



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय  
**DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY**  
(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)

**Date: 09.01.2023**

**SPECIAL SPOT ROUND OF ADMISSIONS 2022-23**  
**In respect of Vacant Seats in Privately Managed Institutes**  
**affiliated to BTE/DTTE**  
**Process And Schedule For Admission to**  
**Full Time Diploma Programs**

*(Candidates are advised to read the document carefully before coming for the special spot round)*

The special spot round of admissions to fill the vacant seats in the Privately Managed Institutions affiliated to BTE/DTTE will be held in **OFFLINE MODE (Physically)** on **16.01.2023 (Monday)** at **DSEU Dwarka Campus, Sector 9, Dwarka, Delhi - 110077. Nearest Metro Station: Dwarka Sector 10.**

Candidates are required to **REPORT PHYSICALLY** to the special spot round venue i.e. DSEU Dwarka Campus. In the special spot round, seats will be allotted to participating candidates on the basis of combined rank allotted by DSEU for various Full Time Diploma Programs, against the vacant seats available in the respective programs at the time of allotment of seat in respect of Privately managed institutes as under:

- Aditya Institute of Technology
- Chhotu Ram Rural Institute of Technology
- Baba Haridass College of Pharmacy & Technology
- Apeejay Institute of Design
- International Polytechnic for Women
- Sarada Ukil School of Art (Government Aided)

In case the candidate gets the seat, he/she can accept the allotted seat by getting his documents verified and submitting the Demand Draft on the spot round venue. Those who do not accept the offered seat by submitting the Demand Draft, will not be considered for a seat.

### **1. Special Spot Round Admissions Fee**

Candidates have to report to the special spot round venue with a **Demand Draft of Rs. 7875/- (Seven Thousand Eight Hundred Seventy Five Rupees Only)** drawn in favour of **Delhi Skill and Entrepreneurship University**, which will be adjusted against the 1st semester fee on allotment of seat. **Those candidates who have already paid the Spot Round fee need not bring the demand draft.**

*Candidates are advised to get their demand draft prepared well in advance. Candidates who will not be having their Demand Drafts, will not be allowed to participate in the spot round.*

## **2. Eligibility Criteria for Participation in Special Spot Round for Full Time Diploma Programs in respect of Privately Managed Institutes affiliated to BTE/DTTE Candidates**

### **The following candidates seeking admission to FTD Programs are eligible for Special SPOT Round:**

- a) The registered candidates for Full Time Diploma Programs who were found ineligible due to any reason and were not considered for the regular counseling rounds.
- b) The registered candidates for Full Time Diploma Programs who have not been offered any seat.
- c) The registered candidates for Full Time Diploma Programs who were allotted seats in any of the online counseling rounds but did not accept the seat by paying the requisite fee.
- d) The registered candidates for Full Time Diploma Programs who have not filed any choice during the online registration process.
- e) The registered candidates for Full Time Diploma Programs who were allotted seats in any round of counseling, paid the seat acceptance fee, but the seat was canceled due to some deficiency (or any other legitimate reason). Such candidates need not bring the demand draft, but their application form should clearly show that the seat acceptance/confirmation fee has already been paid.
- f) **Candidates already having a seat in any of the programs of the DSEU are not eligible to participate in this Spot Round.**

## **3. Special Spot Round registration and admission process**

- A. Based on the eligibility criteria for the chosen program the documents (as per the list available at **Annexure I**) will be verified and the requisite fee for the respective program will be collected through Demand Draft. No change in the allotted seat once accepted by the candidate will be allowed, hence candidates should accept the seat carefully.
- B. Candidates may note that once a candidate accepts the seat by paying the required seat acceptance fee, he/she will not be eligible for any refund of the amount paid, if he withdraws the seat at a later date.**
- C. *In case, the seat is canceled by DSEU due to deficiency/deficiencies in documents, the Demand Draft will not be collected.*
- D. Candidates must ensure timely reporting along with required documents and Demand Draft. If any candidate reports late due to any reason, seat allocation will be based on the availability of the seats at that time.

E. Candidates already having a seat in any of the programs of the DSEU/Private Managed institutes under DTTE are not eligible to participate in this Spot Round.

### 3. Counseling Process

The candidates reporting for the Special Spot Round need to mark their attendance at the spot round venue on **16th January 2023 (Monday) at DSEU Dwarka Campus**, as per the Schedule. At the venue, the registered candidates will be called in the order of merit/rank to accept one of the available seats. Candidates will be allowed to mark attendance only if he/she has the requisite **Demand Draft of Rs. 7875/- (Seven Thousand Eight Hundred Seventy Five Only)** drawn in favour of **Delhi Skill and Entrepreneurship University** payable at **Delhi**.

### 4. Regarding Admissions to the Full Time Diploma in Design related Programs

To keep parity with the candidates admitted after giving Creative Aptitude Test, it has been decided that the candidates taking admission to Design streams of various Full Time Diploma Programs will also have to appear for the 'Creative Aptitude Test'. This test will be conducted on Thursday, 12th January 2023 at Chhotu Ram Rural Institute of Technology, Near Ghevra Metro Station, Kanjhawala, North West Delhi - 110081, for which the candidates need to report at 12:30 PM (Detailed Schedule is placed below). Candidates who do not qualify this test, will not be eligible to take admission in Design related programs. Further, the candidates who qualify the exam, will be allotted the seats in the order of their merit, **Subject to availability of the Seat**. The details of the Creative Aptitude Test are available in **Annexure II & III**.

### 5. Special Spot Round Counseling Schedule

<b>SPECIAL SPOT ROUND</b>
<b>Announcement of Vacant Seats (on DSEU's websites - <a href="https://dseu.ac.in/admission-notice/">https://dseu.ac.in/admission-notice/</a> &amp; <a href="http://dseuonline.in/announcements.html">http://dseuonline.in/announcements.html</a> )</b>
<b>16th January 2023 (Monday)</b> <b>Venue: DSEU, DSEU HQ, Dwarka Campus, Sector 9, Dwarka, Delhi 110077 (Nearest Metro Station: Dwarka Sector 10)</b>

**Schedule for Creative Aptitude Test for various Design Programs offered at various Privately Managed Institutes under DTTE**

**12th January 2023 (Thursday)**

**Venue: Chhotu Ram Rural Institute of Technology, Near Ghevra Metro Station, Kanjhawala, North West Delhi - 110081**

<b>S. No.</b>	<b>Exam Particulars</b>	<b>Time Schedule</b>
1	Candidates must reach the center/campus on or before	12:30 pm
2	Entry to Start in the Exam Hall	12:45 pm
3	Candidates should be seated in the Exam room by	1:15 pm
4	Announcement of important instructions, verification of the candidate with their Photo ID Proof, checking of the Admit cards by the Invigilator & Distribution of Sheets	1:15 pm to 1:25 pm
5	Exam Time of Creative Aptitude Test - Skill Test Paper - I (Still Life Drawing)	1:30 pm to 2:15 pm (45 Mins)
6	Exam Time of Creative Aptitude Test - Skill Test Paper - I (Memory Drawing)	2:30 pm to 3:15 pm (45 Mins)

**Result for the Creative Aptitude test will be declared on 14th January 2023 (Saturday)**

**Reporting for physical spot round, document verification and submission of fee through Demand Draft.**

**16th January 2023 (Monday)**

**Venue: DSEU, DSEU HQ, Dwarka Campus, Sector 9, Dwarka, Delhi 110077 (Nearest Metro Station: Dwarka Sector 10)**

**All candidates as per Original Merit List : Reporting Till 11 AM**

**All Candidates as per Updated Merit List (UFM Candidates) for Full Time Diploma, Full Time Diploma in Design : Till 12:30 PM**

**Candidates must ensure timely reporting as per the schedule. If any candidate reports late, seat allocation will be based on the availability of the seats at that time.**

**Documents required for Admission to Full Time Diploma Programs**

Following documents are required on the day of the special spot round to be held on 16th January 2023 (Monday). Candidates are required to bring the originals and one self attested photocopy.

- Demand Draft for an amount of Rs. 7875/- (Rupees Seven Thousand Eight Hundred Seventy Five Only) drawn in favour of “Delhi Skill and Entrepreneurship University” payable at Delhi (or as applicable)
- Class X marksheet & Certificate  
(In case of NIOS, the mark sheet must be accompanied with the Centre ID Card.)
- SC/ST/Valid OBC Caste certificate along with NCL issued by the competent authority (If applicable)
- Documents related to Disabilities/Divyang (PWD) / Defence Category / Kashmiri Migrants /Minority Status Certificate(s) / Valid EWS /Valid Income Certificate in case of TFW, whichever applicable, on the basis of which reservation is claimed as mentioned in the Information Bulletin
- Copy of Application Form (or Copy of Candidate Profile of Registered Candidate downloaded from your login of the portal [dseu.ucanapply.com](http://dseu.ucanapply.com))

**Creative Aptitude Test for Admission to various Design Programs**

- Creative Aptitude Test Stage will be held in Physical Mode and candidates are required to attend the exam at allotted date and time and at the allotted centre, i. e., **Chhotu Ram Rural Institute of Technology, Near Ghevra Metro Station, Kanjhawala, North West Delhi - 110081**, at his/her cost .
- Candidates must reach the centre/campus on/before 12:30 PM. Entry will start at 12:45 PM. Candidates will not be allowed to enter the examination hall after 1:15 PM.
- Candidates must carry their Valid photo identity card proof along with their admit cards issued by the DSEU.
- Creative Aptitude Test will be conducted from 1:30 PM to 3:15 PM in 2 Stages. Stage I will be a theoretical test, while Stage II will be a Drawing Test having 2 sections, Section A will be still life study & Section B will be - Memory Drawing with a time duration of 45 mins each.
- Candidates must attempt the still life drawing test in pencil shading (black & white) and the memory drawing test in colours. It can be in any dry medium like pencil colours, oil pastels, dry pastels etc.
- DSEU will only provide drawing sheets to all the candidates. Half imperial 1/2 sheet for section I and quarter 1/4 sheet for section II.
- Candidates must carry all their drawing materials like pencil, eraser, sharpener, colours, drawing board or any material required to attempt these 2 tests.
- Candidates will not be allowed to take their cell phones/smart phones or any metallic items in the examination room.
- Candidates will be allowed to carry Transparent water bottle in the exam hall.
- All the information submitted by me in this application is correct and if there is any error then the University may cancel my candidature any time.
- Candidates must mention their Application number and other personal details on the drawing/answer sheet.

**Creative Aptitude Test (CAT)**

**Full Time Design Programs**

**Candidates will have to appear for CAT Stage II**

- Candidates appearing in CAT for Full Time Design Programs will have to appear for Stage II.
- Schedule for the Creative Aptitude Test Stage-II is as mentioned in the above table.
- The CAT-II will be held in offline mode at Chhotu Ram Rural Institute of Technology, Near Ghevra Metro Station, North West Delhi - 110081.

<b>Section and Syllabus</b>	<b>No. of Questions</b>
STAGE-II SKILL TEST (Duration: 1 hour & 45 mins)	
SECTION A Drawing test on still life study	1
SECTION B Memory drawing	1