

**DEPARTMENT OF COMMERCE  
FACULTY OF COMMERCE AND BUSINESS  
DELHI SCHOOL OF ECONOMICS  
UNIVERSITY OF DELHI  
DELHI-110007**

**NOTICE**

**Date: 21<sup>st</sup> June, 2024**

**SECOND COUNSELLING FOR MBA (IB/HRD/BA)  
ADMISSION BATCH 2024-26**

Following is the schedule for the candidates who are eligible to participate in the Second Counselling for MBA (IB/HRD/BA) Admission 2024:

<b>Date</b>	<b>Day</b>	<b>Category</b>	<b>S. No. in Respective Category</b>		<b>Reporting Time*</b>	<b>Time of Counselling for Admission</b>
1 <sup>st</sup> July, 2024	Monday	General/Overall	<b>S. No. 1-694</b>		09:00 a.m.	10:00 a.m.
1 <sup>st</sup> July, 2024	Monday	EWS Category	<b>S. No. 1-140</b>		2:00 p.m.	02:30 p.m.
2 <sup>nd</sup> July, 2024	Tuesday	SC, ST, CW, PwBD and DU Ward Quota Category	SC	<b>S. No. 1-215</b>	09:00 a.m.	10:00 a.m.
			ST	<b>S. No. 1-88</b>		
			CW	<b>S. No. 1-65</b>		
			PwBD	<b>S. No. 1-43</b>		
			DU WARD	<b>S. No. 1-17 (Cadre: Teaching) S. No. 1-21 (Cadre: Non-Teaching)</b>		
2 <sup>nd</sup> July, 2024	Tuesday	OBC Category	<b>S. No. 1-295</b>		11:00 a.m.	11:30 a.m.

**Venue: Department of Commerce, Delhi School of Economics, University of Delhi, Delhi- 110007:**

**\*Please adhere to the reporting time strictly, late entries will not be allowed.**

### **For the process of counselling:**

1. Candidates are required to be present in person for the counselling process and mark their attendance as per the reporting time. Once counselling starts, in case of reporting late, the candidate will be offered a seat depending upon the availability of a seat in the particular programme and as per rank.
2. It may be noted that the counselling would take place up to the rank till the seats get filled.
3. Candidates are also required to bring the following documents at the time of counselling for verification.
  - i. Copy of MBA Application Form (as filled on the portal, commencing with 24COMM)
  - ii. Class X Original Certificate and Marksheet or equivalent document clearly stating maximum marks and marks obtained.
  - iii. Proof of conversion factor (In case CGPA/SGPA provided); The onus of providing the documentary proof of conversion lies with the candidate.
  - iv. Class XII Original Certificate and Marksheet or equivalent document clearly stating maximum marks and marks obtained.
  - v. Bachelor's Marksheet and Degree. In case of candidates whose final year results are awaited, mark sheet of the previous semesters.
  - vi. CAT 2023 Scorecard
  - vii. ID Proof (Voter ID/PAN Card/Passport/Aadhaar Card)
  - viii. Photograph (At least Two)
  - ix. Original Reserved Category Certificate for candidates belonging to the reserved category (EWS/OBC/SC/ST/PwBD/CW) issued by the competent authority. For further details on this please refer to MBA- IB, HRD & BA Admission Brochure 2024-26 ([https://drive.google.com/file/d/150Z\\_nZrAOP-QA-gNroiQ85rUJ7CZqJt4/view](https://drive.google.com/file/d/150Z_nZrAOP-QA-gNroiQ85rUJ7CZqJt4/view))
  - x. Candidates belonging to the reserved category must submit a self-attested photocopy of the appropriate valid certificate.
4. In case there is a discrepancy in the name of the candidate and/or the name of the parent of the candidate as mentioned in the MBA Application Form viz-a-viz as mentioned in the Class X Date of Birth certificate, the candidate shall be required to submit the affidavit for the same.

**PLEASE NOTE:**

1. All certificates should be issued in the name of the candidate. Certificates issued in the name of the father will not be accepted.
2. The certificate for the OBC Category must mention the non-creamy layer status of the candidate and the relevant caste must appear in the Central list of OBC. The validity of the non-creamy layer certificate shall be for the financial year 2024-25, issued after March 31, 2024.
3. Candidates under the PG Ward Category shall be required to bring proof with respect to the employment of the parent and the Employee ID card of the parent and their self-attested copies.
4. Candidates under the PwBD category must furnish a valid disability certificate issued by a recognized Government hospital, bearing a photograph of the applicant.
5. Candidates will be required to
  - a) Complete the admission formalities on the day of their counselling up to 5:00 p.m. failing which this offer of admission will automatically stand cancelled and the same will be offered to the next in the waiting list.
  - b) The amount of INR 48,770/-\* admission fee is to be paid by online mode to the university within three days of counselling.  
\*The fee is subject to timely revisions by the University of Delhi
6. No request for the alteration/adjustment on the day of the reporting schedule will be entertained.
7. Outstation students are advised to reach Delhi on the previous day.

**Notes:**

1. **Candidates who have already secured admission in the first counselling as per their first preference need not report for the second counselling.**
2. **A waiting list will be prepared on the day of counselling which then later will be considered in case of any withdrawals.**

**sd/-**  
**Prof. Ajay Kumar Singh**  
**Senior Professor, Head and Dean**