

## **GUIDELINE FOR FILLING UP ONLINE PHD APPLICATION FORM**

Please read this guideline before filling up your online application form.

### **New User Sign up**

New user need to **Sign up** before **Login** to the site. During **Sign up**, an applicant has to enter the following details -

1. **Email** :

Applicant has to enter a valid email address which will be used during application process. No modification or change of Email address is possible after successful **Sign up**.

2. **Date of Birth** :

Applicant has to select his/her correct Date of birth. No modification or change of date of birth is possible after successful **Sign up**.

3. **Verification Code(CAPTCHA)** :

Applicant has to enter the verification code visible in the image. The verification code is case sensitive, so enter the verification code properly. Applicant can change the verification code by clicking the **Refresh image**. Wrong entry of verification code will generate a **CAPTCHA** error.

Applicant can sign up by clicking the **Sign up** button after accepting the confirmation of correct Email address and Date of birth. After successful Sign up, a mail containing **login id** and **password** will be sent to the email address of the applicant, used during **Sign up** process. Please check for the mail in **INBOX / SPAM** folders of the said email address.

### **Password Retrieve**

For retrieving the password, an applicant must do the followings -

1. **Email** :

Applicant has to enter the email address used during sign up process. Erroneous data will not generate new password.

2. **Confirm Email** :

Applicant has to confirm the email by entering the same email address used during sign up process. Erroneous data will not generate new password.

3. **Date of Birth** :

Applicant has to select his/her correct Date of birth as selected during sign up process. Erroneous data will not generate new password.

#### 4. **Verification Code(CAPTCHA)** :

Applicant has to enter the verification code visible in the image. The verification code is case sensitive, so enter the verification code properly. Applicant can change the verification code by clicking the **Refresh image**. Wrong entry of verification code will generate a **CAPTCHA** error.

Applicant can retrieve the new password by clicking the **Continue** button after accepting the confirmation of correct Email address and Date of birth. After successful process, a mail containing new **password** will be sent to the email address of the applicant used during **Sign up** process. Please check for the mail in **INBOX / SPAM** folders of the said email address.

#### **Candidate Log in**

After successful Sign up, an applicant can log in to the system using the email address and the password received through mail(sent after the sign up process). If password has been changed using the password retrieve process, then new password will be required for log in to the system.

#### **Your Status**

With the help of **Your Status** link, an applicant can view his/her present progress status. Applicant will also know what to do next in the entire application process. Here he/she can see the *Closing Date* for online application and current date and time. Applicants are advised to correct their *system date* and *time* if found erroneous for successful application process.

**NOTE** :- The fields marked with a \* are mandatory.

#### **Application Form**

This link will help to complete the application form details of the applicant. The application form will contain the following fields which are to be filled by the applicant only.

##### 1. **Application No.** :

The application number will be automatically generated on top of your application form.

##### 2. **Applicant's Name\*** :

Enter your First name, Middle name(if applicable) and Last name in the corresponding text boxes.

##### 3. **Gender\*** :

Select your Gender.

##### 4. **Father/Guardian's Name\*** :

Enter your Father/Guardian's First name, Middle name(if applicable) and Last name in the corresponding text boxes.

##### 5. **Correspondence Address\*** :

###### a. **Address\*** :

Enter your correspondence communication address within 295 characters.

- b. Vill./Town/City\* :  
Enter your correspondence Village/Town/City within 28 characters.
- c. State\* :  
Enter your correspondence state within 28 characters.
- d. Pincode\* :  
Enter your correspondence pin code (must be 6 digit long).
- e. Fax :  
Enter your correspondence fax number (if applicable).
- f. STD Code :  
Enter your correspondence STD code (if applicable).
- g. Tel No. :  
Enter your correspondence telephone number (if applicable).
- h. Email :  
This field is fixed and shows your email address that you mentioned during the signup process.
- i. Mobile No.\* :  
Enter your correspondence 10 digit mobile number.

**6. Permanent Address\* :**

- a. Address\* :  
Enter your permanent communication address within 295 characters.
- b. Vill./Town/City\* :  
Enter your permanent Village/Town/City within 28 characters.
- c. State\* :  
Enter your permanent state within 28 characters.
- d. Pincode\* :  
Enter your permanent pin code (must be 6 digit long).
- e. Fax :  
Enter your permanent fax number (if applicable).
- f. STD Code :  
Enter your permanent STD code (if applicable).
- g. Tel No. :  
Enter your permanent telephone number (if applicable).
- h. Email :  
This field is fixed and shows your email address that you mentioned during the signup process.
- i. Mobile No.\* :  
Enter your permanent 10 digit mobile number.

**NOTE :-**

If your permanent address is same as your correspondence address, then just click on the “**Same as Above**” check box.

**7. Date of Birth\* :**

This field is fixed and shows your date of birth that you mentioned during the sign-up process.

8. **Marital Status\*** :

Select your marital status.

9. **Nationality\*** :

This field is fixed for Indian students.

10. **Caste/Category\*** :

Select your caste/category.

11. **Physically Disabled (PD)** :

Physically Disabled (PD ) candidate, please select the check-box. Attested copies of PD certificate will be required if called for Written Test/Interview.

12. **Qualifying degree from IIT's** :

Please select the radio button as **Yes**, if any qualifying degree is from any IIT in India, otherwise select **No**. Relevant documents like mark-sheet, certificates will be required if called for Written Test and/or Interview.

13. **Student Type Category\*** :

Select your student category type.

14. **Applicant's Choice\***:

a. **Department/Centre Selection\*** :

Select the Department/Centre in which you are going to apply.

b. **Preferences\*** :

Give your programme preferences in order. You must enter at least one preference.

Programme preferences list of selected Department/Centre will be available in **View Details** link, which is shown below the preference entry column in the Application Form.

15. **Education Qualification\*** :

Enter your **University/College/Board, Degree** (with discipline), **%Marks/CGPA/CPI, Grade Format, Subjects taken, Qualifying year of passing** and **Status** from class 10 onwards. Full information has to be provided mandatorily. The first three rows are mandatory i.e. from **Class 10 or equivalent to Degree or equivalent**.

**NOTE** :-

If your final results are awaited, then please select as *Appeared* in the status field of your corresponding record.

16. **Professional Experience** :

Enter your **Organization Name, Position Held, Type of work, Start Date** and **End Date** if applicable. Applicant currently working in any organization can select the current date as the end date. It will be verified, if called for Written Test and/or Interview.

17. **List of Publications/Conference Papers :**

Enter your project/publication **Title, Author, Journal/Conference Name, Volume Number** and **Year of Publish**, if applicable.

18. **Professional Qualifying Exam Passed :**

Enter details of your qualifying exam passed (if any).

**NOTE :-**

While filling up the application form, applicant will have one of the two options :

I. The applicant can fill up all the mandatory fields of the application form and submits it directly by clicking the **Form Submit** button, after accepting the confirmation message. Applicant can **edit** his/her application details using the **Edit Application Form** link. **After editing the application details (if necessary), applicant must have to submit the form again and also have to upload the necessary documents again if it was already uploaded. If the Applicant do not submit his/her application form and/or upload the necessary documents, he/she will be rejected as of incomplete application process.**

II. The applicant can save his/her application details by clicking the **Save** button after filling up the minimal information. An alert message will be shown for saving the details. Applicant can use the save option multiple times until and unless he/she submits the form.

**Upload Photo**

After successful submission of the application form, an applicant needs to upload his/her photo using the **Upload Photo** link. **The uploading of photo is mandatory. Applicant needs a scanned copy of his/her recent passport size good quality color photograph preferably light background whose size should be minimum 15KB and maximum 80KB in the image format like jpeg or jpg only.** The applicant can upload his/her photo only once. Once photo uploading is done, it will automatically appear in his/her printable online application form. The applicant needs to bring his/her printed online application form containing photograph along with other supporting relevant documents, if called for Written Test and/or Interview.

**Edit Application**

If an applicant entered erroneous data in application form, he/she can edit the details with the help of **Edit Application link** after accepting the confirmation to edit. This link is only available after successful submission of the application form. Once the applicant use the **Edit application link**, he/she will need to submit his/her application form again and have to upload the documents again if it was already uploaded. **If any applicant do not submit his/her application form and/or do not upload the documents, it will be rejected as of incomplete application.** During editing, candidate can use the save option multiple times. **After editing and submitting the form details, applicant must have to upload his/her necessary documents again, otherwise the application will be rejected as of incomplete application.**

## Upload Documents

Uploading of documents is mandatory. Applicant have to upload the following documents -

### 1. Caste Certificate (If applicable) :

Applicant have to upload his/her scanned copy of caste certificate. **The document should be in pdf format only having size 80KB to 200KB. Please download the OBC Non-Creamy Layer Certificate format through the [Download Certificates](#) link.**

**Please note that original copy along with attested copy of caste certificate will have to produced if called for Written Test and/or Interview.**

### 2. PD Certificate (If applicable) :

Applicant have to upload his/her scanned copy of PD Certificate if applicable. **The document should be in pdf format only having size 80KB to 200KB. .**

**Please note that original copy along with attested copy of PD certificate will have to produced if called for Written Test and/or Interview.**

### 3. Last Qualifying Examination Mark sheet\* :

Applicant have to upload his/her scanned copy of Last Qualifying Examination Mark sheet. **The document should be in pdf format only having size 80KB to 200KB.** Applicant appearing in final examination will only need to upload his/her last semester/year mark sheet.

**Please note that original copies along with attested copies of all documents (from class X onwards) will be required if called for Written Test and/or Interview.**

### 4. Last Qualifying Examination Pass/Provisional Certificate \* :

Applicant have to upload his/her scanned copy of Last Qualifying Examination Pass/Provisional Certificate. **The document should be in pdf format only having size 80KB to 200KB. Those who have not received any pass/provisional certificate till date please select the check box near the statement “I have not received my Pass/Provisional Certificate till date”.** Applicant appearing in final examination need not upload Examination Certificate now.

**Please note that original copies along with attested copies of all documents (from class X onwards) will be required if called for Written Test and/or Interview.**

### 5. Qualifying Exam Score Card (If applicable) :

Applicant has to upload his/her scanned copy of qualifying examination (GATE/CEED/NET/INSPIRE) if applicable. **The document should be in pdf format only having size 80KB to 200KB.**

**Applicant must have to upload his/her necessary documents, otherwise the application will be rejected as of incomplete application.**

**Note :**

**After editing and submitting the form details, applicant must have to upload his/her necessary documents again, otherwise the application will be rejected as of incomplete application.**

### **Download Certificates**

The applicant can download the following certificates (as may be required) from this link:

- i. OBC Non-Creamy Layer Certificate format.
- ii. Sponsored (Full Time) Certificate format.
- iii. IITG's Project Staff Certificate format.
- iv. Part Time Certificate format.
- v. External (Sponsored) Certificate format.

### **Print Application Details**

Once the applicant successfully submits the application form, all the entries made by the applicant will be displayed in his/her printable online application form including photo. The applicant must take the printout of his/her filled online application form by clicking the **PRINT** button. **The applicant needs to bring his/her printed online application form along with other supporting relevant documents, if called for Written Test and/or Interview.**

### **NOTE :**

The online **PHD** application site will be visible for a certain period of time, i.e. From **22/03/2017 (10 AM)** to **17/04/2017 (5 PM)**. So, please complete all the necessary processes starting from submission of the online application form, photo upload, documents upload, printout of the online application form to downloading of necessary certificates within the given period only. No request will be entertained after the said period.

In case of any difficulty in filling up the Online Application Form, please immediately post your query to the mail id [acad\\_admission@iitg.ernet.in](mailto:acad_admission@iitg.ernet.in)

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