

Instruction for submission of online Application Form for Admission into Master and Doctoral Programme - 2019-20

There are three steps in applying:

1. Fill up the online application.
2. Attach necessary documents.
3. Make payment (Through online payment gateway).

OR

The Candidate can also apply online through the Common Service Centre located at nearest area by making payment through cash

Take a Print out of Application Form with payment details and documents uploaded for future reference.

The candidate will get messages confirming the acceptance of his application on the mobile.

Prior to filling the application, please scan and keep the following materials ready :

- a. Candidate's recent colour passport size photo (height: 200px, width: 150px, file size: 20-50kb)
- b. Candidate's full signature (height: 100px, width: 150px, File size: 10 - 20kb) Please use only jpg/jpeg format for photo and signature.

How to fill the form :

1. **Read the PG/Ph.D Prospectus 2019-20 carefully and follow the instructions there in while filling the application form.** The candidate can have access to the Application Form by visiting the website www.ouat.nic.in or <http://csc.lokaseba-odisha.in> clicking on a link **“Submission of Online Application Form for Admission into Master & Doctoral Programme - 2019 (Agriculture and allied subjects)”**.
2. The candidate has to enter the correct mobile number and validate it through OTP generated in the mobile number. Mobile number validation is important because all communication regarding admission will be sent as SMS to the valid mobile number entered by the candidate. The candidate should not change the mobile number till the end of Admission process as the mobile number will be the login ID for the entire process.
3. The candidate is required to create his / her own password in the application which the candidate should carefully retain till the end of admission process. The password should be as per standard password policy i.e. 8 lettered word with combination of characters like at least one capital letter, one small letter, one special character and numeric character. After submission of online application, the candidate will receive the login ID, password and application number by SMS to the registered mobile number.
4. Please fill up all details mentioned in the online application Form.
5. Select the claim for category: PwD, NRI/ PIO, others state, in service candidates, Kashmir Migrant.

NB: PwD - Person with Disability, NRI- Non Resident India / PIO - Person of Indian Origin.

6. The candidates are advised to enter the required details in Academic achievement carefully for Bachelor Degree and Master Degree.

7. Candidate must click on self-declaration. By clicking this, the candidate is accepting that all the information he/she has submitted are true, and he/she will be responsible for any false or misleading information. Any false information submitted may make the application liable for rejection.
8. After that, please click on "Register and Proceed" button at the bottom. You will receive a login ID, password and application No. on your mobile and e-mail ID. Also, the progress page will appear showing application number and steps to be completed. On proceed three tabs will appear (view application, upload relevant documents and make payment for necessary action by the applicant).
9. The application fee of Rs.1350/- per application can be paid besides bank charges as specified by the Bank depending upon the mode of payment selected through online payment gateway using Internet Banking / Debit Card/ Credit Card of any bank. Payment can also be made through nearest Common Service Centre (Jana Seva Kendra) in cash mode. **Application without application fee of Rs1350/- will be rejected.**
10. Fees, once paid, cannot be refunded back to candidates under any circumstances.
11. Submission of application will be completed after successful payment. The candidate has to submit the application online and attach the required documents with payment on or before the last date of submission of application i.e. 03.06.2019 failing which the candidate will not be eligible to appear the entrance examination and admission. Edit option of application will be available from 03.06.2019 to 05.06.2019. However, the candidate can log in to enter their final OGPA / Equivalent Marks of the qualifying examination till 01.07.2019. The candidate must enter the final OGPA / Equivalent mark of qualifying examination.
12. **Candidates must submit the application filled in all respect, attach the relevant documents along with payment of application fee within the last date of submission of application i.e 02.06.2019.**
13. After successful payment, the candidate should take printout of computer generated filled in application Form with payment details.
14. You must have your own personal e-mail ID and Mobile Number with validity till the completion of the Admission process, all important information on login ID, password, application number, various alerts and download of Admit card, rank and Intimation-cum-rank card and other necessary information will be sent to you only by SMS. Under no circumstances, you should not share the log in ID and password with any other person. If you do not have a valid e-Mail ID, please create a new e-Mail ID.

You will be provided with a login ID and password to login on to the website www.ouat.nic.in/ <http://csc.lokaseba-odisha.in> for all future references.

Your Admit Card, rank and intimation-cum-rank card can be accessed online by using the links provided in the website www.ouat.nic.in/ <http://csc.lokaseba-odisha.in>. No separate physical communication would be sent.