



Advertisement No. 01/2024 (HM)

Applications for Admissions to MBA Programme (2024-2026) for Regular Category Seats (Session July-2024)

Applications are invited for Two-year Full Time Master of Business Administration (MBA Regular Category Seats) Programme offered by the Department of Humanities and Management for the session 2024-2026. The details of number of seats, eligibility criteria, selection procedure etc. are given in this advertisement.

How to apply: The link to fill the online application form can be accessed through Institute website www.nitj.ac.in. An Application Fee of Rs.1000/- (Rs.500/- for SC/ST/PWD candidates) is required to be paid online. The candidates are required to apply online and there is no requirement to send the Hard Copy of the application form to the Institute. Application fee shall not be refunded in any case. Incomplete applications, applications without requisite fee, and applications received after due date will not be considered for admissions.

Last date for submission of online application form is 20.05.2024.

Note: The candidates seeking admission in regular categories and in self-sponsored category will have to apply separately for admission processes. Admission process is different for both categories and interchange of merit is not permitted.

For more details, the candidates are advised to visit the Institute website www.nitj.ac.in regularly for updates. In case of any query, the candidates may write to mbaadmission2024@nitj.ac.in.



DEPARTMENT OF HUMANITIES AND MANAGEMENT

A. Seats

- i. Admission to full time Two-year Master of Business Administration (MBA) Programme is on All India Basis Total Seats: 38 Regular (Open/UR: 15, OBC-NCL: 10, SC: 06, ST: 03, EWS: 04).
- ii. Horizontal Reservation of 5% to PWD candidates in each category (Open, OBC-NCL, EWS, SC, and ST) shall be applicable.
- iii. Candidates applying in categories other than UR (Unreserved) shall have to provide documents in strict compliance with stipulations of Govt. of India.
- iv. Areas of Specialization: Finance, Human Resource Management and Marketing.
- v. Reservation: As per Govt. of India Rules.

B. Eligibility

- i. The candidate must have bachelor's degree from a recognized institute/university in any stream with 60% marks for Open/OBC-NCL/EWS candidates and 55% for SC/ST/PWD candidates or equivalent CGPA (more than or equal to 6.5 CGPA for Open/OBC-NCL/EWS candidates and 6 CGPA for SC/ST/PWD candidates). The Shortlisted candidates with CAT/CMAT/MAT score will directly appear for Group Discussion (GD) and Personal Interview (PI). Candidates appearing in final year of their qualifying degree may also apply. However, they will have to fulfil all essential requirements by the stipulated time given by the institute.
- ii. Only primary mode of evaluation (CGPA or percentage) as mentioned in the qualifying degree certificate/mark sheet will be considered while verifying eligibility. Conversion from CGPA to percentage or vice versa given by individual Institute/university will not be allowed.
- iii. In the absence of non-declaration of percentile score, the following formula will be used for conversion of ranks into a percentile:

Percentile= $100 * \frac{\text{Number of candidates who appeared in the examination with ranks equal to or less than the candidate}}{\text{Total number of candidates who appeared}}$

- iv. Foreign national candidates, who apply through Ministry of Education, Govt. of India, or Indian Council of Cultural Relations, Govt. of India, or Study in India Programme or under MoU with foreign institution are eligible to apply provided that they possess the same minimum qualifications as given above.

C. Selection Procedure (Regular Category Seats)

- i. Admissions will be made on the basis of percentile scores of CAT/CMAT/MAT (70% weightage), Group Discussion (15% weightage), and Interview (15% weightage).
- ii. The Shortlisted candidates with valid CAT/CMAT/MAT score will directly appear in for group discussion and personal interview.
- iii. The seats will be filled from the merit of CAT/CMAT/MAT Marks+GD+PI Score.
- iv. The minimum required performance in the GD+PI will be 12 marks (40% of total marks) for Open Category Candidates and 10.5 (35% of total marks) for SC/ST/OBC-NCL/EWS/PWD candidates.
- v. All admissions will be provisional till these are confirmed subject to medical fitness, payment of all the fees (**fee details are available on Institute's website www.nitj.ac.in**), fulfilment of eligibility conditions, and verifications of certificates by the Academic Section of the Institute.
- vi. The candidates whose result will be awaited as on the day of counselling will have to submit undertaking (refer **Annexure B**).
- vii. The detailed Admission Counselling Procedure is available at **Annexure C**.

D. Application Submission

- i. The link to fill the online application form can be accessed through Institute website www.nitj.ac.in. The candidate must submit the scanned copy of necessary enclosures (**refer Annexure A**) along with application form by the due date (May, 20 2024).
- ii. An Application Fee of Rs.1000/- (Rs.500/- for SC/ST/PWD candidates) is required to be paid online.
- iii. The application fee shall not be refunded in any case.
- iv. Incomplete applications, applications without requisite fee, and applications received after due date will not be considered for admissions.
- v. OBC-NCL Certificate must be issued after **on or after 01.04.2024** and must be issued in Government of India format certifying non-creamy layer.

- vi. EWS certificate should be issued **on or after 01.04.2024** and must be issued in Government of India format satisfying all necessary conditions.

Schedule

The schedule for MBA Admissions for session 2024-2026 is given below:

Events	Dates
Last Date of receiving applications	May 20, 2024
Display of List of candidates eligible for Institute's Test, GD & PI	May 22, 2024
Date of GD & PI for all eligible candidates	May 25, 2024
Display of Merit List	May 25 , 2024
Admission Counseling	May 26, 2024

The dates of the events are tentative and can be modified. All details and notices will be put up on the Institute's website. No personal letters will be sent to candidates. The candidates are advised to regularly visit the Institute's website www.nitj.ac.in.

*All admissions will be provisional till these are confirmed subject to medical fitness, payment of all the fees, fulfillment of eligibility conditions, and verifications of certificates by the Academic Section of the Institute. The candidates whose result will be awaited as on date of counseling must have to submit the result (original/revaluation) immediately after its notification but latest by **September 30, 2024** failing which the admission may be cancelled.*

Dean (Academic)

List of Enclosures

- 1 Qualifying Degree/provisional degree certificate
- 2 CAT/MAT/CMAT Marks Sheet bearing percentile scores/NTA scores
- 3 DMCs bearing grand total of marks, marks obtained, percentage or CGPA
- 4 Category Certificate
- 5 Certificate of Matriculation bearing Date of Birth
- 6 10+2 Certificate
- 7 Character Certificate from Institute last attended
- 8 Medical Fitness Certificate
- 9 Migration Certificate
- 10 Annexure B* (wherever applicable)

*The candidates who have appeared in final year of qualifying degree and their result is awaited shall submit self-declaration as at Annexure B.

Candidates should ensure the clear image of documents enclosed so that these can be viewed appropriately.

SELF DECLARATION ABOUT COURSE COMPLETION

I.....D/o / S/o Shri R/o
.....
do hereby declare on oath as under:

1. That I am a bonafide student ofCourse/Programme in
Institute/University.....with Registration /Roll No
2. That I have appeared/am appearing in the final year of the aforesaid course/programme and my result
is awaited.
3. That I will submit my degree/provisional certificate issued by the Institute/University latest by 30th
September, 2024, failing which my admission in the NITJ MBA Programme may be cancelled.
4. That I further understand that if I am unable to qualify the minimum eligibility criterion for admission
to as per Advertisement, my admission will stand cancelled and the admitting Institution shall have no
liability to refund the fee paid.

Signature of the Candidate:

Name:

MBA Admission Merit S. No. (Rank):

Place:

Date:

Counselling for MBA Admission

Important Instructions

The candidates must report at Dept. of Humanities and Management on the day of counselling.

- Attendance in person is compulsory for all candidates seeking admission.
- The candidates shall report at Dept. of Humanities and Management half an hour before the start of counselling.
- The candidates who fail to reach till 12 noon will be declared absent and the vacant seat/s will be allotted to next candidate/s in the merit list only on the same day.
- Seats will be allotted from the common merit.
- No conversion of vacant reserve category seats in open/UR category is allowed unless Govt. of India issues any notification from time to time.
- In case of tie in the overall score (CAT/MAT/CMAT +GD+PI Score); first, the candidates with higher CMAT/CAT/MAT score will be preferred and then the candidate older in age will be given preference.
- The OBC-NCL candidates must ensure that their OBC-NCL certificate (non-creamy layer) has been issued on or after requisite date mentioned in the MBA admission advertisement and they have to submit income certificate according to new MHRD notification. Similarly, EWS candidates must ensure that fulfil all conditions as laid by Govt. of India.
- Besides this, the students availing hostel facilities are required to follow hostel rules.
- The candidates who will have “result awaited” status in their qualifying examination as on date of counselling shall have to submit undertaking as at **Annexure B**.
- The candidates whose earlier status had been “result awaited” in their qualifying exam and subsequently their result has been declared till date of counselling must produce the result copy/notification at the

time of counselling.

- The candidates must bring their original certificates and other proofs to establish their eligibility (CAT/CMAT/MAT score card bearing percentile and marks, DOB proof documents of Board's Matriculation Certificate or MC Birth Certificate, 10+2 Result Card, Marks Sheets of Qualifying Exam / Confidential Result /Result Notifications, and Category Certificate, wherever applicable). The candidates besides their original certificates/testimonials must bring two self-attested copies of all certificates and testimonials.
- Character Certificate of the Institute last attended may be submitted till date of registration. Original Migration Certificate of the University with which the candidate had last registration may be submitted later by the requisite date.
- Degrees obtained through Distance Education will only be considered if these satisfy all norms as applicable.
- The Candidates who have passed qualifying exam in CGPA need to submit the proof of CGPA obtained out of maximum CGPA.
- The candidates will undergo medical examination at Institute's dispensary for certifying their Medical Fitness on the date of counselling.
- The admission of the candidates will be cancelled in case any false disclosure is found on the part of the candidate and fees in such cases will not be refunded in such cases.
- The candidates must bring 4 passport size and 2 stamp size photographs.
- The candidates using spectacles must bring the same for medical examination.
- The selected candidates will have to deposit fees according to the notification issued by the academic section of the institute, failing which their admission may be cancelled and seat may be allotted to next candidate in the waiting list.
- The selected candidates will have to fulfil all requirements and remove pendency, if any latest by the date notified, failing which admission may be cancelled without refund of fees.