



राष्ट्रीय प्रौद्योगिकी संस्थान अगर्तला  
NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA

Barjala, Jirania, Agartala – 799046 (Tripura)

OFFICE OF THE DEAN ACADEMIC

NITA.5/(10-Acad)/CSAB-2022/Adm/2021-22/A-2143

Date. 29/10/2022

**NOTICE**

This is to inform to those who have been allotted seat at NIT Agartala in the regular rounds of JoSAA- 2022, and CSAB- 2022-Special Rounds, for admission to UG and Dual Degree programmes, should **report physically at the Institute between 4 – 9 November, 2022, during office hours only**. The details related to registration and a list of documents to be submitted at the time of provision admission is stated here under:

**Instructions for online registration:**

1. Register yourself in the MIS portal through link [mis.nita.ac.in](http://mis.nita.ac.in) → **apply online UG admission** by using the **JEE (Main) 2022 Application number** and follow the instructions.
2. Enter and fill the required details in the portal.
3. Candidates must upload the following documents in the online portal as mentioned below (In case of multiple documents, upload in a single pdf file):

**Table- 1**

Sl. No.	Document
a)	Score card of <b>JEE (Mains) 2022. (mandatory)</b>
b)	Admit card of class 10/ Birth certificate, for age proof. <b>(mandatory)</b>
c)	Marksheets of <b>10<sup>th</sup> and 12<sup>th</sup> or Equivalent. (mandatory)</b>
d)	Provisional Admission Letter (Final) issued by JoSAA/CSAB 2022 and Seat acceptance letter. <b>(mandatory)</b>
e)	Photo ID proof, as per Govt. of India guidelines (such as Aadhaar card, Pan card, etc.). <b>(mandatory)</b>
f)	<b>If applicable:</b> Upload the Certificate/s (SC/ST/OBC-NCL/GEN-EWS), issued by the competent authority, as per Government of India format (available at the JoSAA 2022 website). <b>In case of OBC-NCL/GEN-EWS category, the certificate must be issued on or after 01/04/2022.</b> <b>*Caste validity Certificate(s), wherever applicable, is mandatory along with caste certificate as per guidelines of JoSAA/ CSAB- 2022.</b>
g)	<b>Migration and Conduct/ Character</b> certificate, from the last attended Institution. <b>(mandatory)</b>
h)	Physical Disability Certificate, as per JoSAA 2022 format, if applicable.
i)	Undertaking as per prescribed format at <b>Annexure- A. (mandatory)</b>
j)	<b>If Applicable:</b> Upload a valid <b>Annual Family Income Certificate</b> , from all sources, and <b>affidavit in the prescribed format</b> , issued by the competent authority strictly to claim tuition fee waiver at NIT Agartala. Certificate should be in Hindi/ English only. <b>Details are given in subsequent pages of notification.</b> <b>(SC/ST/PwD students need not upload Income certificate).</b>

4. An **online provisional registration slip** will be generated. All are instructed to save the online provisional registration slip for future reference. (Candidates must enable the pop-ups in their browser to download the online provisional registration slip)
5. **Candidates must complete the Online registration before the appearing for Physical Reporting at the Institute.**



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**Instructions for Physical Reporting at NIT Agartala (4 – 9 Nov., 2022):**

1. Candidates must bring the **online provisional registration slip**.
2. Candidates must bring **all the Originals** of the above mentioned documents (Table- 1) along with a set of **duly self-attested photocopied hard copies**.

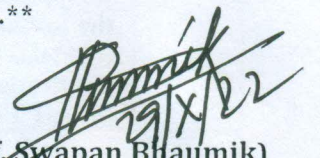
**Following points are to be noted by the candidates:**

1. For details of fees for 1<sup>st</sup> Semester, candidates may visit Institute website. The different heads of fees (including tuition fee) may be changed by the Competent Authority. In such case, students are required to pay the changed fee.
2. **Candidates not eligible for tuition fee waiver and remission, are required to pay the Balance Institute Fee as per date notified by Institute.**
3. No request of extension of date of physical reporting will be entertained.
4. **Classes for UG and Dual degree students admitted during 2022-23, will commence from 9<sup>th</sup> November, 2022.**
5. **Notification related to Anti- Ragging and Students' Code of Conduct will be notified.**
6. **For hostel related matters, notifications issued by the Office of the Chief Warden.**

**Refund Rule**

1. If a candidate decides to quit the allotted course at NIT Agartala, after the last date of withdrawal/cancellation, as announced by JoSAA-2022 and/or CSAB-2022, the Institute will refund only the Academic caution money, after the amount paid by the candidate to JoSAA and/or CSAB is transferred to NIT Agartala.
2. At any point of time, in any semester during the tenure of a course, if an admitted student cancels admission or abandons the course without completing the programme, the fees paid in all the semesters will be forfeited by the Institute. The student will be eligible for refund of academic caution money only upon submission of clearance/ no-dues certificate.
3. To cancel admission, the student has to apply for a No-Dues certificate through his MIS account. Once the No-Dues certificate is issued, the candidate has to apply to the AR-Finance, in writing with a copy of the No-Dues certificate, for the release of Caution Money.

**\*\*Candidates must visit Institute website regularly for any further updates.\*\***

  
(Prof. Swapan Bhaumik)  
Dean (AA) &  
Centre-in-Charge (JoSAA/CSAB-2022)  
NIT Agartala

**Copy to:-**

1. PS to the Director for kind information of the Director
2. The Registrar, NIT Agartala for kind information.
3. All Deans, NIT Agartala for kind information.
4. All HODs and W/S, for kind information and necessary action.



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5. Asso. Dean (Exam), for kind information.
6. Asso. Dean (UG), for kind information.
7. Chief Warden, for kind information and necessary action.
8. 1<sup>st</sup> year Co-ordinator, for kind information and necessary action.
9. Dy. Registrar(Academic), for kind information and necessary action.
10. Asstt. Registrar(Academic), for kind information and necessary action.
11. Faculty-In-Charge, MIS, for kind information & necessary action.
12. Head (F&A), for kind information and necessary action.
13. System Administrator, with a request to upload the notice in the Institute website.

  
Dean(AA) &

Centre-in-Charge (JoSAA/CSAB-2022)  
NIT Agartala



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**Annual Family Income for Tuition fee waiver and for various income related benefits:**

1. The link for uploading family income document **for the academic session 2022-23** will be available in the MIS portal of Institute.
2. All students who are interested to avail tuition fee remission linked to family income, must submit their family income documents as per the mentioned guidelines.
3. Students must upload a family income document as per **Annexure – I** along with an **affidavit as per Annexure – II**.
4. The Issuing authority of Family Income Document and Certificate must be a local District Authority like S.D.O./B.D.O./Tahasildar/Mandal Revenue Officer (MRO), etc. State-wise list of Issuing authority is listed in **Annexure–III**.
5. **The Annual Family Income Certificate must be issued on or after 01/04/2022.**
6. **All income documents should be issued for the Financial Year 2021-22.**
7. **In all documents, the financial year 2021-22 should be clearly mentioned.**
8. Form-16 / ITR / Annual Pension Certificate of Both Parents and earning family members also be uploaded as family income document with INCOME AFFIDAVIT as per Annexure –II.
9. In the event of non-submission of the income documents as mentioned above, within the notified date, the student will be required to pay full tuition fee.
10. **Candidates not eligible for tuition fee waiver and remission, are required to pay the Balance Institute Fees per date notified by Institute.**

**FAMILY INCOME CERTIFICATE FOR FINANCIAL YEAR-2021-22**

(Name and Address of the authority issuing the certificate)

(Valid for Academic Year 2022-23)

Certificate Number:

Date of Issue:

This is to certify that Mr. /Mrs. (Father/Mother/Guardian).....  
Father/Mother/ Guardian of .....(Student name) is  
a resident of Village/Town.....P.O.  
.....P.S.....Mouja/Taluk.....  
....., District ..... His/ her **Annual Family Income**  
**from all sources** is Rs..... (Rupees.....in  
words) for the Financial Year 2021-22 (during the period from 1st April, 2021 to 31st March,  
2022).

**Income from:**

<u>Relation</u>	<u>Profession</u>	<u>Amount</u>
1. <b>Father's Income</b>	: .....	Rs .....
2. <b>Mother's Income</b>	: .....	Rs .....
3. <b>Guardian's Income</b>	: .....	Rs .....
4. <b>Other sources</b>	: .....	Rs .....
	<b>Gross Total Income</b>	<b>Rs .....</b>

**This Certificate is issued for the financial year 2021-22.**

**Name of the Officer:**

**Designation:**

**Date:**

Round stamp of the office of the  
Competent issuing Authority

.....  
**Signature of Approving  
Authority with Seal**

**The Income Certificate should be issued by the local District Authorities like S.D.O./B.D.O./Mondal Revenue Officer (M.R.O.)/TAHASILDER, as listed in Annexure - III.**

**FORMAT OF INCOME AFFIDAVIT**

(To be submitted on Non-Judicial Stamp paper of Rs. 50/- and sworn in before a First Class Magistrate/Notary Public)

I, Shri/ Smt. \_\_\_\_\_ a resident of \_\_\_\_\_ solemnly declare as under:

1. My son/ daughter Shri/ Miss \_\_\_\_\_ is currently studying at the National Institute of Technology, Agartala, in 4-year B. Tech./ 5-Year Dual Degree (BS-MS/ BT-MT) course in the Branch of \_\_\_\_\_, provisionally admitted through JoSAA/ CSAB- 2022.

2. That, my son/ daughter \_\_\_\_\_, JEE(Mains) Application no. \_\_\_\_\_ is claiming remission in Tuition Fee against the Income Certificate bearing No \_\_\_\_\_ dated \_\_\_\_\_ submitted by me, issued by the \_\_\_\_\_ Government of \_\_\_\_\_.

3. He/ She is an applicant for the Tuition Fee Remission for the **Academic Year 2022-23**.

4. I declare that my spouse is employed/ not employed and that the Annual Income of my family for the **Financial Year 2021-22**, i.e., during the period from 1<sup>st</sup> April, 2021 to 31<sup>st</sup> March, 2022 was as mentioned hereunder (Supported by documents of ITR/ Pension certificate, etc.):

(I) From my own profession (name of profession \_\_\_\_\_) as indicated:

- a. Income from Business/Medical practice  
Legal Practice/Engineering Consultancy etc. Rs. \_\_\_\_\_ p.a.
- b. Income from Agriculture Rs. \_\_\_\_\_ p.a.
- c. Income from Landed Properties Rs. \_\_\_\_\_ p.a.
- d. Income from Investment in Bank/Post Office etc. Rs. \_\_\_\_\_ p.a.
- e. Income from Share Certificates/Debentures Rs. \_\_\_\_\_ p.a.
- f. Income from any other sources (i.e. Retirement Benefits for VRS/VSS etc., if any) Rs. \_\_\_\_\_ p.a.

(II) Income of my wife/spouse's (if any) Rs. \_\_\_\_\_ p.a.

(if employed, Business/Pensioner then Salary / Income / Pension Certificate as applicable as per wife's/ spouse's occupational status, to be enclosed with attested copies of Income Tax Documents, if applicable as stated in the Annexure – II "List of documents to be submitted"

(III) Income in the name of my son /daughter/ ward (if any). Rs. \_\_\_\_\_ p.a.

(IV) Income from other sources/ family members (if any). Rs. \_\_\_\_\_ p.a.

**GROSS TOTAL INCOME (I+II+III+IV):** Rs. \_\_\_\_\_ p.a.

Further I declare that:-

1. That, I hereby solemnly aware and undertake that the above submitted Income Certificate and information above is true and correct as per the norms of Government of India. I am fully aware that in case any of information and documents furnished by me related to fee remission is/ are found untrue/false at any point of time, I will pay the full Tuition Fees with penalty as imposed by the Institute for my ward. I am also aware that in case of untrue/false Income Certificate, the Institute can take any disciplinary action against me and my ward and that shall be acceptable to me.
2. That, the said affidavit is true to the best of my knowledge and no facts have been hidden in it and not written untrue. I hereby, understand that in case any information regarding Annual Family Income submitted by me found to be false or there is alteration/ misrepresentation of any facts, criminal case can be registered against me under the Indian Penal Code Section 177, 197, 198, 199, 200 and 420 and I am aware that, if found guilty, I can be punished with imprisonment for term of 3 to 7 years and fine.

\_\_\_\_\_  
(Signature of Father/Mother)

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ and signed.

(SEAL)

\_\_\_\_\_  
Signature of First Class Magistrate /Notary Public

**ANNEXURE-III**

**INCOME CERTIFICATE ISSUING AUTHORITY IN VARIOUS STATES/UNION TERRITORIES**

<b>SL. NO</b>	<b>State/Union Territory</b>	<b>Income Certificate Issuing Authority.</b>
1	Andaman & Nicobar	Tahsildar
2	Andhra Pradesh	Tahsildar
3	Arunachal Pradesh	Deputy commissioner of respective Districts
4	Assam	Revenue Circle Officers
5	Bihar	Circle Officer of Circle Office
6	Chandigarh	Sub Divisional Magistrates
7	Chattisgarh	Naib Tahsildar.
8	Daman & Diu & Dadra & Nagar Haveli	Mamlatdar,
9	Delhi	SDM of Govt of NCT of Delhi
10	Goa	Mamlatdar of all Talukas
11	Gujarat	District Collector/Deputy Collector/Asst. Collector/Prant Officer/Mamlatdar
12	Haryana	CRO(Tahsildar/Naib Tahsildar concerned)
13	Himachal Pradesh	Tahsildar of Revenue Department
14	Jammu & Kashmir	Sub Divisional Magistrate(not below the rank of Tahsildar)
15	Jharkhand	Sub Divisional Officer in each District
16	Karnataka	Tahsildar
17	Kerala	Village Officers
18	Lakshadweep	Deputy Collectors in Agatti and Minicoy and SDOs in the remaining Islands



19	MadhyaPradesh	Tahsildars/Naib Tahsildar
20	Maharashtra	Tahsildar
21	Manipur	District Authorities i.c. DC/ADC/SDO(not below the rank of SDO/SDM
22	Meghalaya	Employer in case of Govt. employee and by the MP/MLA/DC/SDO Civil in case of others.
23	Mizoram	District Magistrate or any other officers authorized by District Magistrate
24	Nagaland	Dy. Commissioners, Addl. Dy. Commissioners and Sub-Divisional Officers(C)
25	Odisha	Revenue Officers
26	Punjab	CRO(Tahsildar/Naib Tahsildar concerned)
27	Pondicher	Tahsildar, Deputy Tahsildar
28	Rajasthan	Tahsildar
29	Sikkim	Special Executive Magistrate(Block Development Officers, Rural Management & Development Deptt.)
30	TamilNadu	Zonal Deputy Tahsildar
31	Tripura	District Magistrate & Collector and SDM , DCM, DC (Competent Authority as per Govt. Notification)
32	UttarPradesh	Tahsildar
33	Uttaranchal	Tahsildar/SDM/City Magistrate

34	WestBengal	<ol style="list-style-type: none"> <li>1. Dist. Magistrate or-District Level Addl. Dist. Magistrate</li> <li>2. Sub-Divisional Officer-Sub Divisional Level Of the concerned</li> <li>3. Block Development officer-Block Level Of the concerned Blocks</li> <li>4. The Collector, Kolkata-Kolkata Municipal Corporation.</li> <li>5. The Collector, Kolkata-Student residing within civil Jurisdiction of Hon'ble High Court, Kolkata</li> <li>6. Other areas covered in Kolkata Police are concerned i.e. areas over which Collector, Kolkata does not exercise jurisdiction- Concerned District Magistrate or any other Officer authorized by the District Magistrate of the respective district i.e. South 24 Paraganas and North 24 Paraganas.</li> </ol>
35	For All other remaining states and Union Territories	Not below the rank of Tahsildar/Competent Authority as per Govt. Notification

**Undertaking by all candidates**

I, Mr./Ms....., Son/ Daughter of.....  
....., Resident of....., with JEE (Main) 2022  
Application No....., under GEN/GEN-EWS/OBC-NCL/SC/ST/PwD(**tick as  
applicable**) do hereby undertake as under:

1. I will not have any objection if my provisional registration and admission in B. Tech/ BS-MS/ BT-MT (tick one) programme allotted by JoSAA/ CSAB-2022, in the Department of \_\_\_\_\_ is cancelled in event of my failure to produce all the required document(s) at the time of physical reporting, date as and when notified by NIT Agartala.
2. I will pay all fees, as applicable, if at any point of time during the course my claim towards tuition fee waiver/ remission is found wrong/ false.
3. I further declare that at any point of time, if any of my uploaded/ submitted document(s) as well as information given by me is/ are found to be false/ untrue, then my provisional registration and admission at NIT Agartala will stand cancelled, and decision taken by NIT Agartala will be final.
4. I shall abide by all the rules and regulations of NIT Agartala, modified from time to time.

**Signature of the candidate with date**

**Name of the candidate:**

**Name & Signature of Parent with date:**