

APPENDIX –5

Guidelines for filling up the online application form

S.N	Description of Field	Input	Remarks
1	Candidate's Name	<input type="text"/>	<ul style="list-style-type: none"> • Max length 46 characters • Only characters are allowed • As registered in class 12 or equivalent Examination
2.	Father's Name	<input type="text"/>	<ul style="list-style-type: none"> • Maximum 46 characters • Only characters are allowed • As registered in class 12 or equivalent Examination. • Salutations like Late, Mr., Ms., Mrs., Dr., Prof. should not used
3.	Mother's Name	<input type="text"/>	<ul style="list-style-type: none"> • Maximum 46 characters • Only characters are allowed • As registered in class 12 or equivalent Examination. • Salutations like Late, Mr., Ms., Mrs., Dr., Prof. should not used
4.	Date of Birth	<input type="text" value="---Select---"/>	<ul style="list-style-type: none"> • DD/MM/YYYY • (See section 3.1 of Information Bulletin)
5.	Mobile no.	<input type="text"/>	Mandatory
6.	Email Id	<input type="text"/>	Mandatory
7.	Choose Password	<input type="text"/>	Mandatory
8.	Confirm Password	<input type="text"/>	Mandatory
9.	Security Question	<input type="text" value="---Select---"/>	Mandatory. Select from dropdown list
10.	Security Answer	<input type="text"/>	Mandatory

11.	Course applied for	<input type="text" value="---Select---"/>	<ol style="list-style-type: none"> 1. English 2. Bengali 3. xxx
Personal Details			
12.	Gender	<input type="text" value="---Select---"/>	<ol style="list-style-type: none"> 1. Female 2. Male 3. Transgender
13.	Nationality	<input type="text" value="Auto Filled"/>	<ul style="list-style-type: none"> • Indian
14.	Domicile	<input type="text" value="---Select---"/>	
15.	Home District	<input type="text" value="---Select---"/>	
	Blood Group	<input type="text" value="---Select---"/>	<ul style="list-style-type: none"> • A+ • B+ • O+ • AB+ • A- • B- • O- • AB-
16.	Religion	<input type="text" value="---Select---"/>	<ul style="list-style-type: none"> • Hindu • Muslim • Christian • Buddhist • Sikh • Other
17.	Category	<input type="text" value="---Select---"/>	<ol style="list-style-type: none"> 1. General 2. SC 3. ST 4. OBC (A) 5. OBC (B)
18.	Person with Disability (PwD)	<input type="text" value="---Select---"/>	<ul style="list-style-type: none"> • No • Yes (Formerly known as Physically Handicapped)
19.	Type of Disability	<input type="text" value="---Select---"/>	<ul style="list-style-type: none"> • Loco-motor disability • Visual Impairment • Hearing Impairment • Speech and Language Impairment

20.	Percentage of Disability	<input type="text"/>	
21.	Income Category	<input type="text" value="---Select---"/>	<ol style="list-style-type: none"> 1. Above 10 lakhs 2. From 6.0 lakhs to below 10 lakhs 3. From 2.5 lakhs to below 6.0 lakhs 4. Below 2.5 lakhs and above BPL 5. BPL card holder
22.	Aadhaar No.	<input type="text"/>	Aadhaar No. (Optional)
Communication Details			
23.	Complete Address	<input type="text"/>	Max 50 char
24.	State	<input type="text" value="---Select---"/>	Mandatory. Select from dropdown list
25.	District	<input type="text" value="---Select---"/>	Mandatory. Select from dropdown list
26.	Pin Code	<input type="text"/>	Mandatory
Academic Details			
27.	Qualifying Examination	<input type="text" value="---Select---"/>	<ol style="list-style-type: none"> 1. B.A. (Hons) 2. B. Sc. (Hons.) 3. Others
28.	Pass Status	<input type="text" value="---Select---"/>	<ol style="list-style-type: none"> 1. Passed 2. Appeared
	Percentage/CGPA in hons./major subject	<input type="text"/>	If Passed
	Year of passing/appearing	<input type="text"/>	Refer sec no 3.2-a
29.	Name & address of the college/ institute	<input type="text"/>	Mandatory
	PIN of the college/institute	<input type="text"/>	Mandatory
32.	Full name of the University registered to	<input type="text" value="---Select---"/>	Mandatory, As per the list
	University registration number	<input type="text"/>	(Only alphabets and numbers)
33.	Year of registration	<input type="text"/>	
Choose Examination Zone			

35.	1 st Choice of Exam City:	<input type="text" value="---Select---"/>	Mandatory. Select from dropdown list
36.	2 nd Choice of Exam City:	<input type="text" value="---Select---"/>	Mandatory. Select from dropdown list
Image Uploading			
37.	At this stage the candidate is required to upload scanned images of his/her recent colour photograph, signature and left thumb impression (LTI) all in one go. For detail instruction, see section 11.3 of the Information Bulletin.		
Fee Payment			
38.	At this stage, the candidate is required to pay the requisite fees. For detail instruction, see section 11.4 of the Information Bulletin.		
Confirmation Page			
39.	Once the fee payment is made, the candidate will be directed to download the confirmation page. Download the confirmation page and preserve the same.		

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