



Guru Gobind Singh Indraprastha University

[Established by the Govt. of NCT of Delhi]

IMPORTANT INSTRUCTIONS TO CANDIDATES FOR FILLING UP THE APPLICATION FORM

NOTE:

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO APPLY & SUBMIT APPLICATION WELL IN ADVANCE BEFORE CLOSURE OF ONLINE AND NOT TO WAIT TILL THE LAST DATE/TIME FOR SUBMISSION. Guru Gobind Singh Indraprastha University (GGSIPU) SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS DUE TO LAST MINUTE RUSH.
2. PLEASE RETAIN THE PRINT OUT OF THE REGISTRATION FORM WITH YOU FOR FUTURE REFERENCES AND FOR SUBMISSION DURING DOCUMENT VERIFICATION.
3. PLEASE DO NOT SEND HARD COPY OF THE REGISTRATION FORM OR ANY DOCUMENTS TO THE OFFICE OF GGSIPU.

Important Dates	
Opening Date & Time for Sign-up, Online Registration of Application & payment of Examination Fees	3rd March 2020 at 10:00 Hrs
Closing Date & Time for Sign-up, Online Registration of Application & payment of Examination Fees	25th May 2020 up to 23:50 Hrs
Date of Editing of Forms already submitted by candidates	26th May from 10. 00 Hrs to 28th May 2020 up to 23.50 Hrs

INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION

General Instructions:	
1.	Read the Instructions carefully and select "I Agree" and Press 'START' button to proceed further.
2.	For admission detailed, click here to Download the Instructions Manual CET 2020 . Please read it carefully before filling the on-line application and confirm your eligibility for the course advertised in all respects.
3.	Click here to download the steps for filling the application and fee payment.
4.	Click here to Download FAQ for admission programme in GGSIPU.
5.	Candidates may edit their application form after closure of form on 31st March 2020 i.e. from 1st to 3rd April 2020. However, qualification details submitted by the candidate cannot be edited at any stage of application.
6.	Before starting to fill up the on-line application, the candidate should keep at hand the following details /scanned

	<p>copies of documents for uploading as applicable: -</p> <ol style="list-style-type: none"> Valid E-Mail ID & Mobile Number. Scanned copy of the recent passport size colour photograph in JPG/JPEG format only (not older than 3 weeks and size 4.5 cm x 3.5 cm) should be under 10kb - 100 KB. Candidate should ensure that the same photograph is used throughout this admission process. Scanned image of signature in JPG/JPEG format only (with black or blue ink only) should be under 10kb - 100 KB. Candidate's educational qualifications as per eligibility criteria (from 10th/Matriculation onwards) with percentage of marks obtained (please calculate percentage from CGPA / OGPA in advance as per university conversion formula). Caste Certificate (SC/ST/OBC) & Category Certificate (EWS) in prescribed format. Disability Certificate - applicable in case of Persons with Benchmarked Disability (PWD). Details of Debit Card/Credit Card/Net Banking for making payment through online mode (If applicable).
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How to Apply:	
I.	Candidates should have a valid personal E-mail ID and mobile number. It should be kept active during the entire admission process. Application Sequence Number, Login ID, Password, and all other important communication will be sent on the same registered E-mail ID (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).
II.	Candidates should take utmost care to furnish the correct details while filling in the on-line application in terms of age, sex, caste, and qualification etc in order to avoid further scrutiny in subsequent stages of admission process.
III.	<p>The step by step process for submitting the application form for the admission process in GGSIPU for various courses on regular basis is given below:</p> <p>Sign-up (Step-I): The candidate has to Sign-up by filling-up Course Applied; Candidate Name, Mobile Number and E-Mail ID. The candidate will receive User ID (Application Seq. No.) and Password to their Mobile Number/E-Mail ID.</p> <p>Registration (Step-II): Re-Login and Click Go-To Application Tab. The candidate has to complete Online Registration by filling-up Eligibility Details, Personal Details, Qualification Details and Upload relevant documents (photo/signature) and Submit Application. Once application submitted, candidates will be automatically redirected to Payment Gateway (Bill Desk) for depositing Application Fee as applicable against each course.</p>

STEP-I Sign-Up	
a.	Candidates agreeing the terms & conditions may apply by clicking 'I Agree' Check box given below and pressing the 'Start' button.
b.	The candidate should fill up all the desired information i.e. Course Applied; Category, Personal Details, Contact Details , etc. correctly.

c.	Sign-up by filling-up Course Applied; Category; Candidate Name, Mobile Number and E-Mail ID . After clicking SUBMIT button/ tab, the candidates will receive Application Sequence No (User ID) & Password on their registered E-mail ID during Signing. Now, candidate has to Click "Log Out" tab (given on top right corner) and re-log in for Step-II. On completion of Step-I, Sign- Up mail will be received in candidate's registered Email ID and mobile number confirming his signed-up along with the User ID (Application Sequence No.) and password.
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STEP-II - Filling-up of Personal Details, Eligibility Details, Qualification Details and Upload Photo, Signature & Submit	
d.	After signed-up, candidate has to Re-login and Click on "Go To Application" tab for filling-up Eligibility Details, Personal Details, Qualification Details, Upload digital image of Photo, Signature, Documents, etc. as applicable.
e.	<p><u>Instructions regarding scanning of Photograph/Signature:</u> Candidates should upload the scanned (digital) image of their photograph, signature in jpg/jpeg format and relevant certificates pdf format as per the process given below:</p> <p>i. Photograph Image:</p> <ul style="list-style-type: none"> • Photograph must be a recent passport size colour picture on light background (not older than 03 weeks) • Look straight at the camera with a relaxed face. • The size of the scanned image should be up to 10KB - 100 KB in jpg/ jpeg format only. <p>ii. Signature image:</p> <ul style="list-style-type: none"> • The applicant has to sign on white paper with Black ink pen. • The signature must be signed only by the applicant and not by any other person. • Please scan the signature area only and not the entire page. • Size of file should be up to 10 KB - 100KB in jpg/jpeg format only. <p>After uploading Photo and Signature images, Click on "Submit" button then Application will be submitted and It will be showing on screen "Your application has been successfully submitted".</p>
f.	After uploading Photograph and Signature, click on "Pre-View" tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking "SUBMIT" tab.
g.	Once BillDesk the Application is filled-in and submitted, the candidates other than exempted categories will automatically redirected to Online Payment Gateway i.e., via Debit Card, Credit Card or Internet Banking. "Make Online Payment" and remit the Application Fee as applicable through Debit Card/Credit Card/Net Banking. The candidate may generate payment acknowledge slip and transaction details at Payment Gateway for future reference.
h.	Candidates are advised not to attempt for registration more than once for one course. In case of multiple registrations, the one with the highest registration number will be considered as a final application and the last registration data for the course will be retained and the other registration will automatically cancelled.
i.	For Technical queries/clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the Helpdesk at Email: ipucet2020@gmail.com OR at Email: grievance_onlineapplication@ipu.ac.in or Phone No: 022-68202727 . Mobile Helpline No: 9560313682 .

Mobile Helpline No: **9971616992**.

University Public Relation Officer Contact No: **7291872201**.

PLEASE REFER ADMISSIONS BROCHURE AND ENSURE YOUR ELIGIBILITY FOR THE COURSE YOU ARE GOING TO APPLY.

☐ *I hereby declare and agree that I have read and understood all the above instructions, eligibility conditions in terms of age, educational qualification, experience, etc for above course as mentioned in programmes Advt No. GGSIPU/Adm./2020-21. I also declare that I meet the eligibility conditions (Age, Educational Qualification, Experience etc.) stipulated in the detailed Instructions Manual CET 2020.*

START

ALREADY REGISTERED CANDIDATES - [CLICK HERE TO LOGIN](#)