

# **Instructions for Filling the online Application Form**

**(Read the instructions/ Pre-requisite carefully before filling the application form)**

(A) Before proceeding to apply, please ensure that you have:

## **ELIGIBILITY FOR MCA**

Bachelor's degree in any discipline with at least 50% marks (45% in case of SC/ST) from a University established by law in India, with Mathematics at +2 level

**OR**

BCA/B. Sc. (IT)/ B. Sc. (Computer Science)/B.Sc. Physical Science(Computer Science)/ B.A. with Computer Science/B.Sc. Honours with Computer Science or any graduate with computers as one of the subject in all the three years of graduation with at least 50% marks (45% in case of SC/ST) from a University established by law in India.

## **Age Limit:**

Maximum age limit for admission to MCA course is **26 years for general category, 29 years for SC/ST category and 28 years for girl candidates**, as on the 1<sup>st</sup> July of the year concerned. The Vice-Chancellor may permit age relaxation up to a maximum of six months.

## **MCA Entrance Exam Fee**

Rs.1000/- for general category and Rs.500/- for SC/ST/IRDP/ANTODAYA

## **Eligibility for M.Tech.(CS):**

Candidates, who have passed Master degree with minimum of 55% marks (50% marks for SC/ST category), or equivalent Grade point, in Mathematics/ Physics/Electronics/Computer Application(MCA)/ Computer Science / Information Technology/ 4-years Bachelor's degree in Engineering /Technology.

**OR**

Any examination, of university in foreign country, recognized as equivalent for the above purpose by equivalence committee of H. P. University or on recommendation of Association of Indian Universities with 55% marks (50% marks for SC/ST).

**1- Scanned copy of applicant's recent photograph with following specification.**

- Photograph must be a passport size color picture.
- Photograph must be taken in full face view directly facing the camera.
- Photograph should have no shadows and red eyes.
- Maximum size 100KB.
- Photo format should be jpg/jpeg only.

**2- Scanned copy of applicant's signature with following specifications.**

- Applicant should sign with black ink on a white paper and get the signature scanned.
- The signature must be signed only by the applicant and not by any other person.
- Maximum size 100 KB.
- Scanned signature format should be jpg/jpeg only.

**3- Scanned copy of applicant's Father/Mother signature with following specifications.**

- Applicant's Father/Mother should sign with black ink on a white paper and get the signature scanned.
- The signature must be signed only by the applicant's Father/Mother and not by any other person.
- Maximum size 100 KB.
- Scanned signature format should be jpg/jpeg only.

**4- Upload documents with following specifications.**

- Applicant should upload only one document (mark sheet/certificate) black ink on a white paper and get the signature scanned.
- The signature must be signed only by the applicant and not by any other person.
- Maximum size 2 MB pdf.
- Scanned signature format should be jpg/jpeg only.

**5- Create an email account if you already don't have one.**

**6- You must give a mobile number in basic details. If you don't have mobile number, Please enter your guardian's mobile number for any further correspondence in this regard.**

**7- All mandatory fields are marked with red star.**

(B) Instructions for filling the ONLINE APPLICATION FORM

1- Click on "PG/UG/Ph.D./Certificate Diploma" to access the list of programs.

2- Choose the program and click on the program name.

3- online Entrance Application form has following subsequent information

- a) Personal Information
- b) Education and Document Details
- c) Application Summary
- d) Payment
- e) Submit Reference number and application form

4- Please fill the personal information first.

5- After filling the personal information click on save button at the last of the page.

6- System will generate the unique Registration number along with password. Applicants are advised to note the same.

7- The unique Registration number along with password will be sent on the email and the entered mobile number. Note down the Registration number for all future references.

8- After that you can continue and fill other required information or logout and login again with unique Registration number along with password.

9- After that Click on "PG/UG/Ph.D./Certificate Diploma" and click on "Click here for Student Login"

10- Login with unique Registration number along with password and you will get all the earlier submitted information in personal information page.

11- Applicants are required to fill all information required in different sections like Education and Documents details.

12- Fill Education and document detail and upload related documents. Photo and signature uploaded should be as per specifications, kindly refer to section (A) at the starting of the document.

13- To save the data please click on 'Continue and Save' button at the bottom of each screen.

14- Step for making Application Fees Payment, you can pay the fees through online mode or by choosing Challan mode.

## **Payment through Challan**

- a) If you select payment through **challan option**, you have to select bank and click on generate challan. After that you have to download the Challan and submit the same to the selected bank. Bank will give a reference number against the challan.
- b) Login again and submit your reference number under submit **reference number and application form** tab.

## **Online Payment**

- a) if you select online payment mode, click on make payment
- b) on the next page select your payment gateway
- c) Click on continue for payment
- d) Choose among the given options (debit card, credit card, net banking etc.)
- e) If the payment is successfully done, you will receive a success message with all the details
- f) Click on the Submit button to get the form finally submitted.

**Note: Before proceeding further please make sure that are the fields are filled in correctly in the confirmation screen before clicking the submit button.**

[Click here to apply online](#)