INSTRUCTIONS FOR APPLICANTS

Please read the Information brochure carefully before Starting the Online form fillup step by step.

Keep the following data/documents ready with you before sitting in the computer for Online Application.

For Fresher:
1. Madhyamik Admit/Certificate
2. Marksheets of Madhyamik, H.S., UG (all parts), PG (all parts)
3. SC/ST/PH Certificate (if applicable)
4. Registration Certificate of Vidyasagar University (If Home University candidate)

For Deputed:
1. Madhyamik Admit/Certificate
2. Marksheets of Madhyamik, H.S., UG (all parts), PG (all parts)
3. SC/ST/PH Certificate (if applicable)
4. DI approval(s) of your appointments
5. M.C. Resolution on your deputation, School Name, School Index number, Your scale of pay, Your date of first joining to school from which you are serving continuously as AT without break of service

Some important advice:

a. Decide your **main category** in advance as per information sheet so that you can fill it in step 2B immediately.
b. Calculate your marks obtained and full marks in all the examinations in advance as per Information sheet so that you can fill it in step 2B immediately.
c. You may stop filling up the form at any step by logging out of the system. However you need to login into the system again with your registration ID and date of birth to complete the remaining steps.
d. Please ensure that your computer is having printer connected to print the Bank Pay-in-Slip after completion of STEP 2B and printing out of the Filled in form to finish the process. If printer is not connected then you can logout after step 2B and go to other computer where printer is available and login to your account to print out the PAY-IN-SLIP (1 Page–A4-landscape) or Fees receipt and Filled in Application Form as per instruction.
e. You are advised to provide your mobile number to receive system generated SMS at various phases of the admission process.
f. You should use google chrome, Mozilla firefox or IE9+ as browser.

STEP BY STEP PROCESS TO FILL UP AND SUBMIT THE APPLICATION FORM ONLINE.

STEP 1 : Visit Bed portal **website http://bed.vidyasagar.ac.in** and Registered yourself by registration of applicants

STEP 2A : Fill the Personal Data

STEP 2B : Fill the Academic details

STEP 3 : Payment of Application Fees **:**

> **Option 1:** Generate Application Fees Payment challan and submit the Application Fees to any branch of UCO Bank **on the next bank working day**.

> **Option 2:** Online Payment through Debit Card/Credit card/ NetBanking using payment gateway.

STEP 4: Finish

For payment through **Option 1**: After submission of fees at the bank wait for 24 hours (till we receive your payment update) and sign in again using your registration no. and finish the Process and take printout of the Filled in Application Form(2-pages-A4).

For payment through **Option 2:** After the online payment transaction is successful take printout of the Filled in Application Form(2-pages) and fee payment receipt .

Paste a passport size Photograph, Sign in the designated places. Application Form for Deputed candidates is to be attested by the Head of his institution at the designated place. Enclose all the self attested supporting documents including fees payment receipt [Documents to be submitted are given in page number 10 of the Information brochure) and submit it by hand in the drop box to be kept opened upto 05-06-2015 **or** send it by post To *The Convener, Central Selection Committee for B.Ed. Admission, Vidyasagar University, P.O.- Vidyasagar University, Midnapore, West Bengal, PIN-721102* **Last date of receiving of filled in form by Post: 05-06-2015. The drop box will be available upto 05-06-2015.** Before sending the form by post or in the drop box, please keep a xerox copy of the form and note down your **Appl. number** along with the **registration number. The last date of Receiving of Application form: 5th June, 2015.**
[GO TO PAGE 3 of Information Sheet FOR DETAILED INTRUCTIONS ON VARIOUS STEPS.]

STEP1

Applicants Registration

STEP2A (Personal)

Filling and submitting Personal Details

STEP2B (Academic)

Filling and submitting Academic Details

STEP 4 (Finish)

Wait for 24 hours after submission of the fees and then sign in again into your account to take Print-out of your online submitted form and send it by post or submit it in drop box along with all testimonials and 2nd copy of the Pay-in-slip.

Take Print-out of your online submitted form and online fees receipt copy after the payment is successful and send it by post or submit it in drop box along with all testimonials and online fees receipt copy

STEP 3 (Payment)

Generate Bank PAY-IN-SLIP Online and PAY on the next bank working day.

OR

PAY ONLINE through Debit/Credit Card / Netbanking

Central Selection Committee Activities

Scrutiny of Application forms with testimonials for data verification and correction in the online submitted data

Category-wise provisional merit list to be published in the portal.

Complain if any by candidate

Data correction based on valid complain

Final Merit list Publishing on portal

Counselling