

DOCUMENTS TO BE UPLOADED AT THE TIME OF APPLICATION	
1. Original Marksheet of H.S. or equivalent examination (JPG format, minimum size 50 KB, max size 100 KB, resolution 100-300 DPI).	
2. Original Age Proof - Original admit card/ certificate of Madhyamikorequivalent examination or Birth Certificate (JPG format, minimum size 100 KB, max size 150 KB, resolution 100-300 DPI)	
3. Photograph and Signature – Each in JPG format, minimum size 50 KB, max size 100 KB, resolution 100-300 DPI.	
4. Migration certificate for Boards other than WBCHSE, WBBME, CISCE, CBSE, NIOS, Rabindra Mukta Vidyalaya. (JPG format, minimum size 100 KB, max size 150 KB, resolution 100-300 DPI)	
5. For SC/ST/OBC candidates - Original caste certificate from appropriate authority as per West Bengal Domicile Act (JPG format, minimum size 100 KB, max size 150 KB, resolution 100-300 DPI).	
6. For PWD (Persons with Disabilities) candidates - Original Disability Certificate (with 40% or more disability) from appropriate authority (JPG format, minimum size 70 KB max. size 100 KB, resolution 100-300 DPI).	
7. Document for B.P.L. Category – B.P.L. Card (JPG format, minimum size 70 KB, max size 100 KB, resolution 100-300 DPI).	
8. Original Academic Bank of Credits ID (ABC ID) Certificate, if available (JPG format, minimum size 100 KB, max size 150 KB, resolution 100-300 DPI).	
9. For Christian Candidates – (Any one of the following two documents)	
a. Baptism Certificate – Original JPG format, minimum size 70 KB, max size 100 KB, resolution 100-300 DPI).	
b. Letter from Presbyter/Pastor/Priest for certification (with seal). JPG format, minimum size 70 KB, max size 100 KB, resolution 100-300 DPI).	
c. All the Christians candidates with parents/guardian will meet the Principal with their complete documents for verification as and when notified by the Principal.	

10. For Sports Category -
i. Player's certificates for the years 2025,2026. (both years) (JPG format, minimum size 70 KB, max size 100 KB, resolution 100-300DPI)
ii. a) For Football, Cricket and Athletics Sub-divisional participation certificates and the position played in, record form, yellow card, club certificate (JPG format, minimum size 70 KB, max size 100 KB, resolution 100-300DPI)
b) For Swimming, all relevant documents along with position (JPG format, minimum size 70KB, max size 100 KB resolution 100- 300 DPI)
c) For all other events, District/State/National level certificate (JPG format, minimum size 70 KB, maximum size 100 KB, resolution 100-300 DPI)
N.B. – Certificates of level lower than the levels specified above will not be entertained.

IMPORTANT
•Candidates can change PREFERENCE of Honours/Major subjects till the portal is open for submission of applications.
•All queries are to be sent to sercoladmission@gmail.com
•All Fees are to be submitted online.

PROCEDURE OF FILLING UP OF APPLICATION FORMS & SUBMISSION OF FEES
STEP 1: Register with Applicant's Name, Date of Birth, Valid Mobile Number & Valid email Id.
Above three entries can never be edited or modified after registration for admission.
Candidate will receive all important messages through email and SMS time to time.
STEP 2: Fill in your first application form.

STEP 3: Check the filled-in application form carefully before final submission and make corrections, if necessary.

Keep in mind that, the entries made in “Subjects studied, Marks obtained and Gen/SC/ST/OBC category” **can be edited only before you initiate a second application.**

STEP 4: You may fill more application forms for different Honours/ Major/ Core Vocational subjects or different Three-year Courses. But you cannot edit the entries made in “Subjects studied, Marks obtained and Gen/SC/ST/OBC category”.

STEP 5: Take printout(s) of your application forms(s). You have to submit that on the day of physical verification of documents after provisional online admission.

STEP 6: If you apply for more than one Honours/ Major subject, carefully specify your preferences (First, Second, etc....) between the subjects.

DATES OF PUBLICATION OF MERIT LISTS & WAITING LISTS : TO BE NOTIFIED LATER (PLEASE CHECK COLLEGE WEBSITE)

SPORTS CATEGORY

Publication of List of Selected Candidates under Sports Quota	TO BE NOTIFIED LATER
Admission Under Sports Quota (and payment of Admission Fees)	26.07.2023 {2:00 TO BE NOTIFIED LATER

DOCUMENTS TO BE PRODUCED AT THE TIME OF VERIFICATION AFTER ADMISSION

1). Print out of application form.

2). Money receipt through which admission fee has been submitted.

3). Original Marksheet of H.S or equivalent examination along with a photocopy.

4.) Age Proof - Original admit card/ certificate of Madhyamik or equivalent examination or Birth Certificate together with a photocopy.
5). Migration Certificate for Boards other than WBCHSE, WBBME, CISCE, CBSE, NIOS, Rabindra Mukta Vidyalaya along with a photocopy.
6). For SC/ST/OBC Candidates - Original caste certificate from appropriate authority with a photocopy as per West Bengal Domicile Act.
7). For PWD (Persons with Disabilities) Candidates - Original Disability Certificate from appropriate authority together with a photocopy for those with 40% or more disability.
8). Document for BPL category – Original BPL Card along with a photocopy.
9). ABC ID Certificate.
10). Calcutta University Registration Certificate (if already registered).

11) For Christian Candidates
a. Baptism Certificate–Original
b. Letter from Presbyterian/Pastor/Priest for certification (with seal)
12) For Sports Category
a). Player’s Certificates for the years 2023, 2024 and 2025.
b). For Football, Cricket and Athletics, Sub Divisional participation certificates and the position played in, record form, yellow card, club certificate should be produced.
c). For Swimming, all relevant documents of District/State/National level, along with position should be produced.
d). For all other events, District/State/National level certificate should be produced. (Certificates of level lower than the levels specified above will not be entertained.)