HOW TO FILL THE APPLICATION FORM

(Please refer Advertisement, Instructions and Frequently Asked Questions FAQs before filling application form)

Procedure for Submitting Online Applications

https://cdn3.digialm.com/EForms/configuredHtml/1850/91788/Index.html

(Ref Image: 1.1)

- Applications can be submitted only Online.
- Applications can be submitted through Application Portal for which candidate must have internet connection with online fee payment facility (Internet Banking / Debit Card / Credit Card)
- **O** No manual/ paper application will be entertained.
- **O** Entries in registration and application form shall be filled only in English.
- Candidate to keep the required information handy with him/her before starting to fill up the on-line application form as per published advertisement:
 - a. Personal details (Candidate Name, Father's Name, Mother's Name, DOB)
 - b. Valid and Active Email ID
 - c. Valid and Active Mobile number for receiving SMSs/OTPs.
 - d. Educational qualification details with percentages of the marks obtained.
 - e. Work Experience Details (if available) (Employer Name, Duration of Service, Designation etc.)
 - f. Digital copy of scanned Passport size photograph (4.5 cm length x 3.5 cm width) in colour photograph.)
 - g. A facility to take Printout of the Registration Form, Application Form and fee slip.
 - h. Online Payment facility (Internet Banking / Debit Card / Credit Card)
 - i. After final submission of Online Application Form by the candidate, no change will be allowed, and candidate will be responsible for any mistake in the data filled in the Online Application Form. In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh Online Application Form along with requisite fee before the closing date. Fee paid earlier shall not be adjusted against the fresh Online Application Form.
 - j. In the case of submission of multiple Online Application Form by a candidate, the latest Application Form with the latest Application number will be considered.
- O While applying for SRCC PGDGBO 2025, the candidates will have to go through 3 major steps: -
 - 1. Registration
 - 2. Application Form filling, and
 - 3. Payment

1. <u>How to Register</u>

Following steps are to be followed to complete the registration process: -

Candidate will have to visit application Portal for submission of Online Application and for admission related information.

(bereinafter referred to as the application portal) (Ref Image: 1.1)	
GLOBAL BUSINESS OPERATIONS	i i
SHRI RAM COLLEGE OF COMMERCE	
SRCC PGDGBD EVAN 2025 REGS	
IMPORTANT INFORMATION -	
Read the below instructions carefully, buffer filling up the form: 1. Canaditate is to first Register by cloking on the REGISTER tab (on the top right content). 2. Canaditate is to first Register by cloking on the REGISTER buffer (B) or A baseverit. 3. Canaditate is to first Register by cloking on the REGISTER buffer (B) or A baseverit. 3. Canaditate is to first Register by cloking on the register of mobile number. 4. Canaditate is the register of number of REC (FORD) 2237 cana. 5. Canaditate must provide Cerrect Name(a mentioned in 10th class certificate). Date of Binth, Mobile Number and Binal Address as these details canvot be changed once the registration is completed.	
GENERAL LINKS -	
Click here to Read Admission Notification	
How To Fill Application Form	
© To Register Click here	
Already Registered? To Login All Click here	
KEY DATES -	
© Starting date for submission 18th Dec 2024 at 03:00 PM	
Closing date for submission 17th jan 2025 at 11:55 PM	
Mack Link for Practice -	
Mock Link for Practice High Interview	
HELPDESK –	
Helpline (Tech Support) - +91-7996109444 from 9:00 AM to 05:00 PM on all days except Sunday and Gazetted Holidays or raise a query from helpdesk.	

(<u>Ref Image: - 1.1</u>)

 After clicking on the URL against 'To Register', the candidate will be redirected to the next page. (Ref. image 1.2). Once after reading all relevant information candidate may proceed for registration process by clicking on the **Register** button on the right-hand side. (Registration is a onetime activity). (Ref image: - 1.2)

	GLOBAL BUSINESS OPERATIONS			
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PGDGBO EXAM 2025				
	IMPORTANT INFORMATION			-
Read the below instructors carefully, before filling up the from: 1. Conditions to fill the feature by clicking on the HEGISTER law (on the 2. Conditions to list if the below memory and the HEGISTER law (on the 4. Conditions to list if the below memory and the law (on the HEGISTER) 4. Conditions on the law (on the law (on the HEGISTER) 5. Conditions on the provide Correct Namelae mentioned in 10th class on 5. Conditions on the provide Correct Namelae mentioned in 10th class on	ng ngit comus. HE Dard Reserved HE Dard Reserved Here (Dard Here), Modele Number and Benal Address in these distals cannot be charged ance the registration is compresed. Hiffcare, Dard Hiffer, Modele Number and Benal Address in these distals cannot be charged ance the registration is compresed.			
	GENERAL LINKS			-
Click here to Read Admission Notification		1	Click here	
How To Fill Application Form		1	Click here	
			Click here	
G Aiready Registered? To Login		1	Click here	
	KEY DATES			-
Closine date for submission		I	18th Dec 2024 at 03:00 PM	
	Mock Link for Practice	1		-
Mock Link for Practice		1	• Click here	
	HELPDESK			-
	0 AM to 05:00 PM on all days except Sunday and Gazetted Holidays or raise a query from helpdesk.			
	Variao 15.02.01			

(Ref Image: - 1.2)

 A dialog box will open showing instructions regarding compatible version/browser to fill the form and about mark of mandatory fields. Candidates are required to click on close button after reading it. (Ref Image:- 1.3)

Substitution of the second		Important Instructions				
REGISTRATION FORM FOR SRCC PGDGB0 2023	Instructions : I. Click on Register : 2. Click on the '1 Agr 3. Fill in the '1 agr 5. After successful regi Fields marked with * a	Note: White:	bove) or Illing the form. Illing the form Fields marked wi reced. User ID and Password to the re II D. and password. Use this ID for logg	h * are mandatory. jistered Mobile number and Email ID. Close		LOGIN .
	Register to get User	ID and Password				-
	Name of the Applicant *		Date of Birth(DD/MM/Y	YY):*	A	lge as on 01.01.2025
	NAME OF THE APPLICA				m 0	Years 0Months 0Days
	Gender : * O Male O Female					
	Mobile No *		Confirm Mobile Numbe	•	E	mail ID : *
	+(91)	Mobile No	+(91)	Confirm Mobile Number		Email ID
	Confirm Email Id *					
	Confirm Email ID					
	Note :Please enter you	r active Mobile No. and Email ID. Candidate should he	old the same mobile number during t	e entire process of this recruitment.		
						(Ref Image:- 1.3)

c. Then a privacy notice will open, and the candidates can read the privacy policy and the list of data that will be collected.

(Ref. Image: - 1.4	4)						
A COMPANY AND A	Pr	ivacy Notice					
	We yo inf pe	e respect your privacy an ur account and provide t ormation from you, we s rsonal data we collect an	d shall only collect and use he products and services y hall collect and use the sar d the purposes thereof.	e as much personal informa ou have requested from us. me only after getting your e	tion from you as is required to administer If we should require additional xplicit consent. Please find the list of		
	Pe	rsonal Data Pu	irpose				LOGIN
	Instructions : Ap Da	plicant Name Thi te of Birth Thi	is data will be used for officia is data will be used for officia	al communication al communication			
	Note: Err	obile Number Thi nail ID Thi	is data will be used to share o is data will be used to share o	official communication throug official communication throug	th call or SMS th email		
	2. Click on the "I Ag 3. Fill in the details				I Agree	j	
	5. After successful regist Fields marked with * are	ration, you will get an ema mandatory.	il containing your ID and pas	ssword. Use this ID for logging	; in to fill the application form.		
	Register to get User I	D and Password					-
	Name of the Applicant "			Date of Birth(DD/MM/YYYY DD/MM/YYYY);" 	Age as on 01.01.2025 M OYears 0Months 0Days	
	Gender :*						
	O Male O Female						
	+(91)	Mobile No		+(91)	Confirm Mobile Number	Email ID	
	Confirm Email Id *						
	Confirm Email ID						
	Note :Please enter your	active Mobile No. and Email I	ID. Candidate should hold the s	same mobile number during the	entire process of this recruitment.		-

(Ref Image: - 1.4)

 d. Then the registration form will open, and candidates need to fill in the required details in the 'Registration' page, such as Applicant Name, Date of Birth, Gender, Email and Mobile Number. (Ref. Image: - 1.5)

REGISTRATION FORM FOR SRCC PGDGB0 2023		GLOBAL BUS SHRI RAM COL	INESS LEGE	S O OF	PERATION COMMERC	S E		
							LOGIN	
	Instructions :							
	Note: 1. Click on Begister and enter your data in the online application form. 2. Click on Begister and enter your data in the online application form. 3. Fill in the details requested on the page displayed. 4. Now click on "Submit" to register. 5. After successful registration, you will get an email containing your ID and password. Use this ID for logging in to fill the application form. Fields marked with " are mandatory.							
	Register to get User I	D and Password					-	
	Name of the Applicant *	Ť	Date of Birth(DD	/MM/YYYY)		-	Age as on 01.01.2025 O'ears 0Months 0Days	
	Gender : *		- Pormartti			Lus		
	Mobile No *		Confirm Mobile	Number *			Email ID : *	
	+(91)	Mobile No	+(91)		Confirm Mobile Number		Email ID	
	Confirm Email Id *							
	Confirm Email ID							
	Note :Please enter your	active Mobile No. and Email ID. Candidate should hold the	same mobile numbe	r during the	entire process of this recruitment.			

(Ref Image: - 1.5)

- e. Candidates must fill these details carefully as these details cannot be edited/changed at a later stage. Candidate must enter an active Mobile No. and Email ID. Candidate should hold the same mobile number during the entire process of this registration.
- f. Afterwards, candidate need to agree with the declaration shown on screen by clicking on button 'I Agree' and to fill Captcha characters in the box provided and thereafter click on 'SUBMIT 'button (Ref. Image: 1.6)

Declaration	
I hereby, solemnly declare that information provided by me in the form is true to the best of my knowledge and belief. I understand that my candidature is subject to the conditions laid down in the advertisement brochure. I further declare that I am not involved in any criminal case and/or no such case is pending against me in any court of law. I hereby declare that I have carefully read and agree with the above Terms & conditions.	F KK ∂5∨ Q Type 7 characters as drown in image ⑦
UTAgree	Note: Captcha is case insensitive.

(Ref.	Image:	-	1.6)
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- g. Thereafter an alert about the modification of information submitted by candidate will be shown on the screen. Click on 'OK' if Candidate has verified the information to be correct and click 'Close' if candidate wants to review again and then to Submit.
- h. Then a note regarding candidate's successful registration showing application number will be shown on screen and Candidate may note down the given details such as Application number.

truction	
	Congratulations!!You have successfully registered.
	Application No. is 1000061 . Please keep it safe for future reference. An Email and SMS has been sent containing Login ID and password.
	· · · · · · · · · · · · · · · · · · ·
	Otme

j. Within minutes of successful submission of the Registration Form, you will receive a Login ID and Password on the registered email ID to confirm registration. Ensure that you check your mailbox immediately and that it is not considered as spam mail. You will also receive the Login ID and Password as an SMS on the registered mobile number. Using these credentials, you may proceed to complete your application.

k. Thereafter a box containing Registration number along with candidate's personal details will also be shown on the screen. (Ref. Image: - 1.7)

	Note					
	Congratulations!	fou have succe	ssfully register	ed.		
	Please keep it saf	e for future ref	erence.			
53	An Email and SMS	nas been sent	containing Log	gin ID and passw	ord.	

2. <u>How to fill Application form</u>

a) Note: - If a registered candidate wants to complete the Application Form after some time of registration, then candidate need to click on 'LOGOUT' button on the right-side corner on screen and later when he wants to fill application form then he has to reach again to Registration Portal for submission of Online Application URL.

<u>https://cdn3.digialm.com/EForms/configuredHtml/1850/91788/Index.html</u> Then the candidate must click on the **'Already Registered? Login'** button (Ref image 2.1) and fill his/her user id & password to fill application form. (Ref. Image :2.2)

⁽Ref. Image: - 1.7)

⁽Ref. Image: - 1.7)

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Ele.	GBO	<i>¶</i>

GLOBAL BUSINESS OPERATIONS SHRI RAM COLLEGE OF COMMERCE

IMPORTANT INFORMATION	-
the below instructions carefully, before filling up the form: wideaters to first Register by cloking on the REGISTER to jus the top right conners. wideaters to first if in the book method status is receive that Up and P Jone Passance wideaters can spow with the UP and Passance to complete the application to spacered mobile number. wideaters can spow with the UP and Passance to complete the application of MSCC POLOG 2023 care middate must provide Carret Nameja methoded in 10th class certificate, Date of Birth, Mobile Number and Binal Address as these details cannot be changed once the registration is completed.	
GENERAL LINKS	-
⊙ Click here to Read Admission Notification	Click here
How To Fill Application Form	🔁 Click here
⊙ To Register	La Click here
◎ Already Registered? To Login	 Click here
KEY DATES	-
◎ Starting date for submission	18th Dec 2024 at 03:00 PM
	17th jan 2025 at 11:55 PM
Mock Link for Practice	-
Mock Link for Practice	 Click here

(Ref. Image: - 2.1)

GLOBAL BI SHRI RAM C	USINESS OLLEGE (OPERATIO DF COMMER	NS CE
	Login		
Login Userio:*	to Fill/Submit/View Appl	ication Form	
Enter Use	0		
PASSWORD	•		
Enter-Res	w 55 263	• •	
PORCOT	LOSIN New Register Here	ANGE PASSWORD	

(Ref. Image: - 2.2)

b) Candidate needs to select 'Go to Application Form' button displayed on top right corner of the page to fill his/her application form and the candidate will be automatically redirected to fill the application form. (Ref. Image: - 2.3)

		GLOBAL BUSINESS OPERATIONS HRI RAM COLLEGE OF COMMERCE			
HELPDESK	4			GO TO APPLICATION	🕞 LOGOUT
	Personal Details				
	Application Number 1000012	Name of the Applicant KEERTHI			
	Date of Birth 24/06/1999	Gender Female	Religion Hindu		
	Blood Group AB positive				
	Communication Address				
	Mobile Number 9959363983	Email ID sss@s.com			

(Ref. Image: - 2.3)

c) There are three tabs on the left of the application window: -

i) **Personal Details** (Fill up all the required information such as Nationality, Parents Details, Category, Sub-Category, Address Details or any test city choice)

- ii) Qualification Details.
- iii) Document Upload and Payment.

	GLOBA SHRI RA	AL BUSINESS OPERATI AM COLLEGE OF COMMI	ONS ERCE	
				S+ LOGOUT
	Instructions:			-
PERSONAL DETAILS				
Personal Details	Note: 1. Click on Register and enter your data in the online application form. 2. Click on the "T Agree" button to accept the Terms. 3. Fill in the details requested on the page dipayed. 4. Now click on "Submit" to register. 5. After successful registration, you will get an email containing your ID and password. Use this ID for logging in to fill the application form.			
Communication Details				
Present Address Details				
Peimanens Address	Fields marked with * are mandatory.			
Parent Details	in case or any issue-booker, contact on pipago	and a second second		
Test City Divide Details				
QUALIFICATION DETAILS	Personal Details			-
DOCUMENT UPLOAD AND PAYMENT				
·	Application Number*	Name of Applicant	Date Of Birth: *	

(Ref. Image: - 2.4)

i) **PERSONAL DETAILS**

- a. Candidate must fill the personal details (Ref. Image: -2.4)
- b. After filling in personal details, the candidate will click on 'SAVE & NEXT' button, which directs the candidate to next page i.e., 'Qualification Details'.

ii) QUALIFICATION DETAILS

a. Candidate must fill the Qualifications Details related to 10th Details, 12th Details, Graduation Details, Other Educational Qualification, Post Graduation Details, Other Degree Details ,Work experience Details ,Previous Work Experience Details (latest to earliest)if applicable (Ref. Image: -2.5)

SRCC PGDGBO Application Form 2025							
PERSONAL DETAILS	Board/University*	Name of Institution*	Subject/Course *	Percentage / CGPA*	CGPA*	Year of Pass	ing*
QUALIFICATION DETAILS	BOARD/UNIVERSITY	NAME OF INSTITUTIO	SUBJECT/COURSE.		CGPA.		
10th Details				CGPA			
12th Details							
Graduation Details	Graduation Details						-
Educational Qualification							
Post Graduation Details	Graduation Status *						
Other Degree details	O Pursuing Passed						
Work Experience Details	Board/University*	Name of Institution *	Subject/Course*	Percentage / CGPA*	CGPA*	Year of Pass	ing*
Previous Work Experience Details (latest to earliest)	BOARD/UNIVERSITY	NAME OF INSTITUTIO	SUBJECT/COURSE.	 Percentage © CGPA 	CGPA.	YYYY	=
DOCUMENT UPLOAD AND PAYMENT							
	Educational Qualifica	ation					-

(Ref.Image2.5)

b. After filling qualifications details candidate will click on 'SAVE & NEXT' button which directs the candidate to next page i.e., 'Document Upload and Payment '.

iii) Document Upload and Payment

Candidate must upload all mentioned documents in this page. (Ref. Image: -2.6)

SRCC PGDGBO Application Form 2025				
PERSONAL DETAILS QUALIFICATION DETAILS	Upload the scanned copy of the recent passport size photo.:*	CLICK HERE TO UPLOAD		
DOCUMENT UPLOAD AND PAYMENT	Upload Signature:*	CLICK HERE TO UPLOAD		
Documents to be uploaded	10th Pass Certificate/marksheet.*	CLICK HERE TO UPLOAD		
Other Details Payment Details	12th Pass Certificate/marksheet.*	CLICK HERE TO UPLOAD		
Declaration	Upload Graduation Certificate.*	CLICK HERE TO UPLOAD		
	Note: If you are pursuing Post Graduation, please upload Last Semester / Consolidated marksheet.			
	Upload any other educational Certificate.*	CLICK HERE TO UPLOAD		

(Ref. Image: - 2.6)

In Case the Candidate selects Orphan, Single Girl Child and DU Ward Quota the additional documents need to be uploaded by them for the respective Sub- Category selected.

Sub Categories	Document to be uploaded
Orphan	The Death Certificate for both father and Mother
Single Girl Child	Single Girl Child-For claiming admission in this category, the Father / Mother / Guardian (in case parents are deceased) shall

	have to upload copy of an affidavit to this effect, duly attested by the area District Magistrate / Additional Magistrate / Deputy Commissioner / Collector / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary
	Magistrate / City Magistrate (not below the rank of 1st Class Stipendiary Magistrate), Sub- Divisional Magistrate /
	Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner, at the time of online registration and
	should produce original affidavit at the time of physical verification of documents
DU Ward Quota	DU ward Quota- Candidates must be in possession of a valid Employment Certificate issued by due officials at the time of registration. Only the Employment certificate uploaded at the time of registration will be considered. I-cards, Aadhar Card and/or any other document will not be accepted.

a. Thereafter candidate needs to agree with declarations shown on screen by clicking on each and every declaration (Ref. Image: - 2.7)



(Ref. Image: - 2.7)

b. Candidate has three options 'BACK' 'PREVIEW' and 'SUBMIT' at the end of this page. Candidates may click on BACK button to go to the previous page to recheck his/her details, on PREVIEW button to review all the information filled by him/her in his form. After checking the information found to be correct, candidate should click on 'SUBMIT' button.

3. <u>Payment</u>

a. After clicking on SUBMIT button, the Candidate will automatically lead to online payment page where he must make an online payment through – the payment options available like UPI/credit/debit card of any bank/online banking to submit the mentioned fee on application form and finally submit the application. (Ref Image: - 3.1)



- b. After a successful transaction, a payment acknowledgment slip (with unique application number, transaction ID, applicant name, category, exam fee and post applied for) will be generated. It should be downloaded by the candidate for any future communication regarding the Application Form.
- c. Now the candidate's online filling of Application form is complete.