

F.No.37 - 1 / 2023 - TS.III  
Government of India  
Ministry of Education (Shiksha Mantralaya)  
Department of Higher Education

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Shastri Bhawan, New Delhi,  
dated, the 29<sup>th</sup> November, 2024

**OFFICE MEMORANDUM**

**Subject: Re-constitution of Central Seat Allocation Board (CSAB) for the academic year 2025-2026- regarding.**

In pursuance to the decision taken in the 4<sup>th</sup> Meeting of the Council of NITSER (previously Council of NITs) held on 04.07.2012 and decision of the JEE Apex Board on Joint Entrance Examination (Main) and (Advanced) and in accordance with this Ministry's Office Memorandum of even number dated 6<sup>th</sup> May, 2013, the admissions to undergraduate engineering programs in the National Institutes of Technology (NITs), Indian Institute of Engineering Science and Technology (IIST), Shibpur, Indian Institutes of Information Technology (IIITs), other Centrally Funded Technical Institutions (CFTIs), Institutions under several participating State Governments, and several other Institutions are being made on the basis of performance of students in the Joint Entrance Examination (Main) since 2013.

2. The joint seat allocation process / common counselling through Joint Seat Allocation Authority (JoSAA) has been put in place from the academic year 2015 - 2016 onwards as per recommendations of the Technical Committee. The common counseling is being conducted by JoSAA for admission of students to Centrally Funded Technical Institutions mentioned in para 1 above. For this purpose, the IITs-JAB (Joint Admission Board) and NITs-CSAB (Central Seat Allocation Board) enters into a Memorandum of Understanding (MOU) to facilitate joint seat allocation process.

3. As per communication F.No.19-5/2014-TS.I dated 8<sup>th</sup> April, 2016 (Annexure-I), the following changes were approved in the JEE pattern w.e.f. the academic year 2017 - 2018:-

- (i) There shall be no weightage for the 12<sup>th</sup> Class marks in calculating the ranks in the JEE (Main).
- (ii) For the candidates to qualify for admission in the Indian Institutes of Technology (IITs) / National Institutes of Technology (NITs) / Indian Institutes of Information Technology (IIITs) and such other Centrally Funded Technical Institutions (CFTIs) whose admissions are based on the JEE ranks, they should have secured at least 75% marks in the 12<sup>th</sup> Class, or be in the top 20 percentile in the 12<sup>th</sup> Class exam conducted

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by the respective Boards. For SC / ST students, the qualifying marks would be 65% in the 12<sup>th</sup> Class exam.

4. The responsibility of CSAB for the academic year 2025-2026 has been entrusted to the National Institute of Technology (NIT), Rourkela (Odisha) vide letter of even number dated 11<sup>th</sup> October, 2024 (**Annexure-II**). In order to facilitate allocation of seats to students in respect of NITs, IITs, IEST-Shibpur and other CFTIs (as mentioned in para 1), the Central Seat Allocation Board (CSAB) - 2025 is hereby constituted with Prof. Umamaheshwar Rao, Director, NIT, Rourkela (Odisha) as the Chairperson of the CSAB - 2025 and the Directors of all the remaining 30 NITs, 05 IITs, IEST-Shibpur and other CFTIs as the Members of the CSAB - 2025. In addition, the following shall also be the members of CSAB - 2025 as per previous practices:

(i)	Bureau Heads of the NITs or his/her representative, Department of Higher Education, Ministry of Education.	Member
(ii)	Director / Deputy Secretary (IITs), D/o Higher Education, Ministry of Education.	Member
(iii)	Nominee of the National Informatics Centre, New Delhi.	Member
(iv)	Nominee of the National Testing Agency, Delhi.	Member
(v)	Nominee of the All India Council for Technical Education (AICTE), New Delhi.	Member

5. Allocation of seats in the Participating Institutions during the academic year 2025-2026 shall be the responsibility of CSAB - 2025. The seats will be filled up as per the merit list prepared on the basis of JEE (Main) Examination - 2025. For this purpose, the CSAB - 2025 shall ensure compilation and wide dissemination of information relating to the Participating Institutions, highlighting specifics in case of each of the Institutes, wherever necessary. CSAB - 2025 will take all necessary steps as already enunciated vide this Ministry's letter No.F.35-6/2011-TS.III dated 12th January, 2012 and ensure proper scheduling and transparency of the admission process including coordinating with NIC for the desired support. Besides, CSAB - 2025 would be especially responsible for:-

- (i) Entering into a MoU with IITs - Joint Admission Board (JAB) to conduct joint seat allocation / common counseling process for the academic year 2025-2026.
- (ii) Fixing the supernumerary seats for girls so as to ensure that % of girls' students in all Institutions should be not less than 20% in 2025 [Reference F.No.35-8/2017-TS.III dated 30th October, 2017 (**Annexure-III**)].
- (iii) Ensuring that the Institutions concerned have prepared their seat matrixes taking into account the extent of reservation prescribed by the Government of India from time to time;
- (iv) Finalization of procedure and schedule for seat allocation;

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- (v) Finalization of resource centres and help centres and making necessary arrangements at those centres;
- (vi) Printing of brochure, designing on-line choice filling forms;
- (vii) Maintenance of website and upfront declarations of procedures, rules and other specific guidelines related to the counseling process;
- (viii) Distribution and collection of seat choices on-line;
- (ix) Filling up of supernumerary quota at 2007 level as per this Ministry's letter dated 6th August, 2012 (Annexure-IV);
- (x) Laying down of procedure for verification of certificates and credentials;
- (xi) Coordinating with concerned agencies for seat allotment against State / UT - quota seats;
- (xii) Any Court Case arising out of the seat allocation process in respect of NITs for 2025-26 shall be handled by CSAB-2025 (NIT, Rourkela);
- (xiii) Inclusion of Self-Financing Technical Institutions (SFTIs) under the CSAB - 2025 in accordance with guidelines issued by the Ministry on 24th June, 2019 (Annexure-V);
- (xiv) Participating HEIs which are not Universities / INIs, seat approval from (a) AICTE as regulator for engineering programmes and (b) COA for architecture programmes, may be ensured before announcing the seats matrix for counselling;
- (xv) CSAB to create a mechanism, in conjunction with NIC to monitor, at the backend, problem, if any, faced by any candidate in online payment and proactively resolve the same, by establishing a call center to reach out to such candidates; and
- (xvi) Any other task(s) related to counseling and allocation of seats against All-India quota.

6. The pending matters with CCB-2008 (MNNIT - Allahabad), CCB-2009 (NIT - Warangal), CCB-2010 (VNIT - Nagpur), CCB-2011 (NITK - Surathkal) and CCB-2012 & CSAB-2013 (NIT - Rourkela), CSAB-2014 (MNIT - Jaipur), CSAB-2015 & CSAB-2016 (NIT - Patna), CSAB-2017 & CSAB-2018 (MNIT - Jaipur), CSAB-2019 (NIT - Tiruchirappalli), CSAB-2020 (MNNIT - Allahabad), CSAB-2021 (MNIT - Jaipur), CSAB-2022 & CSAB-2023 (NIT - Rourkela) and CSAB-2024 (NITK - Surathkal) shall be handled by the respective Coordinating NITs. The unutilized funds, if any, are to be transferred to the corpus fund of the Institute concerned. The Institutes shall remain responsible for any residual liability of their respective CCB / CSAB including Court Cases.

7. To meet the expenses of CSAB - 2025, NTA will transfer 10% of application fee collected for conduct of JEE (Main) - 2025 to CSAB- 2025 (NIT, Rourkela) in a single installment before the seat allocation process starts. On completion of the seat allocation process, the CSAB shall close its accounts as soon as possible and submit audited Utilization Certificates (UCs) to NTA with copies to this Ministry for records. Any unutilized funds arising out of transfer of 10% of application fee mentioned above will be transferred to the corpus of CSAB organizing Institute.

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The Directors of Institutes, which coordinated previous CCB / CSAB shall be responsible for submitting the audited UCs to NTA within the stipulated date.

8. To achieve the objectives, CSAB - 2025 shall meet as often as required. The CSAB shall hold general meetings with all or create Sub-Committees / Groups of some of the Participating Institutions to facilitate better coordination. All Participating Institutions shall provide to the Board necessary assistance as may be required by it. On matters of policy, the CSAB shall abide by the directions of the Central Government, issued from time to time.

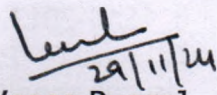
9. Any Court Case arising out of the seat allocation process conducted by the CSABs shall be handled by the respective CSAB Coordinating NIT / Institution.

10. The CSAB will follow the reservation policies of the Government of India issued from time to time. The reservation in respect of OBCs shall be as per NCBC's list applicable to the respective place of residence of candidates. Consequent upon completion of counseling process, the CSAB - 2025 shall submit its closure report to the Council of NITSER.

11. In order to bring transparency in allocation of seats, the seats under the Scheme of "Reservation of Seats in Degree Level Technical Courses for States / UTs lacking in such facilities in the AICTE approved Institutions for the academic year 2025-2026 shall be made through CSAB as per the past practice. The seat matrix for the same would be provided by the Director / Deputy Secretary (TC), Department of Higher, Education, Ministry of Education to CSAB - 2025 (NIT, Rourkela).

12. This issues with the approval of competent authority in this Ministry.

Encls.: As mentioned above.

  
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[Veena Dunga]

Deputy Secretary to the Government of India

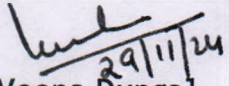
For circulation to:-

- (i) Prof. Umamaheshwar Rao, Chairperson, Central Seat Allocation Board - 2025 and Director, NIT, Rourkela (Odisha).
- (ii) The Chairman, JAB - 2025 and Director, IIT - Kanpur (Uttar Pradesh).
- (iii) Members, Central Seat Allocation Board - 2025.
- (iv) The Chairman, AICTE, Nelson Mandela Marg, Vasant Kunj, New Delhi - with the request to kindly nominate a representative of AICTE on the CSAB-2025.
- (v) The Director General, National Testing Agency, First Floor, NSIC-MDBP Building, Okhla Industrial Estate, New Delhi 110020 - with a request to

- kindly comply with the provisions of this Office Memorandum and also nominate a representative of NTA on the CSAB - 2025.
- (vi) The Director General, National Informatics Centre (NIC), with a request to nominate a representative of NIC on the CSAB - 2025.
- (vii) The Director / Deputy Secretary (TC), Department of Higher Education, Ministry of Human Resource Development, with a request to kindly share the seat matrix with the CSAB - 2025 and inform all the nominating agencies viz. the States / UT Administrations for sharing their data on reservation in these seats, if any, with CSAB - 2025 (NIT-Rourkela).

Copy for information to:-

- (i) The Secretary, Department of Higher Education, MoE.
- (ii) The Secretary, Department of School Education & Literacy, MoE.
- (iii) The Joint Secretary (TE), Department of Higher Education, MoE.
- (iv) The Webmaster, Ministry of Education for placing the O.M. on the website.
- (v) The Webmaster, MNIT - Jaipur for placing the O.M. on the website of the Council of NITSER ([www.nitcouncil.org.in](http://www.nitcouncil.org.in)).

  
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Deputy Secretary to the Government of India  
Tel: 23384159

