

INSTRUCTIONS FOR FILLING UP

APPLICATION FORM

THIS PORTAL IS BEST VIEWED IN 1280 X 1024 SCREEN RESOLUTION

STEP 1

- At first you have to Register yourself. In this stage you have to provide your Name and Mobile Number which will be registered in College database. Henceforth you have to use registered mobile number for further transactions.

STEP 2

- **Fill in the Online Application Form** and note down Auto generated **Application Serial Number**.
- The candidate should fill all the details in the Online Application Form and Click on **Save** Button to save each Page. After saving First Page **Application Serial Number** will be generated.
- **Note Down this Serial Number for future transactions and correspondence**.
- After saving each Page you have to Click on **Next** Button to Proceed to Next Page.
- For subsequent Logins, you will be able to login directly with your respective **Application Serial Number** and **Mobile Number/OTP**. **At any stage you can Logout. You can continue with your partial saved Data with Next Logins until you finally submit your Application.**
- **Without Final Submit you cannot Print your Application.**

STEP 3

Upload Scanned Images of Photograph, Signature and Certificates:

- The scanned images of Photograph and Signature should be in JPG/JPEG format only.
- Size of the Photo image must be greater than 4 kb and less than 100 kb.
- Size of the signature image must be greater than 1 kb and less than 50 kb.
- Dimension of Photograph image should be 3.5 cm (width) x 4.5 cm (Height) only.
- Dimension of signature image should be 3.5 cm (length) x 1.5 cm (Height) only.
- All Certificates should be in JPG/JPEG/GIF/PNG Formats and size should not exceed 2 MB

STEP 4

Download and Print the Application:

- The Candidate should save the Application Form in PDF Format that will be available in Last Step and take print out of the Application Form.

