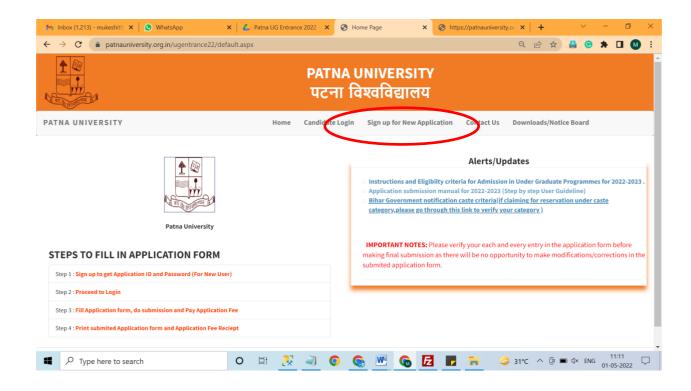
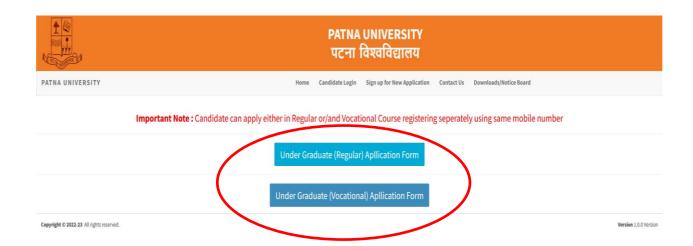
Application procedure MANUAL

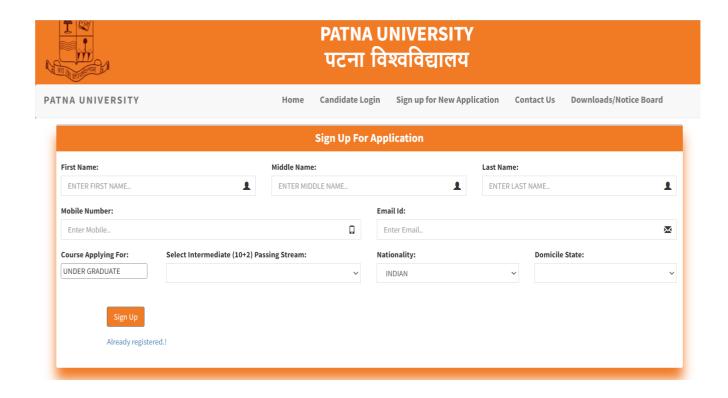
Step-1: Click on the Sign up For Application Link



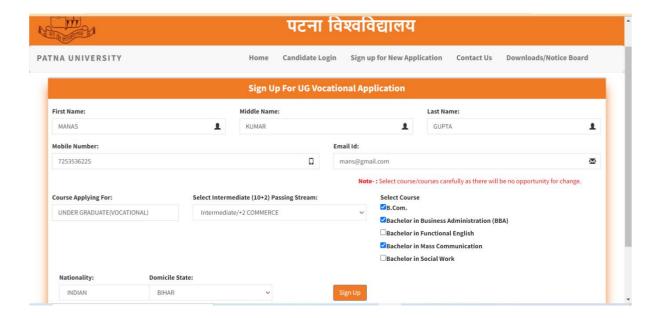
Click on Sign up page and select an application from of your choice.



After selection on the above link you will be redirected to the following page for regular course:



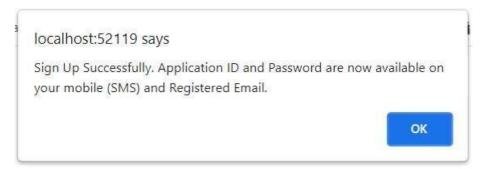
After selection on the above link you will be redirected to the following page for vocational courses:



On the Sign Up Page You Need to Fill Following Details:

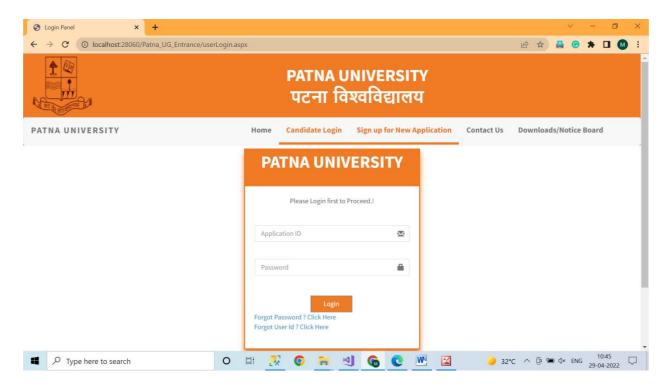
- 1. Your First name, Middle Name (if any) and Last name (if any). Please do not use any suffix like Mrs., Miss etc.
- 2. Your Mobile number for future communication. Please use your personal mobile number not any other's mobile number.
- 3. Your email valid id.
- 4. Select Course You want to apply for.
- 5. Select Intermediate (+2) passing stream. After selecting it you can check your eligibility in various courses / programs.
- 6. Select domicile state to get benefit of reservation (only for Bihar state domicile holders)

After filling all above details click on 'Sign Up' button. You will see following message. You will receive an Application ID and password on your mobile number and email. Please note it for future reference.

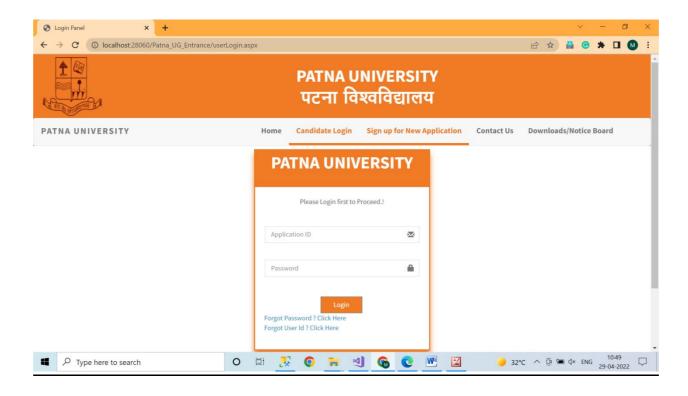


Step-2: After Clicking on 'OK' Button You will be redirected to Login Page

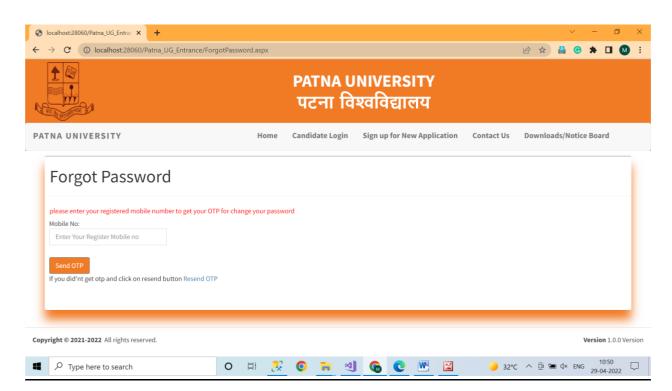
Enter your Application Id and password, and Click on Login button.



If you forgot your password then click on forgot password:

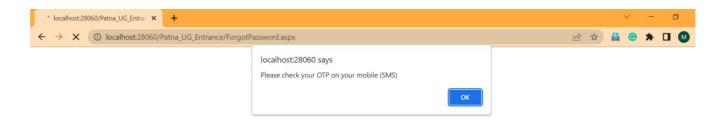


Then you will be redirect to forgot password page

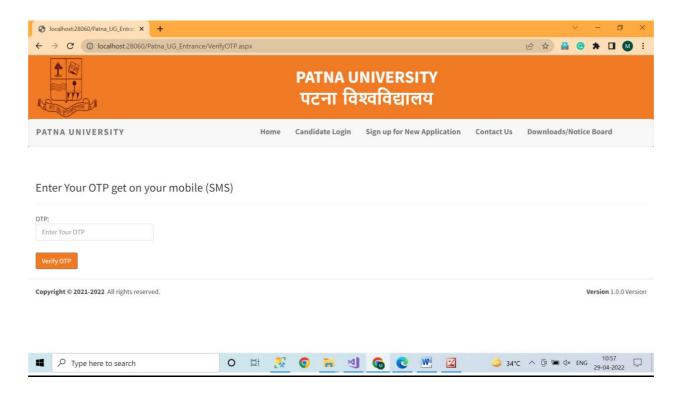


Step to get your password

- 1. Enter your mobile number to get your OTP If you did not get otp then click on resend button Resend OTP)
- 2. After providing mobile no. click on the send OTP button
- 3. You will receive OTP message on your mobile no.



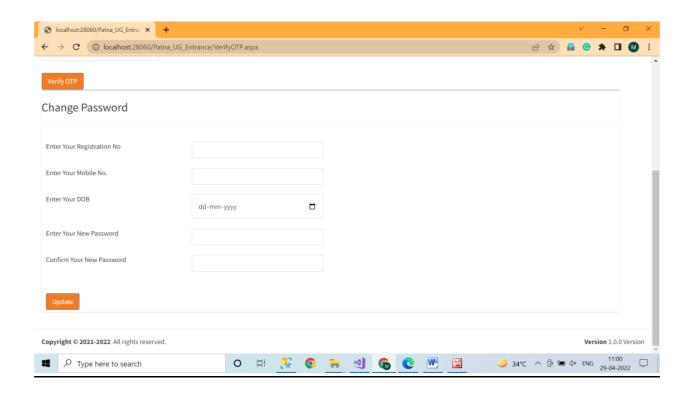
After receiveing the OTP You will be redirected to the following page:



Step for OTP Verification

1. <u>Enter the received OTP on your mobile number via SMS and click on</u> the verify OTP

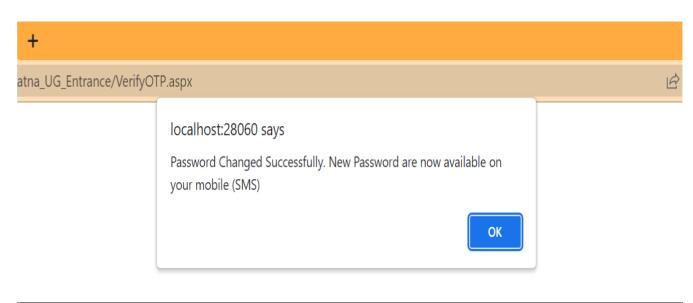
<u>After Verifying OTP successfully You will be redirected to the following page:</u>



Step to Change Password

- 1.Enter your registration no.
- 2.Enter your registered mobile no.
- 3.Enter your date of birth(DOB)
- 4.Enter your new password
- 5.Confirm your Password(Re type your new password)
- 6. Click on Update Button

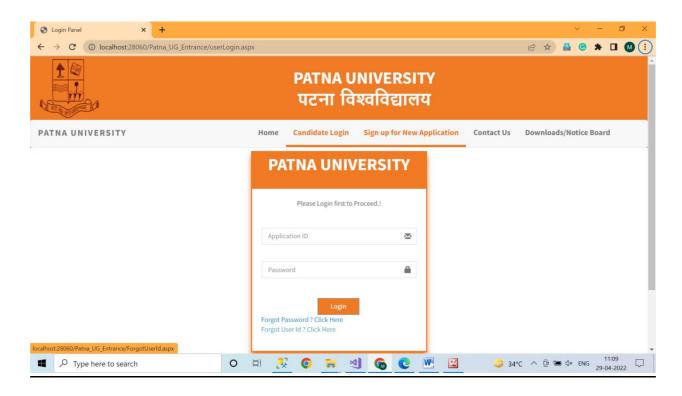
After succesfull completion, You will be redirected to following Page:



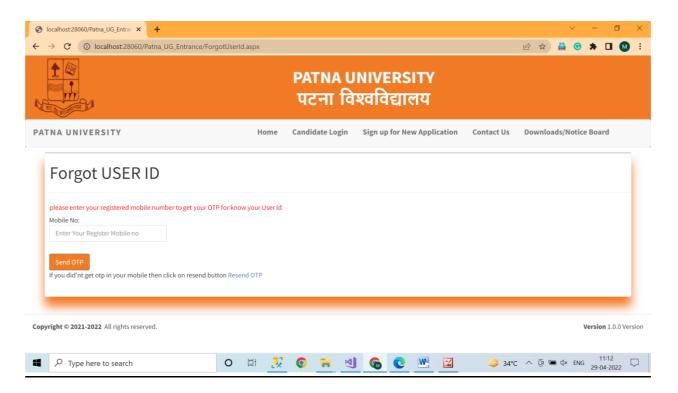
Now you will get your new password on your registered mobile no via sms

If you forgot your User Id the follow these steps

1. Click on forgot user id Link:-

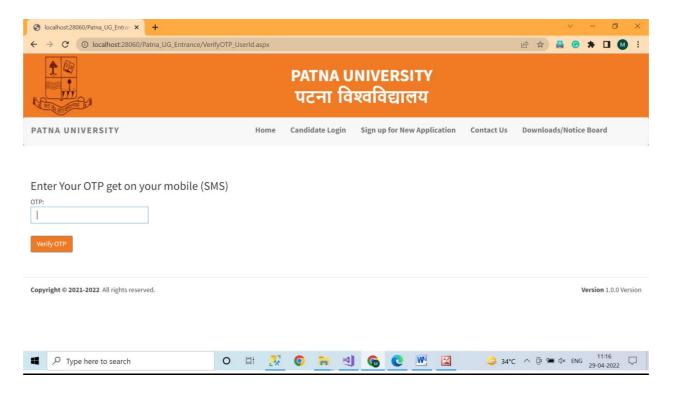


2.After that you will be redirected to forgot user id page



Step to get your User Id

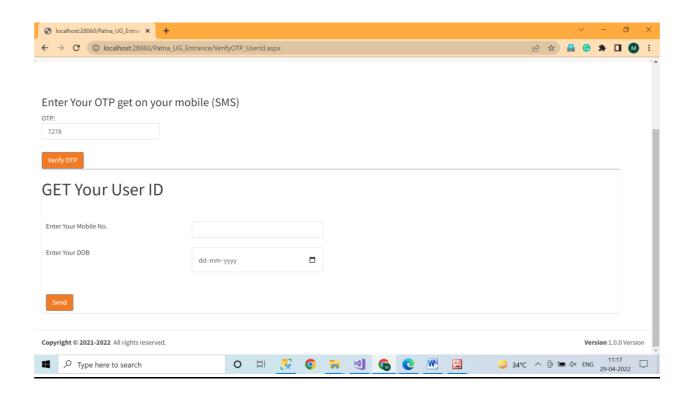
- 1. Enter your mobile number to get your otp(If you did'nt get otp and click on resend button Resend OTP)
- 2. After entering your registered mobile no, click on send OTP Button
- 3. You will receive OTP message on your mobile no, and redirected to the fowling page



Step for OTP Verification

1. <u>Enter OTP received on your mobile number via SMS, and click on Verify OTP</u>

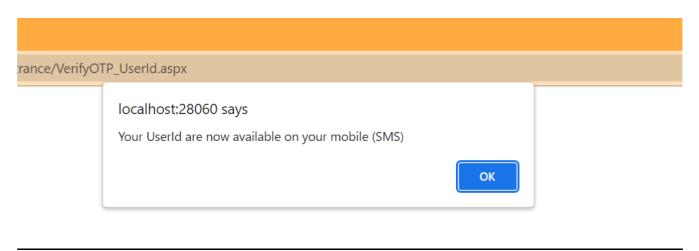
After Verification of OTP successfully, You will be redirected the to following Page:



Step to Change Password

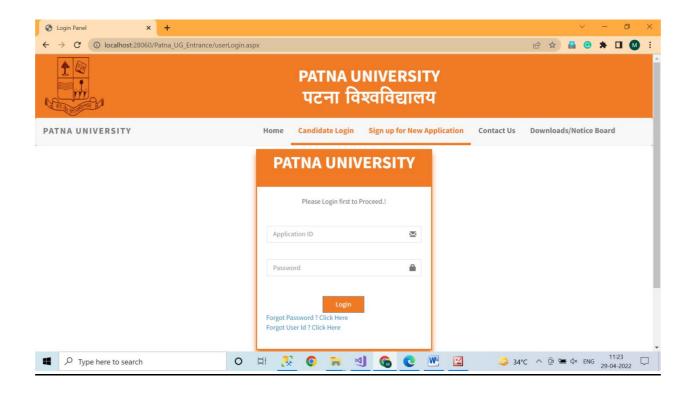
- 1.Enter your registered mobile no.
- 2.Enter your Date of Birth (DOB)
- 3. Click on Send Button

After succesfull entry You will be redirected to the following Page:



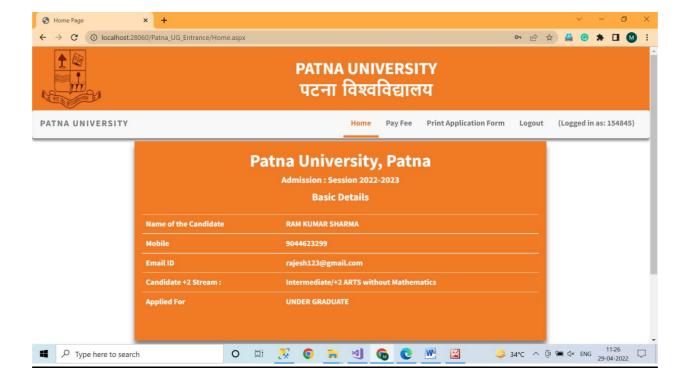
Now you will get your User id on your registered mobile no via sms

Step 2. LOGIN PANEL



Step 2. Enter your user id and password and click login button

After successful login you will be redirected to the following page

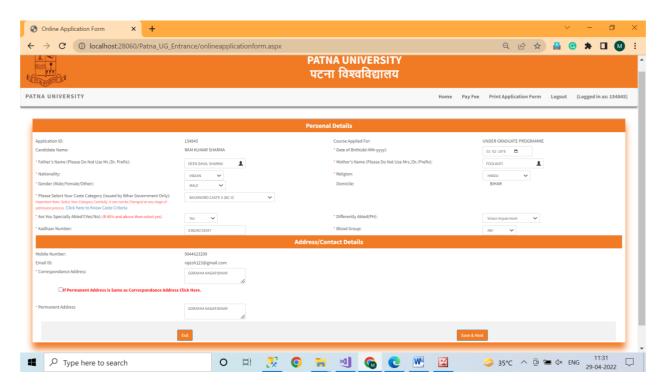


Step:3: Click on the NEXT STEP button to fill your application form

after reading instruction

. Step:3 (A) Personal Details and Contact Details.

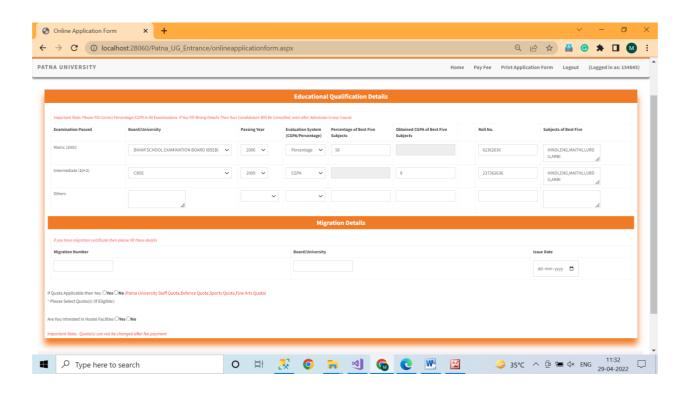
- 1. After Clicking on NEXT STEP button, You will be redirected to application form Page.
- 2. Fill up all details correctly.
- 3. Please select your category and other eateries carefully; it cannot be changed after successful payment of application form fee.

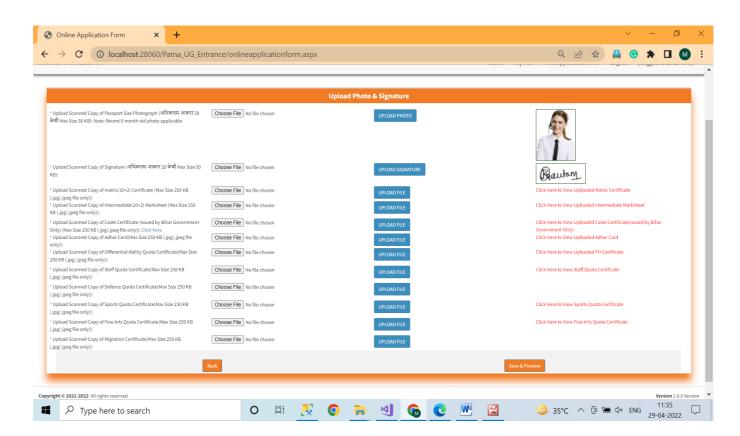


To Proceed further Click on Save & Next Button. After Clicking on Save & Next Button You will be redirected to following view:

Step: -3 (B) Educational Qualification Details:

- 1. Please fill up your educational qualification details carefully.
- 2. If you will fill up incorrect percentage/ CGPA, your candidature will be cancelled at any stage of admission process as well as after getting admission in any course/program and college.
- 3. You can opt any quota (if available). You will be charged Rs. 50 per selected quota.
- 4. Please keep in mind that the selected quota cannot be changed/removed after successful fee payment. After filling up all details click on Save & Next button.





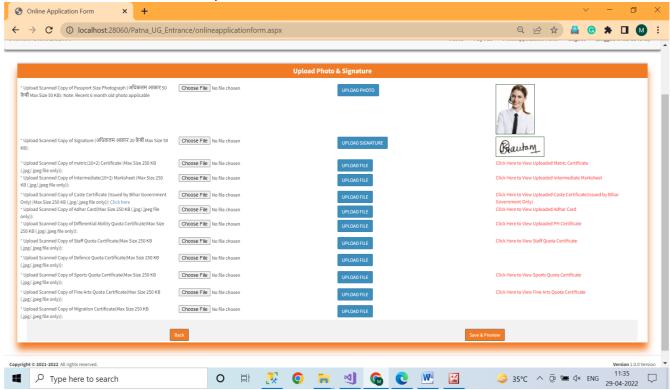
After Clicking on Save & Next Button, you will be redirected to following view i.e. File upload window.

Step: -3 (C) Photo, Sign and Other Documents:

Here You need to upload following Documents: To Upload any Document click on button given in respective row.

- 1. Scanned copy of Passport size photograph in .jpg/.jpeg format (max size 50kb).
- 2. Scanned copy of Signature in .jpg/.jpeg format (max size 20kb).
- 3. Scanned copy of Intermediate (+2) marksheet in .jpg/.jpeg format (max size 250kb).
- 4. Scanned copy of Category Certificate in .jpg/.jpeg format (max size 250kb). (if applicable)
- 5. Scanned copy of Staff Quota Certificate in .jpg/.jpeg format (max size 250kb). (if applicable)
- 6. Scanned copy of Defense Quota Certificate in .jpg/.jpeg format (max size 250kb). (if applicable)
- 7. Scanned copy of Sport Quota Certificate in .jpg/.jpeg format (max size 250kb). (if applicable)
- 8. Scanned copy of Fine Arts Quota Certificate in .jpg/.jpeg format (max size 250kb). (if applicable)
- 9. Scanned copy of Adhaar Card in .jpg/.jpeg format (max size 250kb).
- 10. Scanned copy of High School Certificate in .jpg/.jpeg format (max size 250kb).
- 11. Scanned copy of Migration Certificate in .jpg/.jpeg format (max size 250kb). (if applicable)

All Documents should be clearly visible.



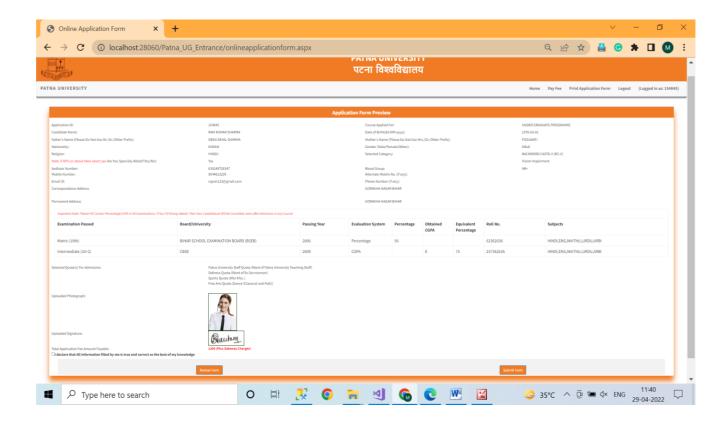
After Click on Save & Preview Button You Will be redirected to Preview Page:

Step: -3 (D) Application Form Preview:

In Preview page you can check details filled by you.

- 1. Click on Review Form button to change any incorrect details filled by you.
- 2. Click on Submit Form button to submit your application form.

Note: You can Edit Your application form anytime before application fee payment.



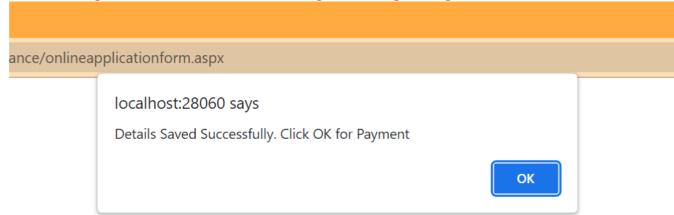
Before submitting application Form Check following

- 1. Click on Review Form if you want to make any change in your application
- 2. If all information are correct then check on \square I declare that all information filled up by me are true, and correct as per the best of my knowledge.



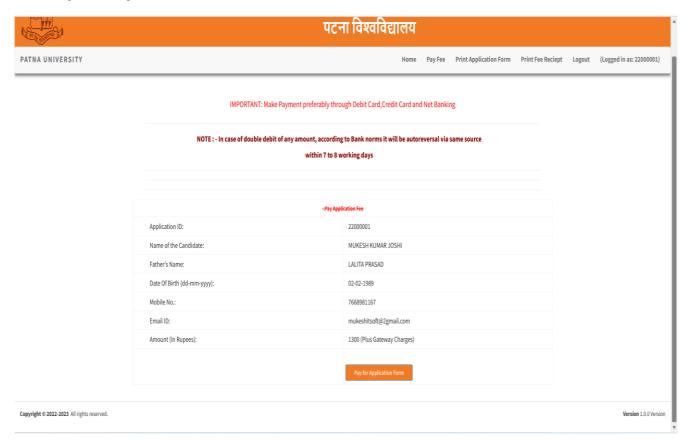
3. Click on Submit form Button to Submit your form successfully.

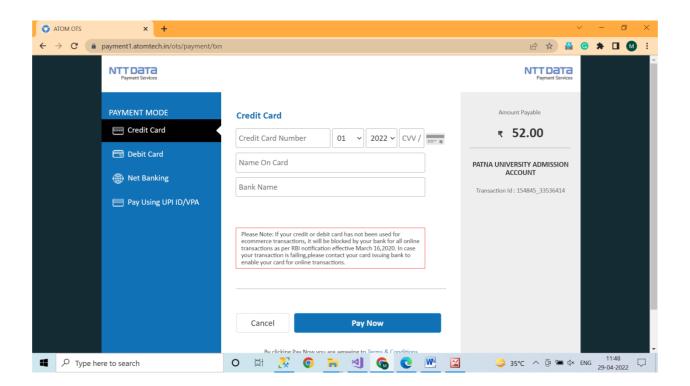
After clicking on Submit Form button You will get following message:



After Clicking on the OK button, you will be redirected to 'Payment' page:

Step: -4 Payment:

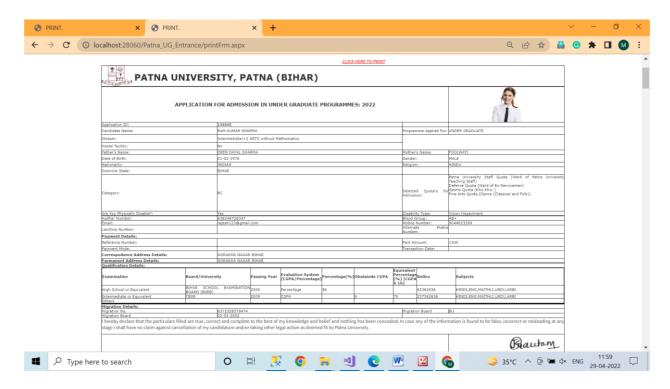




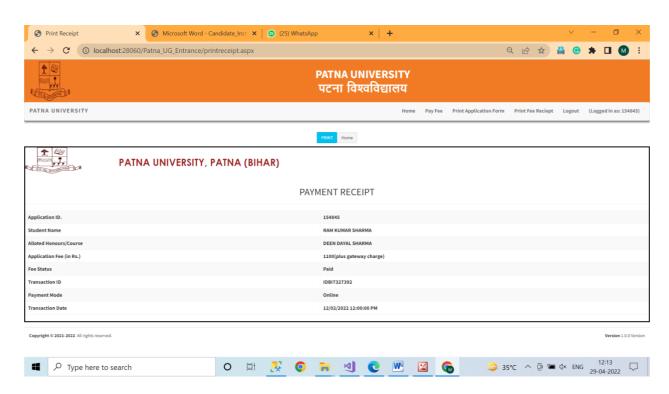
Click on pay for Application form to make payment. After it, you will be redirected to payment gateway page.

After successful payment of fee, you can take print out of your application form and payment receipt.

Print out application form:



Application Fee Receipt



Now all steps are completed.