

Guidelines to fill the online application form

- Candidates are requested to read the prospectus carefully before applying
- Registration to the CDS Admission portal is required before applying to any Programme.
- An active mobile number and email Id are required for the registration.
- 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).
- Username and password will be sent as SMS to your registered mobile number.
- You can retrieve the forgotten 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 an automatic saving of the data. The data on a page gets saved once you click on the "Save & Next" button provided on the page. 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.
- Candidates need to submit application fees using the online payment provision given in the portal. Bank charges shall be added, which will vary with different payment options. Students categories who are eligible for exemption of application fee are exempted from the payment option.
- After submitting the application, candidates are not allowed to edit any details, so before submitting, please verify all the information is entered correctly. A preview of the application form is also available for verification.
- After submitting the application form, students can download the filled in application form and the payment receipt.
- **Separate hall ticket will not be issued. Candidates are required to download the application and produce its hard copy at the time of entrance examination.**
- Upload your recent colour passport size photograph in JPG/PNG format (the size of the photograph should not exceed 500 KB)
- Upload signature of the candidate in JPG/GIF/PNG format (size should not exceed 300 KB)
- Documents to be uploaded for MA candidates

	Documents	Student Category
	10 th Mark sheet	All students
	12 th Mark sheet	All students
	Mark sheet Degree	All students
	Age Proof	All students
	Caste certificate	SC/ST/OBC NCL candidates
	Disability certificate	PWD candidates
	Income certificate	EWS candidates
	Nationality certificate	SAARC candidates

- Documents to be uploaded for PhD candidates

	Documents	Student Category
	Degree Mark sheet	All students
	PG Mark sheet	All students
	Research Proposal	All students
	Age Proof	All students
	JRF Award Letter	Candidate who cleared JRF
	Caste certificate	SC/ST/OBC NCL candidates
	Disability certificate	PWD candidates
	Income certificate	EWS candidates

- The maximum size of the document to be uploaded is 1 MB
- If a consolidated mark sheet is not available and only semester mark sheets are available, then all the semester mark sheets are to be scanned into a single document of a maximum size of 1 MB before uploading.
- Candidates are NOT required to send hard copies of the application form, fee receipt and other documents.
- For candidates who seek admission under the reservation category:

All candidates belonging to SC/ST/OBC NCL categories must submit caste certificates which should be in proper format and should be signed by the appropriate authority. Candidates belonging to other special categories (EWS/Persons with Disability) must submit a copy of the certificate in proper format from the appropriate authority.

- **Entering educational details** – Candidates should convert CGPA/SGPA into % of marks (as per the percentage conversion formula stipulated by respective universities) before entering educational details. There is no provision for entering CGPA in the online application form. Provision of entering obtained marks and maximum marks is available in the form. % marks will be auto calculated. If obtained marks and maximum marks are not known to the candidates and % marks are known, then use the following example to enter % marks correctly.
If the percentage of marks is 74.3 then enter maximum marks as 1000 and obtained marks as 743.
- For result awaiting students, obtained marks and total marks of semesters for which results have been announced should be furnished.
- PhD candidate should enter Degree, PG Marks in the education details menu
- MA candidates shall enter Degree details in the education details menu, and 10th and 12th marks detail in the question details menu

Specific instructions to fill the form:

(The images shown below are for demo purposes 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):

CENTRE FOR DEVELOPMENT STUDIES
Prasanthnagar, Ulloor, Thiruvananthapuram - 695011

Online Registration

ONLINE REGISTRATION
NOW OPEN FOR REGISTRATION

UserName*
Password*
Confirm Password*
Mobile Number*
Email Id

Dont't have Email then Click here Create

GO TO LOGIN REGISTER

NOTICE
IMPORTANT DATES FOR ONLINE REGISTRATION/APPLICATION 2022

PHD - ECONOMICS - 1	Start from 25/04/2022 12:04AM to 27/04/2022 6:02PM
MA - APPLIED ECONOMICS - 1	Start from 25/04/2022 12:04AM to 27/04/2022 6:02PM

3. Click on '**REGISTER**' button:

Create a login account with your Gmail 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 login credentials.

4. Now you have to go back to the '**Online Registration page**'. '**LOG IN**' with your username & password. The following page appears. Press 'Accept'.

WARNING!

Decline Accept

This Application Software is developed and owned by MasterSoft ERP Solutions Pvt. Ltd., Nagpur, India (MasterSoft). MasterSoft reserves its right of sole discretion to modify, update and/or terminate access/use of this Software at any point of time without notice.

Users must visit "Terms of use" link periodically to understand and abide by the applicable Terms of Use. By accessing this Software, it shall be implied that the User has read and agreed with the same, and any violation thereof shall be deemed to be willful act/omission on the part of such User.

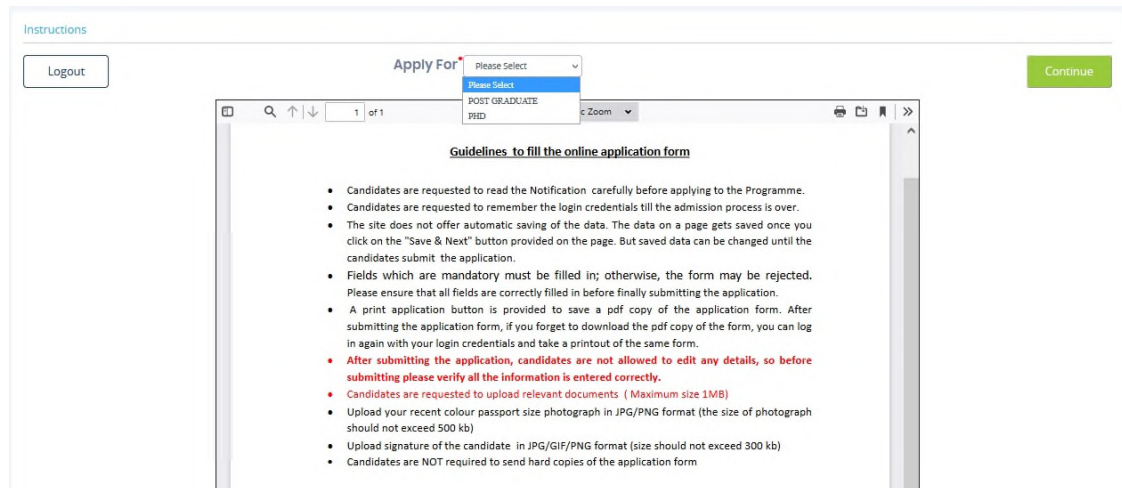
This Software permits access only to its Registered Users having valid login credentials, and any attempt of access through invalid/stolen/borrowed credentials is explicitly prohibited.

Usage upon access is restricted to the Software Menu appearing on the screen, and any attempt to enlarge such access, to hack into or to illicitly use the Software shall be actionable under Cyber Laws and other relevant Laws of India.

By accessing/using this Software, the User shall be implied to have acknowledged and granted permission for all of its activities in the Software to be monitored for the above purposes by MasterSoft.

SELECT THE COURSE YOU WISH TO APPLY. MA candidates should select Postgraduate and PhD candidates should select PhD.

5. Read the guidelines carefully. Click 'Continue' button.



6. **Personal Details:** Fill correctly using the following instructions:

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

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

Name as per the last exam mark sheet - Name as per your academic records need to be entered.

Category: Select the category you belong to. SC/ST/OBC NCL /PWD / EWS category students should select the specific category applicable to them. Applicants from SAARC should select 'SAARC'. All other candidates should select the category 'GENERAL'.

Other Information / Physical disability: If you are a person with a disability then select option 'Is differently abled', enter the type of disability and the percentage of disability. Others can simply skip these fields.

After filling in all relevant fields, click on **SAVE & NEXT** button

7. Address details: Please enter your full address, including Pin code, in the **Permanent/Correspondence address** column. Click on **SAVE & NEXT**

8. Educational Details:

Select the Exam Level from the scroll list (i.e, BA/BSc etc.). Specify your subject specialization in exam name field (eg. Economics). Select the university name. **If your university name doesn't appear in the list, please select 'Any other university (if not listed)'** . In case you are a final year student or the result is not published or you are waiting for the result, then you can mention 'Awaited' in the Result column. For such applicants, mention the expected year of passing (for example - 2022) in the year of passing column. For result awaiting students, obtained marks and total marks of semesters for which results have been announced should be furnished. After entering the academic details of each level, click **ADD** button and proceed to the next academic entries. On completion of entries, click on **SAVE & NEXT**.

Exam Level	Name of Exam	Total Marks	Obt. Marks	Delete
BA	Economics	1000	850	

9. Photo and Signature Details: Documents to be uploaded are either in JPG,JPEG,GIF,PNG format. Maximum size for photo is 500 kb and signature is 300 kb.

10. Course Selection

Select the course you are applying for.

11. Upload Document

While uploading documents, select Name of the Document from the list. Click Browse button to select the document to upload which is already scanned and copied to your computer. After uploading each document, press Add button. Each document should be named in accordance with the name shown in the document list before uploading. For example degree marks shall be named degree mark sheet after scanned into digital form. In case you need to upload a document in which the name is not listed in the document list, then you may upload the same by selecting '**document x**' from the list.

After uploading all relevant documents Click **SAVE & NEXT**.

It is important that all PhD applicants should upload their Research Proposal and JRF holders should upload JRF Award Letter here.

12. Course Question.

Answer all the questions in this menu

Question details For MA admission

1. Percentage of marks -10th standard
2. Board of 10th standard (CBSE/ICSE/STATE BOARD)
3. Percentage of marks - 12th standard
4. Board of 12th standard (CBSE/ISC/STATE BOARD)
5. If you selected the category as 'PWD' in personal details, which caste category do you belong to? (GENERAL/OBC-NCL/SC/ST/ Not Applicable)
6. Centre for entrance examination – Select the suitable entrance exam centre. SAARC candidates should select '**Not Applicable**' option as they are exempted from the entrance test and hence need not choose any centre)

Question details For PhD admission


1. UGC-JRF Qualified YES/NO
2. Title of Research Proposal - The candidate should write the title of the research proposal
3. If you selected the category as 'PWD' in personal details, which caste category do you belong to? (GENERAL/OBC-NCL/SC/ST/ Not Applicable)
4. Centre for entrance examination – Non-JRF candidates may select the suitable entrance exam centre (JRF qualified candidates should select '**Not Applicable**' option as they are exempted from the entrance test and hence need not choose any centre)

13. FEE PAYMENT

This is the final step for filling the application form. The bank charges if any, will have to be borne by the candidate.

1 Personal 2 Address 3 Education 4 Photo Signature 5 Course Selection 6 Documents 7 Course Question 8 Payment 9 Confirm Registration

Please let the page load completely, before proceeding with Payment.

PAYMENT=> Application No- 

Registration / Application Amount To Pay

₹ 0

PAY NOW

Note : WAIT FOR 24 HOURS IN CASE OF PAYMENT DEDUCTED AND NOT REFLECTED ON REGISTRATION PORTAL.

Click on 'PAY NOW', Choose your payment method and payment provider

Payments
Choose your payment method

Cards

Net Banking

UPI

Wallets


Centre for Development Studies

Base Price	₹ 10.00
PG Charges	₹ 0
GST	₹ 0

Total amount to be paid
₹ 10.00

Note:
After clicking on the 'Pay Now' button you might be taken to your bank's website for 3D secure authentication

Pay Now

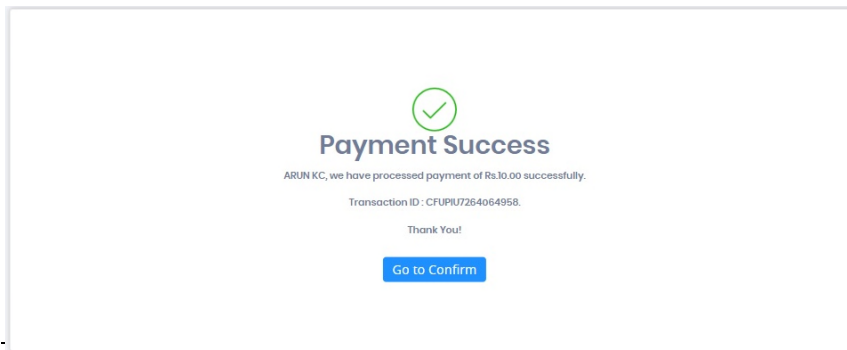


Waiting for confirmation

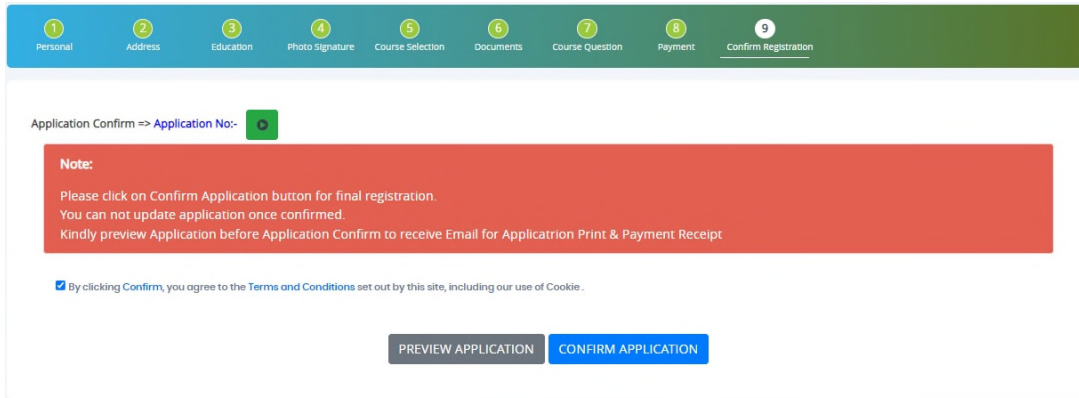
1. Open your UPI application on your mobile
2. Enter the MPIN to complete the payment

This UPI payment request will expire in **5 minute(s)**

Waiting for Confirmation

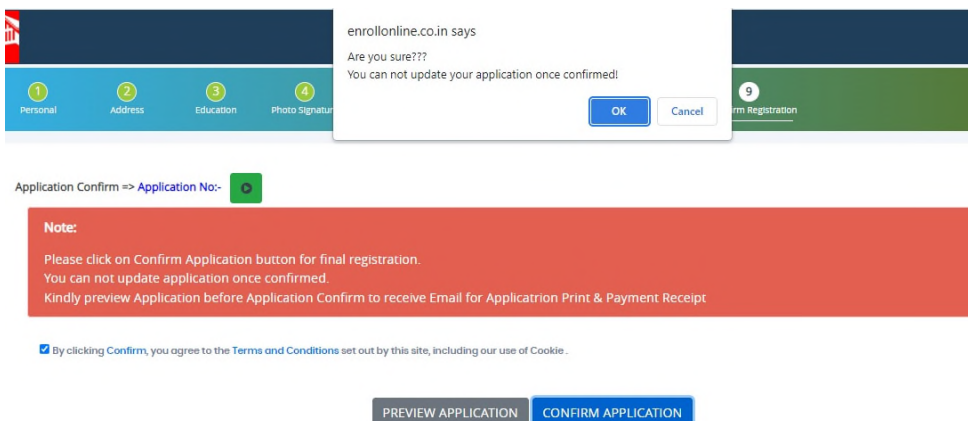



On pressing 'Go to confirm button' the following screen appears.



Candidates are able to view a preview of the application by clicking **preview application**. If the candidate wants to change any details, then refresh the browser and select the appropriate menu item and then edit and save.

Candidates can submit the application by pressing '**CONFIRM APPLICATION**'. **Once submitted, the application cannot be edited further.** After confirming the application, the following screen will be displayed.



Course Selection 

Please let the page load completely, before proceeding with course selection.

Course *

Save & Next

Course	Application No	Application Status	Paymode	Action	Payment Receipt
MA - APPLIED ECONOMICS - 1	MA1000	CONFIRM	Online	Print Application	Print

The Application number can be noted. Please ensure that the application status is 'confirm'. Your submitted application form can be downloaded in pdf format by pressing print application button. Payment receipt can also be downloaded by pressing print button.

- **Hall Ticket : Separate hall ticket will not be issued. Candidates are required to download the application and produce its hard copy at the time of entrance examination.**

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

Email :

PhD applicants can reach us on admissionphd@cds.edu

MA applicants can reach us on admissionma@cds.edu

For up-to-date information, visit the website : www.cds.edu