

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

Date: 31st July 2025

**SECOND COUNSELLING INSTRUCTIONS FOR MBA (BA/HRD/IB)
ADMISSION BATCH 2025-27**

Following is the schedule for the candidates who are eligible to participate in the Second Counselling on 11-12th August 2025 for MBA (BA/HRD/IB) Admission 2025:

| Date | Day | Category | S. No. in Respective Category | Reporting Time* | Time of Counselling |
|------------------------------|------------|-------------------|---|------------------------|----------------------------|
| 11 th August 2025 | Monday | General / Overall | 1-770 (Hall 7) | 09:00 A.M. | 10:00 A.M. |
| 11 th August 2025 | Monday | EWS | 1-160 (Hall 3) | 10:00 A.M. | 11:00 A.M. |
| 12 th August 2025 | Tuesday | SC | 1-265 (Hall 3) | 09:00 A.M. | 10:00 A.M. |
| | | ST | 1-94 (Hall 4) | | |
| | | CW | 1-80 (Hall 8) | | |
| | | PwBD | 1-48 (Hall 2) | | |
| | | DU Ward Quota | 1-19 (Teaching) (Hall 8) 1-18 (Non-Teaching) | | |
| | | Orphan | 1-2 (Female) (Hall 4) 1-4 (Male) | | |
| 12 th August 2025 | Tuesday | OBC | 1-340 (Hall 7) | 09:00 A.M. | 10:00 A.M. |

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

- Verification of Documents: As mentioned above

***Please adhere to the reporting time strictly; late entries (after 10:00 AM for all categories) will not be allowed. For the EWS category, late entries (after 11:00 AM) will not be allowed.**

**Sd/-
Prof. V. K. Shrotryia
Head & Dean**

For the process of counselling:

1. Candidate is required to bring duly filled Information Form (attached in this document) along with all documents enclosed in the order mentioned.
2. 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.
3. It may be noted that the counselling would take place up to the rank till the seats get filled.

4. Candidates are also required to bring the following documents at the time of counselling for verification. (Original and Self-attested photocopies of all documents)
- MBA Application Form (as filled on the portal, commencing with 24COMM)
 - CAT 2024 Scorecard
 - Reserved Category Certificate for candidates belonging to the reserved category (EWS/OBC/SC/ST/PwBD/CW/DU Ward Quota/ Orphan) issued by the competent authority. For further details on this please refer to MBA (BA/HRD/IB) Admission Brochure 2025-26
 - Graduation Mark Sheet, In case of candidates whose final year results are awaited, mark sheet of the previous semesters.
 - Graduation Certificate (Degree) / Provisional Certificate
 - Class XII Certificate
 - Class XII Mark Sheet clearly stating maximum marks and marks obtained.
 - Class X Certificate
 - Class X Mark Sheet clearly stating maximum marks and marks obtained.
 - Migration Certificate
 - Character Certificate
 - Proof of conversion factor (In case CGPA/SGPA provided); The onus of providing the documentary proof of conversion lies with the candidate.
 - ID Proof (Voter ID/PAN Card/Passport/Aadhaar Card)
 - DOB Proof
 - Photograph (At least Two)
5. 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:

- All certificates should be issued in the name of the candidate. Certificates issued in the name of the father will not be accepted.
- 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 2025-26, issued after 31st March, 2025.
- Candidates under PG Ward Category shall be required to bring the proof with respect to employment of the parent and Employee ID card of parent and their self-attested copies.
- Candidates under PwBD category must furnish a valid disability certificate issued by a recognized Government hospital, bearing a photograph of the applicant.
- 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. However, the time of 5:00 P.M. may be extended by the Department to the next day. Candidates are advised to make arrangements accordingly.**
 - The amount of INR 53,980/-* 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
- No request for the alteration/adjustment on the day of the reporting schedule will be entertained.
- Outstation students are advised to reach Delhi on the previous day.

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**Information for Admission to MBA (BA/HRD/IB) 2025-27
(This form to be required at the time of counselling)**

1. Name (Mr. /Ms.) (in Block Letters) _____
2. Date of Birth _____
3. Contact No.: (Mob.): _____ Email ID _____
4. (a) Father's Name _____ (b) Mother's Name _____
5. Category: General/SC/ST/OBC/EWS/CW/PwBD/Foreign Student/PG Ward Quota(T/NT)/ Orphan Quota
_____ Are you Single Girl Child? - Yes / No
6. CAT 2024 Registration Number _____
7. CAT 2024 Score Obtained _____ CAT 2024 Percentile _____

7. Marks (Percentage Inclusive of all subjects upto two decimal places)-

| | Year of Passing | Marks Obtained / CGPA | Total Marks / CGPA Conversion Factor | Percentage |
|------|-----------------|--------------------------|---|------------|
| 10th | | | | |
| 12th | | | | |
| UG | | | | |

8. Document to be attached in following order

1. MBA Application Form (as filled on the portal, commencing with 24COMM)
2. CAT Admit card and CAT 2024 Scorecard
3. Reserved Category Certificate for candidates belonging to the reserved category (EWS/OBC/SC/ST/PwBD/CW/DU Ward Quota/ Orphan) issued by the competent authority.
4. Graduation Mark Sheet, In case of candidates whose final year results are awaited, mark sheet of the previous semesters.
5. Graduation Certificate (Degree) / Provisional Certificate
6. Class XII Certificate and Class XII Mark Sheet clearly stating maximum marks and marks obtained.
7. Class X Certificate and Class X Mark Sheet clearly stating maximum marks and marks obtained.
8. Migration Certificate
9. Character Certificate
10. Proof of conversion factor (In case CGPA/SGPA provided); The onus of providing the documentary proof of conversion lies with the candidate.
11. ID Proof (Voter ID/PAN Card/Passport/Aadhaar Card) and DOB Proof
12. Photograph (At least Two)
13. Others

I agree to abide by the Rules and Regulations of the University and declare that I am applying for Admission with the consent of my parents/employer and the particulars given above are correct. If selected, I will not join any other course or take up a job without written permission from the Department during the tenure of the course. I understand that the seats will be allocated to me as per my preference of the programme selected and I **will be allowed to upgrade to higher preference only**. In case of furnishing any wrong or incomplete information, I understand that my form may be rejected and I will be responsible for the same.

Date: _____

Signature of the applicant

Verified (For Office Use Only)