

**Date:17.07.2025**

**1st Counseling Schedule for D. Voc. Office Management
Skill Department of Management Studies
Skill Faculty of Management Studies & Research
1st Provisional Merit List of D. Voc. Office Management**

Date of Counseling: 21.07.2025**Time: 11.00AM****Venue: Ground Floor, Shri Vishwakarma Skill University, Dudhola, Palwal, 2W Block**

Sr. No.	APPLICATION ID	STUDENT NAME	FATHER NAME	CATEGORY OF APPLICATION	ALLOTTED CATEGORY
1	25020269	Lucky	SATPAL	EWS	EWS
2	25020315	Komal	SURAJ SINGH	Dudhola Candidate (female)	Dudhola Candidate (female)
3	25020548	Sachin	SATISH KUMAR	SC of Haryana	SC

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 2025-26.
3. The list has been prepared after recommendation from associated industry partner and selection criterion specified in the prospectus 2025-26.
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 2025-26 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. All documents need to be carry 2 set of photocopy/xerox along with original documents, try to come with your parents/guardians as their signature is required for anti-ragging document.
10. **FEES WILL BE PAID ONLINE, NO CASH, CHEQUE, DRAFT WILL BE ACCEPTED. DON'T CARRY CASH.**
11. **LIST OF DOCUMENTS TO BE BROUGHT AT THE TIME OF COUNSELLING**
 - 1) Admission form which is available in the Prospectus as per Annexure B-16 b.
 - 2) 10th Marksheet
 - 3) 12th Marksheet (if applicable)
 - 4) 10th or 12th Migration Certificate
 - 5) Medical Fitness Certificate as per Annexure B-15
 - 6) Aadhar Card
 - 7) Parivar Pehchaan Patra
 - 8) Bank Passbook
 - 9) 6 Passport Size Photo



10) Reserved Category {SC/BC/PH (Differently-abled person)/ EWS/ ESM/ FF, etc. of Haryana} certificate for Reservation in the proper format, if applicable. Specimen formats are given as per annexures at the end of the prospectus.

11) Proper 'Income' certificate/affidavit in case of SC/BC candidates of Haryana seeking any concession/reservation as per Annexure B6-B8f.

12) Proper 'Income and Asset' certificate in case of EWS candidates of Haryana seeking any concession/reservation as per Annexure B-12g.

13) Character Certificate:

Candidates, who have recently passed/appeared in the qualifying examination during 2023, must submit Character Certificate from the head of the institution last attended OR Candidates who have passed the qualifying examination as private candidates, should submit their Character Certificate duly signed by a First-Class Magistrate.

14) Candidates who have gap in their academic career after the qualifying examination must furnish a gap certificate, in form of affidavit on non-judicial paper or certificate from the employer (if in service) and should also furnish separately the Character Certificate of gap period duly attested by Notary Public as per Annexure B-11i.

15) Anti-Ragging affidavit has to be submitted by Student and his parents Annexure B-14A& B-14Bj.

16) Gap certificate, if applicable, as per Annexure B-13k.

12. The candidate is required to deposit the admission fee and semester fee as per prospectus 2025-26 uploaded on University website.

13. 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)

SKILL DEPARTMENT OF MANAGEMENT STUDIES