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**Guru Jambheshwar University of Science & Technology, Hisar
(Established by Haryana State Legislative Act 17 of 1996)
A+ Grade NAAC Accredited**

**EXPRESSION OF INTEREST (EoI)
For Overseas Consultant Partner (OCP)**

Invites the Expression of Interest (EoI) from the eligible reputed registered Organizations, Firms and Private Limited Companies with adequate pre-requisite expertise to act as Overseas Consultant Partner (OCP) for the admissions of Foreign/International students to various Academic Programmes (including Regular, Online Programmes offered by CDOE) offered by GJUST for the Academic Session 2026-27. Organizations, Firms and Private Limited Companies must not be blacklisted by the Government for any past assignment. Interested entities may submit their EOI by paying a non-refundable fee of ₹2000/- through the link: <http://web.gjuonline.ac.in> under Miscellaneous Fees. For More Information, the interested entities may visit: <HTTPS://WWW.GJUST.AC.IN> or Contact: 01662-263373, Email: DEANIA@GJUST.ORG

Registrar

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To

The Dean International Affairs,
GJUST, Hisar.

Subject: Application to become Overseas Consultant Partner (OCP).

Dear Sir/Madam,

I am writing this application to express my interest in becoming an authorized Overseas Consultant Partner for GJUST, Hisar. I believe my experience and network can significantly contribute to promoting the institute's programs and services.

In line with the guidelines provided, I am including the necessary KYC details for your review:

Personal Information

Full Name: [Your Name]

Date of Birth: [Your DOB]

Address: [Your Address]

Contact Number: [Your Phone Number]

Email ID: [Your Email Address]

Business Information (if applicable)

Category for which applicant is applying (Overseas Consultant Partner Category)

Business Name: [Your Business Name]

Type of Business: [Your Business Type]

Address: [Your Business Address]

GST Number: [Your GST Number]

Registration Number: [Abroad]

Registration Number: [India]

Identification Documents

Passport/Aadhar Card / PAN Card (copy attached)

Address Proof (copy attached)

Bank Details

Account Holder Name: [Your Name]

Bank Name: [Your Bank Name]

Account Number: [Your Account Number]

IFSC Code: [Your IFSC Code]

Phone Number: [Account Holder]

Email ID: [Account Holder]

I am enthusiastic about the opportunity to collaborate with your esteemed university and am confident in my ability to effectively market your offerings. I look forward to your positive response.

Thank you for considering my application.

Sincerely,

[Signature (if sending a hard copy)]

[Name of the Authorized Person]

[Designation of the Authorized Person]

[Company Name & Address]

[Seal of the Company]

**CODE OF CONDUCT
FOR
OVERSEAS CONSULTANT PARTNER (OCP)**

A code of conduct for an Overseas Consultant Partner (OCP) of the university typically outlines the principles and expectations for ethical and professional behavior. Following general guidelines must be followed by the OCP:

1. **Integrity and Honesty:** Represent the university's programs and services accurately and truthfully. Avoid deceptive practices and ensure that all promotional materials are clear and factual.
2. **Compliance with Laws and Regulations:** Adhere to all relevant local, state, and federal laws and regulations regarding marketing and advertising. Follow the university's policies and procedures, including data protection and privacy laws.
3. **Respect for the University's Brand and Reputation:** Use the university's branding, logos, and trademarks in accordance with the provided guidelines. Avoid actions or statements that could damage the university's reputation or credibility.
4. **Professionalism:** Maintain a high standard of professional conduct in all interactions with prospective students, staff, and other partners. Address and resolve any issues or complaints promptly and fairly.
5. **Confidentiality:** Protect the confidentiality of any sensitive information related to the university, its students, or its operations. Do not disclose or misuse any proprietary or confidential information.
6. **Accuracy in Information:** Ensure all information provided about the university's programs, admissions, and services is accurate and up to date. Correct any misinformation promptly and transparently.
7. **Conflict of Interest:** Disclose any potential conflicts of interest and avoid situations where personal interests could compromise professional judgment.
8. **Ethical Behavior:** Conduct all activities with honesty, fairness, and respect for others. Avoid any practices that could be perceived as unfair or discriminatory.
9. **Reporting and Accountability:** Report any violations of the code of conduct or unethical behavior to the appropriate university authorities. Cooperate fully with any investigations or reviews conducted by the university.
10. **Training and Development:** Participate in any required training related to the code of conduct, university policies, and industry best practices. This code of conduct is designed to ensure that Overseas Consultant Partner (OCP) act in alignment with the university's values and standards, fostering a trustworthy and professional environment.

[Signature (if sending a hard copy)]

[Name of the Authorized Person]

[Designation of the Authorized Person]

[Company Name & Address]

[Seal of the Company]

Affidavit

I/we.....S/o.....R/o.....Tehsil.....District
.....do here by solemnly affirm and
declared as under:

1. That I/we have business establishment located at.....
Tehsil.....District..... Pin Code
2. That I/we are fully authorized of signing this Affidavit on behalf of the above-mentioned business establishment/firm/ company (Pvt. Ltd.) in the capacity of Proprietor/Partner/ Director/ Chairman etc.
3. That I/we are applying for Overseas Consultant Partner (OCP) of GJUST, Hisar, Haryana, India.
4. That I/we shall promote the academic programs/generate referrals for admission/Items in accordance with the applicable provisions /rules of GJU-OCP Policy 2026 as specified or amended from time to time as may be applicable.
5. That I/we are fully competent to perform the duties and responsibilities of Overseas Consultant Partner (OCP) of GJUST, Hisar, Haryana, India.
6. That I/we shall abide by all the rules, regulations and the Code of Conduct norms designed for Overseas Consultant Partner (OCP) of GJUST, Hisar, Haryana, India as amended from time to time.
7. That I/we hereby declare that we are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.
8. That I/we registered with the concerned Government authorities in their respective country and duly accredited and approved for recruitment of international students.
9. That I/we shall abide the instructions and orders issued by GJUST, Hisar, Haryana, India.
10. That I/we know that legal action can be taken against me/us/our firm, if, any, violation of law or rules of GJUST, Hisar, Haryana, India is made by me/us/our firm.
11. I/ We shall be registered with the concerned Government bodies in the countries from where I/ We am/ are recruiting the international students for the GJUST and shall be accredited and duly approved for such kind of activities to be undertaken by me/ us in such context for the same.

Deponent

Verification:

I/we further do here by declare that all the statements made by me/us are true to the best of my/our knowledge and belief and nothing has been concealed and further state that I/we shall fully comply with the all the provisions of the Legal Metrology Act, 2009 and the rules made there under as may be applicable.

Deponent

(Signature of the applicant)

Identified by:

- 1.....
- 2.....

(with official seal.....)

Place:

Date:

(To be attested by Executive Magistrate 1st class)

UNIVERSITY POLICY/GUIDELINES OF OVERSEAS CONSULTANT PARTNER (OCP)

The Committee constituted by the Hon'ble Vice-Chancellor for fee structure as well as making the policy/guidelines of Overseas Consultant Partner (OCP) of the International/Foreign Students from the academic session 2026-27.

1. The Overseas Consultant Partner (OCP) must be:
 - (a) Registered organization/societies/ firms/ Pvt. Ltd. Company etc. with the concerned Government authorities in their respective country.
 - (b) Duly accredited and approved for recruitment of international students.
2. Overseas Consultancy Charges for various Academic Programmes (including Regular, Online Programmes offered by CDOE):
 - (a) 35% of the First Year Annual Fee (applicable as per programme) will be paid as one-time Overseas Consultancy Charges to the Overseas Consultant Partner (OCP) to promote the foreign admissions.
 - (b) Consultancy charges from the 'Annual Fee' of the year admitted shall be paid one time in Indian Rupees only.
 - (c) MoU/Agreement shall be signed between GJUST and the OCP for an initial period of one year, subject to renewal on an annual basis based on the performance/feedback assessed by the committee constituted by the Hon'ble Vice-Chancellor.
 - (d) Consultancy charges shall be payable only, if the applicant is facilitated through the concerned OCP, subject to the admission confirmed by the GJUST, Annual fee paid, Visa obtained/eligibility satisfied and student physically reports or enrolls.
3. Interest free, Security Deposit of Rs.3,00,000/- (Rupees Three Lakh only), shall be deposited by the Overseas Consultant Partner (OCP) in favour of the Registrar, GJUS&T, Hisar in the form of Demand Draft. The security deposit is refundable after 6 months from the date of receiving the discontinuation request by the OCP.
4. The associated Overseas Consultant Partner (OCP) will be given a Unique Referral Code by the office of Dean International Affairs (DIA) to use it in the online application form of their referred candidates as Overseas Consultant Partner Referral Identification Number (OCPRIN).
5. The scope of the services of Overseas Consultant Partner (OCP) shall be:
 - (a) Recruit International students for PhD Programmes, Under Gradates Programmes, Post Graduate Programmes and Diploma/Certificates Programmes.
 - (b) Executive market entry strategy (region-wise), Institutional partnerships abroad, Student counselling & conversion, Application processing, Visa facilitation support, Pre-departure & on-boarding support etc.

6. The Incentive for not eligible candidates proposed for admission will not be entertained for OCPs incentive assessment.
7. The incentive of any Scholarship will be disbursed only after the full receipt of fees to the University by the students for the admission year only.
8. The payment of incentive will be disbursed to the OCPs after deduction of TDS or any other deduction as per the India/Haryana Government rules.
9. The Incentive to OCP will be disbursed within six months only after receiving the full annual fee.
10. OCPs will not charge any extra fees from the students on account of University fees and abide by the rule and regulations of the University.
11. OCP's can advertise themselves only as Overseas Consultant Partner of the University. They are not supposed to misbrand or misuse the name and goodwill of the University.
12. In any Case, the Overseas Consultant Partners are found guilty for non-compliance of University norms and regulations or found misusing the brand name of University, then the OCP may be penalized or their security amount may be forfeited as per the decision given by arbitration committee constituted by the Hon'ble Vice-Chancellor.
13. All Overseas Consultant Partner will have to submit their copy of all the relevant Id's and documents of organization as well as of promoters, like Passport, Aadhar card and PAN card etc. along with cancelled cheque and bank account details.
14. Personal interaction of the Company Person/ OCP will be held with the MoU/Agreement Committee constituted by the Hon'ble Vice-Chancellor before the issuance of final authority letter.
15. The Hon'ble Vice-Chancellor reserves the right to change the terms and conditions after completion of academic session.
16. All disputes and differences shall be referred to the courts at Hisar, Haryana (INDIA) which shall be the courts having jurisdiction to entertain.
17. Overseas Consultant Partner has to submit an Affidavit duly attested by Executive Magistrate as per the prescribed format.
18. The indemnification clause will not be applicable to GJUS&T, Hisar with all associated Overseas Consultant Partners. The functions and operations of Overseas Consultant Partners will be independent. They will be solemnly responsible for any kind of physical, monetary or human resource related casualty or losses.
19. The University shall have the right to terminate the Agreement/MoU with the Overseas Consultant Partner by giving 90 days' written notice, or by immediate termination in case of bribery, unauthorized payments, misleading recruitment, or any breach of the Agreement/MoU.