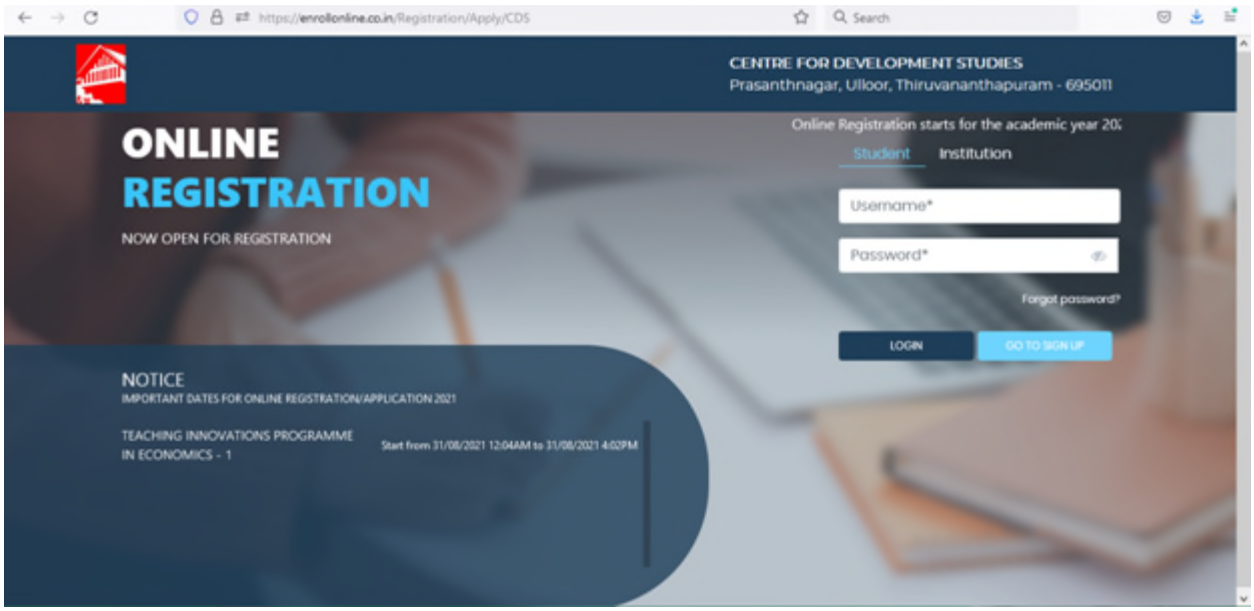
Guidelines to fill the online application form

- Candidates are requested to read the Notification carefully before applying to the Programme.
- Registration to the CDS Enrolment portal is required before applying to any Programme .
- You can create your user id (username can be a combination of alphabets and numbers to make it unique). Enter a strong password (at least 6 characters).
- You can change your password or retrieve a lost password by following the “Forgot Password” link.
- After registration, use your credentials to log-in to the portal.
- Candidates are requested to remember the login credentials till the admission process is over.
- The site does not offer automatic saving of the data. The data on a page gets saved once you click on the "Save & Next" button provided on the page. But saved data can be changed until the candidates submit the application.
- Fields which are mandatory must be filled in; otherwise, the form may be rejected. Please ensure that all fields are correctly filled in before finally submitting the application.
- A print application button is provided to save a pdf copy of the application form. After submitting the application form, if you forget to download the pdf copy of the form, you can log in again with your login credentials and take a printout of the same form.
- **After submitting the application, candidates are not allowed to edit any details, so before submitting please verify all the information is entered correctly.**
- Candidates are requested to upload relevant documents Maximum size 1MB.
- Upload **CV and Research Topic** for this Programme.
- Candidates are NOT required to send hard copies of the application form and fee receipt.

Specific instructions to fill the form:

(The images shown below are for demo purpose only)

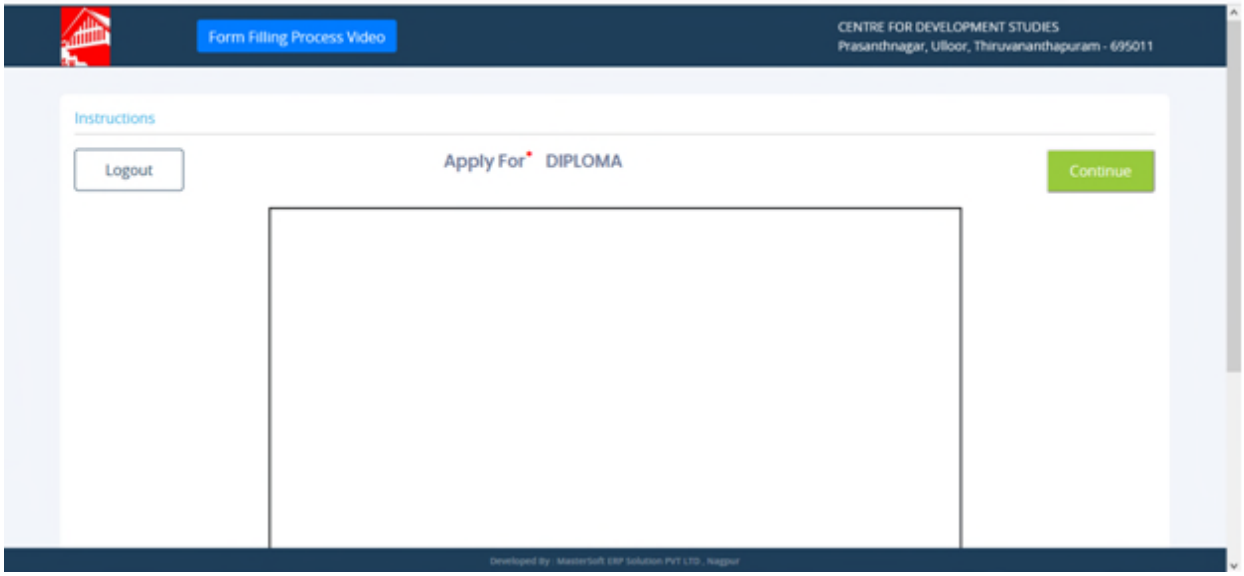
1. Open the webpage by clicking the link for online application submission.
2. You will be directed to the page for online registration (as shown below):



3. Click on '**Go to signup** button:

   Create a log in account with your email ID currently using (*prospective candidates must maintain a valid & unique email account throughout the selection process*), mobile number, username (username can be a combination of alphabets and numbers to make it unique) & password. Click on '**REGISTER'** . After successful registration, you will get sms along with your log in credentials.

4. Now you have to go back to the '**Online Registration page'**. '**SIGN IN'** with your username & password. Select Apply for Diploma. Press continue button



5. Fill Personal details

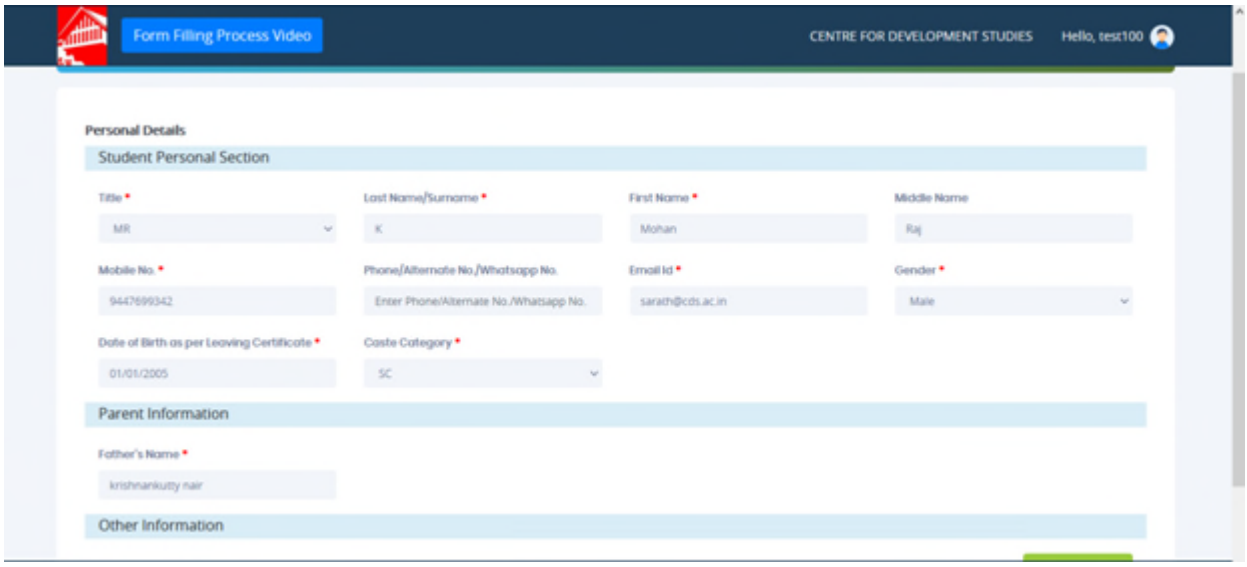
Name: Type your name as it appears in your academic records

Date of Birth: To be entered in dd/mm/yyyy format

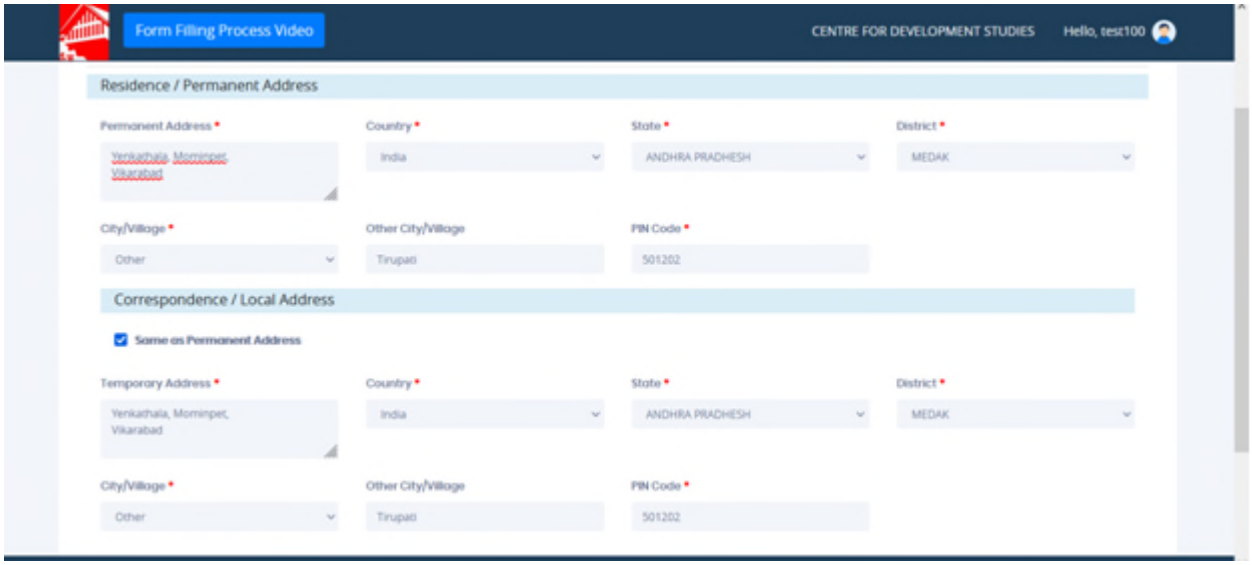
Gender : Gender of the candidate

Email id: Provide Gmail id currently using

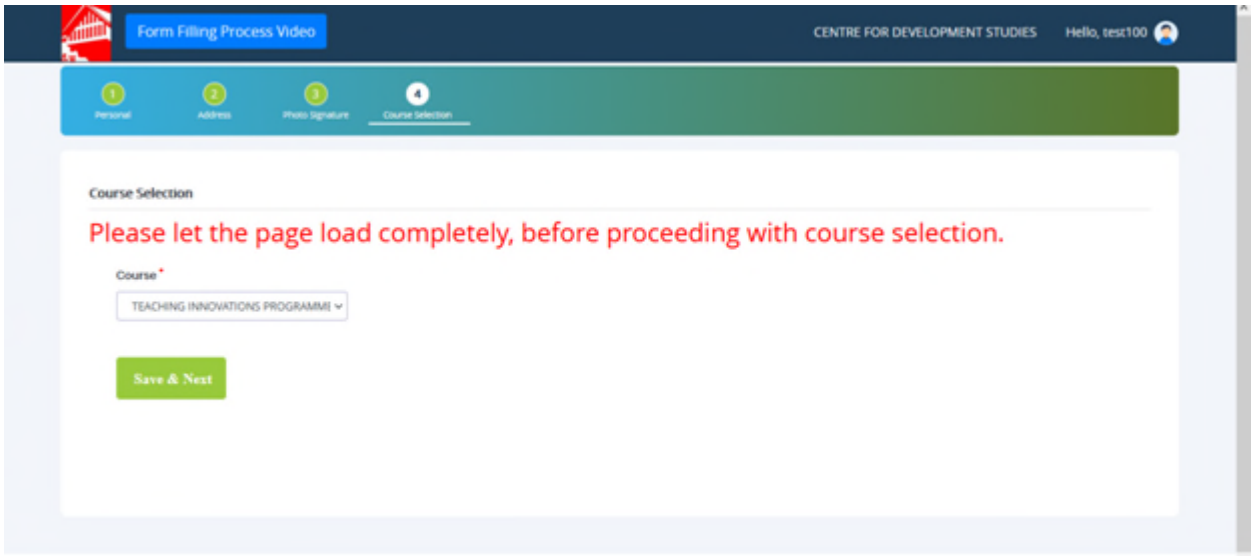
Category: Select the category you belong to. SC/ST/OBC NCL category candidates should select the specific category applicable to them. All other candidates should select the category 'GENERAL'. Save and next button.



6. Enter address details.
   Please enter your full address, including Pin code, in the Permanent/Temporary address column. Additionally, mention the Country, State, District, City/Village and Pin code separately in appropriate columns. Click on **SAVE & NEXT**

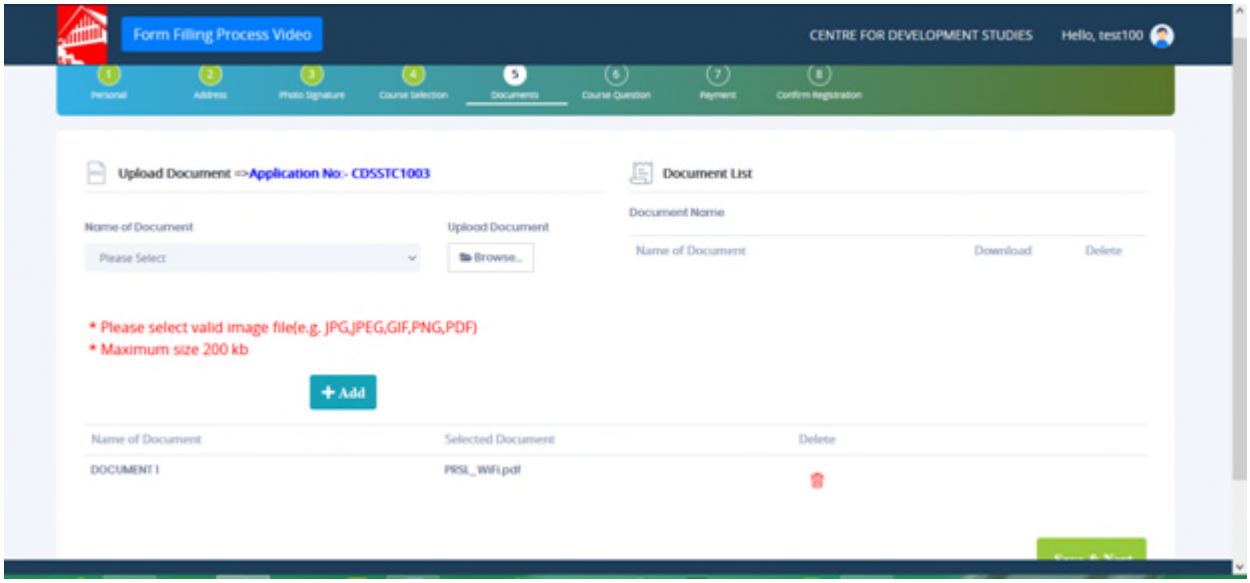


7. Select the course from the dropdown.



8. **Document Details:** Documents to be uploaded are either in JPG,JPEG,GIF,PNG,PDF format(PDF format is preferred). Maximum size 1MB . Select an item from the dropdown menu and Using brows button select the document from your desktop. **Press add button. After uploading each document add button need to be pressed.** Finally press save and next.

9. Applicants requested to upload CV and Statement of Purpose for this workshop.

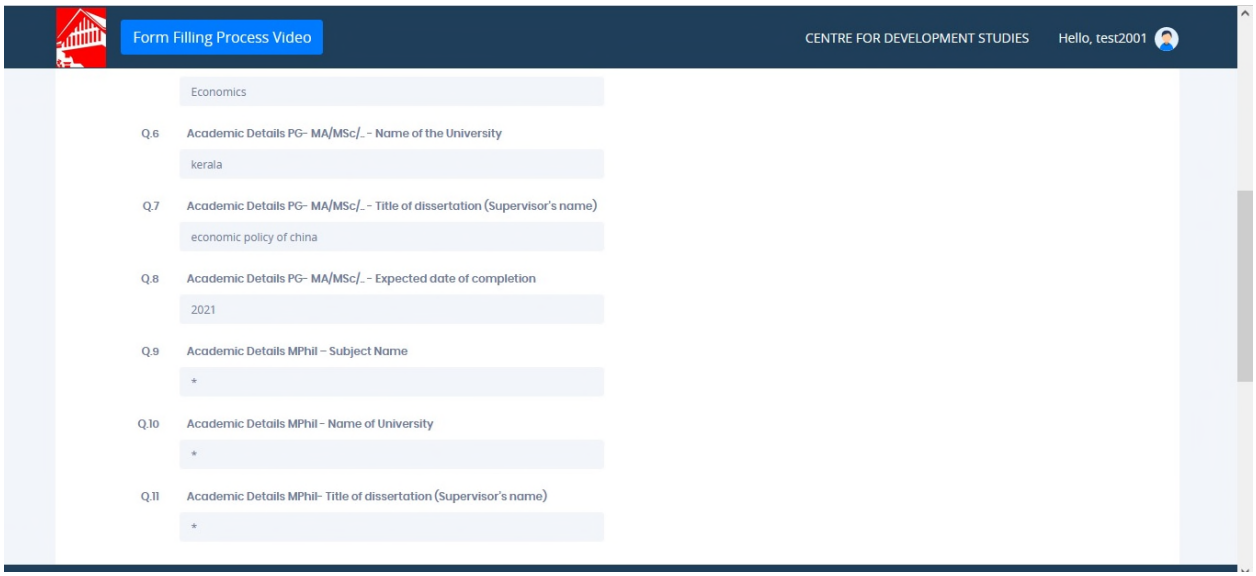


10. Question details

Following information will collected as question answer format.

1. Academic and research experiences
2. Employment details – Name and address of the institution and designation.
3. Have you attended similar workshops before ?
4. Academic details.

Degree	Subject /Branch	Name of University	Title of dissertation (Supervisor's name)	Year of completion / Expected date of completion
PG - MA/MSc/..				
M.Phil				
PHD				

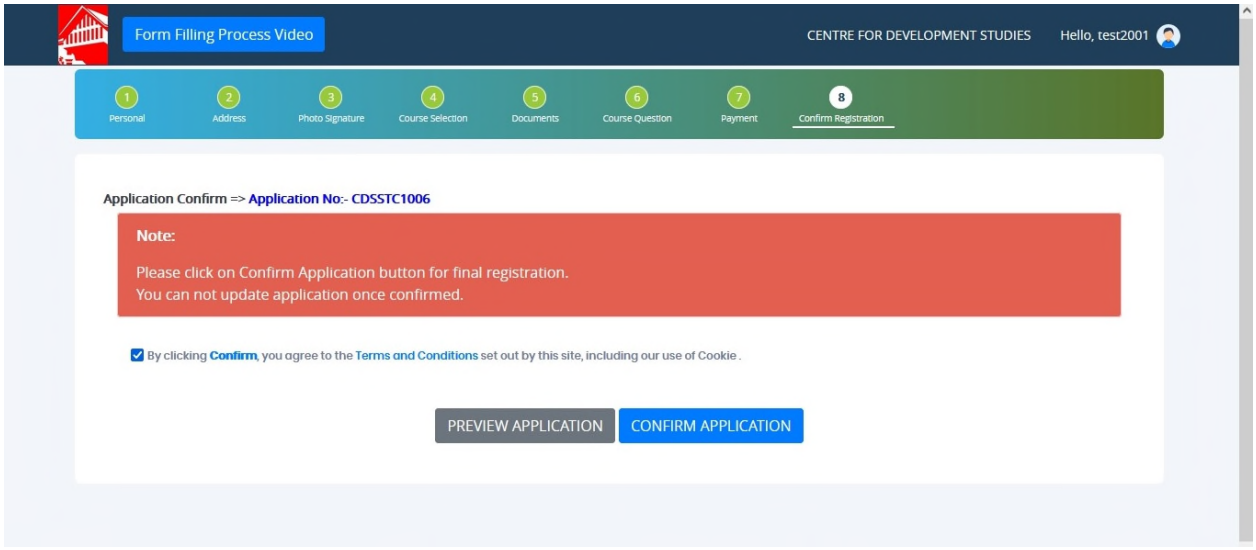


Answer relevant questions only. Mark * as answer for all other questions.(All questions are mandatory)

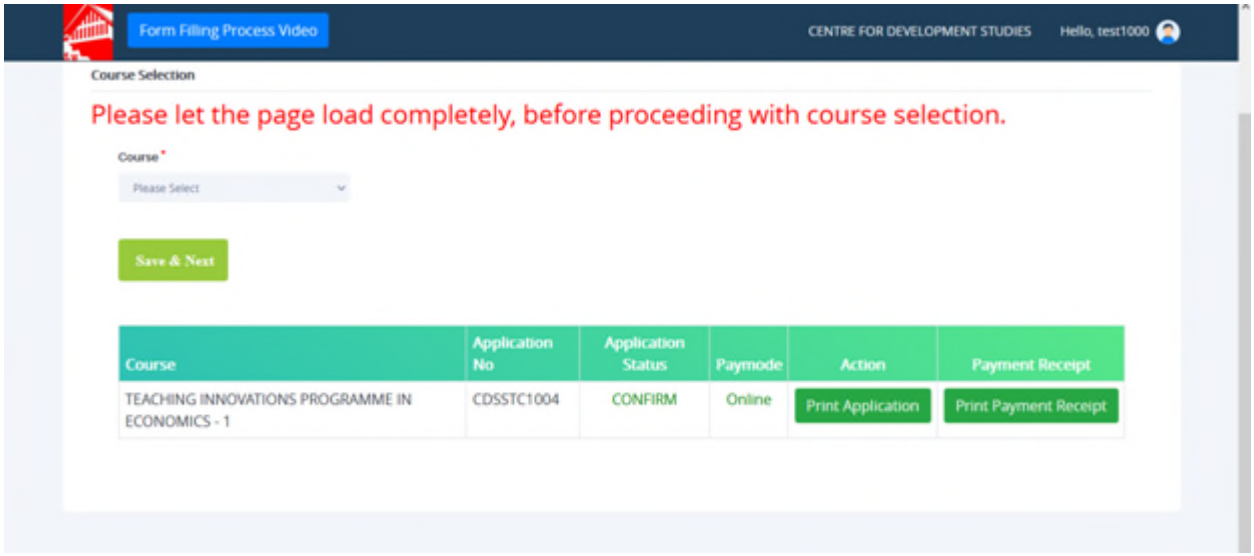
Press save and next.

10 – Preview and final submission of Application.

Candidate can submit the application by pressing '**CONFIRM APPLICATION'**. **Once submitted, the application cannot be edited further.** Then preview of the application can be viewed before submitting the application form.



After confirming the application, following screen will be displayed.



The Application number can be noted. Your submitted application form can be downloaded in PDF format by pressing print application button.

For any further help, contact us : 0471-2774253/54/59 (on working days : 9 am- 5 pm)