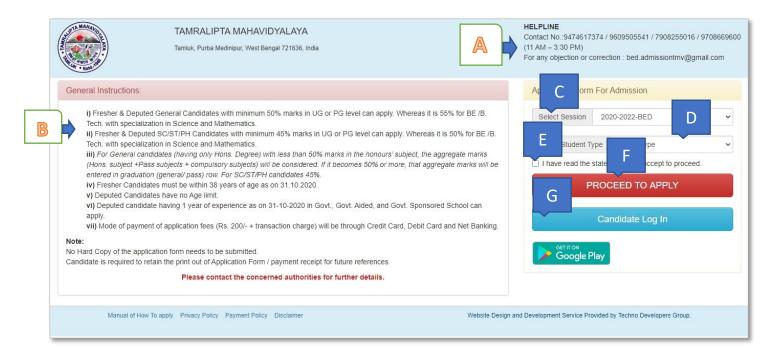
#### CANDIDATES' MANUAL

### Steps to apply for admission through the Online Admission system

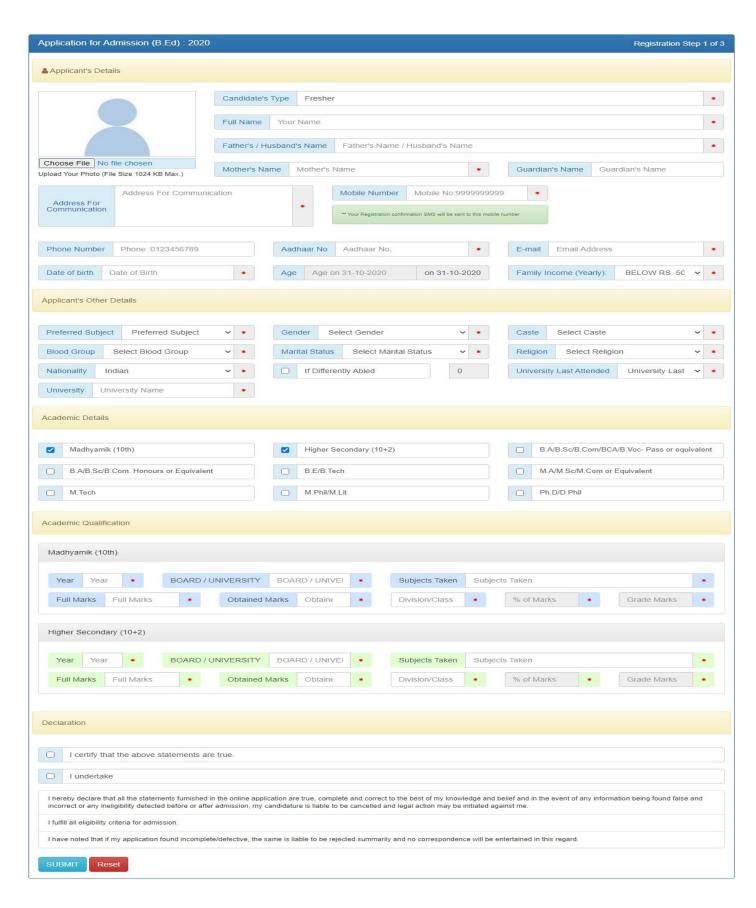
Welcome to the online admission system prepared by TechnoDG.com. This document is aimed to provide you with a ready reference on the candidate's interface and the procedure for applying for admission through the online admission system. We start with the welcome screen of the online admission system which provides the applicant/candidates with the following options



- A > College Name
- **B** > Eligibility Criteria details etc.
- C > Session & Course to which the admissions are opened
- **D** > Student/Candidate Type i.e. Fresher or Deputed
- **E** > Acceptance to understand the above details
- **F** > First screen submission button to start the form filling process
- **G** > Applied Candidates Log in button

#### **CANDIDATES' MANUAL**

Registration: Application Form for all Candidates



#### **CANDIDATES' MANUAL**

#### Mandatory Fields: Application Form for all Candidates

- 1. Applicant's Passport Size Image
- 2. Applicants full name [as per documents]
- 3. Father's / Husband's Name
- 4. Mother's Name
- 5. Address for Communication
- 6. Mobile Number [Your Registration confirmation SMS will be sent to this mobile number]
- 7. Aadhaar No [12 Digit Number]
- 8. E-mail [Valid e-mail Id]
- 9. Date of birth [as per documents]
- 10. Family Income (Yearly) [Select from dropdown list]
- 11. Preferred Subject [Select from dropdown list]
- 12. Gender [Select from dropdown list]
- 13. Caste [Select from dropdown list]
- 14. Blood Group [Select from dropdown list] If unknown then select unknown
- 15. Marital Status [Select from dropdown list]
- 16. Religion [Select from dropdown list]
- 17. Nationality [Select from dropdown list]
- 18. If Differently Abled [Tick the box and mention the percentage as per certificate]
- 19. University Last Attended [Select from dropdown list]

#### if other than VIDYASAGAR UNIVERSITY then mention the name of university

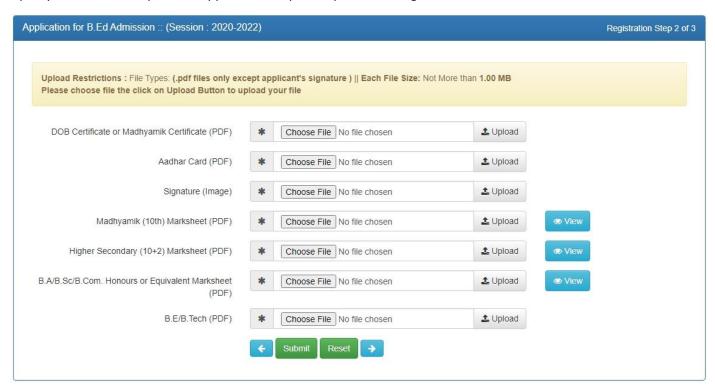
- 20. Academic Details [Select from mentioned], you can't select (B.A/B.Sc/B.Com/BCA/B.Voc- Pass or equivalent | B.A/B.Sc/B.Com. Honours or Equivalent | B.E/B.Tech) together or (M.A/M.Sc/M.Com or Equivalent | M.Tech) together or (M.Phil/M.Lit | Ph.D/D.Phil) together.
- 21. The Academic details include the following details up to Post Graduation level
  - a. Year of passing
  - b. Board or University
  - c. Subjects Taken
  - d. Full Marks
  - e. Obtained Marks
- 22. In case of M.PHIL/M.LIT, PH.D/D.PHIL and D.SC/D.LIT please provide the following only. The necessary Grade for merit shall be added automatically.
  - a. Year of passing
  - b. Board or University
  - c. Subjects Taken

#### **CANDIDATES' MANUAL**

### **Documents Upload: Supported Documents**

Upload Restrictions: File Types: (.pdf files only except applicant's signature ) || Each File Size: Not More than 1.00 MB

Upon your academic input the supported file upload option will be generated. As below



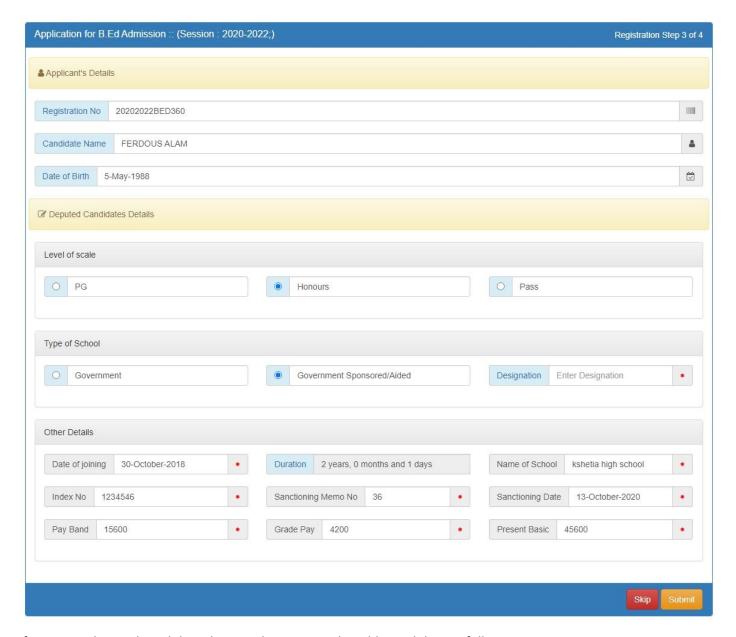
You can view your uploaded file by clicking view button after successful uploading of each files.

#### It is strongly recommended kindly check your uploaded files, before submit

All fields are mandatory here. Once you uploaded your files then click on submit button for next step. Application Preview and Payment of registration fees.

#### **CANDIDATES' MANUAL**

### Additional Details: Deputed candidates only



If you are a deputed candidate then you have to put the additional data as follows

- 1. Level of scale [Choose 1 option out of 3]
- 2. Type of School and your current designation
- 3. Date of joining [Date from date picker]
- 4. Duration of your service [automatically calculated] if not get calculated then re-select the date
- 5. Name of School [Full name of your school]
- 6. School Index No
- 7. Sanctioning Memo No
- 8. Sanctioning Date [Date from date picker]
- 9. Pay Band [Current Pay Band]
- 10. Grade Pay
- 11. Present Basic

#### CANDIDATES' MANUAL

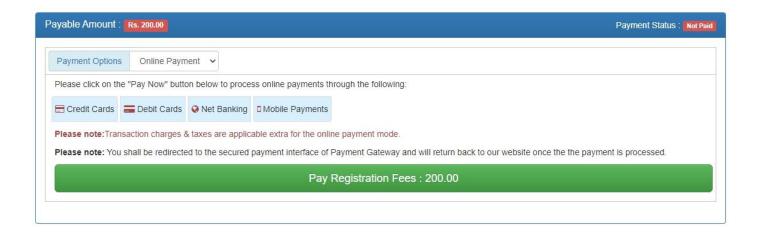
### Application Preview and Registration Fees payment

In this section you get your application preview based on your input see image

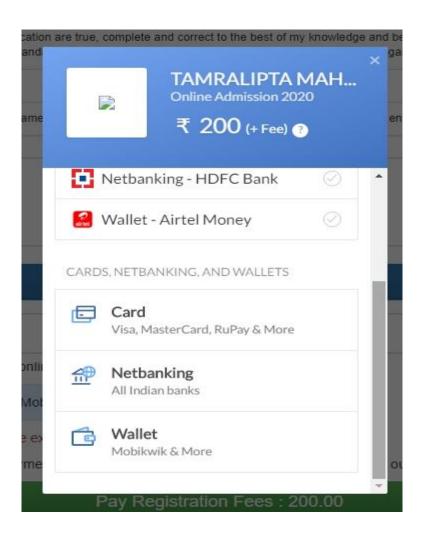


### CANDIDATES' MANUAL

### Online Registration Fees payment



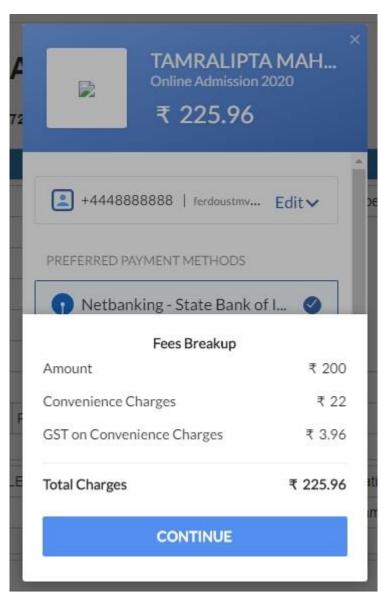
End of your application preview you get registration fees payment option as above. On click on Pay Registration Fees you will be redirected to secure payment gateway as below.



### CANDIDATES' MANUAL

### Online Registration Fees payment

On the above screen you choose your payment option. Based on your choice you find if any additional charges if applicable as below.

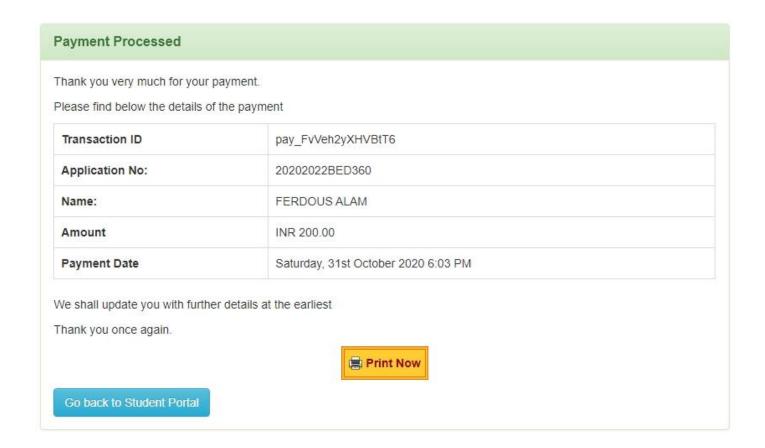


After making of successful payment of your registration fees, you will be again redirected to the system for your payment receipt as below.

It is strongly recommended that, in this stage do not press refresh button or do not close the window until and unless you will be redirected to main site.

### CANDIDATES' MANUAL

### Online Registration Fees payment receipt



Once receipt is generated take a print out for your payment related reference.

Go back to Student Portal and Use Candidate Log-in for log into the system again and take a print out of your application.