

# **Instructions for Filling the Application Form**

**(Read the instructions/ Pre-requisite carefully before filling the application form)**

(A) Before proceeding to apply, please ensure that you have:

**1- Scanned copy of applicant's recent photograph with following specification.**

- Photograph should be formals
- Photograph must be a passport size color picture.
- Photograph must be taken in full face view directly facing the camera.
- Photograph should have no shadows and red eyes.
- Maximum size 100KB.
- Photo format should be .jpg or .jpeg only.
- File name should be of 10 character maximum

**2- Scanned copy of applicant's signature with following specifications.**

- Applicant should sign with black ink on a white paper and get the signature scanned.
- The signature must be signed only by the applicant and not by any other person.
- Maximum size 100 KB.
- Scanned signature format should be .jpg or .jpeg only.
- File name should be of 10 character maximum.

**3- Scanned copy of applicant's Father/Mother signature with following specifications.**

- Applicant's Father/Mother should sign with black ink on a white paper and get the signature scanned.
- The signature must be signed only by the applicant's Father/Mother and not by any other person.
- Maximum size 100 KB.
- Scanned signature format should be .jpg or .jpeg only.
- File name should be of 10 character maximum.

**4- Upload documents with following specifications.**

- Applicant should upload only one document (mark sheet/certificate) black ink on a white paper and get the signature scanned.
- The signature must be signed only by the applicant and not by any other person.
- Maximum size 2MB.
- Scanned signature format should be in PDF format only.

- File name should be of 10 character maximum.

**5- Create an email account if you already don't have one.**

**6- You must give a mobile number in basic details. If you don't have mobile number, Please enter your guardian's mobile number for any further correspondence in this regard.**

**7- All mandatory fields are marked with red star.**

(B) Instructions for filling the ONLINE APPLICATION FORM

- 1- Click on "PG/UG/Ph.D./Certificate Diploma" to access the list of programs.
- 2- Choose the program and click on the program name.
- 3- online Entrance Application form has following subsequent information
  - a) Personal Information
  - b) Education and Document Details
  - c) Application Summary
  - d) Payment
  - e) Submit Reference number and application form
- 4- Please fill the personal information first.
- 5- After filling the personal information click on save button at the last of the page.
- 6- System will generate the unique Registration number along with password. Applicants are advised to note the same.
- 7- The unique Registration number along with password will be sent on the email and the entered mobile number. Note down the Registration number for all future references.
- 8- After that you can continue and fill other required information or logout and login again with unique Registration number along with password.
- 9- After that Click on "PG/UG/Ph.D./Certificate Diploma" and click on "Click here for Student Login"
- 10- Login with unique Registration number along with password and you will get all the earlier submitted information in personal information page.
- 11- Applicants are required to fill all information required in different sections like Education and Documents details.
- 12- Fill Education and document detail and upload related documents. Photo and signature uploaded should be as per specifications, kindly refer to section (A) at the starting of the document.
- 13- To save the data please click on 'Continue and Save' button at the bottom of each screen.
- 14- Step for making Application Fees Payment, you can pay the fees through online mode or by choosing Challan mode.

## **Payment through Challan**

- a) If you select payment through **challan option**, you have to select bank and click on generate challan. After that you have to download the Challan and submit the same to the selected bank. Bank will give a reference number against the challan.
- b) Login again and submit your reference number under submit **reference number and application form** tab.

## **Online Payment**

- a) if you select online payment mode, click on make payment
- b) on the next page select your payment gateway
- c) Click on continue for payment
- d) Choose among the given options (debit card, credit card, net banking etc.)
- e) If the payment is successfully done, you will receive a success message with all the details
- f) Click on the Submit button to get the form finally submitted.

**Note: Before proceeding further please make sure that are the fields are filled in correctly in the confirmation screen before clicking the submit button.**