



# CONSORTIUM OF NATIONAL LAW UNIVERSITIES

Reg.No:DRB1/SOR/707/2018-2019.

## NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

Post Bag No.7201, Nagarbhavi, Bengaluru-560072 Karnataka, India

Date: December 28, 2022

### **NOTIFICATION: INSTRUCTIONS FOR THE ADMISSIONS COUNSELLING PROCESS**

These Instructions will guide you through the Admissions Counselling Process for admissions to the five-year integrated Undergraduate (“UG”) and Postgraduate (“PG”) programmes commencing in the Academic Year 2023-2024 at National Law Universities (“NLUs”) participating in the Common Law Admission Test 2023 (“CLAT 2023”).

To participate actively and successfully in the Admissions Counselling Process kindly follow the steps set out below:

#### **1. Registration for the Admissions Counselling Process**

1.1 Eligible Candidates will be invited to participate in the Admissions Counselling Process in accordance with the rank list and the admissions matrix provided by each NLU.

1.2 Eligible candidates will receive:

1.2.1 an email invitation to participate in the Admissions Counselling Process at their registered email address;

1.2.2 an SMS at their registered mobile number; and  
an invitation on their CLAT 2023 portal;

1.3 Candidates must login to their CLAT account on the website of the Consortium of NLUs (the “Consortium”) and validate that they have been invited for counselling during each round. The Consortium shall not be responsible for any undelivered emails/SMSs.

1.4 Registrations for the Admissions Counselling Process will:

Open at **6:00 P.M. on December 28, 2022;**

and

Close at **6:00 P.M. on January 12, 2023.**



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- 1.5 To complete their registration for the Admissions Counselling Process Candidates must pay the Counselling Registration Fee by **6:00 P.M. on January 12, 2023** as set out below:

Candidates from the General Category: Rs. 30,000/- (Rupees Thirty thousand only)

Candidates from the ST/ SC/ OBC/ BC/ EWS/ PWD categories are required to pay Rs. 20,000/- (Rupees Twenty thousand only)

- 1.5.1 Payments can only be made online after logging in to the CLAT 2023 portal through the Consortium website
- 1.5.2 The Counselling Registration Fee for the admissions counselling process is **refundable** - please refer to para 4 below for details on refund of the Counselling Registration Fee.
- 1.6 To register for the Admissions Counselling Process you need to:
  - 1.6.1 Login to your CLAT account.
  - 1.6.2 Click the '**Make Payment**' button; (the Make Payment button will be visible only if you have been selected for the Admissions Counselling Process).
  - 1.6.3 Complete the payment of the Counselling Registration Fee;
  - 1.6.4 Wait till you see a '**Payment Successful**' message before logging out;
  - 1.6.5 Candidates are advised not to wait till the last minute to make payments to avoid payment-related issues;
  - 1.6.6 Any requests to make the payment after the last date for registration, i.e., **06:00 P.M. on January 12, 2023**, will not be considered;
  - 1.6.7 The Consortium will not be responsible for any issues relating to payments.
- 1.7 Only candidates who have successfully completed the registration process for the Admissions Counselling Process will be considered for the allotment of seats.
- 1.8 Registration for the Admissions Counselling Process does not guarantee admission at the member NLUs in any manner.
- 1.9 Candidates who have not been allotted a seat in any round of the Admissions Counselling Process may be allotted a seat during subsequent rounds against any vacancies that open up in a particular category.



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## 2. Admissions Counselling Process

Each candidate who has been allotted a seat at any NLU may exercise any of the 'Freeze', 'Float', or 'Exit' options in a counselling round based on the conditions set out below:

- 2.1 **Freeze option:** If the candidate is satisfied with the allotted seat, accepts it, and is not interested in participating in further rounds of seat allocation/ counselling, they may 'Freeze' the seat allocation.
  - 2.1.1 In order to 'Freeze' their seat in the **First** or **Second** round of counselling, the candidate must pay the **Confirmation Fee** within the stipulated time in the Admissions Counselling Calendar in para 7 below.
  - 2.1.2 A candidate who selects the Freeze Option and pays the Confirmation Fee (in the **First** or **Second** round) will NOT be considered in subsequent rounds of counselling.
  - 2.1.3 A candidate who selects the Freeze Option in the **First** or **Second** round of counselling must pay the remaining University Fee (after adjusting the Counselling Registration Fee and Confirmation Fee) to the NLU concerned by **11:59 P.M. on May 20, 2023**).
  - 2.1.4 In order to 'Freeze' their seat in the the **Third**, **Fourth**, or **Fifth** round of the Admissions Counselling Process, the candidate must pay the University Fee (after adjusting for Confirmation Fee—if paid in the first and second rounds of counselling—and Counselling Registration Fee) to the NLU concerned by the date set out in the Admissions Counselling Calendar in para 7 below.
- 2.2 **Float option:** If the candidate has not been allotted their first preference NLU and chooses to leave 'open' the possibility of getting a higher preference NLU seat they may choose the 'Float' Option.
  - 2.2.1 To exercise the Float Option in the **First** or **Second** round of counselling, the candidate must pay the **Confirmation Fee** within the time stipulated in the Admissions Counselling Calendar in para 7 below.
  - 2.2.2 To exercise the Float Option in the **Third** or **Fourth** round of counselling, a candidate shall pay the University Fee to the NLU (after adjusting for Confirmation Fee—if paid in the first and second rounds of counselling—and Counselling Registration Fee) in respect of the seat allotted to them in that round of counselling within the time stipulated in the Admissions Counselling Calendar in para 7 below.
  - 2.2.3 Under the Float Option, the candidate may hold the seat allotted to them, and if they are allotted a higher preference NLU seat in a subsequent counselling round, they shall move to that more preferred NLU.



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### NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

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- 2.2.4 If a candidate who had opted for the Float option in a counselling round is allotted a higher preference NLU seat in a subsequent counselling round, they shall pay the difference in University Fees if any in respect of the seat allotted to them in that subsequent counselling round and the University Fees they may have already paid in a previous counselling round while exercising the Float option. If the balance University Fees already paid by the candidate in a previous counselling round is higher than the University Fees in respect of the candidate's higher preferred NLU seat allotted to them, then they shall receive a refund of the excess amount paid by them. Candidates shall approach the NLU concerned directly in order to receive such refunds.
- 2.2.5 A candidate who has chosen the Float Option must, at the end of the counselling process, Freeze the available allocation or Exit the Admissions Counselling Process and forfeit the Confirmation Fee.
- 2.3 A candidate awarded a seat that is at the time of allocation highest on their list of preferences may not exercise the 'Float' option; i.e., they may either 'Freeze' that seat, or 'Exit' the Admissions Counselling Process within that round of counselling.
- 2.4 The 'Float' option may not be used to migrate to a seat lower in preference in the candidate's preference list.
- 2.5 The 'Float' option will expire after the **Fourth** round of counselling, will not be available for the **Fifth** and final round of counselling, and the last allotted seat will be considered final. At this point, candidates will have to choose to either "Freeze" or "Exit" the Admissions Counselling Process.
- 2.3 **Exit option:** If at any time after completing the Registration Process, a candidate does not want to participate any further in the Counselling Process, they may choose to 'Exit' the Admissions Counselling Process. If a candidate has chosen a Float or Freeze Option prior to the Exit option, the seat allocated to them will be reallocated and the Confirmation Fee will be forfeited. No candidate will be allotted a seat after choosing the Exit option.
- 2.4 **Confirmation Fee:** An eligible candidate who has been allotted a seat as per their indicated NLU preferences will be required to pay a non-refundable Confirmation Fee of Rs. 20,000/- (Rupees Twenty thousand only) prior to selecting a 'Freeze' or 'Float' option in the **First** and **Second** rounds of counselling. A candidate needs to pay the Confirmation Fee only once in the entire Admissions and Counselling Process.



## CONSORTIUM OF NATIONAL LAW UNIVERSITIES

Reg.No:DRB1/SOR/707/2018-2019.

### NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

Post Bag No.7201, Nagarbhavi, Bengaluru-560072 Karnataka, India

- 2.5 If a candidate who has completed the Registration Process and has been allotted a seat does not exercise any of the options listed above within the specified time in the particular round of the Admissions Counselling Process, they will be considered to be “**Not Interested**” in the Admission Counselling Process. As a result:
- 2.5.1 Their candidature will not be considered for admission.
  - 2.5.2 They will lose the currently allotted seat.
  - 2.5.3 Their name will be removed from the Admissions Counselling Process.
  - 2.5.4 They will not be considered in the subsequent lists.
- 2.6 All candidates are advised to note that seat allotment by the Consortium through the Admissions Counselling Process is provisional in nature subject to final verification and validation by the concerned NLU.

### 3. Rounds of Admissions Counselling

- 3.1 There will be **five** rounds of admissions counselling. Please refer to the Admissions Counselling Calendar in para 7 below for a list of dates.
- 3.2 If a candidate is not allotted a seat in a given round, they are requested to wait for the next round of counselling as this is a sequential process.
- 3.3 The fifth round of admissions counselling shall be conducted in June 2023 to fill any seat vacancies that remain.
- 3.3.1 All available seats will be allotted to the next eligible candidates at this point.
  - 3.3.2 All open ‘Float’ options shall stand converted to ‘Freeze’ for the last allocated seats.
- 3.4 After the **Fifth** round of the admissions counselling process, the central admission process conducted by the Consortium will be closed. Member NLUs, however, may thereafter admit candidates to fill remaining vacant seats, if any, by following their prescribed norms.

### 4. Refund of the Counselling Registration Fee:

- 4.1 If any candidate:
- 4.1.1 Is not allotted a seat at the end of the **Fifth** round of the Admissions Counselling Process by the Consortium; or
  - 4.1.2 Has not chosen the Freeze or Float option and exited the Counselling Process,



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the Counselling Registration Fee will be refunded in full.

- 4.2 Where a candidate has been allotted a seat, and has chosen a Float or Freeze option, and then subsequently chooses to Exit or fails to complete their admission at the chosen NLU by paying their fees then their Counselling Registration Fee will be refunded
  - 4.2.1 in full if the Exit option is exercised before 10:30 P.M. on June 10, 2023, or
  - 4.2.2 after a deduction of Rs 5,000/- (Rupees Five thousand only) if exercised after 10:30 P.M. on June 10, 2023.
- 4.3 Where a candidate is allotted a seat for the first time in the **Fifth** round of counselling, and the candidate chooses to Exit or fails to complete their admission at the NLU by paying their fees, their Counselling Registration Fee shall be refunded in full.
- 4.4 If a candidate is found ineligible by an NLU based upon the verification of documents/information provided by them, an amount of Rs. 5,000/- (Rupees Five thousand only) will be deducted and the remaining Counselling Registration Fee will be refunded.
- 4.5 Refunds will be facilitated to the same account from which the Counselling Registration Fee was paid.
  - 4.5.1 Candidates have to ensure that their given bank accounts are functional during the course of the counselling process and the refund process.
  - 4.5.2 Requests to settle refunds to another account will not be considered.
- 4.6 The Confirmation Fee paid by any candidate shall be adjusted against the fees payable at the NLU where a candidate has secured admission. In the event that a candidate chooses the Exit Option, or fails to pay the fees due at the NLU within the prescribed date, or is found ineligible by an NLU based upon the verification of documents/information provided by them, the Confirmation Fee shall not be refunded.

## 5. Required Documents for the Admissions Counselling Process:

- 5.1 Candidates are requested to keep a soft/scanned of the following documents ready for upload for the Admissions Counselling Process:
  - 5.1.1 **For the UG Programme:**
    - 5.1.1.1 Grade 10 statement of marks\*



## CONSORTIUM OF NATIONAL LAW UNIVERSITIES

Reg.No:DRB1/SOR/707/2018-2019.

### NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

Post Bag No.7201, Nagarbhavi, Bengaluru-560072 Karnataka, India

- 5.1.1.2 CLAT 2023 Admit Card\*
- 5.1.1.3 Grade 12 statement of marks
- 5.1.1.4 Character Certificate/Conduct Certificate from the Educational Institution last attended
- 5.1.1.5 Transfer/Migration Certificate from the Educational Institution last attended
- 5.1.1.6 Caste Certificate (SC, ST, OBC, etc.) if applied and allotted under the Reserved category of seats.\*
- 5.1.1.7 PwD/SAP Certificate, if applied and allotted under the PwD category\*
- 5.1.1.8 Domicile/Residence Certificate, if applied and allotted under the domicile/resident category seat\*
- 5.1.1.9 Any other supporting documents to claim your seat for the category you have applied (E.g.: Wards of Serving/Retired Defence Personnel, EWS certificate, Sons/daughters of Ex-servicemen/Defence service personnel etc.)\*
- 5.1.2 **For the PG Programme:**
  - 5.1.2.1 Grade 10 statement of marks\*
  - 5.1.2.2 CLAT 2023 Admit Card\*
  - 5.1.2.3 Grade 12 statement of marks\*
  - 5.1.2.4 LL.B./B.L./Equivalent Degree Statement of Marks
  - 5.1.2.5 Character Certificate/Conduct Certificate from the Educational Institution last attended
  - 5.1.2.6 Transfer/Migration Certificate from the Educational Institution last attended
  - 5.1.2.7 Caste Certificate (SC, ST, OBC, etc.) if applied and allotted under the Reserved category of seats.\*
  - 5.1.2.8 PwD/SAP Certificate, if applied and allotted under the PwD category\*
  - 5.1.2.9 Domicile/Residence Certificate, if applied and allotted under the domicile/resident category seat\*
  - 5.1.2.10 Any other supporting documents 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.)\*

Items marked with \* are mandatory.

## 6. Fee Payment at the allotted NLU

- 6.1 All candidates who have selected the Freeze option in the first or second round of counselling must pay the balance University Fees (after adjusting for the Counselling Registration Fee and Confirmation Fees already paid) as prescribed by the concerned



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NLU by **11:59 P.M. on May 20, 2023**. Any such candidate who fails to pay their balance University Fees by this date will be deemed to have chosen the Exit option and will forfeit their seat and the Confirmation Fee, and will receive a refund of the Counselling Registration Fee after a deduction of Rs. 5,000/- (Rupee Five thousand only).

- 6.2 Candidates who are allotted a seat in the third or fourth round of counselling and who select the Freeze or Float option in such round must pay the balance University Fees (after adjusting for the Counselling Registration Fee and Confirmation Fees (if any, paid in the first or second round of counselling) by the dates set out in the Admissions Counselling Calendar in para 7 below or the deadline prescribed by the respective NLU.
- 6.3 Candidates who are allotted a seat in the fifth round of counselling and who select the Freeze option in the fifth round must pay the balance University Fees (after adjusting for the Counselling Registration Fee and Confirmation Fees (if any, paid in the first or second round of counselling) by the date set out in the Admissions Counselling Calendar in para 7 below or the deadline prescribed by the respective NLU.
- 6.4 In case any discrepancy is found in the documents submitted, the concerned NLU reserves the right to reject the admission of a candidate.

### 7. Admissions Counselling Calendar

| S.No. | Particulars   | Schedule  |
|-------|---|---|
| 1.    | Registration for Admissions Counselling (including payment of Counselling Registration Fee)                               | December 28, 2022 6:00 P.M.<br>to<br>January 12, 2023 6:00 P.M. |
| 2.    | Publication of First Allotment List (First round of counselling starts)   | January 18, 2023 10:30 A.M.                                     |
| 3.    | Payment of Confirmation Fee to Consortium for Freeze and Float options and Admission by NLUs for the First Allotment List | January 18, 2023 10:30 A.M.<br>to<br>January 22 10:30 P.M.      |





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| S.No. | Particulars   | Schedule   |
|-------|---|--|
| 4.    | Publication of Second Allotment List (Second round of counselling starts)   | January 27, 2023 10:30 A.M.                                      |
| 5.    | Payment of Confirmation Fee to Consortium for Freeze and Float options and Admission by NLUs for the Second Allotment List  | January 27, 2023 10:30 A.M.<br>to<br>January 31, 2023 10:30 P.M. |
| 6     | Payment of University Fee (after adjusting for Confirmation Fee and Counselling Registration Fee) to NLU concerned for all candidates who have chosen the <b>Freeze Option</b> in the counselling process for First and Second Allotment Lists (first and second rounds of counselling) | May 20, 2023 11:59 P.M.  |
| 7.    | Publication of Third Allotment List (Third round of counselling starts)   | May 25, 2023 10:30 A.M.  |
| 8.    | Payment of University Fee for Freeze or Float options (after adjusting for Confirmation Fee—if paid in the first and second rounds of counselling—and Counselling Registration Fee) and Admission by NLUs for the Third Allotment List  | May 25, 2023 10:30 A.M<br>to<br>May 30, 2023 10:30 PM            |
| 9.    | Publication of Fourth Allotment List (Fourth round of counselling starts)   | June 05, 2023 10:30 A.M.   |
| 10.   | Payment of University Fee for Freeze or Float options (after adjusting for Confirmation Fee—if paid in the first and second rounds  | June 05, 2023 10:30 A.M.<br>to<br>June 10, 2023 10:30 P.M.       |



## CONSORTIUM OF NATIONAL LAW UNIVERSITIES

Reg.No:DRB1/SOR/707/2018-2019.

### NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

Post Bag No.7201, Nagarbhavi, Bengaluru-560072 Karnataka, India

| S.No. | Particulars   | Schedule   |
|-------|---|--|
|       | of counselling—and Counselling Registration Fee) and Admission by NLU's for the Fourth Allotment List   |  |
| 11.   | Publication of Fifth and Final Allotment List (Fifth round of counselling starts)   | June 15, 2023 10:30 A.M.                                   |
| 12.   | Payment of balance University Fee for Freeze option (after adjusting for Confirmation Fee—if paid in the first and second rounds of counselling—and Counselling Registration Fee) and Admission by NLU's for Fifth and Final Allotment List | June 15, 2023 10:30 A.M.<br>to<br>June 20, 2023 10:30 P.M. |

Sd/-  
PRESIDENT, CONSORTIUM OF NLU's

Sd/-  
CONVENOR, CLAT 2023