

## **INSTRUCTION HOW TO APPLY FOR ONLINE ADMISSION**

### **OVERVIEW**

Candidates are advised to read the instruction carefully prior to filling up the online application form. Candidates should satisfy their eligibility before applying and shall be personally responsible in case they do not apply according to given eligibility criteria.

The filling of online application comprises the following five parts.

- Part I Registration and login of candidate
- Part II Application form
- Part III Document Upload
- Part IV preview and edit application and Payment of Application fee through payment gateway.
- Part V taking print out of application form

### **REGISTRATION**

Visit to School/institute website and click on “Admission 2019-20” link. It will take you to Institute home page where you will find “Registration” and “Login” tabs. Initially you have to register by giving required information. After registration is complete you will be directed login page.

### **LOGIN**

Here put your registered mobile No and Date birth as already given at the time of registration.

After login, you will be directed to Program home page. Select the program group and program you want to apply and click on proceed. It will take you to apply now page. Here you can see the eligibility criteria for your program. You can view advertisement and instruction by clicking on it. Click on apply now button which will direct you to profile page.

### **PROFILE**

Fill up all details in the profile page (Here star marked fields are mandatory), you have to fill up the mandatory fields, the optional fields you may or may not fill) and click “Save & Next” button, it will take you to the document upload page.

### **DOCUMENT UPLOAD**

In document upload page, please upload required documents applicable to your category. The specification of documents are given below the required documents.

After uploading necessary documents click “Save & Next”, it will take you to the payment page. Here you will find “preview application” button. Click on “preview application” button, view your application and edit the application if necessary as after making successful payment you will not be able to edit any more. After editing, click on submit button and it will take for payment gateway page.

## **APPLICATION FEE**

Every applicant has to pay online application fee as specified. You can pay the fee online by using debit card/credit card/internet banking.

## **PAY ON LINE**

From document upload page, you will be directed to a intermediate page where all the relevant information about online payment are given, click “pay now” button, it will take you to payment gateway page. You can pay through credit card/debit card/internet banking. When transaction is under process, please do not close the browser, do not click back button nor click enter key twice to avoid transaction failure.

## **PRINT OUT**

After completion of the payment action, your application process is complete. You can take a print out of your application. If you need to take print out of your application later, you can do so by login again.

## **CONTACT DETAILS**

For administrative query please contact between 11 AM to 02 PM on every working days

D.A.V. Public School, CDA Cuttack Tele : 0671- <b>2503443</b>	D.A.V. Public School, Raja Bagicha, Cuttack Tele : 0671- <b>2349559</b>	Lalpat Rai D.A.V. Public School, Gandarpur,Cuttack Tele : 0671-2443545
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For Technical issues please contact to 7008357743 between 10 AM to 06 PM on every working days.

Mail us for technical issues to Mail ID : [contact@edusols.com](mailto:contact@edusols.com)