

UNDER GRADUATE ENGINEERING ADMISSION COUNSELLING
(UGEAC)-2019 for B.E. / B. Tech. Course

Adv. No.- BCECEB(UGEAC)-2019/02 Dated : 29.06.2019

NOTICE

Online Applications are invited from candidates who have qualified on the basis of Joint Entrance Examination (JEE) MAIN 2019, conducted by the National Testing Agency (NTA) for appearing in the Under Graduate Engineering Admission Counselling (UGEAC)-2019 in order to select candidates for admission to the first year B.E. / B. Tech. Courses based on the merit-list / Rank-List of JEE (Main)-2019 conducted by the National Testing Agency (NTA) in Govt. Engineering Colleges of Bihar and Exalt College of Engg. & Tech. (Private), Vaishali, Bihar.

Eligibility criteria, Procedure for Online Submission of Application Form, procurement of Prospectus and Counselling Fee : Eligibility criteria for counselling / admission, Fee payment procedure, instructions and other details are available in the prospectus of UGEAC-2019 which can be seen / downloaded from the Board's website: bceceboard.bihar.gov.in on the link "**UGEAC-2019**" under Prospectus Section. After that click on '**Apply for UGEAC-2019**' button and follow the instructions appeared :

- I. Step-One - Registration** : For registering, the candidate is required to fill the information asked in Step-One of the application form, appearing on the computer screen. Candidates must enter their JEE (Main)-2019 Application No. and then click on verify button and after that enter your Date of Birth and click OK to verify your details. If Data gets verified then proceed for further process else provide your correct credentials like JEE (Main)-2019 Application No. and Date of Birth. Candidate while registering, must see that he / she is giving his / her own email_id and mobile no., because all informations concerning registration will be sent on the same email_id and mobile no. Also the candidate will receive a SMS. The received email and SMS will contain an "**ACTIVATION CODE**" which is to be used by the candidate to activate his account. The candidate should click "**Activate Your Account**" Button and enter the email_id and received Activation code to activate his / her account. There after click the "**Submit**" button. After activating the account the candidate should click the "**Sign in**" button and enter the email Id and password to proceed further. The candidate must keep the password entered in Application Form confidential, otherwise BCECE Board will not be responsible for any complication. The email id given by the candidate will be his user name.
- II. Step-two - (Personal Information)** : After successful registration and activating the account, the candidate should again "**Sign in**" to his account and thereafter complete the required entries regarding personal information on the computer screen. Then click on "**Save & Continue**" button.
- III. Step-Three - (Upload Photo and Signature)** : After entering the personal information the candidate should upload his / her passport size photograph of high contrast (Photo must be snapped with placard containing candidate's name and snapping date), and full signature in Hindi and English (Not in capital letter) after duly scanning the same. After uploading photo and signature click on "**Save & Continue**" button.
- IV. Step-Four - (Educational Information)** : After uploading the scanned photo and signature the candidate should enter his / her educational information on the computer screen and click on "**Save & Continue**" button.
- V. Step - Five (Preview your application)** : After entering educational information the candidate must verify all the information given by him/her while verifying given information in step-2, step-3 and step-4. If any information is found wrong, then the candidate should click "**Back to Edit**" button and make required corrections. Thereafter the candidate should click "**Save & Continue**" button so that entered information should be updated.

If preview of application form is found to be correct, then the candidate give his / her Declaration and click the "**Confirm & Submit**" button so that he / she should pay Examination Fee as per Step-Six.

- VI. Step - Six (Payment of Counselling Fee)** : After preview of the Application Form and submitting the same, the candidate should click "**Proceed to Payment**" button and complete the payment procedure according to instructions appeared on the computer screen regarding payment of Counselling Fee. Paid Counselling Fee will not be refunded. There are following two modes for payment of Counselling Fee.

a. Payment by Bank Challan : If the candidate wants to Pay Counselling Fee through Bank Challan, he

/ she should select offline / NEFT Challan option from Payment mode appearing on computer screen and download the Challan and get the print and visiting any Bank upto scheduled last date, the Counselling Fee may be paid through NEFT mode. This procedure for updating will take atleast one hour. If the payment is not updated, then the candidate should wait for atleast 24 hours. If even then the payment is not get updated then the candidate should contact BCECEB office before the scheduled date. The candidate has to pay processing charge additional to Counselling Fee for payment through Challan mode.

- b. Online Payment :** If the candidate wants to pay Counselling Fee through Online mode e.g. Credit Card / Debit Card / Net banking, he / she should select online option from payment mode appearing on the computer screen and "**Make the Payment**" should be made through Credit Card / Debit Card / Net banking. The candidate has to pay processing charge additional to Counselling Fee for payment through online mode
- c. Counselling Fee :** Counselling fee to be paid through above modes is Rs. 1200/- (One Thousand Two Hundred) only for Unreserved/ BC / EBC candidates and Rs. 600/- (Six Hundred) only for SC / ST / DQ candidates.

VII. Step - Seven (Download part- A & Part-B) : After payment of Counselling Fee upto scheduled date and time, the candidate must download Hard Copy (Part-A & and Part-B) of online submitted Application Form and keep the same safely in his possession because it contains all informations provided by the candidate and the UGEAC-ID made available by the Board for further use during counselling.

Note : a. The candidates are required to fill up the reservation category very carefully taking into consideration the reservation policy/ rules / category as specified and applicable in the State of Bihar on or before the date of starting the process of online submission of the prescribed application form for JEE (MAIN)-2019.

- b. Hard copy of PART-A & PART-B need not be sent to the Board's office, but instead, this is to be made available at the time of counselling.
- c. After completing the above procedure and finally submitting the online application form, there is no provision for any change or modification in the same.
- d. The candidate must note that after submission of online application form, neither it can be withdrawn nor any request for refunding paid counselling fee will be entertained.
- e. Board will not be responsible for any interruption in Internet / Postal / Banking system. Therefore the candidates must not wait till the last dates and complete all procedure before the due date.
- f. Final Merit list will be prepared after scrutinising the data of JEE (MAIN)-2019 provided by Science & Tech. Deptt., Govt. of Bihar.
- g. No other chance will be given to any candidate for submitting online application after due date for online submission of application.
4. All the certificates included in the list given below, if applicable, must be submitted in original by every candidate at the time of his / her counselling / allotment on the scheduled date ;
- (i) Original Admit Card of JEE (MAIN)-2019
- (ii) Original Score Card of JEE (MAIN)-2019
- (iii) Passing Certificate / Mark sheet / Admit Card of Matric / equivalent exam.
- (iv) Passing Certificate / Mark sheet / Admit Card of Intermediate/ 10+2 / equivalent exam.
- (v) Residential Certificate.
- (vi) Caste Certificate.
- (vii) All the Certificate / documents in original as per the requirements of admissions in Private Engg. Colleges.
- (viii) Six copies of the passport size photographs, which was pasted on the Admit Card of JEE (MAIN)-2019.
- (ix) Downloaded print of Online filled Application Form (Part A & Part B) of UGEAC-2019.
- (x) Aadhar Card.
- (xi) Any other documents required (if any) such as DQ (PH) certificate.
5. **Important dates for UGEAC-2019 :**
- (i) Online Registration starting date : 01.07.2019
- (ii) Online Registration closing date : 15.07.2019 (11.59 P.M.)
- (iii) Last date of payment through challan..... : 16.07.2019 (upto working hours of the bank)
- (iv) Last date of payment through Net Banking / Debit Card / Credit Card with final submission of the online Application Form of Registered candidate..... : 17.07.2019 (11.59 P.M.)
- (v) Online Editing of Application Form : 18.07.2019 to 20.07.2019
- (v) Publication of Merit list of UGEAC-2019..... : 23.07.2019 (8.00 P.M.)
- (vi) Proposed date of Counselling : To be notified later on.
6. This year the seat allotment will be done Online. Candidates will be informed the details of counselling programme with the publication of merit list of UGEAC-2019.
7. Candidates must note that Online filling of Application form / Registration for admission in BE / B. Tech. Course shall be done once only, on the basis of which seat allotment of all rounds of counselling will be done.
8. BCECE Board / Controller of examination reserves the right to amend / rectify any of the conditions of prospectus of UGEAC-2019 before the counselling of UGEAC-2019.

Controller of Examination