

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM FOR ADMISSION

A. GENERAL INSTRUCTIONS

- The candidate is advised to check the course details, duration and course fee etc. for the desired course from the [Training advertisement](#). He/She has to ensure the eligibility for applying admission online.
- It is the responsibility of the candidate to ensure that all the details are successfully submitted online along with the payment of requisite Course fees before the closing date.
- **SC/ST candidates are exempted for Course fee for all NSQF courses from Sr. No. 1 to 11, subject to the production of valid Caste certificate.**
 - **ST candidates** can pursue one NSQF course at a time .
 - If **SC Candidate** wishes to pursue more than one NSQF course, he/she can select one NSQF course from Sr. No. 1 to 11 and second NSQF course can only be from Sr. No. 1,8, 11.
- The candidate is advised to keep the following document(s) kept handy before applying online for a particular course:
 - Scanned Photograph (JPEG/JPG format, size less than 50 KB) and Signature.
 - Class 10th Certificate bearing Date of birth.
 - Mark Sheets and Certificates of Educational Qualifications
 - Adhaar Card/Photo ID Card
 - Credit card/ Debit card / Bank details.

B. PROCEDURE FOR ONLINE ADMISSION FOR A COURSE

The online application can be submitted in the following 3 steps:

STEP-1: Submission of Candidate's Details

STEP-2: Uploading of scanned Photograph and Signature

STEP-3: Make Payment of Course fee online

STEP 1:

1. Candidate can start the process for submission of Application form by clicking "**Proceed to Apply Online**" button. Candidate is required to provide all the

- mandatory information [Marked with * (asterisk) sign] in the application form.
2. After filling all the mandatory information in online admission Form, Candidates will have to check the “**I Agree**” check box to agree to the specified declarations.
 3. The Candidate will then have to click the “**Continue**” button to proceed to STEP-2 by clicking the “**Save Step1 & Proceed**” button otherwise click “**Edit Application**” button to make corrections in the application form.
 4. On clicking the “**Save Step1 & Proceed**” button, an **Unique Application Number** will be generated and further he/she will be allowed to complete STEP-2 & further STEP-3 of submission of Application Form.
 5. After completion of STEP-1, candidate can complete STEP-2 and STEP-3 later on by clicking on “**Complete STEP-2 & STEP-3 (If Step-1 of Registration has already been completed and Application No. received)**” on the Home Page.

STEP: 2

1. Candidates are advised to note down the generated **Application Number** for future reference. However, information regarding the generated Application Number will also be sent to the Candidate via SMS or Email. In case candidate forgot the application number, he/she can also retrieve application number from the “**View/Print Application Forgot Application**” menu option given at top of Home Page.
 - Each candidate shall click on “Choose File/Browse..” to select his/her latest colour passport size photograph in JPG format of size not more than 50 KB and click on “**Upload Photo**” button to upload the same
 - Each candidate shall click on “Choose File/Browse..” to select his/her signature in JPG format of size not more than 50 KB and click on “**Upload Signature**” button to upload the same.
 - After uploading photo and signature, candidate shall click on “**Save Step2 & Proceed**” button.

STEP 3:

1. This will preview the details entered by the candidate. The candidate is advised to check the details carefully before clicking on button “**Make Payment**”.

2. It will redirect to the portal of payment gateway. The Candidate can choose any of the online payment method (Debit Card/Credit Card, Internet banking, UPI) to make payment of Course fee.
 3. In case payment of course Fee is successfully made by the Candidate, a message of Successful Transaction is shown followed by the display of Payment Details from where the Candidates can note down/print the transaction details of the payment made for future reference.
 4. While making the payment, if message is displayed as “Transaction Unsuccessful/Transaction declined/Transaction Failed” OR payment has been deducted from the account and payment status of the application is still shown as “PENDING”, it means that the requisite course fee has not been received, in such scenario the candidates are advised to make the payment again from the option “Complete **STEP-2 & STEP- 3**” on the Home page. The payment done during failed transaction will be refunded after reconciliation.
 5. Candidates who are required to pay fee should ensure that his/her payment is not shown as ‘PENDING’ in the Payment Status displayed after clicking **View/Print Application** menu option available on the home page.
 6. Any processing charges towards online payment plus taxes, if any, will have to be borne by the candidate.
 7. Course fee through demand draft, check, pay order, Challan, or any other mode will not be accepted.
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- Candidates can view the Application details entered along with status of application by clicking on the **View/Print Application** menu option available on the home page by providing Application number and Date of Birth. Candidate should ensure that the Candidate Status on Application form is “**Submitted Successfully**” otherwise application will be treated as incomplete and rejected. Candidate can print application form by clicking on **Print** button.