

## **PROCEDURE OF FILLING UP OF APPLICATION FORMS & SUBMISSION OF FEES**

**STEP 1:** Register with Applicant's Name, Valid Mobile Number & Valid email Id.

Above three entries can never be edited or modified after registration for admission.

**Candidate will receive all important messages through email and SMS time to time.**

**STEP 2:** Fill up your personal information in the form.

**STEP 3:** Check the filled-in application form carefully before final submission and make corrections, if necessary.

Keep in mind that, the entries made in "Subjects studied, Marks obtained and Gen/SC/ST/OBC category" **cannot be edited once payment is made.**

Editing of other entries is permissible till the first payment is made.

**STEP 4:** You may fill more application forms for different Honours/ Major/ Core Vocational subjects or different Three-year Courses. But you cannot edit the entries made once payment is made.

**STEP 5:** Take printout(s) of your application forms(s). You have to submit that on the day of physical verification of documents after provisional online admission.

**STEP 6:** If you apply for more than one Honours/ Major subject, carefully specify your preferences (First, Second, etc....) between the subjects.

## **DOCUMENTS TO BE UPLOADED AT THE TIME OF APPLICATION**

**1. Original Marksheet of H.S. or equivalent examination (JPG format, minimum size 100 KB, max size 150 KB, resolution 100-300 DPI).**

**2. Original Age Proof - Original admit card/ certificate of Madhyamik or equivalent examination or Birth Certificate (JPG format, minimum size 100 KB, max size 150 KB, resolution 100-300 DPI)**

**3. Photograph and Signature – Each in JPG format, minimum size 40 KB, max size 50 KB, resolution 100-300 DPI.**

**4. Migration certificate for Boards other than WBCHSE, WBBME, CISCE, CBSE, NIOS, Rabindra Mukta Vidyalaya. (JPG format, minimum size 100 KB, max size 150 KB, resolution 100-300 DPI)**

**5. For SC/ST/OBC candidates - Original caste certificate from appropriate authority as per West Bengal Domicile Act (JPG format, minimum size 70 KB, max size 100 KB, resolution 100-300 DPI).**

**6. For PWD (Persons with Disabilities) candidates - Original Disability Certificate (with 40% or more disability) from appropriate authority (JPG format, minimum size 70 KB max. size 100 KB, resolution 100-300 DPI).**

**7. Document for B.P.L. Category – B.P.L. Card (JPG format, minimum size 70 KB, max size 100 KB, resolution 100-300 DPI).**

### **8. For Christian Candidates–**

**a. Baptism Certificate – Original JPG format, minimum size 70 KB, max size 100 KB, resolution 100-300 DPI).**

**b. Letter from Presbyterian/Pastor/Priest for certification (with seal). JPG format, minimum size 70 KB, max size 100 KB, resolution 100-300 DPI).**

**c. All the Christians candidates with parents/guardian will meet the Principal with their complete documents for verification as and when notified by the Principal.**

### **9. For Sports Category -**

**i. Player's certificates for the years 2022, 2023. (both years) (JPG format, minimum size 70 KB, max size 100 KB, resolution 100-300DPI)**

**ii. a) For Football, Cricket and Athletics Sub-divisional participation certificates and the position played in, record form, yellow card, club certificate (JPG format, minimum size 70 KB, max size 100 KB, resolution 100-300DPI)**

**b) For Swimming, all relevant documents along with position (JPG format, minimum size 70KB, max size 100 KB resolution 100- 300 DPI)**

**c) For all other events, District/State/National level certificate (JPG format, minimum size 70 KB, maximum size 100 KB, resolution 100-300 DPI)**

**N.B. – Certificates of level lower than the levels specified above will not be entertained.**