

### **GUIDELINES TO APPLY ONLINE FOR ADMISSION: 2019-20**

1. **Before initiating the process of application form submission, a candidate should ensure that he/she has :**
  - a. Scanned latest Photograph (in jpeg, jpg or png format only)  
Photograph dimension (dpi: 200 and size : 20-50 kb)
  - b. Scanned Signatures (in jpeg, jpg or png format only)  
Signatures dimension (dpi: 200 and size : 20-50 kb)
  - c. Scanned copy of Category Certificate, if the candidate is paying registration fee of Rs. 300/- for application form.
2. A candidate can apply for admission to a programme **only online** by logging on to website [www.gjust.ac.in](http://www.gjust.ac.in). Go to the link “**Apply Online Admission 2019-20**” and click it.  
**(The deposition of registration fee will entitle you appearing in the entrance test. However, the admission shall be made as per the norms mentioned in the University Prospectus 2019-20 and the result of entrance test drawn for making the admission in the respective category)**
3. A Registration Fee of Rs. 1200/- for General Category and Rs. 300/- for SC & BC Category candidates of Haryana; Rs. 600/- for EWS of Haryana only **is to be remitted** through Debit/Credit Card or NetBanking for **each programme (separately if applying for more than one programme) except M.Sc. Biotechnology and M.Sc. Microbiology.**
4. Each candidate will go through all the five stages one-by-one as mentioned below.
  - 1) Candidate Registration
  - 2) Image/ signature/ category certificate upload
  - 3) Payment Option
  - 4) Submit Application Form
  - 5) Print Admit Card.

#### **Part-I**

#### **(Registration Form)**

5. Click on “[Candidate's Registration](#)” option to accomplish Part-I of submission.
6. The system will ask for the candidate's personal information such as:
  - a. Name of the Programme
  - b. Name of the Candidate
  - c. Father's Name
  - d. Mother's Name
  - e. Date of Birth
  - f. Gender
  - g. Category
  - h. Mobile number
  - i. Land Line Number
  - j. Parents' Mobile Number
  - k. Email Id
  - l. Password and Re-enter Password
7. ***The candidates paying registration fee of Rs. 300/- of application form must upload category certificate as a proof of claim.***

8. Please go through the details of particulars filled in the form before registration confirmation. If you are sure that all the information is correct, click the **Registration Confirmation** button. After confirmation **you will not be in a position to change/alter/update the information.**
9. Following registration confirmation, an automatically generated **User ID/Reference No.** will be displayed on the website. You are advised to note down this User ID/Reference No. and keep this User Id and password secret. **In the event of sharing of password, candidate will be solely responsible for the change of registration details** etc. In the event of losing or forgetting of password, the same can be retrieved through SMS service on registered mobile number.

### **Part-II**

10. After completion of part-I, candidate will upload scanned photograph and signature of prescribed size as follows:
  - i) Scanned photograph of maximum size 20-50 kb
  - ii) Scanned signature of maximum size 20-30 kb.
11. If a candidate seeking concession in application fee, he/she has to upload a scanned copy of category certificate of maximum size 100 kb.

### **Part-III**

#### **(Payment Option)**

12. After completion of Part-II, the candidate will be directed to **“Payment Option”** on online payment gateway for payment of application form/registration fee. You are required to make the payment through Debit/Credit Card or Net Banking.
13. The Candidate without depositing the Fee, shall not be allowed to appear in Entrance Test and also cannot download the admit card.
14. A candidate can apply for more than one programme, if eligible. He/ She will have to make the payment of application form/registration fee for each programme separately (except M.Sc. Biotechnology and M.Sc. Microbiology).

### **Part-IV**

#### **(Submission of Detailed Application Form)**

15. After successful remittance of fee, Click on **“Submit Application Form”**. A detailed Application Form will be displayed. The candidate is further required to furnish the details along with uploading of scanned copies of Photograph and Signatures.

Once again the candidate is advised to check the application form to ensure that all the details are correct. After having done so, click on **“Submit”** button.

Further, the candidate is advised to make the correction(s), if any, in his/her online information on request through e-mail: [ucic.gjust@gmail.com](mailto:ucic.gjust@gmail.com) / in person to Pandit Deendayal Upadhyaya Computer & Informatics Centre with documentary proof, as per prescribed schedule only. Thereafter, no correction(s) in online information of candidate will be allowed, in any case.

16. Please ensure that at least one copy of the Confirmed Application Form and fee receipt is kept safely by you for any future reference.

## Part-V

### (Admit Card)

17. A facility of downloading Admit Card is also being provided. The candidate is required to download the admit card from the website at his/her own level and follow the instructions given therein. It may please be noted that the **admit card will not be sent by post separately**.
18. **The following is the list of documents to be retained by Candidate for future reference.**
- i. Printout of the *Completed Application Form*
  - ii. Proof of fee receipt.
  - iii. 2-3 Copies of identical Photographs scanned and uploaded on the Online Application.
18. **The candidate must bring the following documents at the time of entrance test.**
- i. Admit Card.
  - ii. Photo ID Proof- Aadhar/ Ration Card/ Passport/PAN/ Driving Licence/ Voter Id Card.
19. The candidate must ensure that his/her mobile number, E-mail Id as filled in the online Application form should be active for communication. The Candidate himself/herself shall be held responsible for non-receipt of latest information due to wrong/disabled mobile number or mailing address.
20. Only individual application is to be submitted by a candidate for each programme (except M.Sc. Biotechnology and M.Sc. Microbiology).
21. **The candidate(s) must preserve the Admit Card and Fee receipt till the admission process is over.**
22. **THE CANDIDATES ARE ADVISED TO VISIT THE UNIVERSITY WEBSITE AND CHECK THEIR EMAILS AND SMSs REGULARLY FOR LATEST UPDATES AND INFORMATION DURING ENTIRE PROCESS.**
23. **If a candidate apply on-line for admission to a programme inadvertently and is not eligible in that programme and he/she wants to make correction in the nomenclature of the course then he/she may be allowed by the Director, PDUCIC on his/her written request before the conduct of Entrance Examination (e.g. if a 10+2 qualified candidate apply on-line for M.Sc. Biotechnology instead of Dual Degree B.Sc. (Hons.) Biotechnology- M.Sc. (Biotechnology) such cases may be considered).**
24. Registration Fees once paid will not be refunded in any case except if a candidate remit the requisite registration fee two times for one programme due to some technical reasons then one time fee will be refunded to the candidate on his/her written request on the recommendations of the Director, Pandit Deendayal Upadhyaya University Computer & Informatics Centre (PDUCIC) by the Accounts Branch.

**25. While requesting for correction/ change in category in on-line information of the candidate within the specified key dates mentioned in the University Prospectus 2019-20, the following for the registration fee be followed:-**

- (i) in case if the candidate has paid less registration fee under earlier category, he will submit the requisite registration fee (difference of registration fee) alongwith his/her request;**
- (ii) If the candidate has paid excess registration fee under earlier category the difference of requisite registration fee will be forfeited.**