INSTRUCTION HOW TO APPLY FOR ONLINE ADMISSION

OVERVIEW

Applicants 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

After visiting to School/institute website, click on "Admission 2020-21" 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 to login page.

LOGIN

To login, put your registered mobile No and Date birth as already given at the time of registration, enter captcha and click on login.

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 these links. Click on apply now button which will direct you to profile page.

PROFILE

Fill up all details in the profile page (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, upload required documents applicable to your category. The specification of all documents to be uploaded is as under :-

File Type	Maximum File Size	Maximum Dimension
jpg, jpeg, png	300kb	600*750 Pixels

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 to your application any more. After editing, click on "Proceed for Online Payment" tab which 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

* Any issue you can contact the admin in between 10 AM to 06 PM on all working days.

Admin Contact No : 0671 244 3545

For Technical support : 7008663966

Mail us for technical issues to Mail ID : contact@edusols.com

Note : Please mention registered mobile Number, name of candidate and course in every correspondence.