

PROVISIONAL MERIT LIST – Instructions to Candidates

- 1) The provisional merit list published on 25th August, 2020 is merely provisional in nature and is subject to modification and correction.
- 2) It has been found that applicants have inadvertently submitted/uploaded erroneous and incomplete applications (*without proper supporting documents*) during the online application process. Such applicants are requested to avail of the Form Correction option (details mentioned below) and make the necessary correction by 28th August, 2020, failing which such applications will be summarily rejected before publication of the final merit list.
- 3) Applicants/candidates, who have inadvertently submitted/uploaded ***erroneous or incomplete application forms***, are advised to avail of the **Form Correction** button in the Admission Portal by following the steps mentioned below:-
 - *Step 1:* Log in to the admission portal: <http://jrcadmission.net/>
 - *Step 2:* Click on ‘Form Correction’ button.
 - *Step 3:* A webpage for *Correction of Application Form* will be opened.
 - *Step 4:* Enter AEN No. and the Date of Birth (dd-mm-yyyy) of the applicant in the appropriate boxes and click *Submit*.
 - *Step 5:* An OTP will be sent to the candidate’s registered mobile number.
 - *Step 6:* Type the OTP in the appropriate box and click *Submit*.
 - *Step 7:* The application form will be opened in a new webpage.
 - *Step 8:* For applicants, who have inadvertently entered wrong data in application form(s), are advised to make necessary corrections in the form(s).
 - *Step 9:* For applicants, who have failed to upload necessary document(s) or have uploaded *faulty/illegible/incorrect* document(s), are advised to make the necessary corrections by uploading proper document(s).
 - *Step 10:* Click on *Submit* button and take a print-out of the corrected Application Form for future reference.
- 4) It has been found that applicants have submitted multiple applications for the same course and all such applications will be summarily rejected before publication of the final merit list.
- 5) A time span of three days (26th August, 2020 to 28th August, 2020) has been given for lodging any complaint regarding non-inclusion of name in the provisional list or any other discrepancies to the institution through mail to the mail ID: jrcugadmission@gmail.com.
- 6) Personal communication in any other form will not be entertained.
- 7) The final merit list will be published on 29th August, 2020 (7 p.m.).