

INSTRUCTIONS

Submission of Online application have the following steps:

- 1) Registration of application by entering the Name, Adhaar Number, email id and uploading photo.
- 2) Applicants have to note their **user id** for further process. Applicants have to login using the user id and adhaar number to continue the process.
- 3) In the next step the applicants have to select **Course and subject**.
- 4) In the next step the applicants have to enter **Personal details**.
- 5) In the next step the applicants have enter **Previous education details**
- 6) In the next step the applicants have to enter **Marks scored of previous examination**
 - a) **Applicants have to enter the Max Marks and Marks Scored in each Columns under Languages and all Electives (for applicants who have passed BA and BSc)**
 - b) **For Applicants who have passed BCOM and BSW have to enter Max Marks and Marks Scored in each Column under Languages and Elective1 only. Enter 0 (zero) in the remaining column cells. In subject cells under Electives enter the subject name for the all Electives Cells. Do not leave blank.**
 - c) **Applicants have to enter 0 (zero) in the numeric cells which are not applicable**
 - d) **Applicants have to click the UPDATE button without entering the total and aggregate cells.**
- 7) In the next step the applicants have **upload** the following scanned documents in PDF format
 - a) SSLC Marks Card
 - b) Degrees Marks cards of all semesters in a single file
 - c) Category certificate
- 8) In the next step the applicants have to make application fee payment through online.

Note:

- a) The **user id** will be sent to applicants email id.
- b) The registered applicants have to Upload documents from 04-10-2020
- c) Provision for Online payment of application fees will be from 09-10-2020
- d) The applicants have to take a printout after successful payment and submit to the concerned department.