

CLAT - 2022 COUNSELING PROCESS

1. All candidates are advised to login to the consortium website and confirm if they have been invited for counseling. Further, an email/sms shall be sent to all eligible candidates inviting them for counseling. The counseling information will be uploaded on the Consortium website as well. Candidates can login to their CLAT account and register for counseling process. Candidates are advised to login and check if they have been invited for counseling. CLAT Consortium will not be responsible for non-delivery of Emails/SMS.
2. The registration process consists of TWO steps:

STEP – 1 Update your NLU preferences

Candidates are strongly advised to give minimum of five preferences.

NOTES:

i) Requests for change of preferences after the last date will not be considered.

ii) Candidates are requested to provide their preferences carefully considering all options and their marks and ranks. Updating of preferences can be updated till the deadline provided. **Requests for change of preferences even if made inadvertently after the deadline will not be considered. Any changes will automatically make the older preference as invalid.**

iii) Candidates will be considered for ONLY those NLUs for which they have provided the preference. Example:- If a candidate has chosen only five NLUs, then he/she will be considered only for allotment in those five NLUs and not to any other NLU, even if vacancies are available in other NLUs though he or she might be otherwise entitled by the merit list.

STEP – 2 Make online payment of INR 30,000/20,000

- A. Candidates will have to make an online payment of INR 30,000 for general candidates / 20,000 for SC/ST/OBC/BC/EWS/PWD (based on All India Category) to Consortium to register for counselling through their login id on the Consortium website.

- B. Candidates are requested to make the payment before the last date. Requests for payments after the last date will not be considered in any circumstance.
- C. **Payments shall be made via online mode ONLY. Candidates are advised not to wait till last minute to make payments, to avoid payment related issues.** Consortium will not be responsible for any issues relating to payments. **You must wait till you see a 'Payment Successful' message.** Requests to make payments after last date due to transaction failures or other issues will not be considered.
- D. **ONLY THOSE CANDIDATES WHO SUCCESSFULLY COMPLETE THE COUNSELLING REGISTRATION PROCESS WILL BE CONSIDERED FOR ALLOTTMENT OF SEAT.**
- E. **CANDIDATES WHO DO NOT COMPLETE / PARTICIPATE IN THE COUNSELLING REGISTRATION PROCESS WILL NOT BE CONSIDERED FOR ALLOTMENT OF SEAT.**
- F. **MERE REGISTRATION FOR THE COUNSELLING WILL NOT GUARANTEE YOU A SEAT AS FIVE TIMES CANDIDATES OVER AND ABOVE THE INTAKE WILL BE INVITED AND REGISTERED FOR THE COUNSELLING PROCESS.**
- G. **Candidates who have not received invite for the counseling process in the first round may be called during subsequent rounds, in case vacancies, if any, arise in that particular category.**

3. First Provisional Seat Allotment List

Consortium will announce the 1st provisional seat allotment list considering only those candidates who have completed the counseling registration process as given above. Candidates who are selected in the First List will have the following THREE options:

a) Accept the allotted seat

By selecting this option, you agree to accept the allotted seat. **No further changes will be considered.** Candidate will not be allotted to his / her other option, even if vacancy arises at a later stage.

Candidate has to upload all the required documents on the website of Consortium and make payment of the requisite fee minus the applicable counselling fee to the allotted NLU. For details kindly visit the website of the concerned NLU.

B. Apply for Revise

Candidates choosing Revise option are **also required to make the payment of requisite fee to the allotted University** and upload documents on the website of Consortium. Only candidates who have taken the admission and paid the requisite fee and uploaded the documents on the website of Consortium will be considered for Revise option. A candidate who has been allotted a seat and has not paid the fee and uploaded the documents shall not be eligible for admission and Revise option.

For the candidates who have chosen this option, his / her current allotted seat will be locked and he / she will be considered for allocation in any of the option of preferred NLUs above the current NLU, in case vacancy arises.

c) Exit from CLAT admission process

If any candidate chooses this option, he/she forfeits a claim for any seat allotment from the CLAT consortium. He/she will lose his/her current allotted seat and will not be considered for allotment in the subsequent lists also.

NOTE: If any candidate does not exercise any of the options above, i.e., (a), (b) or (c) within the specified time, it shall be deemed that he/she is not interested in the admission process and his/her candidature will not be considered for admission. Such candidate will lose the current allotted seat and his/her name will be removed from the counselling process and will not be considered in subsequent lists also.

Candidates who did not get allotment in this list will have to wait for the next list.

4. Second Provisional Seat Allotment List

Consortium will announce the 2nd provisional seat allotment list considering only those candidates who have completed the counselling registration process.

Candidates who are allotted the seats for the first time in the Second List (will have to make payment of fees at the allotted NLU) and those who had applied for revise options in the previous list will have the following options and need to follow the same procedure as explained above:

- a) Accept the allotted seat**
- b) Apply for Revise option**
- c) Exit from CLAT admission process**

NOTE: If a candidate does not exercise any of the options above, i.e., (a), (b) or (c) within the specified time he/she will be considered **“Not Interested”** in the admission process and his/her candidature will not be considered for admission. Such candidate will lose the current allotted seat and his/her name will be removed from the counselling process and will not be considered in the subsequent lists also.

Revise options requests from the previous list will also be considered against the vacancies, if any, if the candidate has paid the fee and completed the required formalities in the allotted University of the previous list.

Candidates who did not get allotment in this list will have to wait for the next list.

5. Third Provisional Seat Allotment List

Consortium will announce the 3rd provisional seat allotment list considering only those candidates who have completed the counselling registration process as given above.

Candidates who are allotted the seats for the first time in the Third List (will have to make payment of fees at the allotted NLU) and those who had applied for revise options in the previous list will have the following options and need to follow the same procedure as explained above:

- a) Accept the allotted seat**
- b) Apply for Revise option**
- c) Exit from CLAT admission process**

NOTE: If a candidate does not exercise any of the options above, i.e., (a) or (b) or (c) within the specified time he/she will be considered not interested in the admission process and the candidature will not be considered for admission. Such candidate will lose the current allotted seat and his/her name will be removed from the counselling process.

Revise options requests from the previous list will also be considered, if they have paid the fee and completed the formalities at the allotted NLU in the said lists.

Candidates who did not get allotment in this list will have to wait for the next list.

6. Fourth Provisional Seat Allotment List

Consortium will announce the 4th provisional seat allotment list considering only those candidates who have completed the counselling registration process as given above.

Candidates who are allotted the seats for the first time in the Fourth List (will have to make payment of fees at the allotted NLU) and those who had applied for Upgrade in the previous list will have the following options and need to follow the same procedure as explained above

- a) Accept the allotted seat**
- b) Apply for Revise Option**
- c) Exit from CLAT admission process**

NOTE: If any candidate does not exercise any of the options above, i.e., (a) or (b) or (c) within the specified time he/she will be considered not interested in the admission process and the candidature will not be considered for admission. Such candidate lose the current allotted seat and his/her name will be removed from the counselling process.

Revise options requests from the previous will also be considered, if they have paid the fee and completed the formalities at the allotted NLU in the said lists.

Candidates who did not get allotment in this list will have to wait for the next list.

7. Fifth and Final Provisional Seat Allotment List

Consortium will announce the 5th provisional seat allotment list considering only those candidates who have completed the counselling registration process as given above.

Candidates who are allotted the seats for the first time in the Fifth List (will have to make payment of fees at the allotted NLU) and those who had applied for Revise Options in the previous list will have the following options and need to follow

the same procedure as explained above.

a) Accept the allotted seat

b) Exit from CLAT admission process

NOTE: If any candidate does not exercise any of the options above, i.e., (a) or (b) within the specified time he/she will be considered not interested in the admission process and the candidature will not be considered for admission. Such candidate will lose the current allotted seat and his/her name will be removed from the counselling process.

Revise options requests from the previous lists will also be considered, if they have paid the fee and completed the formalities at the allotted NLU in the said lists.

IMPORTANT NOTE: On closure of this list, the central admission process from the Consortium is deemed to have been closed; however, NLUs are free to admit candidates to fill the vacant seats, if any, by public advertisement and following merit norms.

8. Refund Rules (Counselling Fee):

- (a) If a candidate does not get a seat after the release of Five Lists by the Consortium, total amount paid (30,000 or 20,000) will be refunded to them without any deduction.
- (b) If a candidate chooses to exit the counselling process OR does not accept any of the seat offered in any of the first Four Lists notified by the Consortium, an amount of (30,000 or 20,000) will be refunded.
- (c) After the fourth list, if the candidate chooses to withdraw the consortium will deduct Rs. 5,000/- (Rs. Five Thousand Only) will be deducted from the Counselling fee as a penalty for blocking the seat and putting the awaiting candidates at disadvantage.
- (d) If a candidate is found ineligible on the basis of the documents / information provided by him / her, an amount of Rs. 5,000/ will be deducted and the balance will be refunded.

NOTE: Refunds will be given to the same account from which the counseling fee was paid. Requests to settle refunds to another account will not be considered.

9. Process to be followed by the candidates who 'Accept the allotted seat' or 'Opted for Revise Option'

a) Documents to be uploaded on the website of Consortium:

Candidates are hereby informed to keep the following scanned documents ready and upload the same:

NOTE: Items marked with * are mandatory.

For the UG Programme:

- 10th or equivalent marks statement *
- 12th or equivalent marks statement
- Admit Card *
- Character Certificate / Conduct Certificate
- Transfer / Migration Certificate
- Caste Certificate (SC/ST/OBC etc.) if applied and allotted under the Reserved Category
- PWD Certificate, if applied and allotted under PWD category
- Domicile / Residence Certificate, if applied and allotted under domicile / resident category seats
- Any other supporting document to claim your seat for the category you have applied (Ex: Wards of Serving/Retired Defence Personnel, EWS certificate, Sons/daughters of Ex-servicemen/Defence service personnel etc.)

For the PG Programme:

- 10th or equivalent marks statement *
- 12th or equivalent marks statement *
- Admit Card *
- Marks Statements of LL.B. / B.L. or equivalent Degree
- Character Certificate / Conduct Certificate
- Transfer/ Migration Certificate
- Caste Certificate (SC/ST/OBC etc.) if applied and allotted under the Reserved Category
- PWD Certificate, if applied and allotted under PWD category
- Domicile / Residence Certificate, if applied and allotted under domicile / resident category seats

- Any other supporting document to claim your seat for the category you have applied (Ex: Wards of Serving/Retired Defence Personnel, EWS certificate, Sons/daughters of Ex-servicemen/Defence service personnel etc.)

b) Payment of fee at the allotted NLU

All candidates are hereby informed that they need to pay the prescribed fee to the NLU allotted after deducting counseling fee paid to the CLAT Consortium to the respective NLU directly. For details with regard to the fee to be paid and the admission formalities, kindly visit the website of the respective NLU where you have been allotted the seat.

NOTE: If a candidate after **'Accepting the allotted seat' or opting for 'Revise options'** fails to upload the relevant documents on Consortium website and pay the requisite fee at the allotted NLU, he/she will not be accepted for the admission by the said NLU. Hence, all the candidates are required to visit the website of the allotted NLU and make the requisite payment within the stipulated time to confirm their admission.

In case any discrepancy is found in the documents submitted, the concerned NLU reserves the right to cancel the admission and take serious legal action against the candidate.

IMPORTANT NOTE: All Candidates are advised to note that seat allotment in any of the merit lists and subsequent admissions in allotted NLUs are provisional in nature.

NOTE :

(1) THE CANDIDATES ARE REQUESTED TO KINDLY VISIT THE CONSORTIUM WEBSITE REGULARLY FOR UPDATES.

(2) THE CANDIDATES SHOULD ALSO VISIT WEBSITES OF MEMBER NLUs FOR DETAILS WITH REGARD TO FEE TO BE PAID FOR ACCEPTANCE OF THEIR CANDIDATURE.

(3) THE CANDIDATES ARE REQUESTED TO CHECK THE INDIVIDUAL NLU WEBSITES FOR FURTHER VACANCIES AFTER THE CLOSURE OF THE FIFTH LIST BY THE CONSORTIUM. ADMISSION AGAINST VACANCIES, IF ANY, SHALL BE MADE BY INDIVIDUAL NLUs STRICTLY IN ACCORDANCE WITH CLAT-2022 MERIT.

Convenor, CLAT-2022