



## **Frequently Asked Questions (FAQs) on CSAB-Special Rounds**

### **FAQs Related to Registration / Eligibility Criteria**

- 1. I had already registered in JoSAA portal. Is it necessary to again Register online in CSAB-Special Round for seat allocation to vacant seats NITs/ IEST/ SPAs/ IITs and GFTIs?**

Yes. The eligible candidates desirous of participating in CSAB-Special Rounds must register ONLINE at <https://csab.nic.in>. Candidates, who fail to register ONLINE in the CSAB portal within the stipulated time, will not be a part of the seat allocation process. Candidates may seek help in their registration/choice filling process from any of the Help Centers (HCs) or from the CSAB-2023 Headquarters.

- 2. I had got a seat of the NIT+ System in JoSAA Rounds and I had kept my willingness option as FLOAT/ SLIDE. I have completed all the formalities and have paid the Partial Admission Fee. I want to participate in CSAB-Special Round. Do I need to again Register online in CSAB-Special Round for seat allocation to vacant seats NITs/ IEST/ SPAs/ IITs and GFTIs?**

Yes. The eligible candidates desirous of participating in CSAB-Special Rounds must do a fresh registration ONLINE at <https://csab.nic.in>. Earlier registration and choice filling done on JoSAA portal is NOT valid for CSAB Special Rounds. Candidates, who fail to register ONLINE in the CSAB portal within the stipulated time, will not be a part of the seat allocation process. Candidates may seek help in their registration/choice filling process from any of the Help Centers (HCs) or from the CSAB-2023 Headquarters.

- 3. I had got a seat of the NIT+ System in JoSAA Rounds and I had kept my willingness option as FLOAT/ SLIDE/FREEZE. I have completed all the formalities and have paid the Partial Admission Fee. I am happy with my JoSAA seat. I DO NOT want to participate in CSAB-Special Round. Do I need to Register online in CSAB-Special Round?**

No. All the candidates who have accepted and paid the Partial Admission Fee against the JoSAA-2023 allotted seats and do not want to participate in CSAB-2023 Special Round, are

not required to register in CSAB-Special Round. They should complete the admission formalities as instructed by the allotted institute (refer to the website of the allotted institute and follow its instructions) for admission.

- 4. I had got a seat of the NIT+ System in JoSAA Rounds and I had kept my willingness option as FLOAT/ SLIDE/FREEZE. I have completed all the formalities and have paid the Partial Admission Fee. If I register in CSAB-Special Round and do not get a new seat allotment, what will happen to my JoSAA seat?**

In case, a new seat is not allotted to a candidate in CSAB-Special round, then the JoSAA seat will be retained with the candidates.

- 5. I had got a seat of the NIT+ System in JoSAA Rounds and I had kept my willingness option as FLOAT/ SLIDE/FREEZE. I have completed all the formalities and have paid the Partial Admission Fee. If I register in CSAB-Special Round and a get a new seat, what will happen to my JoSAA seat? Can I revert back to my JoSAA seat?**

No. In case, a new seat is allotted in CSAB Special Round, then their retained JoSAA seats will AUTOMATICALLY GET CANCELLED and candidates will not have any claim on the previously secured/retained seats of JoSAA Round.

- 6. Can I change my password in the online portal?**

Yes. Candidates can change their password any number of times. The change of password is through OTP in their registered mobile number and hence, candidates must have their mobile phone with them while changing the password.

- 7. I registered as beneficiary category (GEN-EWS/ OBC-NCL/ SC/ ST/ PwD Category) during registration of JEE (Main) examination. However, I do not have a valid category (GEN-EWS/ OBC-NCL/ SC/ ST/ PwD Category) certificate now. Will my category change to non-beneficiary category (GEN/ Non-PwD)? How can I change my category to GEN/ Non-PwD?**

Candidates can change their category from beneficiary (GEN-EWS/ OBC-NCL/ SC/ ST/ PwD Category) to non-beneficiary (GEN/ Non-PwD) status during online Registration to CSAB-Special Rounds. Failure to produce a valid category certificate at the time of document verification will lead to cancellation of allocated seat of respective category. Thus, candidates not having a valid category certificate are strongly advised to change their category to GEN/ Non-PwD status during online registration to CSAB-Special Round.

- 8. What is "State Code of Eligibility"?**

State/ Union Territory from where the candidate has passed Class XII or equivalent examination is the “State Code of Eligibility” of the candidate. Refer to Rule 8 of JoSAA-2023 Business Rules for further details.

**9. I have passed my XII examination from outside of India but I am an Indian National. What would be my State Code of Eligibility?**

Indian Nationals passing XII from an Institution abroad, the State Code of Eligibility is on the basis of permanent address in India as given in the passport. Refer to Rule 8 of JoSAA-2023 Business Rules for further details.

**10. I am an Overseas Citizen of India (OCI)/ Person of Indian Origin (PIO) card holder. Am I eligible to participate in CSAB-2023 Special Rounds?**

OCI/PIO candidates who have secured OCI/PIO card before 04 March 2021, irrespective of whether they have studied 10+2 level or equivalent in India or abroad, are eligible for CSAB-2023 Special Rounds provided they satisfy other eligibility requirements. However, OCI/PIO candidates already occupying a seat in DASA (Direct Admission of Students Abroad)-2023 are not eligible for CSAB-2023 Special Rounds. For detailed eligibility criteria requirements, please see the JoSAA Business Rule/ CSAB Information Brochure available in the website.

**11. I am an Overseas Citizen of India (OCI)/ Person of Indian Origin (PIO) card holder. I have participated in DASA-2023 and have been allotted a seat. I have not surrendered the DASA seat and is retaining it. Am I eligible to participate in CSAB-2023 Special Rounds?**

No. OCI/PIO candidates already occupying a seat in DASA (Direct Admission of Students Abroad)-2023 are not eligible for CSAB-2023 Special Rounds. For detailed eligibility criteria requirements, please see the JoSAA Business Rule/ CSAB Information Brochure available in the website.

**12. I am an Indian National, but I have passed my +2 from an Institution abroad. Am I eligible to participate in CSAB special rounds? What will be my State Code of Eligibility?**

Yes. For Indian nationals passing the Class XII (or equivalent) examination from an institution abroad (e.g., Nepal, Bhutan, Gulf countries, Sri Lanka, UK, US, Canada, etc.), the State Code of Eligibility will be determined on the basis of permanent address in India as given in the passport of the candidate. Such candidate should upload the Indian passport

along with their Class XII (or equivalent) examination certificate/transcript. Refer to Rule 8 of JoSAA-2023 Business Rules for further details.

**13. I am an Indian National living abroad, but I have passed my +2 from India. Am I eligible to participate in CSAB special rounds?**

Yes. Indian National living abroad are eligible for seat allocation through CSAB to NITs, IEST, IITs, SPAs and Other-GFTIs.

**14. I am an OCI/PIO card holder, but I have passed my +2 from India. What will be my State Code of Eligibility?**

The State Code of Eligibility of OCI/PIO (who have secured OCI/PIO card before 04.03.2021) passing Class XII (or equivalent) examination in India is at par with Indian nationals i.e., the State/ Union Territory from where the candidate has passed Class XII or equivalent examination. Refer to Rule 8 of JoSAA-2023 Business Rules for further details.

**15. I am an OCI/PIO card holder. I have passed my +2 (or equivalent) examination from an institution abroad. What will be my State Code of Eligibility?**

OCI/PIO passing the Class XII (or equivalent) examination from an institution abroad are eligible for Other State quota seats or All India quota seats (but NOT for Home State quota seats) in all NITs, IEST and Other-GFTIs. Refer to Rules 8 of JoSAA-2023 Business Rules for further details.

**16. I am an OCI/PIO card holder. Do I get the benefit of Category reservation in CSAB-Special Rounds?**

OCI/PIO candidates are eligible only for GEN and GEN-PwD category seats. They are not eligible for reservation benefits of GEN-EWS, OBC-NCL, SC or ST categories.

**17. I am a Foreign Passport holder, but I have passed my +2 from India. Am I eligible to participate in CSAB Special Rounds?**

No. Candidates who are not Indian Nationals (by birth or naturalized) and are not OCI/PIO card holders, whether or not they have studied 10+2 level or equivalent in India or abroad, are not eligible for seat allocation through CSAB-2023 Special Rounds to NITs, IEST, IITs, SPAs, and other-GFTIs.

**18. What are minimum eligibility criteria in terms of percentage marks, CGPA/CGPI or percentile in 10+2 or equivalent examination?**

The Candidates must satisfy at least one of the following two criteria in the year of first appearance in the Class XII (or equivalent examination) in the year 2021, 2022 or 2023:

- 1) Must have secured at least 75% aggregate marks in the Class XII (or equivalent) Board examination. The aggregate marks for SC, ST and PwD candidates should be at least 65%.
- 2) Must be within the category-wise top 20 percentile of successful candidates in their respective Class XII (or equivalent) board examination.

For detailed eligibility criteria requirements and list of equivalent examinations for 10+2, please see the JoSAA-2023 Business Rule/ CSAB-2023 Information Brochure available in the website.

**19. I have passed Class XII with improvement. Am I eligible for CSAB Special Rounds?**

Yes, provided you meet other eligibility criteria, including the minimum eligibility criteria of percentage marks/percentile. The percentile calculation will be done for all the required subjects, in a single academic year only. Therefore, candidates appearing for improvement in Board examinations can EITHER appear in one or more subjects from the same Board/Council and secure 75% aggregate marks (65% for SC, ST and PwD) after improvement, OR, appear for improvement in ALL subjects to be in top 20 percentile of the corresponding academic year. For detailed eligibility criteria requirements and list of equivalent examinations for 10+2, please see the JoSAA-2023 Business Rule/ CSAB-2023 Information Brochure available in the website.

**20. I had participated in JoSAA Round and I was allotted a seat. However, I failed to produce Class XII (or equivalent) marksheet showing the requisite 75% aggregate marks and my seat was cancelled in JoSAA. I have written the improvement examination for Class XII. Now, I have the result of my improvement examination and I satisfy the requirement of 75% aggregate marks. The registration for CSAB-Special Round is still ongoing but I am unable to register. How can I register for CSAB-Special Round?**

Candidates whose Class XII marks have been revised by their respective examination Board/ Council [due to re-totalling, re-evaluation, etc.] such that they satisfy the eligibility criteria of CSAB-Special Round, should **immediately** email to the organizing institute (NIT Rourkela; csab2023@nitrkl.ac.in) through their registered email along with i) the pre-revised certificate/mark-sheet; ii) revised passing certificate/mark-sheet; iii) Photo ID proof; and iv) Seat Cancellation Letter or JEE (Main) 2023 Score Card. After due verification of candidature and eligibility, the candidate may be allowed by the CSAB-2023 to participate in the CSAB-Special Round. The seat allocation will be on merit and the available vacant seats in CSAB Special Rounds only. Please refer to Information Brochure of the CSAB-Special Round for details.

**21. I had participated in JoSAA Round and I was allotted a seat. However, I did not have the requisite 75% aggregate marks in Class XII (or equivalent) examination. Thus, I did not pay Seat Acceptance Fee (SAF) and/or not uploaded the requisite documents in the JoSAA Round. Consequently, my JoSAA seat got cancelled. I have written the improvement examination for Class XII. Now, I have the result of my improvement examination and I satisfy the requirement of 75% aggregate marks. The registration for CSAB-Special Round is still ongoing. Can I register for CSAB-Special Round?**

Yes. You can register and participate in the CSAB-Special Round as per the schedule given in the Information Brochure.

**22. I had participated in JoSAA Round but I was not allotted any seat. I have passed Class XII (or equivalent) examination with improvement examination. Can I register for CSAB-Special Round?**

Yes. You can register and participate in the CSAB-Special Round as per the schedule given in the Information Brochure.

**23. I had not participated in JoSAA Round. I have passed Class XII (or equivalent) examination with improvement examination. Can I register for CSAB-Special Round?**

Yes. You can register and participate in the CSAB-Special Round as per the schedule given in the Information Brochure.

**24. I had not participated in JoSAA Round. I have passed Class XII (or equivalent) examination with improvement examination. However, the registration portal for CSAB-Special Round is already closed. Can I register for CSAB-Special Round now?**

No. You can ONLY register and participate in the CSAB-Special Round as per the schedule given in the Information Brochure. You must satisfy the minimum eligibility criteria as given in Annexure 2 of Information Brochure of CSAB-Special Round. It is candidates' responsibility to ensure that they produce requisite Class XII marksheets showing the requisite eligibility criteria of 75% (65% in case of SC/ ST/ PwD) marks or be in top-20 percentile of respective boards latest by the 12<sup>th</sup> August 2023 (15:00 hrs). Please refer to Information Brochure of the CSAB-Special Round for details.

**25. I have written the improvement examination for Class XII. The result of my improvement examination is awaited. What shall I do?**

Candidates MUST satisfy the minimum eligibility criteria as given in Annexure 2 of Information Brochure of CSAB-Special Round.

**26. I have passed Class XII from one Board/Council and have appeared for an improvement from another Board/Council to meet the requirement of 75% aggregate marks (65% in case of SC/ ST/ PwD). Am I eligible for CSAB Special Rounds?**

No. Candidates appearing for improvement in Board examinations can EITHER appear in one or more subjects from the same Board/Council and secure 75% aggregate marks (65% for SC, ST and PwD) after improvement, OR, appear for improvement in ALL subjects to be in top 20 percentile of the corresponding academic year. For detailed eligibility criteria requirements and list of equivalent examinations for 10+2, please see the JoSAA Business Rule/ CSAB Information Brochure available in the website.

**27. Which subjects will be considered for calculating the aggregate marks or the cut-off marks for fulfilling the top-20 percentile criteria?**

The marks scored in the following FIVE subjects will be considered for calculating the aggregate marks and the cut-off marks for fulfilling the top-20 percentile criterion. The candidate must also have passed in each of the required FIVE subjects.

► For B.E./B.Tech. programmes

(i) Physics

(ii) Any one of Chemistry, Biology, Biotechnology, Technical Vocation subject

(iii) Mathematics

(iv) A language (if the candidate has taken more than one language, then the language with the higher marks will be considered)

(v) Any subject other than the above four (the subject with the highest marks will be considered).

► For B. Plan. programme:

(i) Mathematics

(ii) Other four subjects (the subject with the highest marks will be considered).

► For B. Arch. programme:

(i) Physics

(ii) Chemistry

(iii) Mathematics

(iv) Other two subjects (the subject with the highest marks will be considered).

For detailed eligibility criteria requirements and list of equivalent examinations for 10+2, please see the JoSAA-2023 Business Rule/ CSAB-2023 Information Brochure available in the website.

**28. I have taken the required FIVE subjects in Class XII. However, one of the subjects in my Class XII is out of 90, another is out of 200 and the rest three are out of 100 each? How to calculate the aggregate marks out of 500?**

For calculation of the total marks for FIVE subjects, if the marks awarded in a subject is NOT out of 100, then the marks will be scaled (up or down) to 100 so that the total aggregate marks is out of 500. The candidate must also have passed in each of the required FIVE subjects. For detailed eligibility criteria requirements and list of equivalent examinations for 10+2, please see the JoSAA Business Rule/ CSAB Information Brochure available in the website.

**29. I have taken the required FIVE subjects in Class XII. However, my Board/Council awarded only letter grades. How to calculate the aggregate marks out of 500?**

If a Board/Council awards only letter grades without providing an equivalent percentage of marks on the grade sheet, the candidate should obtain a certificate from the Board/Council specifying the equivalent marks and submit it at the time of document verification. In case such a certificate is not provided, the decision taken by the CSAB 2023 will be final. For detailed eligibility criteria requirements and list of equivalent examinations for 10+2, please see the JoSAA Business Rule/ CSAB Information Brochure available in the website.

**30. I have taken the required FIVE subjects in Class XII. However, my Board/Council did not give marks scored in individual subjects but gave only the aggregate marks. How to calculate the aggregate marks of the required five subjects?**

If a Board/ Council does not give marks scored in individual subjects but gives only the aggregate marks, then the aggregate marks given by the Board/Council will be considered as such. The candidate must also pass in each of the required FIVE subjects. For detailed eligibility criteria requirements and list of equivalent examinations for 10+2, please see the JoSAA Business Rule/ CSAB Information Brochure available in the website.

**31. My credentials, category and other documents have already been verified during JoSAA rounds. Can I change my credentials during CSAB Special Rounds registration?**

No, verified data cannot be changed during registration in CSAB-Special Rounds.



**32. During registration, no document uploading option is showing. When/how can I upload my documents?**

There is no need to upload any document at the time of Registration to CSAB-Special Rounds. You will be required to upload documents only after you are allocated a seat.

**33. I have gone through the FAQs. However, I still have doubts regarding my credentials, documents, registration process, choice filing, payment, etc. Where can I get help?**

You can call to Multilingual HelpDesk of CSAB over telephone (091241 21003). We speak in Bangla, English, Hindi, Kannada, Malayalam, Marathi, Odia, Tamil, and Telugu. You may also visit any one of the 52 Help Centres spread across the country. The list of Help Centers at different States and Union Territories is available in the CSAB website.

**34. What are the working hours of Help Centres, Verification Centers and CSAB Headquarters?**

Generally, the working hours are 9.00 AM to 6.00 PM.

**FAQs Related to Choose Filling and Locking**

**35. Will my choices filled in JoSAA-2023 rounds be carried forward to CSAB-Special Round or I have to fill choices again in CSAB-Special Round?**

Candidates have to register fresh and do fresh choice filling for the CSAB-Special Round.

**36. Should the choice-list in CSAB-Special Round be the same as my JoSAA choice-list?**

Candidates can fill revised choice list for the CSAB-Special Round.

**37. Is choice filling necessary? What will happen if I do not fill any choice of seat in a preferred branch?**

Yes, choice filling is necessary. At least one choice must be filled; if candidate does not fill at least one choice during the choice filling period, she/he will not be allocated any seat.

**38. I do not have any preference to any specific branch or institute. I am OK with any of the NIT/ IEST/ IIIT/ SPA/ other-GFTI seat. Can I skip the choice filling step? Will the CSAB-2023 not allocate me a seat automatically based on my JEE (Main).**

No, you cannot skip choice filling step. Choice filling is necessary. At least one choice must be filled, if candidate does not fill at least one choice during the choice filling period, she/he will not be allocated any seat. The seat allocation will be as per the choice-list of the candidates only.

**39. How many choices should I fill? How many Participating Institutes (PIs) or programs can I apply for?**

Candidates are advised to fill all those choices of Participating Institutes (PIs) and program in which she/he is willing to join. A candidate is free to opt for as many NITs, IEST, SPAs, IITs or other GFTIs and as many programs as she/he wishes to choose through a single application. The candidate should fill their choices in the order of preference and may reshuffle as many times as desired before locking of the choices. Once the choices are locked the choices cannot be reshuffled / reordered.

**40. Does the order or sequence of choices in my choice-list matter?**

Yes. Seat allocation is done in the order of choice list of the candidates. Thus, candidates should prioritize their choice of institute/program in the order of preference. The choice list can be reshuffled by candidates as many times as they desire but before locking of the choices. Once the choices are locked the choices cannot be reshuffled / reordered.

**41. Which Institute or Program is better?**

All Institutes and Programs are good. The preference of an institute or a program are individual's choice. Candidates are advised to visit the websites of respective Institutes to know details about the fee structure, fee waiver related rules, campus life, internship, placement opportunities, and infrastructure such as department laboratories, libraries, hostels, sports facilities, etc., to have first-hand information on them before choice filling. CSAB-2023 shall not be responsible for the same.

**42. I have a low rank in JEE (Main) 2023. Based on my score, I am not expecting a seat in a particular branch or institute based on last year's OR-CR. Should I fill those choices?**

Yes. Candidates are advised to fill all those choices of Participating Institutes (PIs) and program in which they are willing to join. They can opt for as many NITs, IEST, SPAs, IITs or other GFTIs and as many programs as they wish to join and fill them in the order of their preference. The seat allocation is done in the order of preference and depending upon the seat availability, the seat will be allocated based on JEE (Main) 2023 rank.

**43. How many choices can I fill? Is there any limitation in the number of choices that I can fill?**

Candidate can submit as many numbers of choices in order of preference as they wish from the list of their available choices. Candidates are required to ensure themselves that they are eligible for the program before filling their choices of institutes and programs. The details of restrictions in various Institutes or Programs are available in CSAB website.

**44. I want a seat in a particular branch (e.g., Computer Science and Engineering) in a particular institute (e.g., NIT Rourkela). However, the vacancy list published in CSAB website does not have a vacant seat in my desired branch/institute. Can I fill this seat in CSAB-Special Round?**

The vacancy list published for CSAB-Special Round is only tentative. The number of seats may increase due to a new vacancy created during seat allocation. Thus, it is advised that the candidates fill up all of their desired choices in order of preference, irrespective of its vacancy being shown or not. However, candidates are required to ensure themselves that they are eligible for the program before filling their choices of institutes and programs. The details of restrictions in various Institutes or Programs are available in CSAB website.

**45. What is “Choice Locking”?**

Choice Locking is the process of final submission of choices. Once the choices are locked, it cannot further be changed.

**46. If a candidate does not lock her/his choices, will their saved choice be processed for seat allotment?**

It is in the interest of the candidates that they lock their saved choices themselves before the deadline. However, in the exceptional cases where candidates fail to lock their choices, the last saved choices will be locked automatically at the end of the last date of choice filling. If a candidate does not fill any choice till the last date of choice filling, she/he will not be allocated any seat.

**47. Can the candidate modify the choices after locking?**

NO. After locking the choices, candidate cannot modify her/his choices.

**48. What preparation is needed to fill the choices?**

It is very important to study about the courses available in all the participating institutes. One may visit their official websites, talk to the concerned persons who know about the courses or even may visit the institutes personally and see where and how are the institutes. Check whether the fee is affordable. Some institutes and programs have specific restrictions or special eligibility. Please ensure that you fulfil those special eligibility / restrictions.

#### **49. What is the best strategy of choice filling?**

Each choice of institute or branch must be such that you know completely what you are asking for. Include only those choices in your list where you are really prepared to go if you get an allotment. One must refrain from gambling or take-a-chance approach. No choice should be included in half-hearted manner. It should not happen that after getting an allotment you say Oh! I did not want it. If that is so, it should not have been in the list of choices.

Maintaining strict order of preference is also very important. Assume that what you really want is at no. 17 in your list but you get choice no. 13. In the subsequent rounds, choice no. 1 to 12 only will be considered.

#### **50. Where can I find the academic programs and category-wise vacancy for CSAB-Special Round.**

The same is available on <https://csab.nic.in/csab-special/>.

#### **51. Can I change or reshuffle my choice-list in the 2<sup>nd</sup> Round of the CSAB-Special Round.**

No. The choice-filling is allowed only in the 1<sup>st</sup> Round after the Registration to the CSAB-Special Round. The choices cannot be changed or reshuffled in the 2<sup>nd</sup> Round of seat allocation.

### **FAQs Related to Payment**

#### **52. What are the types of fees to participate in CSAB-Special Round?**

Following fee types are applicable in CSAB-Special Round:

- SRPF: CSAB-Special Round Processing Fee of Rs. 4,000/- (Non-refundable fee towards participation in CSAB-Special Round).

- IAF-I: Institute Admission Fee-I of Rs. 40,000/- for GEN/GEN-EWS/OBC-NCL or Rs. 20,000/- for SC/ST/PwD (first instalment of admission fee in the allotted institute).
- IAF-II: Institute Admission Fee-II of Rs. 32,000/- for GEN/GEN-EWS/OBC-NCL or Rs. 12,000/- for SC/ST/PwD (second instalment of admission fee in the allotted institute).
- SREF: CSAB-Special Round Enrolment Fee, which is the total amount of SRPF + IAF-I.

Candidates, who have participated in JoSSA Rounds are also eligible to participate in CSAB-Special Round. For such candidates, if they have paid SAF and/or PAF, the same will be adjusted after deduction of JoSAA Processing Fee (Rs. 4,000/-) or Withdrawal Fee (Rs. 7,000/-), as applicable. Refer to table in the CSAB website (<https://tinyurl.com/4f4j2mdy>) for an illustration.

### **53. How can I pay the registration fee? Can I pay by cash or cheque?**

There are only two modes of payment: (i) ONLINE payment through Internet banking (all major banks), Credit cards, Debit cards, etc. (ii) e-challan (SBI Only). CSAB accepts the fees only through the two aforesaid modes of payment during the specified period given in the Schedule of the CSAB information brochure. Before making online payment, candidate MUST ensure that their bank account is KYC compliant, has sufficient funds and conforming to banking norms for making ONLINE payments to avoid payment failure at your/bank end. Else, it is strongly recommended to use e-challan (SBI only) mode of payment. For payment through e-challan, candidates can generate e-challan from their login portal and submit to their nearest SBI branch and pay by cash (may require PAN card of the payee) during the specified period given in the Schedule of the CSAB information brochure.

### **54. I made an online payment, but the payment failed. I did not receive an acknowledgement copy of the payment but the amount got deducted from my account. What shall I do?**

In such cases, it is recommended that you don't attempt any more online transactions. Instead, visit your nearest SBI branch with the e-challan copy and make the payment. The payment should be made within the stipulated time, as given in the schedule of CSAB-Special Round (available in the CSAB website). Please also contact your concerned Bank/Branch immediately for failed status of your payment. The deducted amount is

normally reversed to the debited account as per the banking procedures (Normally within 24 to 48 hrs)/or two working days. In general, payment through internet banking has higher success of transaction than Debit/Credit card payment.

**55. Am I required to pay IAF-I fee again, if my seat is upgraded based on my willingness of FLOAT / SLIDE in next round?**

No. There is no need to pay IAF-I fee again. The amount deposited in the earlier round of allotment will be adjusted with the subsequent allotment.

**56. Will the IAF-I Fee be refunded if I SURRENDER or EXIT myself from CSAB Special Round-1?**

Yes. In case the IAF-I Fee is paid and candidates SURRENDER/EXIT within specified period, they are eligible for refund. However, refund will be made after deducting applicable processing fee (Details available in the CSAB website). This refund will be made only after the entire admission process is completed.

**57. I have other important work in home (e.g., family function, marriage etc.) and therefore, it is difficult for me to pay fee and/or upload documents as per the Schedule of the CSAB-Special Round. Can I pay the fee and/or verify my documents later?**

No. The seat allocation process follows a strict timeline. The entire process is online and computer operated. No exceptions are possible and therefore, candidates are strongly advised to thoroughly acquaint themselves with these Business Rules, be vigilant, keep their documents handy and make arrangements for making the requisite payments and completing the requisite formalities, well in advance. It will not be possible to entertain requests for extension of time for completing any activity.

**58. I am on travel/vacation/busy on other work etc., and therefore, it is difficult for me to pay fee and/or upload documents as per the Schedule of the CSAB-Special Round. Can I pay the fee and/or verify my documents later?**

No. The seat allocation process follows a strict timeline. The entire process is online and computer operated. No exceptions are possible and therefore, candidates are strongly advised to thoroughly acquaint themselves with these Business Rules, be vigilant, keep their documents handy and make arrangements for making the requisite payments and completing the requisite formalities, well in advance. It will not be possible to entertain requests for extension of time for completing any activity.

**59. How will the seats be allotted in CSAB-Special Round?**

Seat allotment is based on the JEE (Main) rank and availability of seat as per filled Choices according to the Government of India (GoI) Reservation norms. The Business Rules for seat allocation in CSAB-Special Round is same as those of JoSAA Business Rules. Please refer to JoSAA Business Rules available in the JoSAA website for details on seat allocation.

**60. I am a beneficiary category (GEN-EWS/ OBC-NCL/ SC/ ST category) candidate but how come I have been allotted an OPEN category seat?**

Candidates having a valid Category certificate (GEN-EWS/ OBC-NCL/ SC/ ST Category) are also eligible to OPEN category seats. Please refer to Clause VII: SEQUENCE IN WHICH SEAT CATEGORIES ARE CONSIDERED FOR SEAT ALLOCATION in JoSAA-2023 brochure available in the JoSAA website.

**61. My state of eligibility is West Bengal. My rank is higher than the closing rank of Home State quota in GKCIET, Malda. Still, why am I not allotted a seat under Home State quota?**

Candidates from West Bengal are not eligible for Home State quota seats of GKCIET, Malda for JoSAA/CSAB.

**62. How many rounds will be there in CSAB-Special Round?**

There will be two CSAB-Special Rounds.

**63. Will the fees that I paid during JoSAA rounds be adjusted in CSAB-Special Rounds?**

Yes, fees paid towards Seat Acceptance Fee (SAF) and/or Partial Admission Fee (PAF) will be adjusted after deductions, as applicable.

**64. What's the difference between SURRENDER and WITHDRAW in CSAB-Special Round?**

**SURRENDER:** You can participate in next round while rejecting the allocated seat.

**WITHDRAW:** You will be out of CSAB-Special Round counselling. The allocated seat (if any) will be cancelled.

Refer Section 5.4 of Information Brochure of CSAB-Special Round for details.

**65. Can I exercise WITHDRAW or SURRENDER option in the CSAB Special Round-1 after paying IAF-2?**

No. You can exercise these options only before paying IAF-2. Refer Section 4.4.2 of Information Brochure of CSAB-Special Round for details.

**66. I had got a seat of the NIT+ System in JoSAA Rounds and I had kept my willingness option as FLOAT/ SLIDE/FREEZE. I have completed all the formalities and have paid the Partial Admission Fee. I participated in CSAB-Special Round and got allotted a new seat. If I WITHDRAW/ SURRENDER the allotted seat of CSAB-Special Round, can I get back to my JoSAA seat?**

No. In case, a new seat is allotted in CSAB-Special Round, then their retained JoSAA seat will AUTOMATICALLY GET CANCELLED and candidates will not have any claim on the previously secured/retained seats of JoSAA Round.

**67. Can I exercise Willingness option in CSAB Special Round-2?**

No. As it is the last round, the default and the only option is FREEZE.

**68. I am not interested in the seat offered in CSAB-Special Round 1. Can I participate in seat allotment in further rounds without accepting the seat now?**

No. First of all, do not fill-in the choices for the courses that you are not interested. If you do not accept the seat allocated in the CSAB-Special Round-1 and do not complete the steps of document verification and IAF-II payment, you will be out from the seat allotment process and the allocated seat will be CANCELLED. However, you may opt for SURRENDER option wherein you can surrender the currently allocated seat and participate in the 2<sup>nd</sup> Round of CSAB-Special Round. In case you opt for SURRENDER, you will not be required to pay IAF-II unless and until allocated a new seat in the 2<sup>nd</sup> (final) round of the CSAB-Special Round.

**69. I have been offered a seat in CSAB-Special Round 1. I opted for FLOAT/SLIDE to participate in the next round. Do I have to pay IAF-II now or after the Round 2 (final round) of CSAB-Special Round?**

Yes. You MUST pay the IAF-II even if you chose FLOAT/SLIDE option. If you do not accept the seat allocated in the CSAB-Special Round-1 by completing all the steps of document verification and IAF-II payment, the allocated seat will be CANCELLED and you will be out from the further seat allotment process.



**70. I have been offered a new upgraded seat in the 2<sup>nd</sup> Round of CSAB-Special Round of allotment. I do not like the newly allocated seat and want the seat of the 1<sup>st</sup> Round. Can I get back my seat of the 1<sup>st</sup> Round of CSAB-Special Round?**

No. In such cases, the seat allocated in the 1<sup>st</sup> Round is already lost and cannot be allocated back.

**71. I have been offered a seat in the 1<sup>st</sup> Round of CSAB-Special Round of allotment. I want my lower choices in the choice list to be considered in the 2<sup>nd</sup> Round. Can I get the lower choices in the 2<sup>nd</sup> Round of CSAB-Special Round?**

No. The seat allocation will be in the order of preference. If a seat is allocated in the 1<sup>st</sup> Round, the subsequent seat allocation will be from the higher choices only.

**72. I do not have some of the requisite document for uploading and/or have difficulty in obtaining the documents and therefore, it is difficult for me to upload documents as per the Schedule of the CSAB-Special Round. Can I upload my documents later or verify at the time of admission?**

No. The seat allocation process follows a strict timeline. The entire process is online and computer operated. No exceptions are possible and therefore, candidates are strongly advised to thoroughly acquaint themselves with these Business Rules, be vigilant, keep their documents handy and make arrangements for making the requisite payments and completing the requisite formalities, well in advance. It will not be possible to entertain requests for extension of time for completing any activity.

**73. I missed my document uploading deadline. What should I do?**

Please refer to the specific schedules given in the CSAB website. Events are not repeated when the corresponding deadlines are over.

**74. What are the documents I need to upload after allotment of a seat?**

The list of documents to be uploaded are mentioned in the Annexure-3 of CSAB Special Rounds Information Brochure.

**75. Why is a cancelled check/bank pass book needed?**

The cancelled check/passbook is required for the refund purpose only, if any.

**76. I have been raised a query for missing category certificate at the time of Document Verification. I do not have a category certificate. What do I need to upload at the time of document uploading?**

You may upload a hand-written undertaking document for unavailability of the category certificate. The verification officer will take appropriate action based on non-availability of category certificate. Please note that failure to produce a valid category certificate at the time of document verification will lead to cancellation of allocated seat of respective category. Thus, candidates not having a valid category certificate are strongly advised to change their category to GEN/ Non-PwD status during online registration to CSAB-Special Round.

**77. My original certificate is not in English. Will it be accepted?**

If the original certificates are not in English/Hindi, an English/Hindi version translation of such certificates, duly certified by the Principal/Director or other competent authority of the graduating Institute can be submitted during the Document Verification step.

**78. Whether the documents need to be attested?**

No. The original document and self-attested copies are to be submitted at time of physical reporting at the Admitting Institute only.

**79. I was allotted a seat in CSAB-Special Round 1 but I did not complete the steps of seat acceptance/IAF-II payment within the deadline. Can I participate in the seat allocation again in the next round?**

No, you cannot. If candidates do not complete the steps of seat acceptance/IAF-II payment within the stipulated time, their allotment shall stand cancelled. The resulting vacancy will be filled-up in the subsequent round. Such candidates would be considered as “not-reported” and would not be eligible for subsequent round.

**80. I have been offered a seat in the CSAB-Special Round. If I do not report to the allotted institute for admission, then will the fee paid be refunded?**

No. If a candidate has been allocated a seat in CSAB-Special Round and does not report to the finally allotted institute for admission, she/he will forfeit the fee paid to CSAB. The CSAB-Headquarters will transfer the collected fee to the allotted/admitting institute. Thereafter, the cancellation and refund/forfeiture will be handled by the allotted institute as per their rules/norms.

**81. Who can sign/authorize the candidate's medical certificate?**

Any registered medical practitioner can issue the Medical Certificate in the format available in the CSAB website. The registration number of the doctor is required to be mentioned in the form.

**82. What is the next step after paying IAF-II and freezing the seat?**

After the CSAB-Special Rounds of allotment, all allotted candidates have to physically report to the allotted institute with documents listed in the information brochure of CSAB-Special Round. Candidates are advised to visit the website of the finally allotted institute for details of reporting dates, documents to be carried, fee details etc. for physical verification and admission.

**FAQs Related to Category / Caste**

**83. What are the category codes used on the CSAB?**

There are totally 10 broad categories. The abbreviations are shown in the below table:

<b>S. No.</b>	<b>Description of the Category of the candidate</b>	<b>Abbreviations</b>
1	Open Category / General Category	GEN
2	Persons with disabilities from General Category	GEN-PwD
3	Economically Weaker Sections	GEN-EWS
4	Persons with disabilities from Economically Weaker Sections	GEN-EWS-PwD
5	Other Backward Classes with valid Non-Creamy layer certificate	OBC-NCL

6	Persons with disabilities from Other Backward Classes with valid Non-Creamy layer certificate	OBC-NCL-PwD
7	Scheduled Caste	SC
8	Persons with disabilities from Scheduled Caste	SC-PwD
9	Scheduled Tribe	ST
10	Persons with disabilities from Scheduled Tribe	ST-PwD

**84. I have a category certificate. How can I check whether the same is valid / correct?**

Please refer the following link of NCBC Central list for state-wise OBC castes:

[http://www.ncbc.nic.in/User\\_Panel/CentralListStateView.aspx](http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx)

(OBC certificates issued on or after 01 April 2023 are only valid.)

Please refer the following link for SC caste list:

<http://socialjustice.nic.in/UserView/index?mid=76750>

Please refer the following link for ST caste list:

<https://tribal.nic.in/ST/LatestListofScheduledtribes.pdf>

**85. Can the category be changed from GEN to SC/ST/OBC-NCL/GEN-EWS during or after registration?**

No, it cannot be changed.

**86. I had participated in JoSAA-2023 as OBC-NCL candidate. However, my category was changed to GEN category during document verification. Can I change back to OBC-NCL category now?**

Category restoration is possible ONLY before the start of CSAB-Special Round. Please refer to schedule and Information Brochure of CSAB-Special Round available in the website for details on category restoration.

**87. Can the category be changed from SC/ST/OBC-NCL/GEN-EWS to GEN during or after registration?**

Change of category is possible from SC/ST/OBC-NCL/GEN-EWS to GEN category during registration in CSAB-Special Round. But change of category from GEN to reserved category is not allowed.

If the candidate fails to submit category certificate, or category given by the candidate during registration is found to be wrong/incorrect (not in the central list declared by the Central Government) at the time of verification of certificates or at the time of reporting, her/his provisional allotment of the seat shall automatically stand cancelled.

However, the candidate will be allowed for the next rounds of seat allotment for the available vacant seats only and after updating her/his category to GEN.

**88. I have my category certificate case pending. Can I apply and produce the certificate as and when I get it, till that point can I submit my brother/sister/mother/father's certificate to convince you that I belong to particular category?**

No. The candidate has the responsibility to fill correct details, upload relevant certificates at the time of document verification, and produce them in ORIGINAL when she/he reports to the admitting institute. She/he will lose her/his seat, if she/he fails to produce the required document at the time of online document verification.

**89. Whether an old non-creamy layer certificate (OBC-NCL) is acceptable? I shall produce new one as and when I get it.**

No. The OBC-NCL certificates issued on or after 01 April 2023 are only valid. The candidate has the responsibility to fill correct details, upload relevant certificates at the time of document verification and produce them in ORIGINAL when she/he reports to the admitting institute. She/he will lose her/his seat, if she/he fails to produce the required document at the time of online document verification.

**90. I have given JEE (Main) examination in GEN category. I actually belong to SC or ST or OBC-NCL or GEN-EWS category. Will it be possible now to avail the facilities of my category reservation during application filling/counselling?**

No. You cannot do so. Candidates must have category rank in their JEE (Main) score card to register and avail the benefits of reservation under respective category.

**91. Is there any standard OBC-NCL certificate format? Will OBC-NCL certificate issued by various State authorities be accepted?**

Yes. There is a recommended OBC-NCL certificate format, which is available in the CSAB website. However, OBC-NCL certificate issued on or after 01 April 2023 by the competent authority (not below the rank of Tehsildar) in another format may also be acceptable, provided the caste is mentioned in the central list published by the NCBC.

Caste certificate (SC/ST/OBC-NCL) issued by Maharashtra State must be validated by Social Welfare department (in case of SC and OB category) and Tribal Welfare department (in case of ST category) of Maharashtra Government. The SC/ST/OB candidates of Maharashtra State have to produce their caste validity certificate in the exact format available on JoSAA/CSAB website. ST certificates from Tamil Nadu state must be issued by the concerned Revenue Divisional Officer.

**92. Whether an old EWS certificate is acceptable? I shall produce new one as and when I get it.**

No. The EWS certificates issued on or after 01 April 2023 are only valid. The candidate has the responsibility to fill correct details, upload relevant certificates at the time of document verification and produce them in ORIGINAL when she/he reports to the admitting institute. She/he will lose her/his seat, if she/he fails to produce the required document at the time of online document verification.

**93. Is there any standard GEN-EWS certificate format or GEN-EWS certificate issued by various State authorities will also work?**

For the GEN-EWS certificate issued on or after 01 April 2023, the certificate in any format as issued by the competent authority will be accepted, provided it mentions the required details as given by the Central Government.

**94. My reservation category documents have already been verified during JoSAA rounds. Can I change my category during CSAB-Special Round registration?**

No. Verified reservation category cannot be changed during registration in CSAB-Special Rounds.

- 95. I have been allocated a seat in CSAB-Special Rounds and I have completed the online document verification. When can I report for physical verification? Will my physical verification be done at the allotted institute or the institute where online document verification was done?**

Physical reporting will be done at the time of admission at the allotted Institute. Please refer to the website of the finally allotted institute for admission dates and other details.

- 96. What documents are required during physical reporting at the finally admitting institute?**

Refer to Information Brochure of JoSAA/CSAB for a tentative list of documents required during PI reporting. For complete list of required certificates, refer to the admitting institute website.

- 97. Can I get transferred to a PI near my home place after getting admitted to a particular PI?**

No. Inter-Institute transfer is not permitted.

- 98. If the candidate has physically reported at the allotted institute (after the end of CSAB-Special Round) then will she/he be permitted for withdrawal?**

No. If the candidate has physically reported at the allotted institute, then withdrawal is not permitted from CSAB account. The CSAB-Headquarters will transfer the collected fee to the allotted/admitted institute. Thereafter, the cancellation and refund/forfeiture will be handled by the allotted institute as per their rules/norms.