

## STEPS TO FILL THE APPLICATION FORM

- **Registration Page:** Register with your email ID and Phone Number. The email id and the phone number cannot be changed till the admission process is complete. Hence, you are requested to kindly submit the email id and the phone number which are used / accessed by you.
- **Validating e-mail Id:** Once the registration is done an email will be sent to your registered email id. Click on the link to validate your email ID and login to the dashboard.
- Select the program you want to apply for. The Programme once selected cannot be changed after the payment is made. You can apply only for one programme from out of the 25 programmes offered by the DDE.

### General Information:

Name of the Applicant: Enter the full name as it appears on the Class X certificate.

Gender: Select the gender from drop-down list

Category: General/SC/ST/ PWD/Defense Personal (The fee will differ as per the category and you need to upload the relevant documents as per your claim)

Date of Birth: Select the correct date of birth from drop-down list

Place of Birth: Mention the Place of Birth

ID Proof: Select Aadhar Card or PAN Card or Voter ID and enter the valid details

Father's Name: Enter father's full name

Father's Mobile No: Enter the mobile number

Mother's Name: Enter Mother's full name

Mother's Mobile No: Enter the mobile number

Correspondence Address: Address where the applicant is currently residing and willing to receive the reading material, ID Card and other information

Note: provide the complete and correct address as the reading material, id card and other documents will be sent only to the address mentioned above. All the information with regard to the classes and exam schedules etc. will be sent by email to the id provided above. University will not be responsible for non-receipt of the said documents/information.

Alternate Email Address: Will be used by the University for sending communications in case of non-delivery or other issues with the email id provided above

Alternate Mobile No: The mobile number provided will be used for communicating with applicants in case the applicants cannot be communicated with on their Primary phone number.

### Education Details

#### Class X

- Board Name: Select the Board Name from the drop down menu
- Year of Passing: Qualifying Year

#### Class XII

- Board Name: Select the Board Name from the drop down menu
- Year of Passing: Qualifying Year

### Graduation Academic Details

Institute Name: Enter the full name of the college/university

University Name: Select from the drop down menu

Name of the Course: Enter the name of the course example BE/B.Tech

Mode: Regular or Distance

Passing Result Status: Declared/ Awaiting (If declared enter the percentage)

If declared, in case of CGPA

- For conversion from CGPA to Percentage: Please follow your university/institution stated guidelines for the conversion of CGPA into a percentage. In case your university/institution does not have any guidelines to convert CGPA into a percentage, the same can be done by dividing the applicant's CGPA by the maximum possible CGPA and multiplying the result with 100.

If awaited, candidates should submit the Undertaking as provided in the Application Form

- Candidates appearing for the final year examination / awaiting results of the graduation or equivalent should submit the undertaking as given in page 1. In case of Advanced Diploma, candidates who have completed/appearing for the third year / sixth semester examination of the 5-Year Integrated Degree Programme should submit the undertaking and a letter from the institution/university as given in page 2 &3.

### **Details of Courses (Either Regular / Distance / Online Mode) enrolled at present at NALSAR or any other Institution / University**

Year of enrolment: The year in which you have enrolled for the said programme

Duration: 1 year/ 2 years / 3 years

Name of the Course: Enter the name of the course example BE/B.Tech

Level of the Course (Certificate Diploma/PG Diploma/UG Degree/PG Degree)

Mode: Regular or Distance

Name of the Institution: Enter the full name of the college/university

### **Details Of Professional Experience (If Employed / Self-Employed / Professional)**

#### **Documents to be Uploaded**

1. Upload Passport Photo (\* Size should not exceed 1MB)
2. Upload Attested Copy of 10th Certificate (\* Only .pdf allowed, max 1MB)
3. Upload Attested Copy of 12th Certificate (\* Only .pdf allowed, max 1MB)
4. Upload Copy of Aadhar Card/Pan Card/Voter ID (\* Only .pdf allowed, max 1MB)
5. Upload Attested Copy of the SC/ST/PWD Certificate (or) Defense ID Proof, Wherever Applicable (Only .pdf allowed, max 1MB)
6. Upload Undertaking Letter by the candidates awaiting Results / Certificates)
7. Upload Attested Copies of the Graduation Consolidated Mark Sheet (In case of candidates appearing for the final examinations / awaiting results may upload the marks sheets till the previous Year / Semester)
8. Upload Attested Copy of the Provisional Degree / Original Degree

#### **Undertaking by the Candidate**

#### **Submission of the application form**

Click on save and preview the application form and submit. Application form once submitted cannot be modified, hence, candidates should check all the details before clicking on 'SUBMIT' button. You may save all the data entered without clicking on 'SUBMIT' button.

### **Payment**

After submission of the Application Form proceed for payment. You may pay the Course Fee online as per the options provided in the form. Before payment of fee kindly check the Name of the Programme and Category entered by you and the fee as applicable for the said programme and the category in the Admission Notification. Fee once paid will be refundable as per the University Rules as mentioned in the Admission Notification.

### **Fee Receipt**

Online fee receipt will be generated once the payment is processed successfully. You are required to keep the receipt with you. You may download the filled-in Application Form and the Fee Receipt from the Dash Board also.

### **Removal of Doubts**

In every step, wherever you have any doubt you may click on 'Ask any query' and submit your query. You may get a response within two working days.

**Application Form Link:** <https://apply.nalsar.ac.in/ddeapplicationform>

**Website Link:** <https://nalsarpro.org/>