

INSTRUCTIONS/GUIDELINES TO THE CANDIDATES

Read the instructions carefully before filling the CAP registration form. Candidates will not be allowed to modify the registration form after submission. Please take adequate care before submitting the registration form. Keep the following documents in hand before filling the registration form:-

1. **Soft copy of the Photograph (Less than 100 KB).**
2. **Soft copy of the Signature (Less than 100 KB).**
3. **Photo Identity Card Document**
4. **CAT 2021 Score Card**
5. **10th & 12th Marksheet with a pass certificate**
6. **Graduation related certificates:**
 - Graduation Marksheet of all semesters/years.
 - Degree Certificate is required for those who have completed the graduation before 2020.
 - Provisional Degree Certificate is required for those who have completed the graduation in the year of 2021 but not received the degree certificate.
 - Those who are in the final year graduation, she/he should upload the certificate as per the format available under the Download format section, which will be obtained from the competent authority.
 - Certificate and mark sheets of any other degree-Masters/Professional Qualification as mentioned in the CAP form.

Note:

For computing percentages of marks obtained in SSC/10th/Equivalent examination and HSC/12th/Equivalent/Diploma examination, the total marks of all subjects that appear in the mark sheet/grade sheet would be considered irrespective of the Boards regulation.

Maximum Marks (inclusive of all subjects) indicate the summation of maximum marks of all subjects (including electives, if any). For example, if there are five subjects with 100 marks assigned to each subject, candidate should populate the 'Maximum Marks (inclusive of all subjects)' placeholder as 500. Total marks obtained (inclusive of all subjects) indicate the summation of actual marks obtained by the candidate in all subjects (including electives, if any). For example, if the candidate has obtained 457 marks by adding individual marks obtained in the five subjects, the candidate should populate the 'Total marks obtained (inclusive of all subjects)' placeholder as 457.

The Aggregate Percentage should be entered as an accurate value, rounded off to 2 decimals,

Example A: If Maximum Marks = 600. Total Marks Obtained = 421 then Aggregate Percentage = 70.16666. This needs to be rounded off to 70.17.

Example B: If Maximum Marks = 600. Total Marks Obtained = 416 then Aggregate Percentage = 69.33333 This needs to be rounded off to 69.33

For graduates and postgraduates, the aggregate percentage of marks awarded by the Board/Institute/University will be treated as final. If the Institute/University does not award the aggregate percentage of marks, it will be calculated based on the marks obtained in all subjects listed in the mark sheet.

If any Board/Institute/University awards only letter grades without providing an equivalent percentage of marks on the grade sheet, the candidate should obtain a certificate from the Board/Institute/University specifying the equivalent marks or the conversion procedure, and the conversion to percentage of marks would be based on this procedure as certified by the respective board/University/Institution. If any board/University/Institution confirms that there is no scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA, and multiplying the result with 100. The original equivalence certificate needs to be submitted at the time of interview, if shortlisted for the interview.

In case of grades/CGPA, the conversion to percentage of marks would be based on the procedure as certified by the respective Board/University/Institution. If any Board/University/Institution confirms that there is no scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA, and multiplying the result with 100.

7. **Experience related certificates:**

- Please do not consider training and apprenticeship as an experience.
 - Experience Certificate of all past companies. The certificate must be on the company letterhead with seal and signature of the competent authority.
 - Service certificate is required from the company letterhead's competent authority with the seal and signature for those presently working. Otherwise, please provide the offer letter/Joining letter with a first-month payslip and payslip of the latest two (2) months.
 - In case the candidate is a proprietor or partner of a firm, the candidate has to provide the document proof such as the income tax for the relevant period and a certificate of registration for doing a business from the municipal corporation or appropriate authorities such as MSME certificate issued by Govt. of India, Udyog Aadhar Registration Certificate, Partnership deed of the firm duly signed by all partners and GST registration certificate.
 - In case a candidate has worked or is working in the unorganised sector, the candidate has to provide the cash voucher along with the bank statement as a proof for the salary and the GST registration of the firm with the experience certificate.
8. Provide a valid caste certificate (NC-OBC/SC/ST) as per the format given at the Landing Page of CAP website under "Download Formats". **In the case of NC-OBC, the certificate should be valid at the time of CAP 2022 Registration. However, candidates are required to obtain a fresh certificate for the Financial year 2022-23 as the same is required to be submitted at the time of admissions.**
9. In the case of DAP/PWD, please provide the certificate as per the format given at the Landing Page of CAP website under "Download Formats".
10. In the case of EWS, the certificate should be valid **at the time of CAP 2022 Registration** (based on the income for the FY 2021-22). For format, please visit the CAP website under "Download Formats. **However, candidates are required to obtain a fresh certificate for the Financial year 2022-23 as the same is required to be submitted at the time of admissions.**
11. Co-curricular and extra-curricular certificates.
12. **Correction Request Form:** If any correction/s is/are needed in the CAT Data pertaining to the 10th, 12th, UG percentage/CGPA and Professional Qualification, please fill and upload the Correction Request Form under "**Document Upload Section in the CAP Form**". The format is available at the landing page of the CAP Website under "**Download Formats**" and also available in the Document Upload Section. Please ensure to provide correct data in the CAP 2022 Registration Form.
13. Please check your inbox as well as SPAM or Junk or promotion boxes regularly.