

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 NRI/PIO/SFFS Information Brochure 2018 (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 “**Final Submit**” 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 Submit**” button. Take a printout of application form by clicking on “**Print Application**” button. **Note:** Once you click on the “**Final Submit**” button, the Form is set to read only. You may however return to the form to view or print it again.

Specific Instructions:

5. 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 select the programme (UG/PG) and 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 ‘i’]:
- b) **Name:** Type your name as printed on your Class X Pass Certificate / Marksheet.
- c) **Date of Birth:** Select the appropriate date, month and year in the given boxes, as appears on your Class X pass certificate.
- d) **Gender:** Click on the appropriate radio button
- e) **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.
- f) **Nationality:** Please select appropriate country from the dropdown box.
- g) **Category:** Click on the appropriate radio button (NRI/PIO/SFFS).
- h) **Email ID:** Type your Email ID currently using. Prospective candidates must maintain a valid & unique email account throughout the selection process.
- i) 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’]. **Select the course and click on ‘Add Application’ button.**

- j) **Passport Number:** Enter your parent's Passport Number.
- k) **Place and country of issue:** Please enter the name of place and country of issues a Passport.
- l) **Date of issue and validity of Passport:** Enter the date of issue and validity of the passport.
- m) **Residence Permit, Green Card or any other:** Provide the details as applicable.
- n) **Mobile No. / Phone No.:** Provide your mobile and phone number in appropriate filed.
- o) **Educational Record: Details of Class X, Class IX and Class XII for candidates applying for UG courses and Class X, Class IX, Class XII and Graduation for candidates applying for PG courses:** (Please keep photocopies of your marksheets and pass certificates of Class X, Class IX, Class XII and Graduation/equivalent exam in hand for reference).
- p) Please fill name of Board / University for Class X, Class IX, Class XII and Graduation/equivalent exam and 'Year of Passing' referring to the photocopies of the aforesaid marksheets/ pass certificates. **[For those whose result of Class XII / Graduation is yet to be declared: indicate year of passing – 2018]**
- q) Indicate percentage of total marks secured for Class X, Class IX, Class XII and Graduation / equivalent qualifying examination in appropriate box.
- r) Write all the subjects that you passed in Class X, Class IX, Class XII and Graduation/equivalent exam in the appropriate box: e.g. Phys, Math, Stat, Eng, Eco, etc
- s) 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.
- t) Enter Class X, Class IX and Class XII Subjects, Grade and Grade value in the appropriate fields.
- u) **Permanent Address:** Type full address including your full name, PIN code in the appropriate boxes.
- v) **Address for Communication:** Type full address including your full name, PIN code in the appropriate boxes.
- w) **Photograph of the candidate:** Upload your recent colour passport size photograph (the size of photograph should not be exceed by 10kb)
- x) **Application Fee Details:** Enter Demand Draft No. / Transaction No., Date, Name of Bank and Location of the Bank.
- y) **Preferences of Branch / Course:** Please select the preferences of branch / course from the prompt.

At this stage, you will see 2 different buttons: '**Save for Later**' and '**Final Submit**'. If you have fully completed: click on '**Final Submit**'. 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.

At this stage the candidates are required to take the printout of application form by clicking on link '**Print Application**'. [Send the scanned copy of electronically generated application form along with required enclosures at BIT Mesra, Ranchi through email by the due 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.**

- z) **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.