Instructions for Filling Online Application Form for Admission

A. GENERAL INSTRUCTIONS

- The candidate is advised to check the course details, duration and course fee etc. for the desired course from the **Training Advertisement**. He/she has to ensure the eligibility for applying admission online.

- It is the responsibility of the candidate to ensure that all the details are successfully submitted online along with the payment of requisite Course fees before the closing date.

- **SC / ST candidates are exempted from payment of Course fee for NSQF aligned courses, subject to the production of valid Caste certificate.**
    - **• SC / ST candidates can pursue one NSQF course at a time**

- Candidates are advised to keep the following document(s) handy before applying online for any course:

    - • Scanned Photograph and Signature (JPEG/JPG format, size less than 50 KB)
    - • Class 10th Certificate bearing Date of birth
    - • Mark Sheets and Certificates of Educational Qualifications
    - • Aadhaar Card / Photo ID Card
    - • Credit Card / Debit Card / Bank details.

B. Procedure For Online Admission In A Course

STEP 1: Submission of Candidate's Details
STEP 2: Uploading of scanned Photograph and Signature
STEP 3: Make Payment of Course fee online

STEP 1:

1. Candidate can start the process for submission of Application form by clicking "**Proceed to Apply Online**" button. Candidate is required to provide all the mandatory information [Marked with * (asterisk) sign] in the application form.

2. After filling all the mandatory information in online admission Form, Candidates will have to check the ☐ "**I Agree**" check box to agree to the specified declarations.

3. The Candidate will then have to click the "**Continue**" button to proceed toSTEP-2 by clicking the "**Save Step1 & Proceed**" button otherwise click "**Edit Application**" button to make corrections in the application form.

4. On clicking the "**Save Step1 & Proceed**" button, a **Unique Application Number** will be generated and further he/she will be allowed to completeSTEP-2 & further STEP-3 of submission of Application Form.

5. After completion of STEP-1, candidate can complete STEP-2 and STEP-3 later by clicking on button "**Complete STEP-2 & STEP-3**" (If Step-1 of Registration has already been completed and Application No. received) on the Home Page.

STEP: 2

1. Candidates are advised to note down the generated **Application Number** for future reference. However, information regarding the generated Application Number will also be sent to the candidate via SMS or Email. In case a candidate forgets the application number, he/she can also retrieve application number from the "**View/Print Application Forgot Application**" menu option given at the top of Home Page.

2. Each candidate shall click on "Choose File/Browse.." to select his/her **latest colour passport size photograph in JPG format** of size not more than 50 KB and click on "**Upload Photo**" button to upload the same

3. Each candidate shall click on "Choose File/Browse.." to select his/her **signature in JPG format** of size not more than 50 KB and click on "**Upload Signature**" button to upload the same

4. After uploading the photo, candidate shall click on "**Save Step-2 & Proceed**" button.

STEP 3:

1. This will preview the details entered by the candidate. The candidate is advised to check the details carefully before clicking on the "**Make Payment**" button.

2. It will redirect to the portal of payment gateway. The Candidate can choose any of the online payment method (Debit Card/Credit Card, Internet banking, UPI) to make payment of the Course fee.

3. Once, the payment of course Fee is successful, a **message of Successful Transaction** is shown followed by the display of Payment Details from where the **Candidates can note / print the transaction details of the payment for future reference**.

4. While making the payment, if message is displayed as "Transaction Unsuccessful/Transaction declined/Transaction Failed" OR payment has been deducted from the account and yet the payment status of the application is shown as "**PENDING**", it means that the requisite course fee has not been received, in such a case the candidates are advised to make the payment again from the option "**Complete STEP-2 & STEP- 3**" on the Home page. Payment deducted, if any, during a failed transaction will be refunded after reconciliation.

5. Candidates should ensure that his/her payment is not shown as '**PENDING**' in the Payment Status displayed after clicking View/Print Application menu option available on the home page.

6. Any processing/gateway charges towards online payment plus taxes, if any, will have to be borne by the candidate.

7. Course fee through demand draft, check, pay order, challan, or any other mode will **not** be accepted.

- Candidates can view the Application details entered along with status of application by clicking on the **View/Print Application** menu option available on the home page by providing Application number and Date of Birth. Candidate should ensure that the Candidate Status on Application form is "**Submitted Successfully**" otherwise application will be treated as incomplete and rejected. Candidate can print application form by clicking on **Print** button.