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)
○ No manual/ paper application will be entertained.
○ 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.

○ 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.   How to Register

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.

https://cdn3.digialm.com/EForms/configuredHtml/1850/91788/Index.html
(hereinafter referred to as the application portal), (Ref Image: 1.1)

(*Ref Image: - 1.1*)

   a.   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)

(*Ref Image: - 1.2*)

   b.   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)
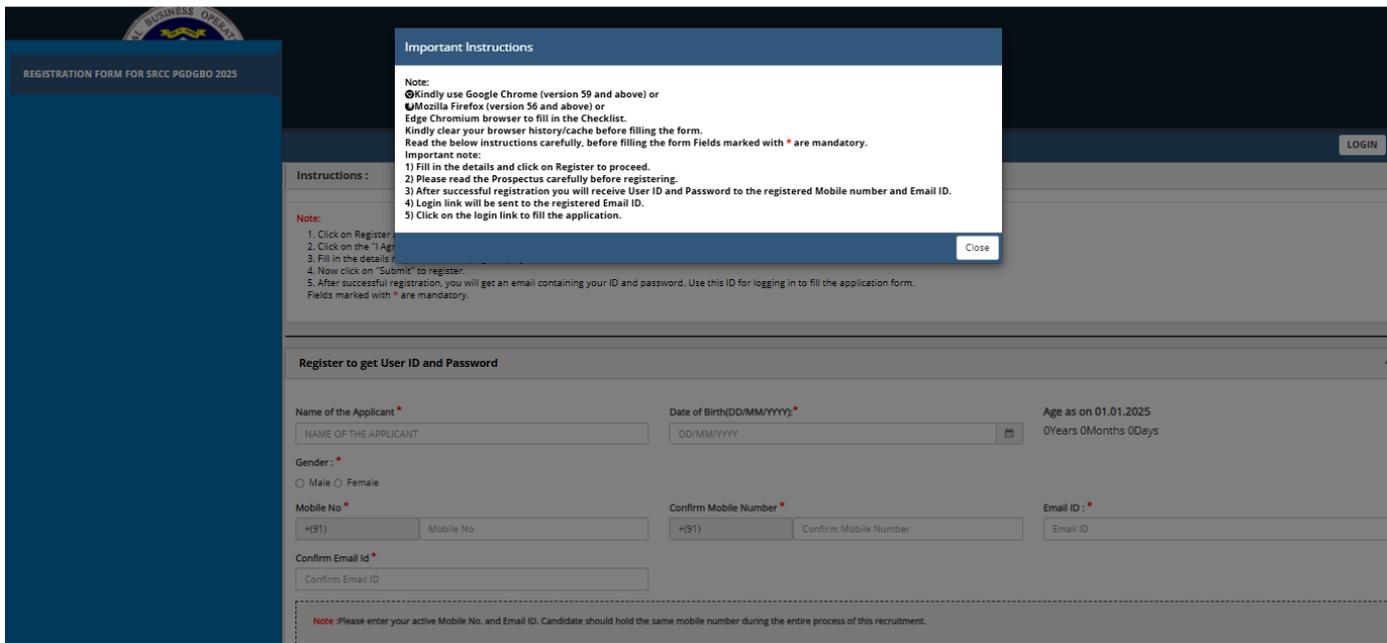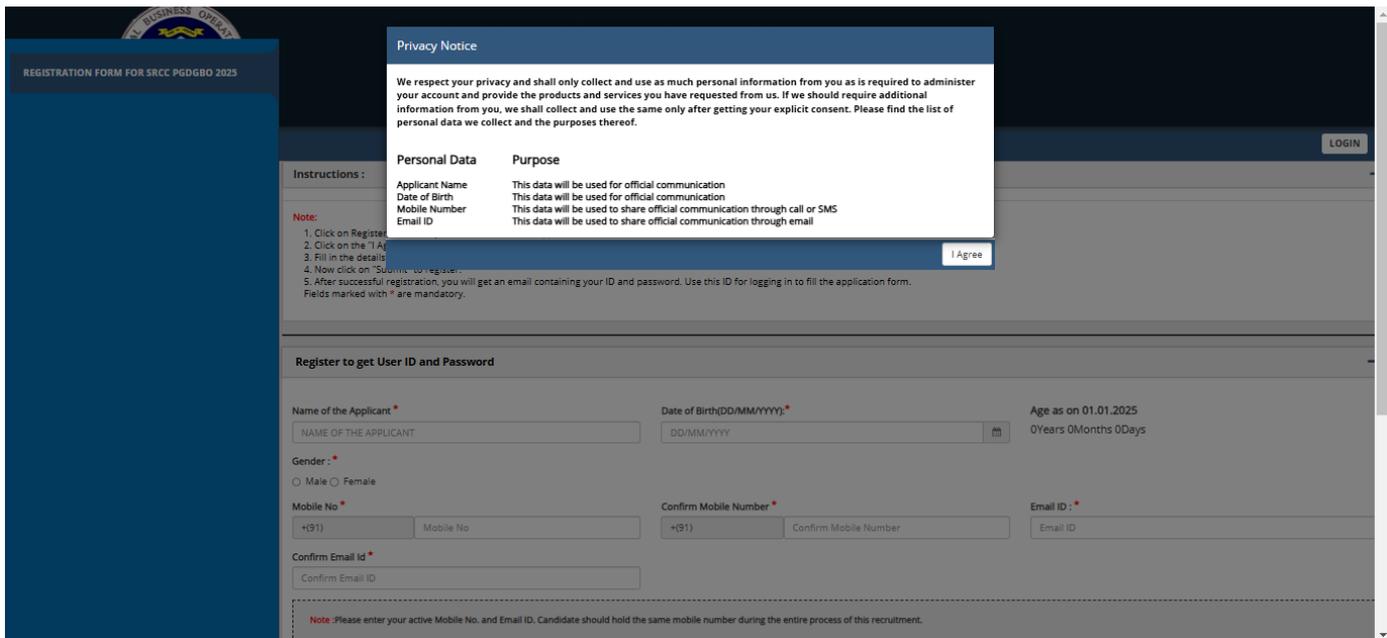
(Ref Image:- 1.3)

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)

(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)

(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)

(Ref. Image: - 1.6)

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.
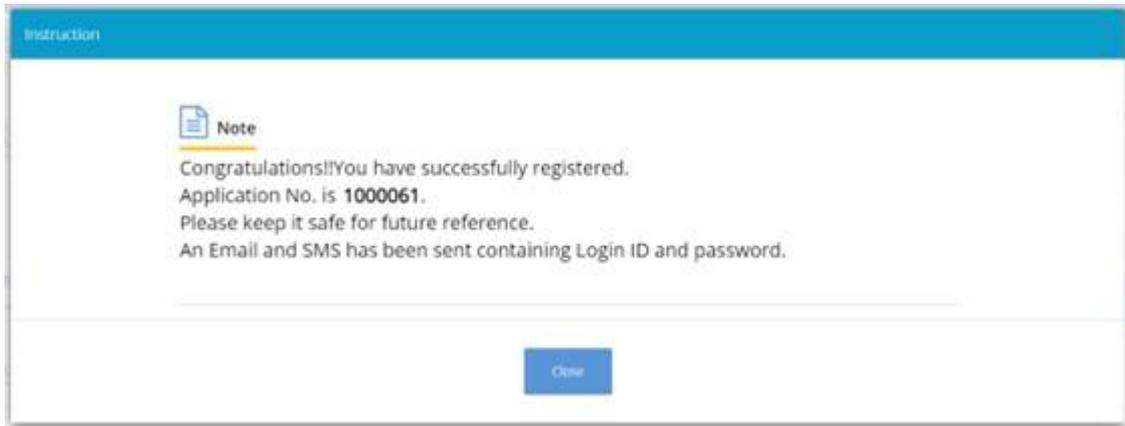
j. Within minutes of successful submission of the Registration Form, you will receive a Login ID and Password on the registered email ID to confirm registration. Ensure that you check your mailbox immediately and that it is not considered as spam mail. You will also receive the Login ID and Password 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)
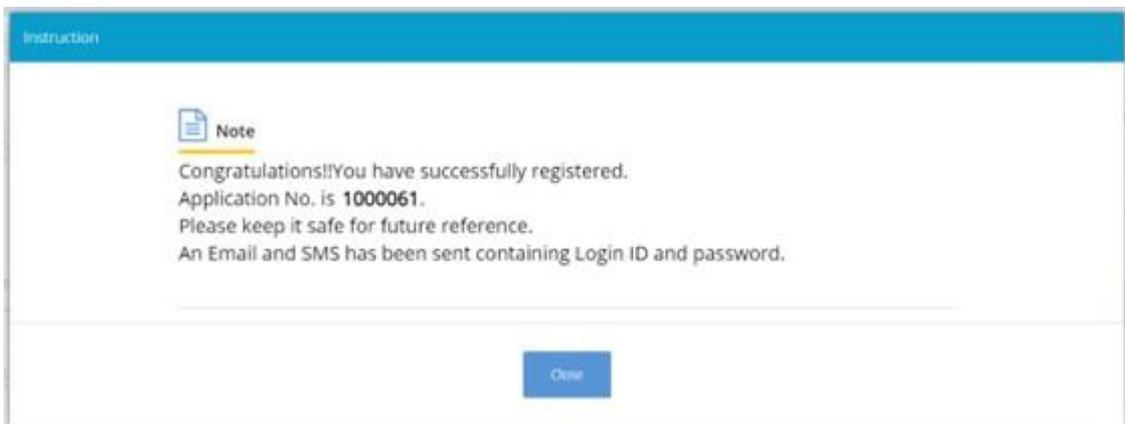
2. How to fill Application form

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.
https://cdn3.digialm.com/EForms/configuredHtml/1850/91788/Index.html 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: - 2.1)

(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)

(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**.

(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)

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

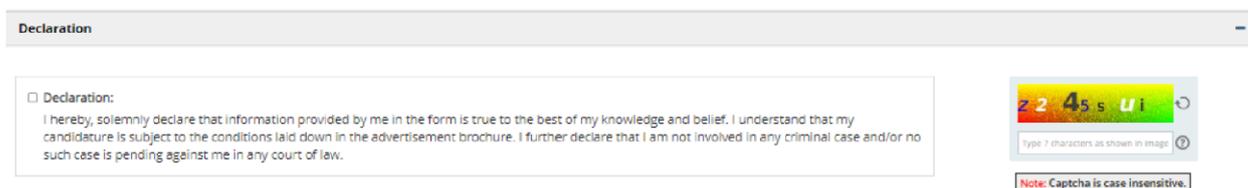Candidate must upload all mentioned documents in this page. (Ref. Image: -2.6)

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)

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. **Payment**

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)
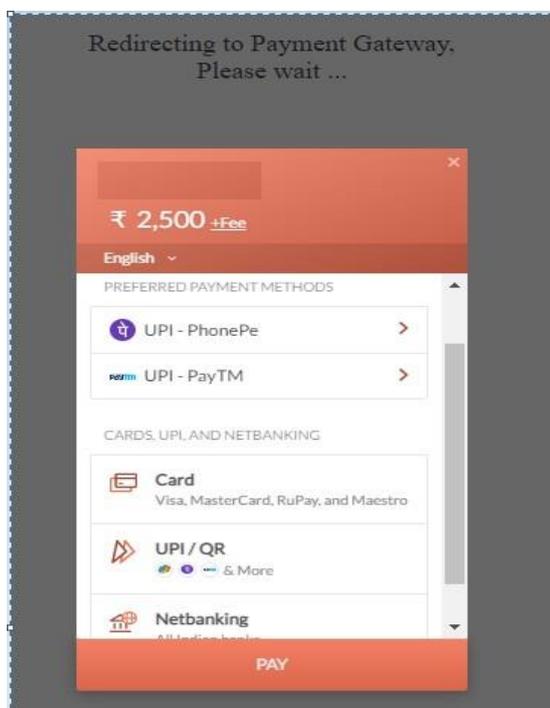
(Ref. Image: - 3.1)

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.**