<u>ANURCET – 2015</u>



GUIDELINES FOR FILLING OF ONLINE APPLICATION

FOR

Ph. D Courses (Full Time / Part Time / Extra-Mural)

Offered By

ACHARYA NAGARJUNA UNIVERSITY, GUNTUR, AP.

Conducted By

DIRECTOR

DIRECTORATE OF ADMISSIONS

ACHARYA NAGARJUNA UNIVERSITY, GUNTUR, AP.

Steps to be followed in filling ONLINE ANURCET 2015 application form

Online Application form filling process:

- 1. The online application for ANURCET 2015 is available at website http://www.anudoa.in
- 2. When you fill online application, you should have the following with you.
 - (a) Your Mobile phone. (b) ANURCET 2015 Information brochure and guidelines
 - (c) Your documents pertaining to your personal details and academic records
 - (d) Softcopy of scanned passport photo and your signature.
- 3. Open the website http://www.anudoa.in from browser (Internet Explorer / Mozilla Firefox)
- 4. After clicking the required button, you will get a detailed menu options screen
- Before proceeding to fill the application, please download and read the *Admission Information brochure* and *Guidelines to fill online application*.
- 6. After reading the Guidelines, Click on **Filling of Online Application** button in the left menu navigation panel.
- 7. There it will open a form for application for Ph.D.: There fill the personal information, Qualifications details, Additional information, Study particulars, Details of fee paid, uploading photo and signature. The Name and other personal details with present address and date of birth. Please fill the details as per SSC or equivalent certificate.
- While entering the personal details, please give correct MOBILE number and Email address, because all the correspondence from Admission authority (DOA) will be made to Mobile and Email only, No Postal Correspondence will be made under any circumstances.
- 9. After completion of registration details entry, your mobile will receive SMS of a security code, please type the security code in the box provided in the registration form and immediately your screen will display a message "verified" in green color.
- 10. Fill the entire academic, Study, Reservation and other personal details and submit the application. Select the terms and conditions box, click the **Continue** button. Now it displays the application preview. There it gives two buttons one for **Back-Edit** for editing any mistakes, **Save and print** for continuing applying the application. Now it generates the Acknowledgement slip,

- 11. Now your mobile will receive a message "Your Applic ation is submitted successfully with Appl.No : xxxxx (5 digits) and Payment reference ID is : 99999999 (8 digits)".
- 12. Take the printout of this Acknowledgement and pay the test fee by online using SBI Collect. After payment of fee in bank, you will get a mail with all the details submitted by online as a PDF file. You have to take a printout of the same and retain the same until completion of admission.

<u>Fee paying process</u>: Click on **Online Payment** Button from left side navigation panel.. Read the instruction and Click check box to proceed payment and click the **proceed** button.

- 13. After completing fee payment, your mobile will receive a message "Your Application is submitted successfully with Appl.No : xxxxx with Payment Ref.Id: xxxxxxxx".
- 14. If you want to pay by challan, you have to take a printed copy of the challan and pay the application fee at any branch of SBI. After payment of challan, the applicant has to wait for one working day for getting your application successfully registered after which you will receive application to your registered email.
- 15. Send the printed copy of application to the DOA and preserve one printed copy with you until your admission process is completed.
- 16. Online application submission process is completed only after paying the required fee and sends the printed application to DOA center in the university.

You can get a printed copy of registered application at any time using your <u>Application No</u> as User ID and <u>Date of Birth (DDMMYYYY)</u> as password using "<u>Print Filled in Application</u>" option. This option is only for the candidates who paid the fee.

Before filling the ANURCET 2015 Online Application Form, keep the following mandatory details ready to fill in the appropriate fields : The Mandatory details are as follows:

.No	Details Required	Document to be referred
1	Credit or Debit card / Net banking login details (If payment is being made through Credit/Debit card by online)	Credit Card / Debit Card/ SBI-Collect
		Credit Card / Debit Card/ SBI-Collect
	(if not online payment, fee can pay later by using	
	SBI generated challan)	
2	Qualifying Examination : Month & Year of	Marks Memo of the exam passed
	Passed, Percentage of Marks Scored	
	or	or
	Qualifying Examination : Month & Year of	Hall ticket of the examination appearing
	Appearing, Hall Ticket No.	
3	Date of Birth	Birth Certificate / SSC or Equivalent Document
4	SSC/ X Std : Month & Year of Passed, RollNo	SSC / X Std Marks Memo
5	Local Status (AU or Outside AU Area) certificate	Study Certificate from 9 th to Degree
	for past 7 years	or
	(i.e. from 2007 to 2015)	Certificate issued by MRO with District of living
6	Income of Parents (Income Less than 1 Lakh,	Income Certificate issued by MRO or competent
	Income Between 1 Lakh to 2 Lakhs, Income	authority – issued in 2015
	More than 2 Lakhs)	For Above 2 Lakhs Certificate is not required
7	Category Certificate (SC / ST /BC Etc.)	The certificate issued by MRO or competent
		authority
8	Special Category (NCC, PH, Sports, CAP etc)	The certificate issued by competent authority
9	Aadhar Card Number if available	Aadhar Card Issued by Govt. of India
10	Scanned Passport Photo and Signature	Scanned copy of the Photo and Signature
		(signed on white paper only) Each Image is not
		more than 150 KB in size.
11	Details of PG – Studied if any	Pass / Marks memo Certificate awarded by the
		university / institution
12	Mobile No & Email ID	Valid Working Mobile Number and
	Note : All the correspondence is done to Mobile	Valid Active Email ID
	SMS / Email only	Note : Mobile should be accompanied with the
		applicant while filling the application by on-line.



GUIDELINES TO FILL THE APPLICATION FOR ANURCET - 2015

1. The online application form will be available on the websites <u>http://www.anudoa.in</u> from **27.06.2015.**

Note: Candidates are advised to take a printout of the prospectus / instructions to fill the application form from the above websites before proceeding to fill the Application form.

- 2. The online application form can be filled through any computer with internet connection (home/internet café/net center). After going through the prospectus by keeping all the Certificates, soft copies of Scanned Photo and Scanned Signature.
- 3. The payment of registration and processing fee (Rs.1200/- + Bank commission per test) should be made either by SBI generated challan or by online payment gateway (like credit / debit card/netbanking). Bank Charges applicable as per the payment option selected by you.
- 4. e-challan is generated after submitting the personal details through **Online payment** Link (Sample Screen is shown below).
- 5. The fee paid by the applicant is non-refundable.
- 6. The system generated Application number is displayed for future reference.
- 7. If candidate is unable to view PDF document Adobe Reader (for PDF files) may be downloaded
- 8. Last date for Online Application Submission is 25-07-2015
- 9. Entrance test(Tentative) is in August 6^{th} , 7^{th} , 8^{th} & 9^{th} August 2015.

Sample Screen shot for Home Page – Next Page

For Adm	DIRECTORATE OF ADMISSIONS ACHARYA NAGARJUNA UNIVERSITY, GUNTUR ANURCET-2015 hission into M.Phil/Ph.D. (PART-TIME/FULL-TIME/EXTRA-MURAL) for the Academic Year 2015-2016
	WELCOME TO ACHARYA NAGARJUNA U
Home	Important Dates
Notification	ANURCET-2015 Notification
Instructions	Online application Starts from: 27-06-2015
Information Brochure	Last date for online application without late fee of Rs.1200/- : 25-07-2015 at 5.00 pm.
Online Application	Last date for online application with late fee of Rs.1700/-(Application fee Rs.1200/- Plus Late fee Rs.500/-) : 31-07-2015
Online Payment	Tentative Examination Schedule : 06-08-2015 to 09-08-2015
Print Application	
Syllabus	 For Technical Problems Please Contact on following numbers +91 8125111998, +91 9160666721 On Working Days between 10.00 am to 06.00 pm For Complaints Regarding Filled in Paid Applications Email: diranuadmissions@gmail.com
	On Working Days between 08.00 am to 01.30 pm
	For Clarification on regulations and eligibility rules contact 0863 - 2346171, 2346138 on working days between 10.00 am and 06.00 pm
	Note : Internet Speed must be above 512 kbps. For Speed Test ClickHere
	Note: Recommended Browsers Internet Explorer 8 and above, Mozilla Firefox 10.0 and above.
	@ 2015 All Copy Rights Reserved

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The above Filling of Online Application link will display a form as shown below

This form allow you to fill your details like, personal details, education qualification details and other details.

	DIRECTORATE OF	ADMISSIONS
	ACHARYA NAGARJUNA UN	
	ANURCET-20	15
For Adm	ission into M.Phil/Ph.D.(PART-TIME/FULL-TIME/D WELCOME TO A	TRA-MURAL) for the Academic Year 2015-2016 CHARYA NAGARJUNA UNIVERSITY, GUNTUR
Home	Application for M.Phil. /Ph.D : Presonal Information	
Notification	Full Name of the Candidate : Father's / Guardian's Name :	
Instructions	Mother's Name :	
Information Brochure	Date of Birth (dd/MM/yyyy) : Sex :	
Online Application	Sex : Torrest Community :	
Online Payment	Address :	
Print Application		
Syllabus	District : State :	• • • • • • • • • • • • • • • • • • •
Syllabus	Pin :	
	Phone No : Email Id :	
	Mobile : +91	
	Particulars of P.G. / M.Phil. Degrees aquired I	by the Applicant :
	University in the concerned or related subject. The	ed Master's Degree of this University or any other recognized ey must secure not less than 55% of marks. However, in case of
	SC and ST candidates, a relaxation of 5% of mark Select Course Applied for :M.	s is permitted. Phil Ph.D
		Select V
	Qualified PG Course: University: Appearing/Passedselect-	
	Year :	Test Center :Select V
	Marks [%]:	
	M.Phil(If Applicable) , Furnish the following info Applied Course Details :	
	a) Test Exemption claimed due to qualifying in the Test GATE UC	C NET CSIR NET APSET OTHERS
	Indicates YES/NO NO V NO	
	Award DST INSPIRE	MOULANA AZAD FELLOWSHIP Are You Employee of ANU?
	Indicates YES/NO NO V Special Reservation category	NO V NO V
	PH: None NCC: N CAP: No NSS: N	
	Study Particulars : PG Years : © 2 YEARS	S 3 YEARS
	Course Period of 3rd Year PG	Study District
	2nd Year PG 1st Year PG	
	UG Years : @ 3 YEARS	© 4 YEARS
	Course Period of Stud	· · · · · · · · · · · · · · · · · · ·
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	1st Year Inter	
	Amoun	t1200.00
	Select Photo :	Select Signature :
		Signatur
	Choose file No file chosen	Choose file No file chosen
	Upload	
	Opioao	Upload
		Declaration
	I declare that the particulars given in my application found to be incorrect at a later date after verification.	n for admission to M.Phil / Ph.D programme are correct. In case they are am liable for action as per University rules.
		Continue
	@ 2015 All Copy Right	s Reserved

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The applicant has to upload his/her Photo & Signature in the prescribed format by clicking the browse button

in the application form.

Click the scanned and stored photograph 'Sample Image' (JPEG image) to upload from the computer.

Upload Passport size Photograph with Signature

After Verification of Mobile no, Then click " continue" for filling the application

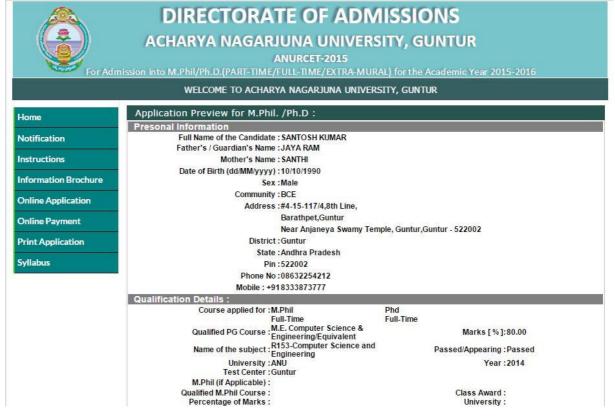
NOTE: You must upload photograph and signature to the correct specified fields. Do not make any mistake in uploading candidate signature and photograph. Photo/Sign should be in ".jpg "format.

- Candidate must have scan / soft copy of passport size photograph "photo.jpg" and signature (Sign on white paper and scan it) as per the sample given below. Maximum limit is 150 KB for photograph.
- Put candidate signature in an area of 2" X 1" on paper with a black ball point pen. Scan that paper. Cut Signature area of 2" X 1" and save it as Signature.jpg". Maximum size limit is 150 KB for Signature.

A sample of quality of acceptable photograph / signature is given below for the guidance

of the applicant.

After pressing the **continue** button, it will display **the application preview** as like below screen.



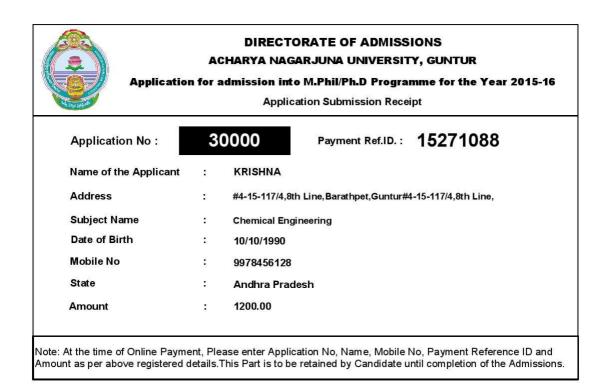
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2nd Year Degree 2010 Guntur 1st Year Inter 2008 Guntur 1st Year Inter 2007 Guntur Details of the DD paid : Amount1200 Photo Signature : Back To Edit Save and Print	1st	Year PG		2012		Guntur	
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© 2015 All Conv Rights Reserved		@ 2015 All	Comy Diabl	Porony	ad.		

If there is any modification you can go to 'Back – To Edit' button. Application Page will appear, Otherwise you can go to Save & Print button. The Application will be saved when you click Save & Print button. After Saving the Application you will not be allowed for any other modification.

Now it generates the Acknowledgement slip, Take the printout of this Acknowledgement slip and pay the test fee by online using **SBI** Collect

The image of Acknowledgement slip

Take the print out of this acknowledgement slip for further references.



2. Now your mobile will receive a message "Your Application is submitted successfully with Appl.No : xxxxx. Your Payment Ref.Id : xxxxxxxx".

Application filling process is completed. Application submission process is completed only after paying application fee. After paying application fee, automatically your application is submitted and you will get SMS to your Registered mobile number and your will get Email to your registered mail id. After getting mail to your mail id take to print out of your filled submitted application copy, take two copies of your application.

Fee payment process.

Select the **online payment option** from left side menu bar in the Home page.

2 You have two ways to proceed for the payment

1. By Online Payment.

2. By CASH Payment mode after collecting SBI generated challan.



Select the **check box** and click on the **proceed** Button for continuing fee payment process.

Note: The candidate can use any Bank Card (Debit / Credit) provided his / her Card is a VISA or MASTERCARD or MAESTRO type.

After entering the correct and mandatory details the web page of **Payment through Credit card /Debit** card, select the card type (VISA or MasterCard or Maestro) mentioned on the card. Be ready with the **Card** related details (Card number, Expiry date / From date, Security Code / CVV number etc).

State Bank Collect State Bank MOP	'S Pay EPFO	
You are here: State Bank Collect > State	Bank Collect	
► State Bank Collect	State Bank Collect	30-Jun-2015 (10:08 A
Reprint Remittance Form Payment History		RATE OF ADMISSIONS JUNA UNIVERSITY , NAGARJUNA NAGAR , GUNTUR-522510
	Provide details of payment	
	Select Payment Category * APPLICATION NO * APPLICANT NAME *	ANURCET
	MOBILE NO * PAYMENT REF ID *	
	AMOUNT *	1200 Fixed:Rs.1200
	Remarks	
	reference	tact 0863-2346171,2346138 application after 24 hours of payment. Please retain a copy of payment receipt for future & Mobile Number. This is required to reprint your e-receipt / remittance(PAP) form, if the
	Name *	
	Date of Birth *	
	Mobile Number *	
	Enter the text as shown in the image *	
		Submit Reset Back

1. Select State : Andhra Pradesh and Type of Institution : Educational Institutions as given below

Select Institutional name : "ANU – DIRECTRORATE OF ADMISSIONS" From the list provided.

- 2. Select Payment Category : A.N.UNIVERSITY-DIRECTORATE OF ADMISSIONS
- 3. After selecting Payment Category ANURCET 2015, then screen will display the form like this.
- 4. After entering the all fields' details press submit button. Then the screen will display details of the applicant as entered in registration process. Check the details and proceed to the next step by filling the other details required. And press submit button

5. After verifying the details, press confirm button

				💡 Exit
State Bank Collect State Bank MOPS	PayEPFO			
You are here: State Bank Collect > State Bank (Collect			
State Bank Collect Reprint Remittance Form	State Bank Colle	ct		30-Jun-2015 [12:57 PM IST
Payment History		Verify details and confirm this transaction	1	
		Educational Institutions Name	ANU - DIRECTORATE OF ADMISSIONS	
		Category	ANURCET	
		APPLICATION NO	30000	
		APPLICANT NAME	Santosh Kumar	
		MOBILE NO	9888400979	
		PAYMENT REF ID	15289588	
		AMOUNT	1200	
		Total Amount	INR 1,200.00	
		Remarks		
		Please ensure that you are making	g the payment to the correct payee.	
			Confirm Cancel	

Select the type of payment mode: Net banking / SBI Debit Card / Other Bank Debit Card / Any bank Credit Card / Other bank Net-Banking.

The bank charges are displayed on the respective option. Please check and proceed for the payment by selecting the required option

NET	BANKING	C	ARD PAYMENTS	
State Bank of India	Bank Charges: 11.24	This payment mode is not avail	able between 23:30 hours IST and 00:30 h	iours IST
State Bank of Bikaner and Jaipur	Bank Charges: 10.0	State Bank ATM-cum-Debit Card	Bank Charges: Rs 11.24	>
State Bank of Hyderabad Tox Can Alvers Bank on Co	Bank Charges: 10.0	Other Banks Debit Ca	rds Bank Charges: Rs 12.36	>
State Bank of Mysore Bucking for a heller comorrow	Bank Charges: 10.0	Credit Cards	Bank Charges: Rs 12.36	>
State Bank of Patiala	Bank Charges: 0.0	ОТНЕ	R PAYMENT MODES	
State Bank of Travancore	Bank Charges: 10.0	SBI BRANCH	Bank Charges: Rs 56.0	

Select any one of payment option (net banking/card payment) for online payment or select SBI Branch option from other payment modes option for paying through SBI challan.

If you select other payment modes options, SBI branch options it display the SBI Payment details, as like below image. To download the challan form of sbi-collect click on the link.

			🔐 Exit
State Bank Collect State Bank MOPS	PayEPFO		
ou are here: State Bank Collect > <u>State Bank Co</u>	ollect		
State Bank Collect Reprint Remittance Form	State Bank Collect		30-Jun-2015 [D1:08 PM IS
Payment History	Payment details captured success Please print & submit the Pre A Payment Details: SBCollect Reference Number Category APPLICATION NO APPLICATION NO APPLICATION NO APPLICATION NO APPLICATION NO APPLICATION NO PAYMENT REF ID AMOUNT Transaction Charge Total Amount Remarks	cknowledgement Payment form to the Branch for Payment. DU23258982 ANURCET 30000 Santosh Kumar 988400979 15285985 1200 INR 57.00 INR 1.257.00	
	Return to State Bank Collect Hom	e Pege	

After clicking on the link a challan form will download. Sample Challan form Sample is shown below.

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If you want to pay the fee through Net Banking. Select Net Banking mode.

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	Click here to abort this transaction and return to the State Bank Collect site.
Verisign	This site uses highly secure 256-bit encryption certified by VeriSign.
	rivity of contract is between you and the service provider. Bank is only facilitating a payment

Here you will be asked to enter your username and password of netbanking.

Give your details and submit. It will redirect to payment gateway page, here you can pay the fee.

If you want to pay through Credit Card mode.Select Card Payment Mode.

Enter Details as requested by the screen and select PAY Button for online payment

Welcome to State	e Bank of India's Secure Payment Gateway
Dear Customer, SBI Payment Gateway will	secure your payment to MOPS-SBC-OUR-CARD-DR.
Select the type of card*	Visa
Card Number *	1111222233334444 (Please enter your card number without any spaces)
Expiry Date *	Jan ▼ 2017 ▼ (Please enter expiry date provided on your card)
CVV2 / CVC2 Number *	(CVV2 / CVC2 is the three digit security code printed on the back of card)
Name on Card	NAME OF CARD HOLDE
Purchase Amount	INR 610.0
Word Verification *	Type the characters you see in the picture below Zh2nhZ
	Pay Cancel

Follow the screens for paying fee on online.

HOW TO TAKE PRINT OUT OF FILLED APPLICATION FORM

- After payment of fee you will get an SMS to your registered mobile number and also get an e-mail to registered email-id with complete application details as PDF file / Applicants can also to visit the website **next working day** to print the application.
- You can get a printed copy of registered application at any time using your Application No as User ID and Date of Birth (DDMMYYYY) as password using, "**Print Filled in Application**" option. This option is only for the candidates who paid the fee. (Example: 02101984 for 02/10/1984) to proceed for the application submission.

Select the print filled application button from left menu bar in the home page. Then it will display the screen like this. Enter the required details and press the submit button.

Application I	No :
Date of Bi	rth :
Date of E	Birth Format(DD/MM/YYYY) eg.27/07/1984
	Submit

The candidate will be allowed to take a copy of printout at any time, but editing / adding information is not allowed once the application is submitted, Sample Printout of Application is given below.

Your submitted application looks like this. Your application submission process is completed automatically after paying the fee. Your application PDF file is generated automatically and it is send to the registered mail id.

Preview of your submitted application form.

DIRECTORATE OF ADMISSIONS ACHARYA NAGARJUNA UNIVERSITY, GUNTUR Application for admission into M.Phil & Ph.D Programme for the Year 2015-16 ANURCET-2015										
ANORGE 1-2013										
Application No :							Office Use Only			
	Chemical Engineering					Registration No :				
M.Phil Ph.D										
Full-Time	Full-Tir	ne		Test Center : Guntur						
Personal Details										
Name : KRI						T		Gender : N		
	Father Name : SATYA		Special reservation categor			y Community : BCA				
DOB: 10/10/1990 PH : None NCC : No										
Address : #4-15-117/4,8th Line, Baratheet Guntur Sports : No CAP : No										
Harathpet,Guntur Sports No CAF No Harathpet,Guntur Harathpet, Sports No CAF No Harathpet, Sports No Harathpet, Spo										
Pin code : 522002										
District : Guntur Local Area : Non-Local										
State : Andhra Pradesh										
Phone No : 08632254212										
Mobile : +91 9978456128										
PG COURSE DETAILS										
Course : M.E. Chemical Engineering/Equivalent										
University : ANU Passed/Appearing : Appearing Year : % :										
Passed/Appearing : Appearing Year : % : M.Phil COURSE DETAILS										
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Organisation/Institution				From T		0	Year	Month		
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Additional Informat	ion: Have you	qualified	linanyoft	he followin	g exam	ination				
Test GAT		5	UGC	NET	CSIR NET		A	PSET	OTHERS	
Score/Percentage	NO		NO NO							
	Provisional admission claime due to award of the following fellowship									
Award	DST Inspire		Moulana Azad Fellowship				Are You Employee of ANU?			
Indicates YES/NO	NO	-	NO				NO			
Fee Details Bank	SBI	Trans		324568	Dat		Jun-2015	2.2		
Declaration : I declare that the particulars given in my applicaton for admission to M.Phil / Ph.D programme are correct. In case they are found to be incorrect at a later date after verification. I am liable for action as per University rules.										
Place : Guntur Date : 29-Jun-2015			Staylar			Signature of the Candidate				
1. P.G. Degree/Provisional Pass Certificate. 6. Xerox Copy of Certificate of having passed UGC/CSIR NET/GATE/APSET 2. P.G. Marks Statements. etc. 3. Degree/B.Tech. Provisional Certificate. 7. Service Certificate in case of Part-Time candidates. 4. Intermediate Pass Certificate. 8. Xerox Copy of First page of Service Register of Employee. 5. Caste Certificate in case of SC/ST/BC candidates. 9. Service Certificate for ANU Employee. 10.MPhil Degree/Provisional Pass Certificate. 10.MPhil Degree/Provisional Pass Certificate.										
Note : The copy of the filled online application along with necessary enclosures shall be sent to, The Director, Directorate of Admissions, Acharya Nagarjuna University, Nagarjuna Nagar, Guntur. so as to reach before the last date.										
@2015. All Copyrights Reserved by ACHARYA NAGARJUNA UNIVERSITY, GUNTUR.										

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Important Note :

- Read the instruction before filling the application
- Fill the application with accurate details
- Pay the fee through online payment.
- If fee payment is not through online, pay the fee through by selecting other payment option in the payment mode section, select the SBI branch option, it generates the SBI CHALLANA to pay the fee at any SBI Branch. Print out of your application form is generated after paying the application fee (online payment / SBI challana).
- If you won't get the SMS or Email, your application is not submitted successfully. Please contact help-line for the details.
- Online Application is available from 27-06-2015.
- Application fee Rs 1200/- should be paid through SBI I-Collect Online using Net banking, Debit card, Credit card of any bank after filling the application.
- Last date for Online Application Submission is 25-07-2015
 - Summarily rejected and the cost of application will not be refunded. The Director is not responsible for any postal delay or loss in postal transit
- Entrance tests(Tentative) in August 2015.

For Clarification on regulations and eligibility rules contact

Ph:0863 - 2346138, 2346171

On working days between 10.00 am and 05.00 P.M