

GUIDELINES FOR FILLING OF ONLINE APPLICATION

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GUIDELINES FOR FILLING OF ONLINE APPLICATION

Steps to be followed in filling VSUPGCET 2015 ONLINE APPLICATION FORM

Online Application form filling process:

- 1. The Online application for **VSUPGCET 2015** is available at website http://vsudoa.in
- 2. To fill online application, you should have the following with you
 - 2.1. Mobile Phone
 - 2.2. **VSUPGCET 2015** Information Brochure and Guidelines
 - 2.3. Your documents pertaining to your personal details and academic records
 - 2.4. Scanned Passport Photo and Signature
- 3. Open the website http://vsudoa.in from browser like Internet Explorer / Mozilla Firefox / Google Chrome
- Select the button VSUPGCET 2015 (Entrance Test for Science/Arts/Commerce Post Graduate Courses) for apply
- 5. After clicking the required button, you will get a detailed menu options screen
- 6. After reading the Guidelines, Click on **Online Application** button in the left menu
- 7. On filling the Qualifying examination along with the details of Medium of Study, First Language, Second Language, Subject 1, Subject 2, and Subject 3, a list of eligible courses for your degree combination will be listed on the left under "Eligible Courses List". Select the Course(s) you are interested to opt, and then you will find the list of "Selected Test(s)" and "Amount for the Selected Course(s)".
- 8. Then proceed to fill the Name of the Candidate and other personal details with present address and Date of Birth. Please fill the details as per SSC or equivalent certificate
- 9. While entering the personal details, please give correct **MOBILE** number and **Email** address, because all the correspondence from Admission authority (VSUCET) will be made to Mobile and Email only, No Postal Correspondence will be made under any circumstances
- 10. 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 colour
- 11. Then click "**Register & Proceed**" for filling the application with all academic and other details along with scanned Passport photo and scanned signature (signed on white paper only)



GUIDELINES FOR FILLING OF ONLINE APPLICATION

12. Fill the entire academic, Study, Reservation and other personal details and submit the application. Select the terms and conditions box, click the preview 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, Take the printout this print and pay the test fee by online using SBI Collect. After payment of fee in bank, After 24 hours, 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

Fee Paying Process

Click on Online **Payment** Button from left side navigation panel. For online payment or Challan payment. Now Click on the Online Payment through SBI Collect Button. Read the instruction and Click check box to proceed payment and click the **proceed** button

- 13. Now 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 After 24hours
- 15. If you select the **online payment** and after successful payment is done using **Debit/Credit** card / Net banking process. 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 After 24hours
- 16. Please Do Not Send the printed copy of application to the DOA. You preserve it until your admission process is completed

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



GUIDELINES FOR FILLING OF ONLINE APPLICATION

Before filling the VSUPGCET 2015 Online Application form keeps the following mandatory details ready to fill in the appropriate fields

S.No	Details Required	Document to be referred	
	Credit or Debit card / Net banking login details		
	(If payment is being made through		
1	Credit/Debit card by online)	Credit Card / Debit Card / SBI-Collect	
	(if not online payment, fee can pay later by		
	using SBI generated challan)		
	Qualifying Examination : Month & Year of		
	Passed, Percentage of Marks Scored	Marks Memo of the exam passed	
2	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, HTNO	SSC / X Std Marks Memo	
	Local Status (AU or Outside AU Area)	Study Certificate from 9 th to Degree	
5	certificate for past 7 years	or	
	(i.e. from 2007 to 2015)	Certificate issued by MRO with District of living	
	Income of Parents (Income Less than 1 Lakh,	Income Certificate issued by MRO or competent	
6	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	
,	Category Certificate (SC / S1 /BC Etc.)	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	
		Scanned copy of the Photo and Signature (signed	
10	Scanned Passport Photo and Signature	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	
11	Details of FG – Studied if any	university / institution	
		Valid Working Mobile Number and	
	Mobile No & Email ID	Valid Active Email ID	
12	Note: All the correspondence is done to Mobile	Note: Mobile should be accompanied with the	
	SMS / Email only	applicant while filling the application by on-	
		line.	



GUIDELINES FOR FILLING OF ONLINE APPLICATION

GUIDELINES TO FILL THE APPLICATION FOR VSUPGCET - 2015

The online application form will be available on the websites http://www.vsudoa.in from 18.03.2015 -
 5.00 p.m onwards

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.350/- + Bank commission per test) should be made either by SBI generated challan or by online payment gateway (like credit / debit card/ Net banking). 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. The last date for payment of challan is 18.04.2015 with fee of Rs 350/- and 25.04.2015 with a late fee of Rs.850/- for each Subject Test, last date under tatkal scheme 28-April-2015 with Rs.1350 Per Subject Test
- 9. Sample Screen shot for Home Page Next Page
- 10. Steps to be followed in filling ONLINE application form

Click on Click here to apply for VSUPGCET-2015 Entrance test for Science/Art/Commerce postgraduate courses link for Application filling



GUIDELINES FOR FILLING OF ONLINE APPLICATION



VIKRAMA SIMHAPURI UNIVERSITY, NELLORE

NELLORE-524003, Andhra Pradesh, India Tel: 0861-2352300





Submission of Online Application starts from 18-03-2015

Last Date For Online Application Submission is 18-04-2015, with Late Fee of Rs.850/-, the last date is 25-04-2015, with Tatkal Fee of F

NOTIFICATIONS

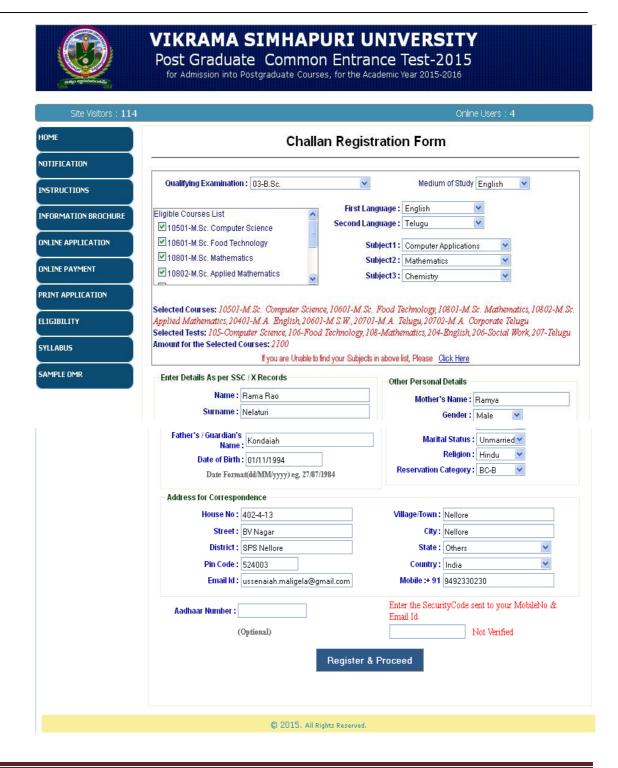
o Click here to apply for YSUPGCET-2015 Entrance Test for Science/Arts/Commerce Postgraduate Courses

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- a) Select the Tests for which you are willing to apply
- b) Select your qualifying examination
- c) Select your relevant group subjects. Then the Eligible courses list will be displayed. You have to select the courses from the list. The payable fee is depending on the no. of tests selected.
- d) The above Registration link will display a form as shown below



GUIDELINES FOR FILLING OF ONLINE APPLICATION





GUIDELINES FOR FILLING OF ONLINE APPLICATION

If you are unable to find your Group subjects in the above, go to the link 'Click Here' as shown below

If you are Unable to find your Subjects in above list, Please Click Here

The above link will display a form as shown below

If You Are Unable to find your Subjects, Ple	ase ruman the rollowing betalls
Name :	
Email Id : Mobile :	
Qualifying Examination :	
Group Subject1 :	
Group Subject2 :	
Group Subject3 :	
First Language :	
Second Language :	

This form allows you to furnish your required Group subjects. After submitting this form you have to wait for 24 hours, the Directorate of Admissions (the VSUCET) will check with your requested Group subjects and you will get an alert to your Mobile / email about status of your requested Group subjects

If the VSUCET Office is willing to allow you, then you will get an alert to your Mobile / Email and then you can Register

Enter the Details as per SSC / X Records and fill up the Other Personal Details

En	ter Details As per SSC / X std Records—
Name :	VENKATA SUBBARAO
Surname :	KATTEPOGU
Father's / Guardian's Name	VENKATESWARLU
Date of Birth :	25/04/1990
Date Form	nat(dd/MM/yyyy) eg. 27/07/1984

Mother's Name:	Sridevi	
Gender:	Male	
Marital Status:	Unmarried	•
Religion :	Hindu	•
Reservation Category :	OC	٧



GUIDELINES FOR FILLING OF ONLINE APPLICATION

Give the valid Address for Correspondence

House No : 15-150	Village/Town : tenali		
Street : CHINA RAVURU	City : tenali		
District : guntur	State : Andhra Pradesh	Village/Town : tenali	
District : guntur	State : Andhra Pradesh	Village/Town : tenali	
District : guntur	State : Andhra Pradesh	Village/Town : tenali	
District : guntur	State : Andhra Pradesh	Village/Town : tenali	
District : guntur	State : Andhra Pradesh	Village/Town : tenali	Village/Town : tenali
District : guntur	State : Andhra Pradesh	Village/Town : tenali	V

Please provide the valid Mobile No because you will get an SMS with a 'security code'

(Optional)	Not Verified
You have to enter that code here and if it is valid it will displa	y as 'Verified' as shown below. Then only you

Enter the SecurityCode sent to your MobileNo.

can proceed for filling application form

(Optional)	817748	Verified
Re	gister & Proceed	

After Verification Mobile no, Then click "Register & Proceed" for filling the application with all academic and other details

Upload Passport size Photograph with Signature

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

- a) 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
- b) 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.

Aadhaar Number:



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



The applicant has to upload his/her Photo & Signature in the prescribed format by clicking the browse button in the application form. By clicking browse button the following screen appears





Click the scanned and stored photograph 'Sample Image' (JPEG image) to upload from the computer Select the **Test Centre** where you are willing to write the exam

Enter the SSC Roll No, Month & Year of passing

Select the **Annual Income of your parents** from given options. (As shown below)



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10. Test Centre :	Nellore	<u> </u>	Annual Income of Parents in (Rs)
11. SSC/X Details :			Below One Lakh
Hall Ticket No.(SSC)	123456		OBetween one Lakh & two Lakhs
Month & Year of Passing	Mar 20	00	OMore than two Lakhs

Select Special Reservation category from the below Options



Select the First Language and Second Language

Select the Degree Result Status (Appearing or Passed). If passed you need to enter the Year of Passing and % of Marks Secured



Enter Period of Study, Institution and District from IX to Degree Third Year

The Local Area Calculation will be based on the Districts selected for these 7 Years



If you already studied any **PG** course Select the Option Yes or else leave it as No



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15. Whether the applicant has already studied any PG course : ●Yes ○No					
Course	Period of Study	Institution	District		
MSc (Zoology)	2009	VS University	Nellore		

Read the **DECLARATION** carefully and click **I accept the Terms & Conditions** and Continue for the Preview of your Application

DECLARATION

I have carefully gone through the Admission Information Brochure and I am conversant with and shall abide by the eligibility conditions and other regulations to be satisfied for appearing for the entrance test and admission into selected course(s). Further, I assure that I will not Indulge in malpractice or illegal activity in the entrance test. In case, I have furnished any false information or involved in malpractice or illegal activity, I know that, I am liable for criminal action as per the existing law.

☑ I accept the Terms & Conditions.

Click To Preview

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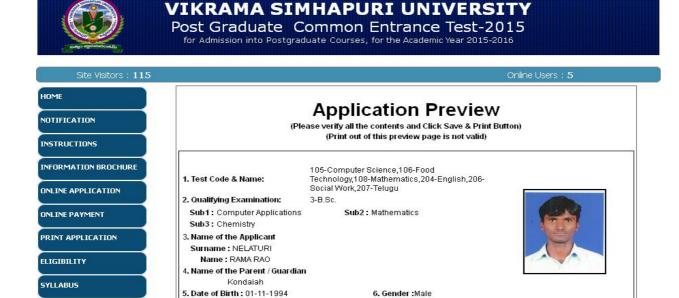


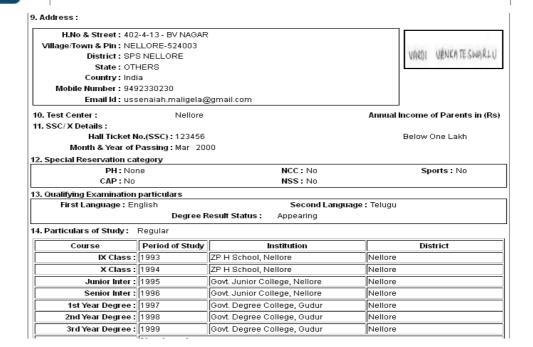
GUIDELINES FOR FILLING OF ONLINE APPLICATION

Click on the click to preview button. Then it will display the application preview

The overall Application Preview looks like below screen

7. Category: BC-B





8. Religion: Hindu

SAMPLE OMR



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15. Whether the applicant has already studied any PG course: Yes Course Period of Study Institution District MSc (Zoology) 2009 VS University Nellore DECLARATION I have carefully gone through the Admission Information Brochure and I am conversant with and shall abide by the eligibility conditions and other regulations to be satisfied for appearing for the entrance test and admission into selected course(s). Further, I assure that I will not Indulge in malpractice or illegal activity in the entrance test. In case, I have furnished any false information or involved in malpractice or illegal activity, I know that, I am liable for criminal action as per the existing BACK - To Edit Save & Print

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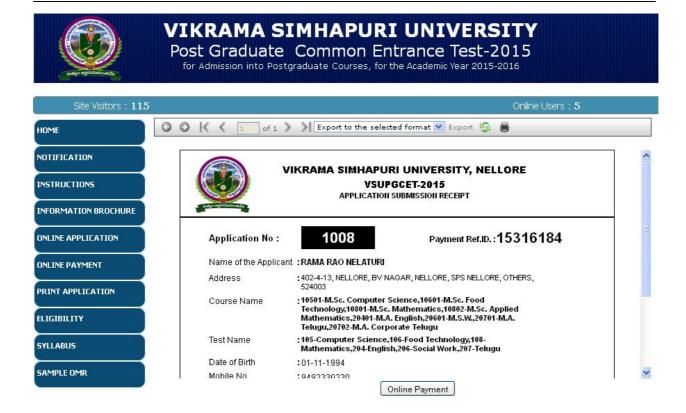
If there is any modification you can go to 'Back – To Edit' button. Application Page will appear, Otherwise you can go to Save & Print button. The Application will be saved when you click Save & Print button. After Saving the Application you will not be allowed for any other modification

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

The Application submission receipt generates now, this is as shown below, take the print out of this receipt



GUIDELINES FOR FILLING OF ONLINE APPLICATION

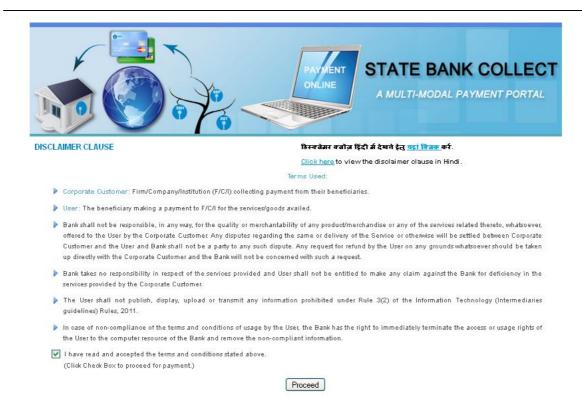


Note: Candidates have to take print-out of this form for fee payment process(online or challan).

For application fee payment process click on "Online Payment" button from left navigation panel for paying either Online Payment or by SBI Challan Payment



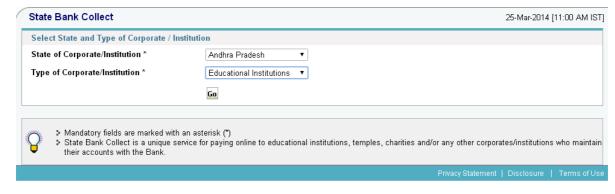
GUIDELINES FOR FILLING OF ONLINE APPLICATION



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)

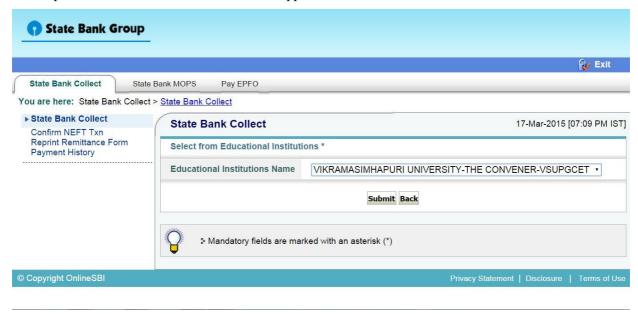
Select State: Andhra Pradesh and Type of Institution: Educational Institutions as given below





GUIDELINES FOR FILLING OF ONLINE APPLICATION

Select Institutional name: "VIKRAMASIMHAPURI UNIVERSITY-THE CONVENER-VSUPGCET" from the list provided, Then next this screen will be appear



Select Payment Category: VSUPGCET

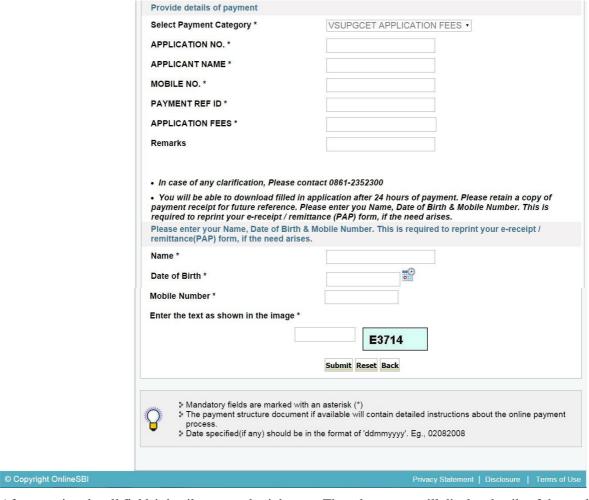


VSUPGCET 2015



GUIDELINES FOR FILLING OF ONLINE APPLICATION

After selecting Payment Category VSUPGCET, Then screen will display the form like this



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

After click on the Submit button, next screen appears like this



GUIDELINES FOR FILLING OF ONLINE APPLICATION

Provide details of payment VSUPGCET APPLICATION FEES • Select Payment Category * **APPLICATION NO.*** 10038 **APPLICANT NAME *** srinivasa rao MOBILE NO. * 9581957955 PAYMENT REF ID * 15389329 **APPLICATION FEES*** 1050 Remarks vsu fee . In case of any clarification, Please contact 0861-2352300 You will be able to download filled in application after 24 hours of payment. Please retain a copy of
payment receipt for future reference. Please enter you Name, Date of Birth & Mobile Number. This is
required to reprint your e-receipt / remittance (PAP) form, if the need arises. Please enter your Name, Date of Birth & Mobile Number. This is required to reprint your e-receipt / remittance(PAP) form, if the need arises. Name ' srinivasa rao Date of Birth * 11/11/1990 Mobile Number * 9581957955 Enter the text as shown in the image E3714 E3714 Submit Reset Back ▶ Mandatory fields are marked with an asterisk (*)
 ▶ The payment structure document if available will contain detailed instructions about the online payment Date specified(if any) should be in the format of 'ddmmyyyy'. Eg., 02082008 © Copyright OnlineSBI

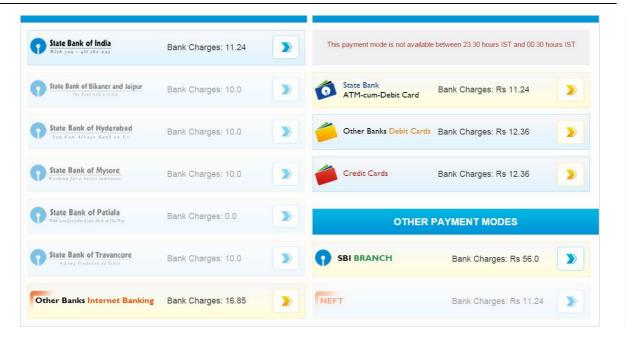
After verifying the details, press confirm button

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



GUIDELINES FOR FILLING OF ONLINE APPLICATION



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 by using **sbi challan**

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





GUIDELINES FOR FILLING OF ONLINE APPLICATION



Welcome to State Bank of India's Secure Payment Gateway

elect the type of card*	Visa ▼
ard Number *	11112222333334444
	(Please enter your card number without any spaces)
xpiry Date *	Jan ▼ 2017 ▼
	(Please enter expiry date provided on your card)
VV2 / CVC2 Number *	For pulsors were all 00000000 below wearened to see at 1
	(CVV2 / CVC2 is the three digit security code printed on the back of card)
lame on Card	NAME OF CARD HOLDE
urchase Amount	INR 610.0
Vord Verification *	3 Digit Card Verification Number —
	Type the characters you see in the picture below
	7 h 2 n h 7
	Z h 2 n h Z

AFTER PRESSING PAY, KINDLY DO NOT REFRESH AND DO NOT PRESS THE BACK BUTTON.

ALL INTERNET BASED TRANSACTIONS USING STATE BANK DEBIT CARDS WOULD NEED A 3D SECURE PASSWORD.

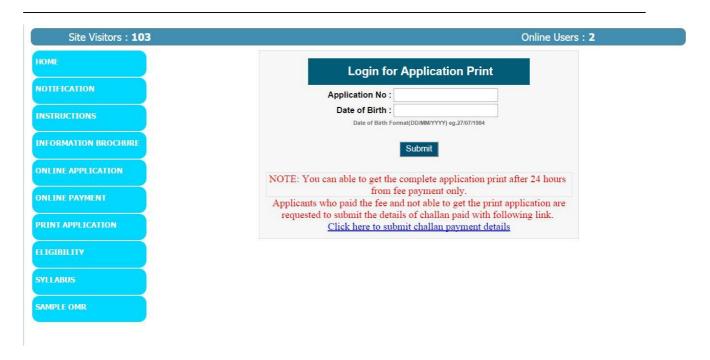
HOW TO PRINT APPLICATION

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



GUIDELINES FOR FILLING OF ONLINE APPLICATION



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

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GUIDELINES FOR FILLING OF ONLINE APPLICATION



VIKRAMA SIMHAPURI UNIVERSITY, NELLORE VSUPGCET-2015

VSUPGCET - 2015 :: ACKNOWLEDGEMENT FOR APPLICATION FOR PG COURSES

Application No: 10039

Name: KRISHNA CHAITANYAKOTHAPALLI

Gender : Male
Father Name : Jaya Ram
DOB : 10-10-1990

Address: 105, #4-15-117/4,8TH LINE,

GUNTUR, 522002 Town & Dist : GUNTUR, GUNTUR

State: ANDHRA PRADESH
Mobile No: 8333873777

Email Id: santosh.mk38@gmail.com

Reservation Category : BC-C

Test Name : 105-Computer Science,106-Food

Technology
Test Centre: Nellore

Special reservation category

 PH
 : None

 NCC
 : No

 Sports
 : No

 CAP
 : No

NSS : No



Reservation Category : BC-C

Religion: Hindu Local Area: Non Local

SSC Details Roll No : 1152200 Month & Year of Passing : Mar - 2006

 Qualifying Examination Particulars: Appearing
 d) Group subjects

 a) Degree:
 3-B.Sc.
 Subject 1: Chemistry

 b) First Language:
 English
 Subject 2: Mathematics

 c) Second Language:
 Telugu
 Subject 3: Physics

Selected Courses :

10501-M.Sc. Computer Science, 10601-M.Sc. Food Technology

Particulars of study : Regular

Course	Period of Study	Institution	District
IX Class	2004-2005	St.Laurel's	Anantapur
X Class	2005-2006	St.Laurel's	Anantapur
Junior Inter	2006-2007	Nalanda	Anantapur
C: I-4	2002 2000	Malanda	A
2nd Year Degree	2009-2010	Vignan	Nellore
3rd Year Degree	2010-2011	Vignan	Nellore

Challan Details						
Bank Name	BranchCode	Journal No	Paid Date	Amount		
				700.00		

Declaration: I have carefully gone through the Admission Information Brochure and I am conversant with and shall abide by the eligibility conditions and other regulations to be satisfied for appearing for the entrance test and admission into selected course(s). Further, I assure that I will not Indulge in malpractice or illegal activity in the entrance test. In case, I have furnished any false information or involved in malpractice or illegal activity, I know that, I am liable for criminal action as per the existing law.

Place : GUNTUR Date : 18-Mar-2015 Stalp.

Signature of the Candidate

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GUIDELINES FOR FILLING OF ONLINE APPLICATION

Important Note:

- a) Read the instruction before filling the application
- b) Fill the application with accurate details
- c) Pay the fee through online payment.
- d) 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).
- e) If you won't get the SMS or Email, your application is not submitted successfully. Please contact help-line for the details.
- f) Online Registration is available from 18.03.2015, 11.00 A.M. onwards.
- g) The payment of registration and processing fee (Rs.350/- + Bank commission per test) should be made either by Challan in any SBI or by online payment gateway (like credit / debit card).
- h) The last date for payment of Challan is 18.04.2015 without late fee and 25.04.2015 with late fee of Rs.850/-
- i) Application can be filled by using online under Tatkal Scheme up to 28-04-2015 with a late fee of Rs.1350/- per test.

For clarification on Regulations and Eligibility rules send an E-Mail

vsupgcet2015@gmail.com

OR

Contact Ph: 0861-2352300

On all working days between 10.00 A.M and 05.00 P.M

VSUPGCET 2015