

# Online Application Portal for Admission to Ph.D. Programmes (Even Semester) for the Academic Session 2018-19

IIT(BHU) invites applications from the prospective candidates for admission to Ph.D. programmes (Even Semester) in various departments/schools for the academic session 2018-19. **The application should be submitted online only.** The applicants are advised to carefully read the [information brochure](#) and [instructions](#) (provided below) before proceeding to the online submission of application. Applicants may contact [help.admission@iitbhu.ac.in](mailto:help.admission@iitbhu.ac.in) for any queries related to the online submission of application.

[Register](#)

[Log in](#)

## I. INSTRUCTIONS TO APPLICANTS FOR SUBMISSION OF ONLINE APPLICATION FORM

### *Instructions at a glance*

**Step 1.** [Register](#) into the portal.

**Step 2.** [Login](#) to fill the application form - [Click here](#) to view a sample application form.

**Step 3.** **Upload** your photograph and signature.

**Step 4.** **Pay online** the application processing fee - [Click here](#) to view a sample application form format.

**Step 5.** **Select** the Registration Category, Department/School, Discipline.

**Step 6.** **Select** Details of GATE/GPAT (Mandatory for Full-Time Regular Category).

**Step 7.** **Fill in** the academic information.

**Step 8.** **Fill in** the work experience.

**Step 9.** **Fill in** the referees' details.

**Step 10.** **Fill in** the publication details.

**Step 11.** **Self Declaration.**

**Step 12.** **Save, View, Lock/Submit and Download** the application form (PDF).

### *Detailed Instructions*

#### **Important Note:**

- All fields in the online application form are **MANDATORY**. The portal will not accept incomplete or incorrectly filled forms.
- Please mention **-NA-** against fields which are not relevant to you and mention **- Nil -** against the fields for which you do not have any data.
- **Save your entries** by clicking the **"SAVE"** button provided at the bottom of the page after every entry to avoid any data loss.

#### **Step 1. Register into the admission portal**

- Applicants **MUST REGISTER** into the admission portal in order to submit the application online.
- Click on **"Register"** link to **OPEN** the registration page.
- Enter your valid **Email address** (eg: name@abc.com) and create a password of **eight character length**. All correspondences related to your application will be sent to the provided email ID only.
- Fill in your **Full name, Mother's Name, Father's name,** and **Date of birth** as per your High School certificate.
- Select your **Gender, Nationality, Category** from the "drop - lists" and Click the option (yes or no) for **Physically challenged**.
- Enter your 10-digit **Mobile number** (eg: 9123456789).
- Enter your complete **Correspondence address** and **Permanent address**. Avoid typing single (') or double quote (") symbols in the address fields.
- Please ensure the correctness of filled data before submission, as you would not be able to edit this personal information, later. Click on **"SUBMIT"** to complete the registration.
- After you have successfully completed the registration, the **login credentials** (username and password) will be mailed to your Email ID. In case you do not find the mail in the **"Inbox"**, please check in the **"Spam"** folder of your email account.

## Step 2. Login to fill the application ( [Click here view a sample application form](#) )

- Click on "[Login](#)" link to **OPEN** the Login page. The **Login ID** should be the eight - digit application number (eg: 18200015) sent to your email ID.

## Step 3. Upload your photograph and signature

- Upload your color photograph and signature (*File size of each **MUST BE** less than 50kb*) by clicking the appropriate "**Browse**" button. You can replace or modify the images later on, before submitting the form, if needed.

## Step 4. Pay online the application processing fee

- The application processing fee (*Rs.500.00 for GEN/OBC candidates and Rs.250.00 for SC/ST/Physically Disabled candidates*) should be paid **ONLINE ONLY** and is **NON - REFUNDABLE**.
- Pay the application processing fee online through [SBI Collect Portal link \(www.onlinesbi.com/prelogin/icollecthome.htm\)](#):  
**Instructions:** Follow the above link to open the homepage of SBI collect portal, read and accept the terms & conditions, then Click "**Proceed**", Select the State "**Uttar Pradesh**", Select the type of Institution "**Educational Institutions**" from the drop-list and click "**Go**". Select "**INDIAN INSTITUTE OF TECHNOLOGY (BHU), VARANASI**" and click "**Submit**". Then, select the payment category "**APPLICATION PROCESSING FEE**". Fill in the payment details carefully and click "**Submit**" to make the payment. [Click here](#) to view a sample form for fee submission. After successful payment an e-receipt will be generated. Keep a copy of this e-receipt for your records.
- You should proceed further to fill the application form ONLY after paying the application processing fee and entering the corresponding e-receipt details, i.e. the e-receipt number (SBI Collect reference number) and date in the appropriate fields.**

## Step 5. Select the Registration Category, Department, Discipline

(These options should be carefully selected as per your eligibility criteria. Please refer to the Annexure - I & II of [information brochure](#) for the eligibility criteria)

- Select the appropriate "Registration Category" from the drop-down lists. Please note that **ONLY** GATE/GPAT qualified candidates applying under "**Full-Time Regular**" category, are eligible for Teaching Assistantships.
- Under item no. **3A** of application form, select the primary "Department/School", "Discipline" if any, as per the order of your preference. You may select NA wherever applicable.
- In case you wish to apply for additional PhD programmes, (*Please refer to the eligibility criteria in the Annexure - I of [information brochure](#)*), proceed to item no. **3B** and **3C** by clicking "**Yes**" to select the additional "department/school", "discipline" if any, in the order of your preference.
- In case, you wish to change / modify the department or discipline that you have already selected / saved, you should refresh the page and re-select the Department, Discipline and so on, under each of item 3A. 3B. and 3C.

## Step 6. Select Details of GATE/GPAT (Mandatory for Full-Time Regular Category).

- Select the GATE/GPAT Qualified (YES/NO) or Any External Fellowship (YES/NO) from the list and fill in the relevant information (roll no., year, discipline, rank and score) in the subsequent fields.
- Upload the PDF file of GATE/GPAT score card.

## Step 7. Fill in the academic qualification details (*Please refer to the [information brochure](#) for the eligibility criteria*)

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- Please mention **-NA-** against fields which are not relevant to you and mention **-Nil-** against the fields for which you do not have any data.
- Save** your entries by clicking the "**SAVE**" button provided at the bottom of the page to avoid any data loss.

- Qualifying degree (5A):** Here you should fill in the details of your qualifying degree on the basis of which you are seeking admission in the PhD programme. Select the degree level (UG or PG), degree status (completed/appeared/appearing), degree name from the drop lists and fill in the relevant details (discipline, University, year of passing/final exam, etc) in the subsequent fields. Final percentage of marks/CPI OR aggregate percentage/CPI upto pre-final semester (for those whose final semester results are awaited) of qualifying degree should be filled accurately in the relevant fields.
- Any other degree (5B): Click "Yes" and fill in, in case you wish to furnish any additional degree details (other than qualifying degree) in support of your application.
- Intermediate (5C) and High School (5D) details: Fill in your 12th and 10th certificate details in the fields provided under 5C and 5D respectively. Percentage of marks or CPI of certificate/degree programmes should be filled accurately in the relevant fields.

## Step 8. Work Experience (Mandatory if applying under Full-Time sponsored/Part-Time/Full-Time External Category)

- Fill in your "**Work Experience**". Herein a candidate should provide Three work experiences, if possible. Select the starting and ending month and year corresponding to the duration of your work experience and fill the position held and organization name in the subsequent fields provided.

## Step 9. Referees details

- Enter the "**Referees details**" - *Provide the name and email ID of two referees.*

## Step 10. Publication details

- Fill in "**Publications data**" (if any) - Enter the numbers (1 to 10) of journal papers and fill in the citation of each publication in the fields provided. e.g., Kumar, R.S., Singh, K.P. and Rajesh S.K. *J. Org. Chem.* 2016, 15, 200 - 212.

### Step 11. Self Declaration

- Applicants SHOULD read the “Self declaration statement” and confirm by choosing the option “I Declare”.

### Step 12. SAVE, PREVIEW, LOCK/SUBMIT and PRINT the Application form

- After filling all fields, applicants MUST “Save” the data and “Preview” the application form for correctness of all entries before proceeding to the final submission.
- After thoroughly verifying the entries, Click “LOCK/SUBMIT” button to finally submit your application. **Please note that you will not be able to modify or change the data after you “LOCK/SUBMIT” your application.**
- After successful submission of your application, you will find the “Download” link to download the PDF version of your final application. Further, e - acknowledgement will be sent to your email ID. These documents may be retained for your records and future requirement.

#### Important Note:

- Please note that you are NOT REQUIRED to send the hardcopy of the application by post. Shortlisted candidates for written test and interview will be notified in the Admission Portal.
- Call letters to the shortlisted candidates will be communicated by the concerned Heads/Coordinators of Department/School through EMAIL ONLY.
- Queries if any, related to your application may be sent to the email ID of Head/Coordinator of concerned Department/School. [Click here to see the contact details of Heads/Coordinators.](#) Please mention your application number, full name and programme applied for, in your query email.

## II. INSTRUCTIONS TO SHORTLISTED CANDIDATES

All shortlisted candidates must appear in the written test and/or interview on the notified dates, with the following relevant documents (Checklists) in ORIGINAL. Candidates can download the format of necessary certificates or documents through the appropriate links provided below.

- Date of birth (DOB) certificate or High School (10<sup>th</sup>) Certificate containing DOB.
- e-receipt of application processing fee.
- Category Certificate - [Format for SC/ST certificate](#), [Format for OBC certificate](#).
- Certificate of Physically challenged category, if applicable.
- Medical fitness certificate from any registered medical practitioner ([Form -IX](#)).
- GATE/GPAT/CSIR/UGC-NET score card.
- Mark sheets/Grade sheets/Degree certificates of all academic records.
- [Format of certificate \(Form-VI\)](#) to be submitted by the candidates who are unable to produce the mark-sheet of the qualifying examination at the time of written test/interview.
- Work experience certificate in prescribed format and relieving or resignation letter.

A. Part-Time Registration Category	<a href="#">Form I</a> (Only for permanent employee of IIT(BHU))
	<a href="#">Form II</a> (Only for Project Staff of IIT(BHU))
	<a href="#">Form III</a> (Only for employees other than IIT(BHU))
B. Full-Time External Registration Category	<a href="#">Form IV</a>
C. Full-Time Sponsored Registration Category	<a href="#">Form V</a>

- Two letters of references in sealed envelopes - Format for letter of reference([Form-VIII](#)).
- Copy of online generated application form.
- Copy of e-acknowledgement.
- Undertaking letter (For candidates who are offered admission) - Format for letter of undertaking ([Form-VII](#)).

## III. INSTRUCTIONS TO CANDIDATES WHO ARE OFFERED ADMISSION

- Candidates, who are offered admission, will be informed through EMAIL ONLY. Their names will also be notified in the admission portal.
- Candidates who are offered admission SHOULD remit the registration fee (Academic Fee) via ONLINE ONLY ([www.onlinesbi.com/prelogin/collecthome.htm](http://www.onlinesbi.com/prelogin/collecthome.htm)) and should send the soft copy of online generated e-receipt via email to the concerned Head/Coordinator of Department/School within the notified date. ([Click here](#) to see the email ID of Heads & Coordinators).
- In case, candidate wishes to withdraw his/her admission, after paying the Academic fee, he/she may do so, within the notified date. Such candidate will be refunded the paid Academic fee after deducting of penalty towards seat retention as specified. No refund of Academic fee except caution money would be admissible to any candidate who withdraws his/her admission on or after the date of physical registration.

Please contact [help.admission@itbhu.ac.in](mailto:help.admission@itbhu.ac.in) for any queries related to the online submission. All queries should include the application number, full name, programme applied etc.