

**Department of Higher Education, Jammu & Kashmir**  
**J&K Common Seat Allocation System (JKCSAS) for Admission to**  
**Undergraduate Programs of Affiliated, Constituent and Autonomous Colleges of**  
**J&K**

**Summary:**

- Admissions to various UG Programs offered by various Government Degree Colleges/Autonomous Colleges and University Campuses shall be made in various CUET and Non-CUET category institutions (List Uploaded on Portal)
- All admissions of CUET and Non-CUET institutions shall be made only through the Common Admission Portal.
- For Non-CUET Colleges, admission shall be made on the basis of 10+2 score and the eligibility criteria laid down by the respective institute.
- For CUET Colleges, admission shall be made on the basis of CUET Score, 10+2 score and the eligibility criteria laid down by the respective institute.
- Candidates are advised to apply both in CUET and Non-CUET based institutes for enhancing their chances of admission.
- Candidates are strictly advised to upload the correct information and certificates on the admission portal.
- Candidates are advised to fill the maximum number of preferences/choices and arrange them accordingly.
- Candidates are required to check the status of Payments made by them through the My Payment Option on the admission portal.
- Candidates are advised to strictly follow the admission schedule for form filling, document verifications/counselling and submission of admission fee failing which their claim for admission allotted seat shall be forfeited.
- Candidates are advised to regularly visit the admission portal for latest updates.

**Special Counselling Cells and Admission Form Filling Facilitation Centres are established in every Government Degree College, candidates are advised to visit the nearest Degree College for availing the facility thereby reducing the chances of error during form submission.**

**Basic steps to be followed by all the desirous students who wants to seek admission in Four Year Under-Graduate Programme (FYUGP) in various Degree Colleges of UT of J&K for the session 2024-25:**

## **Step 01 Profile Creation**

### **Part-1 Account Registration Process/Sign-Up:**

1. For applying to various FYUGP; CUET as well as Non-CUET Candidates should visit the admission portal: <https://jkadmission.samarth.ac.in>
  2. Every candidate should select **New Registration** for creating an account on the admission portal.
  3. Candidates who have appeared in CUET-2024 Examination are advised to select the option CUET Registration Number as : Yes
  4. Candidates who have **not appeared** in CUET-2024 Examination are advised to select the option CUET Registration Number as : No
  5. CUET candidates can register with CUET Application Number and Date of Birth as per NTA site and can create their password during the registration process.
  6. Non-CUET candidates can register with their Name, Date of Birth, Valid Email and Mobile Number and can create their password.
  7. Account confirmation email/SMS will be sent to the successfully registered candidates.
  8. Students are advised to provide their correct email and mobile number which can further be used to send admission related notifications.
- \*\* Candidates are advised to apply for CUET and Non-CUET Colleges for enhancing the chances of seats allocation\*\***

### **Part-2 Sign-In to the admission portal:**

- A. Registered CUET/Non-CUET candidates can login to the portal using CUET Application Number/Application Registration Number/Registered Email and the Password set by the candidate during the Account Registration Process.
- B. Candidates are advised not to share their password with anyone.

### **Part-3 Profile Creation:**

1. Successfully Registered CUET/Non-CUET candidates are required to create their profile by providing the correct details.
2. Students are required to select the social category and reservation category carefully. Admission reservation category is one in which student can claim benefit as per reservation policy.
3. To avail the benefits under any reservation category, candidate should possess the required valid certificate.
4. Candidates are advised to carefully fill all the details during profile creation.
5. Candidate can update the profile before the last date of registration on the portal.

**Part-4 Achievement Details:**

1. Candidates seeking claim under NCC, NSS/Bharat Scout Guide, Sports, Extra-Curricular Activities/Cultural and Literary (ECA) shall provide the required information and upload the valid certificates.
2. Candidates who are not seeking any claim under achievement category can skip this section by clicking the link [Skip to Next](#).

**Part-5 Academic Details:**

1. Candidates are advised to provide the correct academic details of 10<sup>th</sup> and 10+2 which will include Board, Roll No, Registration Number, Stream, Passing Year.
2. The 10+2 marks of the candidates can be automatically fetched from the CBSE/JKBOSE based on the above information provided by the candidate.
3. If the information is not automatically fetched, candidates can select the Refetch option to fetch the academic details again.
4. If the information of the candidate is not fetched automatically; candidate will be required to enter the marks of every subject written on the marksheet of 10+2 manually.
5. Candidates are required to provide the correct information. If at any stage the information is found to be incorrect, the candidate may be disqualified.

**Part-6 Eligibility Display:**

1. Candidates can check the eligibility in various programmes as per the information submitted by the candidate.
2. Candidates are advised to check their eligibility carefully.
3. Candidates should insure his/her eligibility in a programme of interest. Candidates should read the detailed eligibility guidelines provided by University/College admission information bulletin.
4. Candidates will be allowed to apply in eligible programmes only. No modifications will be allowed once the profile section is submitted.

**Part-7 Document Uploading:**

1. Candidates are required to upload their documents as per the options selected by the candidate.
2. Candidates are advised to clearly scan the document which should be properly readable. The uploaded documents can be used for the online document verification committee members of the various colleges.
3. Candidates are advised not to upload any fake/forged document; otherwise their admission form will be canceled.

**Part-8 Confirm and lock profile details:**

1. After uploading all the necessary documents, the candidate should verify all the details filled by him and press the submit option to lock his/her profile details to complete the Step 01 of admission form.
2. After locking profile details no modifications will be allowed candidate should insure all the details are correct before locking profile and proceed to step 2 of admission form

## Step 02 Preference Selection

### Part-A Program Preference Selection:

1. For seeking the admissions to various UG programs, registered candidates are required to select the Programs in which they are eligible.
2. Candidate who has appeared for CUET exam are advised to select the CUET based preferences.
  - a) For CUET candidate; the system will display the CUET score and the various programs in which the candidate is eligible to apply.
  - b) The candidate can now click the Proceed to Preference Selection Option.
  - c) The system will display all the preferences in which the candidate is eligible to apply for admission.
  - d) Candidates are advised to use the filters like District, University, Programme, College to view the various preferences in which the candidate can apply.
  - e) After selecting the various preferences, candidates can arrange the preference according to their best choices.
  - f) Candidates are advised to carefully select and arrange their preferences.
  - g) If the CUET candidate is not finding any suitable preference under CUET preference option, the candidate can select the choices under Non-CUET option.
  - h) Candidates can also preview the preferences selected and arranged during the preference selection process.
  - i) After satisfied by the preferences selected by the candidate, full profile of the candidate will be displayed.
3. Candidate who has not appeared for CUET exam can only select the Non-CUET based preferences selection option.
  - a) Candidates can apply for the subject in which the candidate is eligible based on the eligibility criterion laid by the various HEI's.
  - b) Candidates can select multiple subjects and multiple colleges according to the choices.
  - c) Candidates should separately submit every choice if multiple choices are selected from the same registered account.

## Step 03 Application Submission

1. Candidates should select the various agreed checkboxes after carefully reading all the options.
2. Candidate should finally submit the application form.

### \*\* Note:

- a) Candidates are informed that merely submission of the application form is not the confirmation of a seat.
- b) Admission of the candidate is only confirmed once the :
  - i. Candidates are shortlisted in some programmes during the seat allocation round.
  - ii. Acceptance of the allocated seat by the candidate within the stipulated time period.
  - iii. Physical document verification by the committee members of the allocated HEI.
  - iv. Successful payment of Admission Fee.

## Important Information

1. <b>Candidates should not wait for the last day to fill the Application Form.</b>
2. It is advisable to fill the form through a <b>desktop/laptop</b> . Avoid filling the form using a mobile phone.
3. Candidates must visit the website of various Colleges for <b>information about the fee and fee waiver rules (if any) and Hostel facilities in the College</b>
4. Candidate must fill the CSAS(UG)-2024 Application form with utmost care as <b>editing will not be allowed once the form is successfully submitted.</b>
5. <b>Candidates must remember their login details, such as CUET(UG)-2024 Registration Number, email id and password.</b>
6. Candidates are advised to exercise utmost care while filling their Class XII marks as these will become the basis for breaking the tie, if any.
7. Before applying, candidates are advised to refer to the rules of various universities on their information brochure/websites for seat reservation /quota and criterion in NCC /NSS/BSG/SPORTS/ECA etc
8. Candidates must upload the latest documents/certificates. The same will be required during online as well as physical verification
9. <b>Candidates must ensure that the uploaded certificates are visible and readable.</b>
10. Do not be in haste while selecting the Programs or ordering the preferences. Be patient and read the eligibility criteria of the Programs carefully
11. Addition/ deletion of preferences will not be allowed after the closure of the Preference filling. Candidates must not wait for the last date of preference filling
12. Candidates must check the schedule of activities for admission, which are available on the admission website
13. To participate in subsequent rounds, candidates must accept the allocated seat within the stipulated time.
14. <b>Candidates must "Freeze" their admission only if they are satisfied with the allocated seat and do not want to be considered for subsequent allocations.</b>
15. Upon successful payment of the Admission Fee, the candidate must keep a record of transaction details for future reference
16. Candidates must complete the fee payment process well before the deadline to avoid any last-minute haste.