

Instructions for Online Application

Before commencing the application process read the following steps very carefully.

If you are applying for the first time you have to **register** yourself. If you are already a registered candidate then you can start / resume your application process by directly clicking on the **login** option. For creating a new account you have to go through the following steps:

- First choose the **Register** (in green) option
- After selecting the Register option there will be a notification regarding the important documents that you need to carry for the application procedure. Please read the notification carefully.
- For registration first you have to write your **name**, then your **date of birth** (in DD/MM/YYYY format), your registered **email id**, your **registered mobile number** and your **Registration number**/ Unique number at 10+2 level.
- After providing all these information you have to click the **register button**. Once you click the registered button the **OTP will be sent to your registered mobile number** (the number that you have given). You need to provide that four digit OTP in order to complete your registration. **After providing the OTP your registration will be completed.**
- Once the registration is complete a message will pop up saying **“you have been successfully registered”** and **you will also be given an ID number and a password**. Keep that ID and password with you as you can later resume the application process using this ID and password.
- Now you have to click **“Enter in your Account”** button in order to start your application process.
- Then click **“Apply Now”** button to start the application. There will be four steps and in every step you need to provide all the required information properly in order to complete the application process.
- In the first step you need to provide your **Personal Information, Family Information** and **Other Details**. You have to put the information within the box. The section with **select** option has the drop down box from where you can choose your option. Please note the following information while filling up this section.
 - a) If you have **kanyashree id (k1)** then you have to mention the 16 digit kanyashree id number.

b) In the caste category section you can choose your caste from the drop down box. If you belong to a **Caste other than unreserved (SC/ST, OBC A and OBC B)**, you have to upload the supporting document (caste certificate) issued by **Sub-divisional Officers for all districts except Kolkata / District Welfare Officer, Kolkata & Ex-officio Joint Director, B.C.W. in case of Kolkata Municipal area [vide G.O. No. 3085-BCW/MR-94/11, dated 16.09.2014]**. You have to put the information of the Memo no. / Order no, issuing authority and issue date. Only caste certificates issued by appropriate authority as mentioned above will be considered. **NOTE: If you have applied for caste certificate but not yet received, you may upload the acknowledgement slip along with caste certificate of your father, merged in a single PDF file. However, you must submit your own caste certificate issued by appropriate authority mentioned above before publication of the Final comprehensive merit list failing which your application will only be considered for unreserved (UR) category.**

c) If you belong to the **EWS (Economically Weaker Section)** then you have to upload the valid EWS certificate issued by one of the following competent Govt. authorities: **District Magistrate/ Additional District Magistrate, Sub Divisional Officer, DWO, Kolkata for Kolkata Municipal Corporation Area**. You will have to upload the document at later step of the application procedure.

d) In the section '**Differently Abled**' again if you are differently abled then you have to mention the percentage of disability as well as the disability type and you also need to provide the information on PWD certificate Memo/ Order number, issuing authority and date of issue.

- After providing all the (Personal, Family and Other) information you have to click on the **Continue** button in order to proceed to Step 2.
- In step 2, first you have to give information about the total and obtained marks of Madhyamik or Equivalent Examination. Then you have to provide information about the marks obtained at Higher Secondary or Equivalent Examination. You can select the subjects from the drop down box. **Put the subject marks very carefully**. Here it is noteworthy that **if you have studied 5th and 6th subject then you must put the marks of those two subjects as well** and **if you haven't then you can choose Not Applicable option** from the drop down box of that particular subject. **Details of all subjects studied and marks obtained must be furnished as per the mark sheet. Suppression of any fact or discrepancy will lead to cancellation of**

admission. Other than marks you also need to provide some other information about 10+2 level examination (e.g. your board, your registration number, year of registration, roll, number and year of passing). Check all the information that you have provided very carefully before moving to the next step. Click **Continue** to proceed. Now step 2 is complete.

- After completing step 2 you arrive at step 3. Here you have to upload the supporting documents:
 - **Recent passport size colour photograph (not exceeding 200 kb, JPG format)**
 - **Your scanned signature (not exceeding 200 kb, JPG format)**
 - **Madhyamik admit card or the equivalent document for age proof (not exceeding 200 kb, JPG/PDF format)**
 - **Madhyamik or equivalent (10th level) marksheet (not exceeding 200 kb, JPG/PDF format)**
 - **Higher Secondary or equivalent (10+2 level) marksheet (not exceeding 200 kb, JPG/PDF format)**
 - **Caste certificate (if applicable) (not exceeding 200 kb, JPG/PDF format)**
 - **PWD certificate (if applicable) (not exceeding 200 kb, JPG/PDF format)**
 - **EWS certificate (if applicable) (not exceeding 200 kb, JPG/PDF format)**
- Once you complete uploading all the files you have to click on the **Continue** button.
- Now you can see all the information that you have provided. If you need, you can edit any information by clicking on the **Edit Details** option. Click on the **Finally Submit** option to submit your application.
- Now you come to step 4. Here you have to choose the subjects you want to study. **First you have to choose the Honours and then the GE subjects.** You can choose the subjects from the drop down box. **If you want to apply in more than one subject then you have to add the subjects by selecting (+) sign. With the new honours subjects you also need to choose the new GE subjects.** After selecting the honours and GE subjects you need to click on the **(+) sign** again and then the **Continue** button.
- Your application is complete. Now you have to download/print the filled in application form for all future communications.