Instructions for filling 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 MCA Information Brochure 2017 (pdf) 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. Candidates who seek admission under any reservation category:
   a) **All candidates belonging to the SC, ST, BC-I or BC-II categories must obtain caste certificates which should be in proper format, and should be signed by appropriate authority of rank not less than SDO. They must enclose photocopy of the same.** (Note: The final reservation proportion will depend on notification, if any, issued by competent authority and as accepted by the Institute).
   b) Candidates belonging to other special categories mentioned in Sec-6 (Persons with Disability, Kashmiri Migrant and Ward of BIT employee) must provide photocopy of certificate in proper format from appropriate authority.

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) **Degree:** Select 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 the dropdown box) from where you have passed / are appearing for qualifying examination [i.e. state in which your Institute / University / College is located where you have completed / are completing graduation (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**.**

[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) **Other Category (Ward of BIT Employee or Kashmiri Migrant):** Please select appropriate category, if any.

m) **Choices** / **Preferences of Place for Study (Campus):** Select the campuses (Centre of Place for Study) in order of preference from the prompt. You may select any number of preferences (maximum 04). However, you must select ALL of your wanted preference of Campuses before you submit the form online.

n) **Choices of Online Test Center:** Select first and second Choice of Online Test Center from the list of Test Centers. [Ref: footnote in "Online Entrance Test for MCA 2017"]

o) **Educational Record: Percentage of marks in Graduation:** Calculate as mentioned under eligibility criteria (Please keep photocopies of your marksheets and pass certificates of Class X, Class XII and Graduation/equivalent exam in hand for reference).

p) Please fill name of Board / University for Class X, Class XII and Graduation/equivalent exam and 'Year of Passing' referring to the photocopies of the aforesaid marksheets/ pass certificates. [For those whose results of graduation is yet to be declared: indicate year of passing – 2017]

q) Please fill name of the Graduation/equivalent exam referring to the photocopies of the aforesaid marksheets/ pass certificates

r) If you have cleared all the subjects in the said examinations in the first attempt- fill 1. If you have had to clear one or more subjects later [back papers etc.] fill 2 or 3 etc counting the total number of attempts you had to make to clear the subjects and receive pass certificate.

s) Write all the subjects that you passed in Class X, Class XII and Graduation/equivalent exam in the appropriate box: e.g. Phys, Math, Stat, Eng, Eco, etc

t) Indicate percentage of total marks secured for Class X, Class XII and Graduation / equivalent exam in appropriate box.

Note: For candidates who are appearing / appeared in 2017 and the results are not yet declared should also fill "1 or 2 or 3" in the 'number of attempts'.

u) **Institute** / **College Details:** Please fill the details [name of college, address, telephone number] referring to relevant papers of your own college. You should note these down in a piece of paper beforehand.

v) **Qualification:** Type B.E./BCA or as the case may be [qualifying examination]

w) **Professional Work Experience:** Type name of Employer, Post Held, Duration and work description in appropriate fields.

x) **Address for Communication:** Type full address including your full name, PIN code in the appropriate boxes.

y) **Permanent Address:** Type full address including your full name, PIN code in the appropriate boxes.

z) **Contact Number:** Provide your Mobile number and Telephone number with STD code in the appropriate boxes.

aa) Please ensure that you have chosen the option either **'Yes" or 'No'** regarding RTI provisions in the Online application.

bb) **Photograph of the candidate:** Upload your recent colour passport size photograph (the size of photograph should not be exceed by 50kb)

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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cc) **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.

dd) A new page/ screen will appear. Read the instructions on the screen carefully [candidate may use the net banking or debit / credit card payment through any nationalized bank].

- On clicking the link **"State Bank Collect"** a disclaimer clause page will appear, where candidate should 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. (Starting with DU……) 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**'. **Send the electronically generated application form along with required enclosures to Dean Admissions, BIT Mesra, Ranchi – 835215** before scheduled date. **Admission on false information and certificate will be ipso facto null and void and also punishable under the various provision of Indian Penal Code.**

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ee) **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.