# HOW TO INSTRUCTION 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 Il Application form
- Part Ill Document Upload
- Part IV preview and edit application and Payment of Application fee through payment gateway.
- Part V taking printout of Application form

## REGISTRATION

After visiting School/Institute website, click on **"Admission 2027-28"** link. It will take you to home page. where you will find "REGISTER" 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 of Birth as already given at the time of registration, enter captcha and click on "Login".

After login, you will be directed to "PROGRAM GROUP" 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 Brochure and Instruction by clicking on the respective links. Click on "Apply Now" button which will direct you to Application Form.

## APPLICATIONFORM

Fill up all details in this 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 on "Save & Next" button. It will take you to the Document Details page.

## DOCUMENTDETAILS

In "Document Details" 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 | 300 kb | 600*600 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. Edit the application if necessary because after making successful payment you will not be able to edit your application any more. After editing, click on “Proceed for Online Payment” which will take you to the payment gateway page.

**APPLICATIONFEE**

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

**PAY ONLINE**

After entering the payment gateway, read the “**Online Payment Instruction**”, view your payment details and then click on “Pay Now” button.

**PRINTOUT**

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

**CONTACTDETAILS**

* If any issue you can contact the admin in between10.00 AM to 02.00 PM on all working days.

**Admin ContactNo:0671-2443545**

**Mail us for technical issues :**

**contact@place10x.com**

**Contact-7008214827**

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