

## How to Fill Online Application form for Admission to Integrated UG/PG, Graduation, Post Graduation & Diploma Programme through **VET 2015-16**

Candidates have to complete three steps for completing the online submission of application form

- I. Registration ( log in for NEW REGISTRATION)
- II. Filling PERSONNAL INFORMATION
- III. ONLINE APPLICATION

<b>NEW REGISTRATION ( STEP- I )</b>	
S.NO.	
	Go to University website <a href="http://www.ggu.ac.in">www.ggu.ac.in</a> <a href="http://www.ggv.ac.in">www.ggv.ac.in</a> (Direct ) Click the link “ New Registration”
1	Please select VET Category for admission to Integrated UG/PG, Graduation, Post Graduation and Diploma Programme.
2.	Write your name as per 10 <sup>th</sup> Mark sheet/Certificate
3.	Write your Father’s Name
4.	Select your date of Birth from calendar ( First select Year, then month and date)
5.	Candidate must write his/her Mobile No. After Registration a SMS will be send to his/ her Mobile No.
6.	Select Category (General, OBC, SC, ST) from drop down menu
7.	If you belongs to PH category, please select appropriate category.
8.	Candidate write his/her email address.
	PRESS SUMIT BOTTON (The following information appear on your screen
	<b>Thank You for Registration!</b>
	Your User ID is 8251854042 (For example)  Date of Birth is 15/01/1982 (For example)  <b>Kindly note down for future login.</b> Your User ID & Date of Birth has also been sent to your Email ID & on your Mobile.  You can use the User ID & Date of Birth for Login.
	<b><u>Please Print SBI Challan</u></b>
<b>Next Step</b> (Fee deposition through SBI Challan)	Print State Bank of India (SBI) Challan, write SBI branch name, date and put your signature on SBI Challan in prescribed place then deposit the fee to any SBI Branch or pay by online mode.
<b>PERSONNEL INFORMATION (STEP-II)</b>	
Column No.	After depositing the fee through SBI Challan in any SBI Branch/Net banking, Candidate has to Login by user ID & (Date of Birth) Personnel Information window will automatically open. The information filled at the time of Registration, automatically appears in the respective Coloum. Candidates have to fill the remaining information in the column as given below and update it.

4.	Write Mother's Name
5.	Fill Correspondence detail as per instruction.
6.	Permanent Address- If your permanent address and Correspondence address is same click in the Box. Automatically it appears in the permanent address column.
7	Date of Birth- Already Filled
8.	Nationality click the oval as the case may be
9.	Gender- Select from menu ( Male or Female)
10.	Select your Religion from drop down menu.
11.	Cast Category- Already Filled
12.	Physically Already Filled
PRESS UPDATE, The Online Application form will open, please fill the online application as given in step-III	
<b><u>Next Step - III Complete Online Application</u></b>	
1.	Fill your educational qualifications in the window from 10 <sup>th</sup> to PG and other exam. If result is not declared, please fill <b>appearing</b> in the <b>Division</b> coloum.
2(a)	Candidates have to select the course from drop down menu in which he/she wants to appeared/Admission
2(b)	Only for Ph.D. candidate.
3.	This coloum is applicable for Ph.D. Candidates only.
4.	VET Exam will conducted at 8 Places- Bilaspur (C.G.), Raipur (C.G.),Korba (C.G), Ambikapur (C.G) Jagdalpur (C.G.), , Allahabad (U.P.), Kolkata (WB) & Bhubaneswar (Odisha). You have to select the exam centre name from drop down menu.
5.	Mode of Payment – Candidate has to fill Journal No allotted by SBI, date of fee deposit, SBI Branch Name SBI Branch Code & on line
6	Read the declaration carefully.
7.	Accept Declaration by clicking the box.
8.	Read the Instructions carefully and click the SAVE button, Record saved successfully appeared on the screen, then VIEW button. If all information is OK then click SUBMIT button and take the print out of your application. If there is any mistake, correct it and SAVE it and then SUBMIT it. <b>Note: After SUBMIT no correction can be done</b> After successfully submission of application form you will get a Registration No. Through which you make correspondence with the University.
Take print out of the online application. Please follow the steps given below: 1. Put your Signature on Page No.2 & 3 of the printed application form. 2. Put your thumb impression on page 3. 3. Paste your photographs on page 1 & 3 4. Submit the printed application form along with SBI Challan, SC/ST/OBC/PH Certificate (if applicable), Photocopy of the mark sheets/certificates of educational qualifications <b>to the: Deputy Registrar (Academic), Administrative Building, Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur (Chhattisgarh) PIN-495009</b> by Speed Post/Registered Post/Courier/hand delivery latest by 27 <sup>th</sup> April 2015 .	

