Required Information for Applying WBSU PG

Note: (*)are Mandatory Fields

☐ Nationality, First Name, Middle Name, Last Name, Own Valid Mobile Number, Madhyamik / Secondary Passing Year, Madhyamik / Secondary Registration No.

☐ **Personal Details**- Subject Applied for, Father's / Husband's Name, Mother's Name, Gender, Caste [General, SC,ST, OBC-A,OBC-B], Person With Disability (Physical Disability), Disability type (if applicable), Date of Birth

Present / Permanent Address- Village / Street Name, Post Office, Police Station, District, Pin, State

Contact Details - Mail ID

Academic Details- Madhyamik – Board or University, Year, Full Marks, Marks Obtained, % of Marks (will be auto-calculated)

Graduation Details (UG) - Honours Subject, University Name (WBSU / Other), Other University Name (if applicable), Year, Registration Number, Session (the session mentioned in the last University Registration Certificate)

Marks of B.A. /B.Sc. / B.Com. / Others –Honours Marks, General Subject I [Paper I, II, III], Marks, General Subject II [Paper I,II,III] Marks

Steps are given below:

1. **Nationality**

2. Applicant **First Name**

3. **Middle Name**(if Applicable)

4. **Last Name**

5. Applicants Ten digit **Valid** Mobile No.

6. Madhyamik / Secondary **Passing Year**

7. Madhyamik / Secondary **Registration No.**

8. Click On **Register** Button

9. Click on **Edit Data** button to correct all wrong information (If required)

10. Click On the Box(**Above Given Information's found all correct if all Information are correctly provided**)
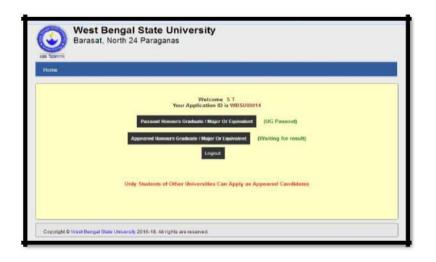
11. Click On **Submit** Button

12. Applicant will get **Registration Number** on yourScreen andApplicant will get a SMS with **Registration No.** and **Password** on his / her Registered mobile number.

13. Using **Registration ID&Password** applicants can login.

14. Click on **Login** Button

15. Choose Candidature Type –
   a. If You are **UG Pass out** Applicant, then click on **'Pass out Honours Graduate/ Major or Equivalent'**

   b. If You are an applicant who is **Waiting for Final Result,** then click on **'Appeared Honours**

Graduate/ Major or Equivalent'

❖ If you click on the **Pass out HonoursGraduate/ Major or Equivalent (Pass out)** 16.Choose **Subject Applied For**

17. **Personal Details** –
   a. **Father's / Husband's Name**
   b. **Mother's Name**
   c. **Gender** (Male/Female/Transgender)
   d. **Select Caste** (General/SC/ST/OBC-A/ OBC/B)
   e. If applicants is physically disable then choose **'Yes'**, then Choose **type& percentage (%)** of disability.
   f. If applicants are not physically disable then choose**'No'**
   g. Own **Date Of Birth**

18. **Present Address** –
   a. Village name
   b. Post Office
   c. Police Station
   d. District
   e. Pin
   f. State

19. If Applicant's permanent address is same then click on**'Yes'**button,If different click on **'No'**, and submit all required information

20. **Contact Details** –
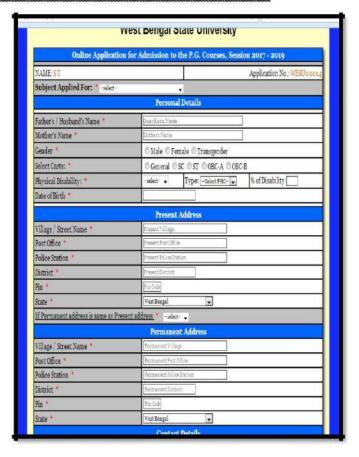   a. Own E-Mail Address

21. **Academic Details** –
   a. Madhyamik or Equivalents – (Board of University, Passing Year, Full Marks, Marks Obtained, % of Marks)
   b. H.S. (+2) or Equivalents – (Same as above)

22. **Graduated From** –
   a. Last attended University Choose with Subject and Registration No. & Session, If Others University then write Name of the University in the box.
   b. Applicant has to provide marks obtained in each paper for General Subject one and general Subject Two. If, Applicants has 2 papers in each PassSubject, they are requested to enter**0** marks for the 3rd paper.And those who have 3 papers in each passsubject they will enter all the three paper numbers individually.
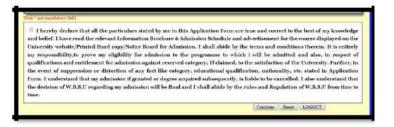
23. Captcha Image - Enter in the provided box

24. Click on the Declaration Box to accept all rules and regulation
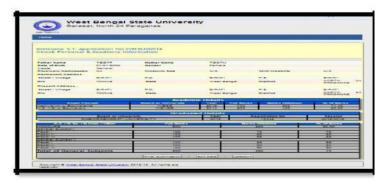
    (Click on **Reset** button if required)

25. Click On the Continue Button, Check Personal &Academic Information and if found all correct then click **Final Submission** Button. **Once data is finally submitted no edit option will be available.**

    (If data is not correct then use **Edit Data** button to correct all incorrect information)

26. Now Applicants can Pay Online by clicking on **Online Payment** button. Applicants have to take a printout of the Payment Receipt after Online Successful Payment.

27. After Payment Applicant need to Upload their Passport Size Photo only in JPEG or JPG or jpeg or jpg format. The size of the photo must be within 40KB

28. After all Applicants have to take printout of the Application Form by clicking on the Form Print button

29. Applicants have to carry the printed Application From at the time of Final Admission

30. IF ANY APPLICANT WANT TO APPLY FOR MORE THAN ONE SUBJECT THEN THEY CAN SELECT THE SUBJECT FROM A LIST OF OTHER SUBJECTS APPLICANT ELLIGIBLE FOR APPLYING AND CLICK SUBMIT BUTTON. THIS WILL CREATE ANOTHER APPLICATION ID. APPLICANT HAS TO PAY THE REQUISITE APPLICATION FEES BY LOGING WITH THE NEW APPLICATION ID AND PASSWORD. THE APPLICANT HAS TO TAKE A PRINTOUT OF THAT APPLICATION FORM TOO

❖ If you click on the **Appeared Honours Graduate/ Major or Equivalent (Waiting for final Result)**

- The process will be same as above up to 22(a) Point.
- Again The Process will be continuing from Point No. 23 to 30…
- Applicant will get an option to update Academic details as mentioned in 22(b) Point within last date; the last date to update Academic details for Appeared Candidates is mentioned on the important dates

  (**You can update your Academic Information only once after your Final Result is out but within the stipulated date**)

Special Instruction for B.Com. , B. Tech , M.Tech , M.B.B.S. Candidates

For B.Com. Hons. Candidate, In case of More than 6 papers in General Subjects put sum of two of three papers in Last Row of General Paper – III under General Subject – II.

In case of Grade system like B.Tech, M.Tech or other University students please fill the marks equivalent to the grade point.

Eligibility in the Subjects like Film Studies, Journalism & Mass Communication and Master of Rural Studies is Honours Graduate will also covered for B.Tech or M.B.B.S.