GOVT. OF BIHAR

BIHAR COMBINED ENTRANCE COMPETITIVE EXAMINATION BOARD
I.A.S. Association Building, Near Patna Airport, Patna-14.

UNDER GRADUATE ENGINEERING ADMISSION COUNSELLING (UGEAC)-2024
for B.E. / B. Tech. Course

Adv. No.- BCECEB(UGEAC)-2024/10 Dated : 09.10.2024

Notice for Special Counselling

Fresh Online Registration and submission of Application form are invited from such qualified, eligible & interested Joint Entrance Examination [JEE (Main)]-2024 (Paper-I) candidates who obtained valid NTA Score for participating in the Special Counselling of Under Graduate Engineering Admission Counselling (UGEAC)-2024 on the vacant seat of UGEAC-2024 as per seat matrix uploaded on Board's website and have not duly submitted / filled the Online Application Form earlier as per Adv. No. BCECEB(UGEAC)-2024/01 & 2024/02 Dated 13.05.2024 by following the steps mentioned below;

2. Such candidates who have duly submitted / filled the Online Application Form earlier as per Adv. No.- BCECEB(UGEAC)-2024/01 & 2024/02 Dated 13.05.2024 and admitted / not admitted in any colleges or Absent due to any reason through Round-1 / Round-2 counselling of UGEAC-2024 but wants to participate for UGEAC-2024 Special Counselling on the vacant seat of UGEAC-2024 as per seat matrix uploaded on Board's website will give their Willingness by login to their account by clicking the link "**Online Application Portal of UGEAC-2024**".

3. The candidates who are admitted through Round-1 / Round-2 Counselling of UGEAC-2024 and if Willingness for participating in Special Counselling of UGEAC-2024 will have to submit admission slip as well as Bonafide Certificate issued from their admitted college regarding submission of their Original documents during the time of document verification / counselling process of Special Counselling of UGEAC-2024.

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-2024 which can be seen / downloaded from the Board's website: bceceboard.bihar.gov.in on the link **"UGEAC-2024"** under Prospectus Section. After that click on 'Apply for UGEAC-2024 [B.E. / B. Tech. Special Counselling] 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)-2024 Application No. and then click on verfy 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)-2024 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. The candidate will have to verify their Mobile no. and Email ID through a verification code sent on their respective mobile no. and email ID. After verification of mobile no. and email ID and having successful Registration, the mobile no. and email ID will not be changed under any circumstances. After successful Registration candidate will receive a message of successful registration on their registered mobile no. and email. After that candidate will have to login to their account by entering their registered email ID and Password and will process the further activities to duly submit their online application form. 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 "**Submit & 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 "**Submit & 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 "**Submit & 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 "**Submit & Continue"** button so that entered information should be updated.

If preview of application form is found to be correct, then the candidate has to give his / her Declaration

and click the "**Confirm & Submit**" button so that he / she could 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 to be refunded.**

    a.   **Online Payment :** Candidate will have to pay the Counselling Fee through Online mode only i.e. Credit Card / Debit Card / Net banking/ UPI, The candidate has to pay processing charge additional to Counselling Fee for payment through online mode.

    b.   **Counselling Fee :** Counselling fee to be paid through above modes is Rs. 1200/- (One Thousand Two Hundred) only for Unreserved/ EWS / BC / EBC candidates and Rs. 600/- (Six Hundred) only for SC / ST / DQ (PwD) candidates.

  Note: (i) If the amount paid as Examination / Counselling fee is debited from your account but the fee transaction fails, then in such a case you must re-pay the desired full fee and ensure the payment. If your required Examination / Counselling fee do not reflect in Board's account within the due date, your application form will remain incomplete and you will not be eligible for Examination / Counselling.
    Your failed deducted amount from bank will be refunded to your account.

  (ii) Any queries regarding Examination / Counselling fee you may contact bangalorepgsd@billdesk.com available on online application portal *or* helpdesk phone number 0612-2220230.

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)-2024.**

    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 refund / chargeback of paid counselling fee will be entertained.

    e.   Board will not be responsible for any interruption in Internet / 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)-2024 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.

    h.   After online submission of application, if the applicant finds any entries/ photo / signature uploading error has / have been made, then he/ she will have opportunity to edit / rectify the same on the fixed date as notified in concerned advertisement.

    i.   The above mentioned editing / rectification / correction opportunity will be available for only those candidates, who have successfully filled their online application form and make the payment successfully within due date.

    j.   For making rectification / correction / editing in online submitted application, the candidate is required to enter the registered email ID & Password and click on "Sign In" button for getting his account to login where the editing process will be carried out.

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)-2024

    (ii)   Original Score Card of JEE (MAIN)-2024

    (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)-2024.

    (ix)   Downloaded print of Online filled Application Form (Part A & Part B) of UGEAC-2024.

    (x)   Aadhar Card.

    (xi)   Any other documents required (if any) such as DQ (PwD)/SMQ / EWS certificate.

5. **Important dates for UGEAC-2024 [B.E. / B. Tech.] :**
   - (i) Seat Matrix posting on website .... : **10.10.2024**
   - (ii) Online Registration starting date .... : **10.10.2024**
   - (iii) Online Registration closing date .... : **16.10.2024 (10. P.M.)**
   - (iv) Last date of payment through Net Banking/ Debit Card/ Credit Card/ UPI with
     final submission of the online Application Form of Registered candidate : **16.10.2024 (11.59 P.M.)**
   - (v) Online Editing of Application Form .... : **17.10.2024**
   - (vi) Publication of Merit list & Counselling Programme .... : **19.10.2024**

6. Candidates will be informed about the details of counselling programme with the publication of merit list of UGEAC-2024.

7. Counselling will be held either Online or Offline depending upon the number of candidates which will be communicated through counselling programme which is to be published on 19.10.2024.

8. BCECE Board / Controller of examination reserves the right to amend / rectify any of the conditions of prospectus of UGEAC-2024 before the counselling.

Controller of Examination