



**Date: 27.07.23**

**2nd Provisional Merit List for Diploma in Office Management  
Programme**

**Skill Department of Management Studies  
Skill Faculty of Management Studies & Research**

**Date of Counseling: 27.07.23 & 28.07.23**

**Time: 3 PM**

**Venue: Ground Floor, Shri Vishwakarma Skill University, Dudhola, Palwal, 1E Block, Room**

**No: 304**

SN	Application Number	Name	Gender	Allotted Category
1	102135	KAPIL	MALE	AIC
2	101692	AKSHAY SOLANKI	MALE	HOGC
3	102738	SUNIL	MALE	HOGC
4	102612	KUNAL DAGAR	MALE	HOGC

Candidates will have to appear for counselling as per order of merit.

**General Instructions for Counselling for Admissions**

1. The uploaded merit list of candidates for counselling is provisional.
2. The merit has been prepared on the basis of marks obtained in qualifying exam (academic marks) and Personal Interview (PI) with partner industry subject to meeting all eligibility conditions as stipulated in the prospectus of 2023-24.
3. The list has been prepared after recommendation from associated industry partner and selection criterion specified in the prospectus 2023-24.
4. The name of applicant in the provisional list does not entitle him/her for admission. The final admission will be made after original document verification at the time of counselling.
5. Candidate must attend the counselling physically.
6. Candidate who fails to appear as per the given schedule for counselling will not be considered for admission. No claim for seat due to late reporting or absentees will be considered.
7. The candidate must read the prospectus 2023-24 carefully before attending the counselling.
8. Any discrepancy in the provisional merit list may be brought into the notice of admission committee before commencement of the counselling.
9. The candidate must bring all relevant original documents in support of their educational qualifications and category as mentioned in the prospectus along with one set of attested photocopies of all the documents at the time counselling.

**10. LIST OF DOCUMENTS TO BE BROUGHT AT THE TIME OF COUNSELLING**

- A. Printed Application form submitted at the time of application submission
- B. Name of the Candidate as per the Application (Name in 10th certificate must match with the admission form)
- C. 10th certificate for Age proof, Father's Name and Mother's Name
- D. Qualifying examination pass mark sheet and certificate



- E. Haryana domicile certificate (as per Annexure-I) (candidate whose qualifying degree is from outside Haryana and claims for Haryana resident)
- F. SC category certificate (as per Annexure-II) if applicable (only for Haryana, consider under reservation)
- G. BC-A/BC-B category certificate (as per Annexure-III) if applicable (only for Haryana, consider under reservation)
- H. Income certificate for BC-Non-Creamy layer (as per Annexure IV)
- I. Domicile certificate (in case of J&K Migrants or Dudhola candidate)
- J. Medical certificate for Physically Dis-abled candidates (As per Annexure-V) XI. Medical fitness certificate (as per Annexure-VI)
- K. Anti-ragging certificates (As per Annexure VII and VIII)
- L. Character Certificate from the Head of Institution last attended
- M. Academic Year-Gap (If any) affidavit (As per Annexure IX)
- N. Migration Certificate (Except for Board of School Education Haryana)
- O. Aadhar Card (optional)
- P. Bank Pass Book (For SC, BC-A/BC-B/OBC/EWS Candidates only)
- Q. 05 recent coloured passport size photographs

**11. The candidate is required to deposit Rs. 14,860 (1st Semester Fee 13000 + Security Fund 1,000 +Admission Fees 500 + Registration Fees 360) at the time of admission.**

**\*\*\*Assessment and Certification Fee- Rs. 800 shall be paid by student per semester for each job role.**

**12. Candidates will be required to deposit fee (excluding hostel fee) at the time of counselling through Online Mode Only at the time of counselling. (No other mode of payment would be accepted)**

**Note: Only those Candidates who have cleared the qualifying examination for their respective programme will be allowed to appear in the counselling.**