

INSTRUCTIONS TO CANDIDATES

1. Candidates are required to be present on the notified date and time at the helpline centre with all the relevant certificates and fee.
2. Candidates are called for registration NATA score wise. The candidates are required to sign in the register and pay the processing fee and proceed for verification of certificates. Candidates belonging to SC / ST category have to pay Rs. 800/- and all others have to pay Rs.1500 /- towards registration cum processing fee which is non-refundable.
3. The candidates belong to BC/SC/ST Categories are required to submit integrated Community certificate duly signed by Mandal Revenue Officer [MRO].
4. Income limits for Tuition fee reimbursement will be as per the rules of Telangana and A.P.Income Certificate Income certificate issued by MRO after 01-01-2016 will only be considered.
5. The candidates shall produce Original certificates as notified at the time of certificate verification and bring Xerox copies of certificates for submission.
6. **Every candidate shall furnish a mobile number at the time of Verification. One Time Password will be communicated to this mobile number. Request for change of mobile number will not be entertained under any circumstances.**
7. The verification officer will verify the genuinity of the certificates produced and collect the Xerox copies of certificates.
8. After verification, the candidate shall collect the Receipt of Certificates from the counter.
9. **Candidates need to verify the mobile number, caste category, local area, gender, minority, Fee Reimbursement, special category, date of birth, Total percentage (A+B), and other details printed on receipt of certificates. Any discrepancy should be brought to the notice of Chief Verification Officer / Co-ordinator immediately for corrections. Seat allotment process depends on the accuracy of the above data. You are also jointly responsible for ensuring the correctness of the data. Email ID for corrections in data is jnafaunata@gmail.com.**
10. Candidate can give options on the web either from helpline centre / home / any other place having internet facility. One Time Password will be sent to the registered mobile number. The password consists of SIX letter code with English capitals A to Z.
11. The detailed instructions for entering options on web are available at tsbarch.tsche.in
12. On the notified date, the web options are processed and allotment is communicated to the candidate through SMS.
13. Candidate can download the provisional allotment order, and report at the concerned college.
14. **For exercising options, the list of all eligible colleges, numbers of seats and tuition fee of each college is displayed on the internet.**
15. **Candidates are instructed to be careful while exercising options on the web and take the print out of the Saved options.**

16. For exercising options on web, see website tsbarch.tsche.in after ranks are displayed.
17. Candidates are informed to check their Seat allotment, take printout of allotment letter from the web, and report to the respective Colleges on or before the date furnished on the allotment letter and submit a Xerox copy of the challan. Otherwise allotment stands cancelled.
18. If satisfied with the allotment, report to the college with original certificates along with college copy of challan for tuition fee paid.
19. If not satisfied with the allotment the candidate can submit the original certificates and tuition fee challan after second phase of allotment.
20. Next round of counselling for left over seats in phase-I and not reported cases and new seats sanctioned, if any, will be conducted.
21. Who should participate in Phase-II?
 - a. Who secure a seat in earlier phase of web based counselling and wish to move to some other college.
 - b. Candidates who participated in earlier phase of web based counselling and could not secure a seat.
 - c. Candidates who did not participate in earlier phase even though he / she has been called for counselling.
 - d. Candidates who were allotted a seat but didn't report.
 - e. A candidate allotted a seat in earlier phase but cancelled his / her admission.
22. The candidates may note that
 - a. Options Exercised for one phase will not be considered for other phase of counselling.
 - b. Candidates have to exercise options afresh for each phase of web based counselling.
 - c. In case if they are satisfied with the previous allotment, options need not be exercised again.
 - d. Options may be exercised for those colleges even if the vacancies are not available, as vacancies may arise due to sliding, cancellation and conversions.
- 23. If the candidate secures a seat in phase – II, he / she will lose the claim on the earlier allotted college, and has to report to the new college by downloading the allotment letter on or before the date furnished in the allotment letter.**
- 24. Failing to report within the date furnished in the allotted college, the candidate will forfeit the claim on the new college as well as on the old college.**
25. If the candidate is not interested to join in allotted college, he / she may request for cancellation of allotted seat at the helpline centre at JNAFAU before the last date for cancellation of provisional allotment i.e 17th September 2016.
26. In case the candidates wish to cancel their admission after joining a college and submitting the originals, they are required to approach the principal of the college concerned only.
27. For latest updates, visit the website tsbarch.tsche.in