Office of the Chairman
NEET UG Medical & Dental Admission/ Counselling Board-2019 And Principal & Controller, SMS Medical College & Attached Hospital, Jaipur

User Manual For Application Form Filling- NEET UG Admission-2019
I. Introduction-
This user manual explains the flow of NEET UG Admission form-2019 filling process for student. The student can fill the form either through by himself/herself by his/her SSO ID or visit to the nearest E-Mitra.

Note- While filling the form through e-mitra kiosk student don’t require SSO ID but filling the form itself require SSO ID mandatory.

This user manual covers the following key processes of Application form filling. The applicant can prepare himself/herself before start form filling.

1. SSO Login
2. Application Form Part-1
3. Counselling Fees Payment
4. Application Form Part-2
   a) Personal Details
   b) Address Details
   c) Educational Details
   d) Other Eligibility Criteria
   e) Document Upload
   f) Preview and Final submit Application form
II. SSO Login Flow

Student will fill his/her form himself/herself through his/her SSO ID.

**Step 1:** Go to URL [https://sso.rajasthan.gov.in/signin](https://sso.rajasthan.gov.in/signin) and Click on Registration if student don’t have SSO ID. The below steps details how to create SSO ID-

**Step 2:** Student clicks on Registration button. Student can create its SSO id using its gmail/facebook/aadhar/twitter account.
Step 3:

i) Go to URL [https://sso.rajasthan.gov.in/signin](https://sso.rajasthan.gov.in/signin) and Login with your SSO ID and Password. Following screen with the list of all the applications is displayed. Under Citizen tab, click on **HTE** icon.
ii) Following Screen with Organization and Application field is displayed and Select the values for both the Field as given below and Click on **Continue** button :-

a) Organization: - Directorate of Medical Education(DME)

b) Application: - NEET UG(Medical/dental) Admission 2019
III. Application Form Part-1

i) Application form part-1 opens. Applicant enters his/her

- NEET UG Roll Number
- Date of Birth
- NEET Score
- NEET Percentile

*Note:* Applicant shall enter NEET Score and NEET Percentile as per NEET exam result 2019.
ii) Applicant click on Continue button. Application verifies the entered details of applicant and opens the Application Form-Part-1.
iii) Application opens the main Application form- Part-1.
iv) Application displays the following fields as per details filled by applicant during NEET examination form filling-
   - Candidate Name
   - Father Name
   - Mother Name
v) Applicant fills/selects the following details as-
   a) Gender
   b) Email Id
   c) Mobile
   d) Select Domicile State
   e) Whether he/she is Person with Disability
   f) Caste Category- Gen(UR)/ST/SC/OBC/MBC
   g) Sub-Category (if applicable in case of ST, OBC, MBC)
   h) Parent’s Family Annual Income
   i) EWS (if applicable)
vi) Selects the-
   - Result status- Passes/Failed/Supplementary
   - Marks type- Percentage/CGPA
   - Number of attempts
vii) When applicant selects Marks Types as Percentage then applicant enters the maximum marks and marks obtained of English, Physics, Chemistry and Biology/Biotechnology. Applicant can select either Biology or Biotechnology.
viii) When applicant selects Marks Types as CGPA then applicant converts its CGPA into percentage and enters only percentage marks obtained in English, Physics, Chemistry and Biology/Biotechnology. Applicant can select either Biology or Biotechnology.
ix) Application auto populates Percentage in last column.
x) After all details applicant click on Continue Button.
xi) Application asks Applicant to Save its Application form-Part-1 and if applicant confirms then application will take applicant to payment page of the application.
xii) If applicant does not want to continue then he/she clicks on Later button and its profile stays on that page.
### NEET UG (MEDICAL / DENTAL) ADMISSION / COUNSELING 2019

Please note that all fields marked with an asterisk (*) are required.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
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<td>Candidate’s NEET UG Roll No:</td>
<td>510031104</td>
</tr>
<tr>
<td>Candidate’s NEET Score:</td>
<td>670</td>
</tr>
<tr>
<td>Candidate’s Name:</td>
<td>VIKRANT CHAUDHARY</td>
</tr>
<tr>
<td>Mother’s Name:</td>
<td>PUPA CHAUDHARY</td>
</tr>
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<td>Email ID:</td>
<td>Enter Email ID</td>
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<td>Domicile State:</td>
<td>SELECT DOMICILE STATE</td>
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<tr>
<td>Caste Category:</td>
<td>Select Caste Category</td>
</tr>
<tr>
<td>Candidate’s Date of Birth:</td>
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</tr>
<tr>
<td>Candidate’s NEET Percentiles:</td>
<td>98.8000000000</td>
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<tr>
<td>Father’s Name:</td>
<td>BHARGV CHAUDHARY</td>
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<tr>
<td>Gender:</td>
<td>Select Gender</td>
</tr>
<tr>
<td>Mobile:</td>
<td>Enter Mobile</td>
</tr>
<tr>
<td>Person with Disability (PwD):</td>
<td>Select Person with Disability (PwD)</td>
</tr>
<tr>
<td>Your family annual income:</td>
<td>Select Your family annual income</td>
</tr>
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</table>

### 10+2 or an equivalent Qualification Detail

<table>
<thead>
<tr>
<th>Subject</th>
<th>%</th>
<th>Max. Marks</th>
<th>Marks Obtained</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>English %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOLOGY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Continue**
Confirm

Do you want to submit your application?

CONFIRM
IV. Counselling Fees Payment

i. If applicant wants to pay Fee through Online Payment gateway, he/she clicks on Pay Now button.

![Pay Now button and download challan link]

NEET UG (MEDICAL/DENTAL) ADMISSION / COUNSELLING 2019

You have submitted Application form Part-1 successfully. Kindly pay Counselling fees with applicable service charges to move further to fill the Application form Part-2. To Make Payment please click on Pay Now button or Download Challan and kindly visit your nearest emitra counter to pay the fee or in case your transaction got failed, to verify your payment, please click on Verify button.

Payable Amount is : 2,000 INR

![Application Form Part 1]

OFFICE OF THE CHAIRMAN, NEET UG MEDICAL & DENTAL ADMISSION/COUNSELING BOARD-2019 AND PRINCIPAL & CONTROLLER, SMS MEDICAL COLLEGE & ATTACHED HOSPITALS, JAIPUR

[Help line Number- 7568788892] [Helpline Email- neetugadmission@gmail.com]
ii. If applicant selects the Payment Aggregator through which he/she wants to pay the counselling fees and click on **Proceed To Pay** button.

iii. Applicant clicks on Proceed button and selects the respective bank to pay the Counselling fees.
iv. If Applicant fees successfully submitted, then Application Form-Part-2 will open for applicant. 

*Note- Applicant can download its payment receipt after completion of Application Form-Part-2.*

v. If Applicant fees is not successfully submitted online, then Applicant can click on **Verify** button to verify its payment. If even after that payment is not verified, then applicant can pay its counselling fees again.
vi. Applicant can also pay his/her counselling fees through e-mitra kiosk.

vii. Applicant clicks on **Download Challan** and take that challan to e-mitra kiosk to pay his/her counselling fees.
You have submitted Application form-Part 1 successfully. Kindly pay Counseling fees with applicable service charges to move further to fill the Application form-Part-2. To Make Payment please click on Pay Now button or Download Challan and kindly visit your nearest emitra counter to pay the fee or in case your transaction got failed please click on Verify button.

Payable Amount is : 2,000 INR

Download Challan

OFFICE OF THE CHAIRMAN, UG ADMISSION BOARD NEET 2019, JAIPUR
NEET UG (MEDICAL/ DENTAL) COUNSELLING 2019
APPLICATION FORM - PART 1

APPLICATION FORM ID: DME 19100001
NEET ROLL NO.: 518901306
NEET - SCORE: 670
STUDENT’S NAME: VIRENDRA CHAUDHARY
FATHER’S NAME: BHAGIRATH CHAUDHARY
MOTHER’S NAME: PUSPA CHAUDHARY
DATE OF BIRTH: 21/02/2000
GENDER: MALE
CASTE CATEGORY: General (UR)
PERSON WITH DISABILITY (P&W): No
EMAIL: a@xxxxxxx.com
MOBILE: 9xxxxxxx99
DOMICILE STATE: RAJASTHAN
YOUR FAMILY ANNUAL INCOME: >= 10 LAKHS
APPLICATION FEE: 2,000 INR

Help line Number- 7568788892  Helpline Email- neetugadmission@gmail.com
<table>
<thead>
<tr>
<th>APPLICATION FORM ID</th>
<th>19/00003</th>
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<tr>
<td>NEET ROLL NO.</td>
<td>19000134</td>
</tr>
<tr>
<td>NEET - SCORE</td>
<td>144</td>
</tr>
<tr>
<td>STUDENTS NAME</td>
<td>DEEPAK SHARMA</td>
</tr>
<tr>
<td>FATHERS NAME</td>
<td>JAGDISH SHARMA</td>
</tr>
<tr>
<td>MOTHER'S NAME</td>
<td>MATHURA DEVI</td>
</tr>
<tr>
<td>DATE OF BIRTH</td>
<td>09/03/2001</td>
</tr>
<tr>
<td>GENDER</td>
<td>MALE</td>
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<tr>
<td>CASTE CATEGORY</td>
<td>Schedules Tribes(ST)</td>
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<tr>
<td>CASTE SUB CATEGORY*</td>
<td>ST-STA</td>
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<tr>
<td>PERSON WITH DISABILITY (PWO)</td>
<td>Yes</td>
</tr>
<tr>
<td>EMAIL</td>
<td>nixxxxx.com</td>
</tr>
<tr>
<td>MOBILE</td>
<td>03xxxxxxxx01</td>
</tr>
<tr>
<td>DOMICILE STATE</td>
<td>RAJASTHAN</td>
</tr>
<tr>
<td>YOUR FAMILY ANNUAL INCOME</td>
<td>=&gt; INR 2.5 lakhs and &lt; INR 8 lakhs</td>
</tr>
<tr>
<td>APPLICATION FEE</td>
<td>2,000 INR</td>
</tr>
</tbody>
</table>
V. Application Form-Part-2

i. After successful payment made by Applicant, application automatically opens the Application Form-Part-2.

1) Personal Details-

i. Application displays the following fields filled from previous Application form-Part-1-
   - NEET UG Roll No.
   - NEET Score
   - Candidate Student
   - Father Name
   - Mother Name
   - Date of Birth
   - Gender
   - Caste Category
   - Domicile
   - Person with Disability
   - NEET Percentile
   - Your Family Annual Income

ii. Applicant fills/selects following fields-
   - Salutation
   - Nationality
   - Whether Candidate belongs to WDP/WPP?
   - Do you want to claim NRI quota as per norms?

If applicant selects “Do you want to claim NRI quota as per norms?” as Yes and then applicant has to select which State he/she belongs.

If applicant selects “Do you want to claim NRI quota as per norms?” as No then application asks applicant’s eligibility condition as-

Are you a Rajasthan State Candidate (do you fulfil any of the criteria under clauses I to X)

OR

Are you a candidate from State Other than Rajasthan (you do not fulfil any of the criteria under clauses I to X) and wish to apply for Govt. / Management seats as other than Rajasthan State Candidate and participate in Rajasthan State NEET UG MBBS/BDS Counseling 2019.

If applicant selects First option then application ask applicant to select the Other Eligibility criteria from I to X mandatorily
If applicant selects Second option then application do not ask applicant to select the Other Eligibility criteria.

iii. Applicant click on Save and Continue button.

Help line Number- 7568788892
Helpline Email- neetugadmission@gmail.com
<table>
<thead>
<tr>
<th>Auditor No.:</th>
<th>Enter Auditor No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationality:</td>
<td>INDIAN</td>
</tr>
<tr>
<td>Person with Disability (PwD):</td>
<td>No</td>
</tr>
<tr>
<td>Whether You belong to Defence / Para-military:</td>
<td>Widows/Wards of Para-military Personnel(WPP)</td>
</tr>
<tr>
<td>Para-military Category:</td>
<td>WPP3 Widows/Wards of defence personnel who ...</td>
</tr>
<tr>
<td>NEET Percentile:</td>
<td>56.3940478</td>
</tr>
<tr>
<td>Your family annual income:</td>
<td>&lt;= INR 2.5 lakhs and &lt; INR 8 lakhs</td>
</tr>
</tbody>
</table>

**Do you claim NRI Quota as per norms?:**
- No

**Eligibility Conditions:**
- Are you a Rajasthan State Candidate (do you fulfill any of the criteria under clauses 1 to X)?
- Are you a candidate from State Other than Rajasthan (you do not fulfill any of the criteria under clauses 1 to X) and wish to apply for Govt. / Management seats as other than Rajasthan State Candidate and participate in Rajasthan State NEET UG MBBS/MDS Counseling 2019

[Save and Continue]
2) Address Details -

i. Applicant enters the Present address details.

ii. Applicant selects his/her State, District and enter Pincode.

iii. If Applicant Present Address is same as Communication Address then Applicant click on **Same as Present Address** Checkbox.

iv. Application displays Email id and Mobile number from application form-Part-1.

v. Applicant can enter Alternate mobile(Optional) and Phone no (Optional).

vi. Applicant clicks on **Save and Continue**.
3) Educational Qualification-

i. Applicant enters the Secondary or 10th class details as- Name of Board and select passing year.

ii. Applicant enters the Higher Secondary or 12th class details as- Name of Board, select passing year and total percentage marks obtained in 12th class.

iii. Application displays the following fields form Application form-Part-1 and does not allow applicant to change it-
   - Result Status
   - Marks Type
   - No. of Attempts
   - Percentage marks of English, Physics, Chemistry, Biology/Biotechnology

iv. Applicant clicks on **Save and Continue**.
### Personal Details

#### Educational Qualification

<table>
<thead>
<tr>
<th>Subject</th>
<th>%</th>
<th>Max. Marks</th>
<th>Marks Obtained</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
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<td>70</td>
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<tr>
<td>Biology</td>
<td></td>
<td>100</td>
<td>80</td>
<td>80</td>
</tr>
</tbody>
</table>

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4) Other Eligibility Criteria-

i. Applicant selects the applicable Other Eligibility Criteria.

ii. Applicant can select either I-X or XI as per his/her applicability. Applicant can select more than one criteria from I-X as applicable.

iii. Applicant clicks on Save and Continue.

**Note** - If applicant selects “Do you want to claim NRI quota as per norms?” (Personal Details tab) as No then application asks applicant’s eligibility condition as-

**Are you a Rajasthan State Candidate** (do you fulfil any of the criteria under clauses I to X) **OR**
Are you a candidate from State Other than Rajasthan (you do not fulfil any of the criteria under clauses I to X) and wish to apply for Govt. / Management seats as other than Rajasthan State Candidate and participate in Rajasthan State NEET UG MBBS/BDS Counseling 2019.

a) If applicant selects First option, then application ask applicant to select the Other Eligibility criteria from I to X mandatorily

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NEET UG MEDICAL & DENTAL ADMISSION/COUNSELLING BOARD-2019
AND PRINCIPAL & CONTROLLER, SMS MEDICAL COLLEGE & ATTACHED
HOSPITALS, JAIPUR
b) If applicant selects Second option then application do not ask applicant to select the Other Eligibility criteria.

5) Document Upload-

i. Applicant uploads the following documents-
   - Photograph(image file of minimum 20 kb and maximum 50 kb size)
   - Signature(image file of minimum 20 kb and maximum 50 kb size)
   - Xth marksheet(image/PDF file of minimum 100 kb and maximum 150 kb size)
   - XII marksheet(image/PDF file of minimum 100 kb and maximum 150 kb size)

ii. Applicant shall have to upload other documents like Person with Disability certificate, WDP/WPP, ST-A certificate as applicable.

iii. Applicant clicks on Save and Continue.
6) Preview and Lock & Submit-

i. Applicant verifies its information once again in Preview tab. If he/she wants to make any changes in Application form-Part-2, he/she can make changes before final locking their form.

ii. Applicant reads the declaration carefully and selects the declaration and clicks on Final Lock & Submit button.
OFFICE OF THE CHAIRMAN,
NEET UG MEDICAL & DENTAL ADMISSION/COUNSELING BOARD-2019
AND PRINCIPAL & CONTROLLER, SMS MEDICAL COLLEGE & ATTACHED
HOSPITALS, JAIPUR

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Helpline Email- neetugadmission@gmail.com

<table>
<thead>
<tr>
<th>Personal details</th>
<th>Address Details</th>
<th>Educational Qualification</th>
<th>Other Eligibility Criteria</th>
<th>Document Upload</th>
<th>Preview &amp; Lock and Submit</th>
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<tr>
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<td><strong>HEE 91120509</strong></td>
<td><strong>PAYMENT RECEIPT NO.:</strong></td>
<td><strong>273053</strong></td>
<td><strong>Preview &amp; Lock and Submit</strong></td>
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<tr>
<td><strong>NAME:</strong></td>
<td>M. VIRENDRA CHOUDHARY</td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td></td>
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<tr>
<td><strong>FATHER’S NAME:</strong></td>
<td>BHAGWAT CHOUDHARY</td>
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<tr>
<td><strong>MOTHER’S NAME:</strong></td>
<td>PUSPA CHOUDHARY</td>
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<td></td>
</tr>
<tr>
<td><strong>PRESENT ADDRESS:</strong></td>
<td>YOUDA BHAWAN IT BUILDING C BLOCK TITAK NANG</td>
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</tr>
<tr>
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<tr>
<td><strong>PERSON WITH DISABILITY (PD):</strong></td>
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<td></td>
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<tr>
<td><strong>WHETHER BELONGS TO DEFAST / PASS MILITARY:</strong></td>
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<td></td>
<td></td>
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<tr>
<td><strong>TOTAL FAMILY ANNUAL INCOME:</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DO YOU CLAIM MR QUOTA AS PER NORMS:</strong></td>
<td>NO</td>
<td></td>
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**EDUCATIONAL DETAILS**

**SECONDARY / WITH OR AN EQUIVALENT EXAMINATION**

<table>
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<tr>
<th>NAME OF BOARD</th>
<th>RAJASTHAN BOARD OF SECONDARY EDUCATION</th>
<th>YEAR OF PASSING</th>
<th>2013 OR AN EQUIVALENT EXAMINATION</th>
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<tr>
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<td>YEAR OF PASSING</td>
<td>2013 OR AN EQUIVALENT EXAMINATION</td>
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<td>RESULT STATUS</td>
<td>PASS</td>
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<td>MARKS PERCENTAGE</td>
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<tr>
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<td>CHEMISTRY</td>
<td>70%</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>80%</td>
<td>ENGLISH</td>
<td>50%</td>
</tr>
</tbody>
</table>

**(UNDEARLING)**

I DO HEREBY DECLARE THAT ALL THE INFORMATION GIVEN BY ME IN SUPPORT OF MY APPLICATION FOR REGISTRATION IS TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE, IS BINDING ON ME AND NOTHING HAS BEEN HIDDEN BY ME. I SHALL NOT CLAIM ANY CHARGE OR ALTERATION. ANY OF THEM IS FOUND TO BE INCORRECT OR FALSE, MY CANDIDATURE WILL BE LIABLE TO BE REJECTED AND I SHALL BE LIABLE TO ANY PENAL ACTION AND / OR PUNISHMENT AS MAY BE DEEMED FIT BY THE UG ADMISSION BOARD. I HAVE GONE THROUGH ALL THE RULES, INFORMATION BOOKLET, INSTRUCTIONS FOR FILLING ONLINE REGISTRATION FORM, COLLEGE INFORMATION SHEET, NOTIFICATION(S), FEE STRUCTURE ETC. AND PROMISE TO ABIDE BY THEM. I FULLY THE PRESCRIBED ELIGIBILITY CRITERIA RELATING TO EDUCATIONAL QUALIFICATION ETC. FOR THE COURSE(S) I AM APPLYING FOR.

I HEREBY AGREE, IF ADMITTED, TO ABIDE BY THE RULES AND REGULATIONS IN FORCE AT THE COLLEGE OR THOSE THAT MAY HEREAFTER BE MADE FOR ADMINISTRATION OF THE COLLEGE AND I UNDERTAKE THAT SO LONG AS I AM A STUDENT OF THE COLLEGE, I WILL DO NOTHING WHETHER INSIDE OR OUTSIDE THE COLLEGE THAT WILL INTERFERE WITH ITS ORDINER WORKING AND DISCIPLINE.

| **Final Lock & Submit** |
iv. Applicant can download its counselling fee receipt from **Download PDF** button.