

16. INSTRUCTIONS FOR FILLING UP ONLINE APPLICATION FORM

STEP 1: Type “ <http://phdentranceiari.icar.gov.in>” on your browser and hit enter (Best viewed on Google Chrome)

STEP 2: Click on “Register Here” button on the right side on the homepage

STEP 3: Fill up the required details in the textbox on the page shown above and click on “Register” button.

STEP 4: After successful registration, click on “Login” button and enter your email ID and password you entered in Step 3 above. Change the password after the first login

STEP 5: After successful login, a page will open with multiple text & dropdown fields.

STEP 6: Select your **admission scheme** from the “Scheme” dropdown. Fill-up all the other details as required and also fill the contact details as well: Then click on “Save and Next” button.

STEP 7: After clicking save and next, a new page will open in which **education details** have to be filled. While filling graduation details please enter either “Marks Percentage” or “Obtained OGPA”. If you have selected “Obtained OGPA”, enter the “Total OGPA” also. After filling all the required details, click on “Save and Next” button to proceed further.

STEP 8: After successfully filling the education details, **image upload page will open**, here the applicant will upload his/her photo on “Image Upload” button, Click on “Choose File” and upload your photograph. The candidate's photograph should be less than 100 kb and greater than 10 kb. After uploading photograph, the candidate has to upload **his/her signature**. Here the applicant will upload his/ her signature on “Signature Upload” button below. The candidate's signature has to be less than 20 kb and greater than 10 kb.

STEP 9: After uploading the photo and signature, click on **upload button after successful upload**, a message will appear "Upload status: Images uploaded! like this. Click on “Next” button on the right side of the same page.

STEP 10: After clicking “Next” button, a page asking for **Payment Details** will appear. Here you will enter the NEFT Transaction details for the registration of IARI Ph.D. Entrance Examination 2018-19. Fees for IARI Ph.D. Entrance Examination 2018-19 is ₹ 1000 for Gen/OBC category and ₹ 500 for SC/ST/PC/ CWSF category. After filling all the necessary details, click on “Save and Next” button.

STEP 11: After clicking “Save and Next” button, preview of your application. Here you can review all your details that have been filled. After checking all the details check the declaration checkbox on the bottom of the page. After checking the checkbox a Final Submit button will appear below the checked box Click on button. After clicking on **Final Submit button**, an alert window will open asking for confirmation for submission. Click on “OK” to submit your application.

STEP 12: After clicking “OK” a page with application form will open Click on “Print” to print the form.

STEP 13: After successful submission, the candidate should take a printout of the online submitted Application Form and send the hard copy of it to **Registrar, PG School, IARI, New Delhi-12** along with self attested copies of the following documents:

- a) Matriculation (Class X) certificate for proof of Date of Birth.
- b) Master' s degree certificate and marks sheet.
- c) SC/ST/OBC/PC/CWSF certificate (whichever is applicable).
- d) Certificate required from candidates appearing for M.Sc./M.Sc.(Ag.)/M.E. or M.Tech. final year examination.
- e) Copy of Bank counterfoil mentioning the details of NEFT transfer of fee (₹1000/- for General/OBC category and ₹ 500/- for SC/ST/PC/CWSF category) namely the (i) Name and Branch of the Bank (ii) Transaction ID and Date of payment made.

STEP 14: The hard copy i.e. the printout of online application form duly signed by the candidate along with the required documents (as per STEP 13) must reach the **Registrar, PG School, IARI, New Delhi-110012 on or before April 23, 2018.**

STEP 15: Hard copies received after the last date at the IARI, New Delhi will be rejected.

STEP 16: Please note that fee submitted through any other mode than NEFT, will be rejected.

STEP 17: In order to avoid last minute rush, the candidates are advised to apply early enough. The IARI will not be responsible for network problems or postal delay in submitting the hard copy of the applicable form along with the required documents or any other problems of this nature in submission of an online application during last days.

Note: The details once submitted cannot be changed later on. Therefore, ensure that you have filled in the correct and complete information before submission of application form.