.
  - Document verification for eligibility.
  - College Seat confirmation fee submission.
- The following documents would be required in original
  - Counselling Letter
  - Admit Card
  - High school mark sheet.
  - Intermediate mark sheet for eligibility.
  - Proper category certificate (if applicable)
  - Sub category certificate (if applicable)
  - Bank draft of seat confirmation fee



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- Seat confirmation fee has to be deposited on the day of verification. The seat of candidates who get their documents verified but do not submit the seat confirmation fee on the same day will be cancelled.
- College confirmation fee has to be submitted through bank draft in favour of **Finance Officer, Lucknow University** payable at Lucknow. The fee details are given below
  - Candidates of General Category who have been allotted Government College have to submit bank draft of **Rs. 19000.00**.
  - Candidates of OBC, SC and ST Category who have been allotted Government College have to submit bank draft of **Rs. 15000.00**.
  - All candidates who have been allotted private college have to submit bank draft of **Rs. 50000.00**.
- The seat confirmation fee is non refundable. This fee would be transferred to the account of the college allotted and would be adjusted against the college fee of that candidate by the college.
- Admitted candidates will have to pay any additional fee (if any) at the college.

#### Step 6: College Allotment (Round 2)

- There would be no second choice filling process. The second college allotment would be carried out on the choices submitted by the candidates during step 2 of these guidelines.
- The following candidates would be included in second allotment.
  - All candidates who were allotted college in first allotment and have opted for upgradation.
  - All candidates who had filled their choices but were not allotted any college during first allotment.
- The following candidates would not be considered during the second allotment process
  - Those who were allotted college during first allotment but did not report for verification and college confirmation.
  - Those who were allotted college in first allotment and have opted to retain the allotted college.
- Second college allotment will be done on **October 25, 2017** strictly on the basis of overall rank of the candidate based on the performance in CPAT 2017 as well as the colleges he/she selects in order of preference during choice filling.
- Upgradation and allotment would be done simultaneously.
- Second allotment would result in upgradation of allotment for candidates who have confirmed seats and have opted to upgrade.
  - In such case the candidate would be allotted a college of higher priority or the same college depending upon the vacancy.
- Candidates who were allotted private college in the first allotment and have been upgraded to Government College in the second round will be eligible for refund of additional amount of seat confirmation fee.

#### Step 7: Counseling letter download (Round 2)



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- Candidates who have been allotted college in the second phase will have to download counseling letter and report for verification.
- Details of fee submission and reporting details would be given in this counseling letter.

**Step 8: Second Verification and Seat Confirmation (Round 2)**

- Candidates who have been allotted seats in the second allotment have to report for verification and seat confirmation on **October 26 – 27, 2017**.
- The same procedure will be followed as given in step 5 of these guidelines.

**Step 9: Allotment Letter Download**

- All candidates who submitted the college confirmation fee in the first two rounds of counseling will be able to download their allotment letter by logging in to the CPAT website after October 29, 2017.

**Step 10: Mop up counseling**

- Seats remaining vacant after second counseling will be filled on the basis of mop up counseling which would be held on **October 29- 31, 2017**.
- The slot wise schedule would be declared on the CPAT admission website.
- All candidates participating in the mop up counseling will have to pay a non refundable counseling fee of Rs. 1000.00 through credit card or debit card at the counseling venue.
- All candidates participating in the mop up counseling have to report with all original documents and a bank draft of Rs. 50000.00 in favour of **Finance Officer, Lucknow University** payable at Lucknow as seat confirmation fee.
- The following candidates would be eligible to participate in mop up counselling
  - Those who have registered for counselling but have not been allotted any seat would be given preference in the mop up counselling.
  - Those who had been allotted college in first two rounds but did not confirm their seat.
  - Candidates who had not registered for counseling yet.
- Candidates have to report in the counseling venue with counseling fees and seat confirmation fees.
- Verification of biometric and documents would be carried out.
- Allotment of college would be done at the counseling venue.

**Step 11: Reporting in College**

- Admitted candidates have to report in the college on November 1, 2017 along with the allotment letter and all original documents.
- Additional fee if any will have to be paid in the college.