

## **Guidelines to fill up the application form:**

1. Name of the Applicant as per HSC certificate (In Capital Letters).
2. Father's name as per HSC certificate.
3. Mother's name as per HSC certificate.
4. Name of the Course applied for (Put a tick mark in the box)  
(Candidate can apply for a single course or both but can take admission in one course)
5. Enter your valid e-mail address.
6. Mention your Gender.
7. Enter your Date of Birth as per HSC Certificate.
8. Mention your Nationality.
9. Mention your Religion.
10. Mention your Caste.
11. Enter your Aadhar details.
12. Mention your Marital Status.
13. Mention your Mother Tongue.
14. Enter a valid Mobile number.
15. Enter an alternative Mobile Number(Parent or any local guardian)
16. Mention your permanent address for future correspondence.
17. Mention your current address for future correspondence.
18. Enter special category (if any)
19. Enter your choice of stay.
20. Mention your employability.
21. Mention your parent's annual income.
22. Upload your HSC Certificate in JPG/PDF format( bellow 1mb)
23. (a) Upload your CHSE Marksheet in JPG/PDF format (bellow 1mb)  
(b) Upload your Graduation Marksheet in JPG/PDF format (bellow 1mb)  
(for MSc / MSW Only)

24. Upload your recent color passport size photo in JPG format( bellow 200kb)

25. Upload your full signature in JPG format( bellow 200kb)

26. **Make Online payment Rs. 250/-**

**Through Digital Payment System Like UPI, GooglePay, PhonePay, NetBanking**

**A/C No : 3271749016**

**IFSC CODE : CBIN0284192**

**Central Bank of India, Jajpur Town.**

Enter your transaction details (Transaction ID, Date of Payment, and Mode of transaction) in appropriate place.

27. Submit your online application form.