

Help Manual

Important Instructions to Applicants for Filling Ph.D. Entrance Examination Online Application Form

Follow 5-Easy Steps (i.e., Step-1, Step-2, Step-3, Step4 and Step-5) to fill up the Online Application Form

NOTE:

- 1) Ensure you have completed all the 5-steps i.e. Steps 1 to 5. No claim for registration in respect of incomplete forms/steps will be entertained.
- 2) Go through the information bulletin and Help manual before applying for Ph.D. admission exam at IARI.
- 3) Create Account in ICAR Website (<http://agoweb.icar.gov.in/>) by using your existing Email-ID.
 - Applicants have to provide Email-ID, First Name, Middle Name (optional), Last name, Screen Name, Date of Birth and Gender to register themselves on the portal. Once submitted, the password information will be sent to the Email-ID of the applicant and also displayed on screen (save password for future use).
- 4) Candidate can also apply for CIAE BHOPAL and IIHR BANGLORE with IARI for selected sub-discipline. Please read the information bulletin carefully.

Step -1) In case you are eligible for this exam, Get a demand draft of valid amount as given in information bulletin from any nationalized bank.

Note: - Demand Draft should be made in the name of **Director IARI Delhi**. Make sure to post the original copy of Demand Draft. Please mention Application Form No. , Name and Contact No. at the back of the DD.

Step-2) Submit Applicant details.

The details once submitted cannot be changed later on. Therefore, ensure that you have filled in the correct and complete information before submission.

a) Applicant Details:

1. **The application form must be filled by the applicant.**
2. Select the **Scheme of Admission:** select Scheme of Admission.
3. Enter the **Name of Applicant:** Enter your full name as given in the last degree certificate.
4. Enter the **Applicant Father's Name and Mother's Name**
5. Select the **Parent's Annual Income**
6. Enter the **Correspondence Address and Permanent Address Details**-No special characters are allowed.
7. Select the **State/Union Territory and PIN Code for Correspondence Address and Permanent Address.**
8. Enter the **Mobile No.**-Only 10-digit mobile no. is allowed
9. Enter the **Phone No.(with STD code):** Enter the landline number along with the STD Code
10. Enter the **Applicant's existing Email-ID**
11. Select the **Nationality**-Indian or Other than Indian
12. Enter your **Date of Birth**(Minimum age should be 21 years)
13. Select **Sex** (Male or Female)
14. Select your **Marital Status** as Married or Unmarried.
15. Select your **Category** (Demand Draft Amount will be according to your category)

b) Discipline Details:

1. Select your **Discipline and Sub-Discipline Name**.
2. Select Apply **For Institute** category for selected sub-discipline.
3. Select your **Medium of Question paper**(English or Hindi)
4. Select **Major Subject of M.Sc./M.E./M.Tech.**(if others, then specify)

c) Choice of Examination Centres:

1. Select 3 different choices for your **Examination Centre**.

d) Examination Details:

1. Select your **B.Sc and M.Sc Stream**.
2. Select your **B.Sc Pattern**.
3. **Select the year for B.Sc. and M.Sc.**
4. Select your **University for B.Sc. and M.Sc. Exam**
5. Mention your **% Marks/OGPA marks for 10th 12th , B.Sc. and M.Sc.** (if appearing for M.Sc then ignore)

e) Employment History: If you are employed, then mark the check box

1. Mention your **Organization Name**
2. Mention your **Post held in the Organization**
3. Mention the **Date of Joining**
4. Select whether the **Application submitted through Proper Channel**

Step -3) Submit Demand Draft details.

1. Enter your Demand Draft No.
2. Enter your Demand Draft Date of Issue (The Date should be earlier than the current date)
3. Enter the Name of Bank.
4. Enter the Demand draft Amount.
5. Click Submit Button.

Step- 4) Upload Photo and signature.

1. Upload the Applicant's Photo: The file size of the photograph should not be more than 100 KB. Only jpeg, jpe, jfif and gif images are supported.
2. Upload the Digital Signature: The size of the Digital Signature should also not be more than 20KB. Only jpeg, jpe, jfif and gif images are supported.
3. Click Submit Button.

Step- 4) Take printout of submitted application.

Take the printout of the application which have submitted for further reference.

NOTE:

- 1) **Ensure you have completed all the 5-steps of the Online Application Form i.e. Steps 1 to 45 No claim for registration in respect of incomplete forms will be entertained.**
- 2) **After completing the five step process, check all fields entered in the Application Form in "submitted application form" preview. If the Application Form is incomplete/incorrect, your candidature will be rejected at any stage.**
- 3) **All candidates must print Admit Cards from our website www.iari.res.in . No Admit Cards are being sent by POST.**
- 4) **Always keep a copy of the Application Form and Demand Draft with yourself safely as a proof of your candidature.**

- 5) **Bring the Demand Draft form Copy along with the Admit Card without which you will not be allowed to appear in the Entrance Examination.**
- 6) **Always keep the following documents with you (helpful to sort out candidate problem in case they do not get their admit cards from website www.iari.res.in):**
 - i. **Copy of the Application Form.**
 - ii. **Copy of the Demand Draft forms.**

Very Important Note:

- 1) In case any information furnished in the Online Application Form is found to be false at any stage then the applicant's candidature/registration/admission/service will be canceled/terminated.
- 2) Some hints to fill up the fields of the Online Application Form are also provided with each field of the Online Application Form.
- 3) Making payment in no way entails you to claim candidature. You must complete the application form as per the instruction in Steps 1 to 5 and take a print out of the Application Form before the closing date.
- 4) Please do not wait for the last date to fill the Online Application Form. **To avoid last date hurry, you are advised to made payment via Demand Draft form at least one week before the last date and be ready with Photo and Signature soft-copy as per the instructions of the Help manual and Prospectus.**
- 5) Please note that **payment by Demand Draft form is not refundable in any case** i.e. incomplete Online Application Form or ineligibility as per the Information Bulletin or any other reasons. Therefore, payment should be made only after checking the eligibility criteria and completion of the Online Application Form and proper uploading of photo and signature is mandatory.
- 6) Always remember that the following information should be provided by you for accessing Online Application Form and result and for future communication with IARI:
 - a) Email-ID (as User-name)
 - b) Password
 - c) Unique Transaction Number/Journal Number written by Bank on the Demand Draft form while making the payment in bank against Demand Draft form generated online after submission of the online application data.
 - d) Registration Number/Application Form Number generated after submission of the Online Application Form
 - e) Date of Birth

How to sort out your problem:

In case of any problem on the Ph.D. entrance examination, contact Registrar, Post Graduate School, IARI, New Delhi-110012, using the contact details given below:

- 1) **Email-ID:** registrar_academic@iari.res.in
- 2) **Contact No.** 011-25842390, 25846536, 25843438
- 3) **Fax:** 011-25843438, 25846420

For any technical help

1. **Email-ID:** agroweb.support@tcs.com
2. **Contact No.:** 0120-6144367

Note : Please check SPAM folder of your mail for receiving any email from IARI Delhi.