List of enclosures to be submitted along with the electronically generated application form

1. A print-out of the duly electronically generated online application form

2. One recent colour photograph – [same as uploaded on the form] and attached by clip (write your Name, Form No. and "MCA-2018" on the back of the photo).

3. **Payment receipt towards application fee of Rs.2,500/- (General / OBC) and Rs.1,500/- (SC/ST) candidates (non-refundable)**

4. **A set of self-attested photocopies of certificates** as listed below: (write your Name, Form No. and "MCA-2018" on the back of each of the photocopies):

    a) Pass certificate of Class 10 (as proof of age)
    b) Marksheet of Class 10
    c) Marksheet of Class 12 / Intermediate or equivalent
    d) Marksheets of Graduation for graduates
       OR
       Marksheets upto pre-final year for candidates graduating in 2018, (s)/he must also enclose photocopy of a certificate from the Principal of Institute stating that:
       (i) by 30 June 2018, he/she will have appeared for examination in all subjects required for obtaining his/her Bachelor's degree.
       (ii) He/she has obtained requisite marks or equivalent based on latest available grades / marks.
    e) **Candidates with qualifications acquired through correspondence or distance-learning programmes must enclose with their application, photocopies of Pass certificate in addition to marksheets of qualifying examination showing that they have passed the qualifying examination with requisite marks. They must also enclose proof of the programme recognized by the DEC-IGNOU in letter head of the Institute / College / University. [Appearing candidate in distance learning programmes, whose results are yet to be declared, are not eligible to apply].**
    f) Caste certificate (if applicable), which **should be in proper format and signed by appropriate authority of rank not less than SDO.**
    g) Candidates belonging to other special categories mentioned in Sec 7 [Person with Disability (PwD) / Kashmiri Migrant /Ward of BIT Employee] must provide photocopy of certificate in proper format from appropriate authority.
    h) Photo identification: (Driving license, Passport, PAN Card, Voter ID, College ID, Aadhaar Card, Employee Identification Card are acceptable).

Note: Incomplete applications or applications received without all required enclosures are liable to be rejected / may not be processed.