

Instructions for Online Registration:

How to Apply for Admission

Interested candidates should submit their application through online mode on/before the last date of form submission above mentioned important dates.

While applying, the candidates have to upload the supporting document for their candidacy such as Voter ID/Aadhar Card/PAN Card/Passport/Ration Card/Bank Passbook/Other valid Government Identity Card.

The applicant should follow the instructions given below for filling the online application form:

Step-1 Procedure for Registration as a New Candidate

1. Choose Diploma Program and click [Proceed for Registration].
2. Now you are in Registration page.
3. Fill all the details carefully Name of Applicant, Date of Birth, Category, Gender, Mobile Number and Email ID.
4. OTP will be sent to the mobile number. Enter OTP and click on [OK]. Your Application ID and password will display on your screen, **note it down for future references**. Click on [OK] button.

Note: For registration, the applicants need a verified Email ID and mobile number. In case they do not have an Email ID, it must be created before registration. The mobile number must remain activated and accessible during and after the application process. A One Time Password (OTP) will be sent to the mobile number for verification during the sign-up/registration process. The mobile number will also be used to contact the applicant for any discrepancies regarding their application.

Step-2 Login (Already registered)

1. Visit the homepage and click on [**Login**]
2. Enter your login credentials Application No. and Password, then click on to [**Login**] into the Online Admission Application Form.
3. In case the applicant has forgotten the password, there is an option called “**Forgot Password?**”, which can be used to retrieve the password via an OTP sent to the registered mobile number.

Step-3 Fees Payment

1. Proceed to the payment page and pay the registration fee through different mode of payment provided.

Registration Fees:UR/OBC/EWS: **Rs. 200**PwD/SC/ST/Girls: **Rs. 100*****Step-4 Application form******i) Personal Information***

1. In this section, the applicant has to enter all the details asked in their respective blocks.
2. After filling in all the mandatory fields (*), the applicant shall click on the “Next” button to go to the next step.

ii) Branch Preferences

1. In this section, the applicant has to choose their branches and set them in an order according to the preference. **Order of your preference cannot be changed after the submission of the form.**
2. If the applicant has any query regarding the preference of branches, they can reach out to the Admission Committee Members, RGIPT Sivasagar Campus via Email or telephone during office hours (**09:00 AM - 06:00 PM**). The contact details for any such correspondence are listed in the official website. This can be accessed by clicking on the “Need Help?” button on the top right corner.
3. After entering the details of the marks, the applicant has to fill in the table concerning details of education. All the mandatory fields (*) must be filled. Any field that is not applicable to the applicant must be left blank.
4. After filling in all the mandatory fields (*), the applicant has to click on the “Next” button for go to the next section. The applicants are advised to double check and verify all the details entered to avoid any error or discrepancy.

iii) Choice of Entrance Examination

1. Read the SOP for online and offline examinations and then proceed to the next stage. Change in mode of examination will not be entertained later.

iv) Upload Documents

1. In this section, the applicant has to upload all the required documents/files.
2. The uploaded documents/files must be in .jpg, .jpeg or .png formats only. Any other formats shall not be accepted.
3. The size of the files uploaded must not exceed 200 KB. Any files exceeding the size of 200 KB cannot be uploaded.

4. If the size of the image is large, then it can be compressed by any Image Compressor software or app.
5. The required file(s) can be selected by clicking on the “+” button. After selection, the file shall be automatically uploaded. The uploaded file can be previewed or deleted. The ‘preview’, ‘delete’ and any other options if they are available, can be accessed by hovering the mouse pointer over the uploaded image.
6. After uploading all the required files, the applicant shall click on the “Save & Continue” button to go to the next step.

Documents to be uploaded

- HSLC/Class 10th Admit Card or Pass Certificate
- HSLC/Class 10th Mark Sheet (The copy of Digi locker will also be valid)
- Recent Passport Size Photograph
- Signature of the applicant in white paper with black ink
- Caste Certificate (if applicable)
- Proof of Residence in respective state
- Income Certificate for EWS (if applicable)

v) Preview and Final Submission of Application

1. In this section, the complete application form with the details entered will be displayed.
2. In case of any error in the details entered, the applicant may go back to the previous section and rectify them.
3. The applicant must double-check and ensure that all the details entered are correct to the best of their knowledge. After verifying each field, he/she has to agree to our Terms and Conditions by clicking on the checkbox at the bottom of the page. After this, click the “Final Submit” button to complete submission of the application.
4. Once the applicant completes the submission of the application by clicking on “Submit Now”, they will not be able to make any further changes, modifications or alterations to their form. Hence, they are advised to carefully enter and check each and every detail of the application form before final submission.

vi) Final Print of the Application

1. The final application form will be generated on the screen of the applicant’s device.
2. This form can be printed by clicking on the Print button.
3. The applicant must not use keyboard shortcut (Ctrl+P) for printing this form. The form should be printed by clicking on the custom Print button.
4. The applicants are advised to keep a printout of their form for any future reference.

Note: If the applicants encounter any difficulties at any stage of the application process, they may contact during office hours (09:00AM - 06:00 PM).