

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

**NOTICE**

Date: 2<sup>nd</sup> June 2023

**SECOND COUNSELLING FOR MBA (IB/HRD) ADMISSION 2023-24**

Following is the schedule for the candidates who are eligible to participate in the Second Counselling for MBA (IB/HRD) Admission 2023:

| Date          | Day     | Category                                   | S. No. in Respective Category |  | Reporting Time | Time of Counselling for Admission |
|---------------|---------|--|-------------------------------|--|----------------|-----------------------------------|
| June 26, 2023 | Monday  | OBC Category                               | S. No. 1-420                  |  | 9:00 a.m.      | 10:00 a.m.                        |
| June 26, 2023 | Monday  | EWS Category                               | S. No. 1-160                  |  | 10:30 a.m.     | 11:30 a.m.                        |
| June 26, 2023 | Monday  | SC, ST, CW, PwBD and DUWard Quota Category | SC                            | S. No. 1-240   | 12: 30 p.m.    | 2:00 p.m.                         |
|               |         |  | ST                            | S. No. 1-68  |                |                                   |
|               |         |  | CW                            | S. No. 1-80  |                |                                   |
|               |         |  | PwBD                          | S. No. 1-29  |                |                                   |
|               |         |  | DU WARD                       | S. No. 1-8<br>(Cadre:Teaching)<br>S. No. 1-7<br>(Cadre:Non-Teaching) |                |                                   |
| June 27, 2023 | Tuesday | General/Overall                            | S. No. 1-310                  |  | 9:00 a.m.      | 10:00 a.m.                        |
| June 27, 2023 | Tuesday | General/Overall                            | S. No. 311-620                |  | 10:30 a.m.     | 11:30 a.m.                        |

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

- Verification of Documents: Hall I
- Counselling: Seminar Hall

**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 availability of seat in the particular course 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 counseling for verification.
  - i. Copy of MBA Application Form (as filled on portal, commencing with 23COMM)
  - ii. Class X Original Certificate and Marksheet or equivalent document clearly stating maximum marks and marks obtained.
  - iii. Class X Original Certificate and Marksheet or equivalent document clearly stating maximum marks and marks obtained.
  - iv. Bachelor's Marksheet and Degree. In case of candidates whose final year results are awaited, marksheet of the previous semesters.
  - v. CAT 2022 Scorecard
  - vi. ID Proof (Voter ID/PAN Card/Passport)
  - vii. Photograph (three)
  - viii. Original Reserved Category Certificate for candidates belonging to the reserved category (OBC/SC/ST/PwBD/CW) issued by competent authority. For further details on this please refer to MBA- IB & HRD Admission Brochure 2023-25 (<https://drive.google.com/file/d/1DQVDOK0HMXJDat5OLGlfdu-b5ipVICT/view>).
  - ix. Candidates belonging to reserved category must submit self-attested photocopy of appropriate valid certificate.
4. In case there is a discrepancy in name of the candidate and/or name of parent of the candidate as mentioned in the MBA Application Form viz-a-viz as mentioned in the Class X Date of Birth certificate, 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 father will not be accepted.
2. The certificate for OBC Category must mention 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 2023-24, issued after March 31, 2023.
3. Candidates under PG Ward Category shall be required to bring the proof with respect to employment of parent and Employee ID card of parent and their self-attested copies.

4. Candidates under 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 deposit the following amount for the academic session 2023-24:

| S. No. | Particulars   | Revised Fees Structure (In Rs.) |
|--------|---|---------------------------------|
| 1.     | Tuition Fee   | 1000                            |
| 2.     | University Student Welfare Fund                                   | 100                             |
| 3.     | Faculty/Department/Centre/College Student Welfare Fund            | 9080                            |
| 4.     | University Development Fund                                       | 900                             |
| 5.     | University Facilities and Services Charges                        | 500                             |
| 6.     | Faculty/Department/Centre/College Facilities and Services Charges | 36320                           |
| 7.     | Economically Weaker Section Support University Fund               | 100                             |
| 8.     | Delhi University Students Union (DUSU) Fund                       | -                               |
|        | <b>Total (Forty eight thousand only)</b>                          | <b>*INR 48,000/-</b>            |

**\* As per the University of Delhi, Academic Branch-I vide Notification No. Acad.-I/PG Fee/ 2022-23/115 dated 01.03.2023, the fee structure for MBA (IB), MBA (HRD) and MBA (Business Analytics) has been revised w.e.f. academic session 2023-24. The notification is available on the website of the Department of Commerce.**

- a) Candidates will be required to 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 48,000/- admission fee is to be paid by online mode to the university within three days of counselling.
6. No request for the alteration/adjustment in the day of 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 first counselling as per their first preference need not report for second counseling.**
2. **The details regarding the vacant seats and merit list of the candidates for second counselling will be uploaded shortly.**

*Ajay*  
02/06/2023

**Prof. Ajay Kumar Singh  
Head and Dean**