

CITY COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION

13 SURYA SEN STREET, KOLKATA- 12
Website: www.cccba.ac.in Tel: (033)4004 1781/1784

Important Notes:

- The applicant (candidate) must have his own e-mail id and mobile number which must be entered in the Application Form.
- List of documents to be uploaded during the process of online application is furnished below:

MANDATORY DOCUMENTS

1. Photograph Image

- Recent passport size photograph
- Size of file should be within 50 KB
- Resolution of the image is 100 DPI

2. Signature Image

- Size of file should be within 50 KB.
- Resolution of the image is 100 DPI

3. Age Proof Document Image

- Admit Card/Certificate of Madhyamik/Equivalent Examination/Birth Certificate
- Size of image should be within 150 KB.
- Resolution of the image is 150 DPI

4. Mark Sheet Document Image

- Size of image should be within 150 KB.
- Resolution of the image is 150 DPI

All the above documents are mandatory.

OPTIONAL DOCUMENTS AS PER REQUIREMENTS

Besides those mentioned above following documents are also mandatory, if applicable:

5. **Caste Certificate/EWS** Document Image

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

6. **Persons with Disabilities (PWD) Certificate** Document Image

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

7. **BPL Certificate** Document Image

- Valid BPL Certificate required
- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

8. **Migration Certificate** Document Image

- Valid Migration Certificate required
- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

9. **Equivalence Certificate** Document Image

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

10. **Registration Certificate** (for already registered candidates)

- Size of image should be within 100 KB.
- Resolution of the image is 100 DPI

Scheduled Caste/Tribe and OBC applicants must be of West Bengal origin only. **Caste Certificates issued by other States will not be accepted.**

If the applicant belonging to the SC/ST/OBC category does not have his own certificate, but has applied for the same to the designated

authority, he has to get his father's certificate scanned. He has to upload this during the application process. In such case, the candidate has to submit his own certificate positively within three months after admission.

The applicant must make sure that he fulfills all the admission norms set by the College.

Please remember that admission taken on the basis of false statement or misstatement is liable to be cancelled and appropriate legal action may be initiated against such applicant.

The mark sheet submitted must reflect that the candidate has duly passed in the examination.