

## Guidelines for filling the Online Application Form

[These pages may be printed for your own convenience and easy reference]

### General Instructions:

1. Before applying online, candidates are advised to download the Admission Notification and read it carefully.
2. Fill all items that are relevant to you in capital letters or numbers or tick (✓) the check box / radio button as required. All items are mandatory and must be filled in; otherwise, the form may be rejected.
3. Please ensure that all information provided is correct and accurate. Admission on false information and certificate will be ipso facto null and void and also punishable under the various provision of Indian Penal Code.
4. After filling the complete form, you will be prompted to **“Save for Later”** before you click on the **“Generate Application Number”** button. **Candidates will have the option to save the form to a maximum of only three times.** Please ensure that all fields are correctly filled in before you finally click on the **“Final Application Submission”** button. Take a printout of application form by clicking on **“Print Application”** button. **Note:** Once you click on the **“Final Application Submission”** button, the Form is set to read only. You may however return to the form to view or print it again.
5. **BC certificate should be issued on or after 1<sup>st</sup> April 2016 by a competent authority, and countersigned by an officer not below the rank of S.D.O. of the State of Jharkhand [Certificate issued by an officer less than the rank of SDO will not be accepted and their application will liable to be rejected].**

### Specific Instructions:

6. While filling the form please note the following:

On opening the webpage by clicking the link [**“Click here to Apply Online”** (under the relevant programme heading)]. A login page will be opened where you will see 2 options:

- **New user register here** (If you have not yet registered before and you are accessing this for first time)
- **Or**, in case you have already registered and created a profile using a **‘username’** and a **‘password’**, re-enter the same in the box and click on **‘Login’**. All the previous information that you have saved during registration will be available to you on the screen.

After clicking on the **‘Login’** a new page will appear where you have to click on the **“Add Application”** button to proceed for the registration.

- a) **For first time users:** you will be prompted to enter the following details on a new screen that will appear. Follow the instructions & fill correctly using instructions given below [‘b’ to ‘j’]:
- b) **Programme Applying for:** Select the programme from the prompt
- c) **Name:** Type your name as printed on your Class X certificate
- d) **Date of Birth:** Select the appropriate date, month and year in the given boxes, as appears on your Class X pass certificate.
- e) **Gender:** Click on the appropriate radio button
- f) **Father's Name, Mother's Name:** Type names in the following format: First Name, Middle Name(s) and Surname. If space is insufficient, use initials for middle name(s). Do not use any titles, such as, Mr. / Mrs. / Sri/ Smt. etc.
- g) **State of Eligibility:** Please select appropriate state (from drop down box) from which you have passed the Class XII or equivalent qualifying examination [i.e., state in which your School / College is located where you have completed Class XII / equivalent qualifying examination].
- h) **Category / Caste:** Click on the appropriate radio button.
- i) **Other Category (PwD):** If you are a Person with Disability, please select “Yes”.

- j) **Email ID:** Type your and your parents Email ID currently using. Prospective candidates must maintain a valid & unique email account throughout the selection process.
- k) Enter any chosen '**username**' [atleast one special character] and '**password**' in the appropriate boxes and Click on '**Register**' button.

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[At this stage, basic details filled by you will be saved for future. You may view your details and proceed further or stop for now and come back later at a different time/ sitting as well by using the same 'username' and 'password']  
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- l) **JEE-Main 2018 details:** Select name of exam, year of appearing from the drop-down box, enter roll / registration number and JEE-Main (CRL Rank).
- m) **Preferences of Branch (for B.Tech. programme only):** Please select the preferences of branch and place of study from the prompt. [Candidates may select all branches available in order of preference].
- n) **Educational Record: Percentage of marks in Class X and Class XII:** Calculate as mentioned under eligibility criteria (Please keep photocopies of your mark sheets and pass certificates of Class X and Class XII / equivalent qualifying examination in hand for reference).
- o) Please fill name of Board / University for Class X and Class XII /equivalent qualifying examination and 'Year of Passing' referring to the photocopies of the aforesaid marksheets/ pass certificates.
- p) Indicate percentage of total marks secured for Class X and Class XII / equivalent qualifying examination in appropriate box.
- q) Write all the subjects that you passed in Class X and Class XII /equivalent qualifying examination in the appropriate box: e.g. Phys, Math, Sc., Stat, Eng, Eco, etc
- r) **School / College / University Details:** Please fill the details [qualification, name of School/ College, address & telephone number] referring to relevant papers of your own School / College. You should note these down in a piece of paper beforehand. [**Qualification:** Type I.Sc. / I.Com / IA or as the case may be (qualifying examination)].
- s) **Present Address / Address for Communication:** Type the full address including your full name, PIN code, STD code, Telephone number and Mobile number in the appropriate boxes.
- t) **Permanent Address:** Type the full address including your full name, PIN code, STD code, Telephone number and Mobile number in the appropriate boxes.
- u) **Mobile & Telephone Numbers:** Provide the mobile and telephone numbers in appropriate space.
- v) Please ensure that you have chosen the option either '**Yes**' or '**No**' regarding RTI provisions in the Online application.
- w) **Photograph of the candidate:** Upload your recent colour passport size photograph (the size of photograph should not be exceed by 10kb)

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At this stage, you will see 2 different buttons: '**Save for Later**' and '**Generate Application No.**'. If you have fully completed: click on '**Generate Application Number**'. If you have not completed filling everything click on '**Save for Later**'. You will be able to enter once again only using your '**username**' and '**password**' to complete all the required details.  
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- x) **Payment Details:** After generation of '**Application Number**' click on the link **State Bank Collect** for payment towards application fee as mention in the admission notification.

[Candidate may use the net banking or credit card payment through any nationalized bank].

- On clicking the link "**State Bank Collect**" a disclaimer clause page will appear, where candidate has to click on check box to proceed for the payment.

- New page will appear where candidate need to select “**Application Fee**” from the drop down box.
- Type / select the following details:  
Name, Programme, Session, Date of Birth, Mobile Number, Caste/Category, Application Number, Candidate Address and Application form fee etc. **(while filling form, please do not use special character e.g. % # @ & ^ - \* etc. including brackets and commas).**
- Take a print out of the payment receipt that is generated after successful payment transaction.
- Please enter the Transaction ID/ Reference No. same as provided on the payment receipt.

After entering **Transaction ID/ Reference No.** click on the “**Final Application Submission**” button to complete the online application process.

**Note:**

- (a) **The original copy of the payment receipt should be attached along with printout of online application form.**
- (b) **Bank charges are extra and will be payable by the candidate only. Fee once remitted shall not be refunded under any circumstances.**

At this stage the candidates are required to take the printout of application form by clicking on link **‘Print Application’**. **Further, candidates are advised to retain the Application Form with you, as the same will be required to produce during counselling cum admission. Admission on false information and certificate will be ipso facto null and void and also punishable under the various provision of Indian Penal Code.**

- y) **Declaration and Undertakings:** After filling the above details, your online form filling is complete. You and your legal guardian / parent are required to sign the declarations and undertaking on the last page of the printed form.

**Note: The shortlisted eligible candidates will be called to appear for ‘documents verification cum admission’ process on purely provisional basis, subject to their eligibility being verified at the time of ‘documents verification’. Merely being allowed to appear at the documents verification cum admission process will not be considered as a ground for being eligible for admission.**