PLEASE READ CAREFULLY THE FOLLOWING INSTRUCTIONS BEFORE YOU START FILLING UP THE ONLINE APPLICATION FORM

Profile Registration

1. Before starting to fill up the form, read thoroughly the IIST Ph.D. Programme – January 2016 Admission Notification on the web site.
2. The student should have a valid e-mail ID.
3. Scanned copy of your recent photograph in JPG/JPEG format with white Background (Maximum size 100KB) and signature (Use Black Pen to Sign; max size 100KB) in JPG/JPEG format shall be kept ready. SC/ST/OBC/PWD candidates shall scan the relevant proof as detailed below in JPG/JPEG format before initiating the profile registration.

   a). SC/ST/OBC(Non- Creamy Layer) candidates shall upload the relevant caste Certificate at the time of profile registration.

   b) Persons with Disabilities (PWD) shall upload the medical certificate issued by Medical board at the time of profile registration.
4. The site does not offer automatic saving of the document. The data on a page gets saved once you click on the **"Confirm"** button provided in the page.
5. After entering the data and after uploading your photograph, signature, other proofs (Caste Certificate, Medical Certificate, wherever applicable), see the **preview of your application** along with uploaded photograph, signature and other proof wherever applicable. If you need to make any correction in your data, photograph and signature, other proof as above, please click the "**MODIFY**" button and correct data/uploaded photograph and signature. Please see the **PREVIEW** and finally **"CONFIRM"** your online application.
6. After the successful submission of the Profile, IIST Registration Number and Login Password will be allotted to the applicant. The same will be displayed and also be intimated to the applicant by an email. The applicant shall note down the registration number and login password for proceeding to course registration and for accessing application related information from the website in future.

Course Registration

1. For Course registration the applicant has to use the system generated IIST Registration Number and login password.
2. If the applicant is eligible and wishes to apply for more than one Department code, he/she has to submit the application and application fee for the respective Department codes separately. (Download the challan(s) separately and pay for those Department codes separately). The application fee is non-refundable.

Printing Challan, Remittance of Fees and Uploading of Institute copy of Challan

1. On registration of a course, Challan will be generated automatically. In case the applicant could not download the challan immediately after course registration he/she may click on the Print Challan link, using system generated IIST Registration Number and login password.
2. Print the Challan form, sign it and take it to any State Bank of India (SBI) branch. Remit the mentioned amount (**ONLY AFTER 2 (TWO) WORKING DAYS FROM THE DATE OF REGISTRATION**) and take back the student's copy and Institute's copy of challan which contains journal number and seal of the bank where payment is made. Upload the stamped Institute's copy of challan to complete the application procedure. Keep a copy of challan with you for your future references.
3. After uploading the Institute's copy of challan, the applicant may check for the status of his/her application on a subsequent day.

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