

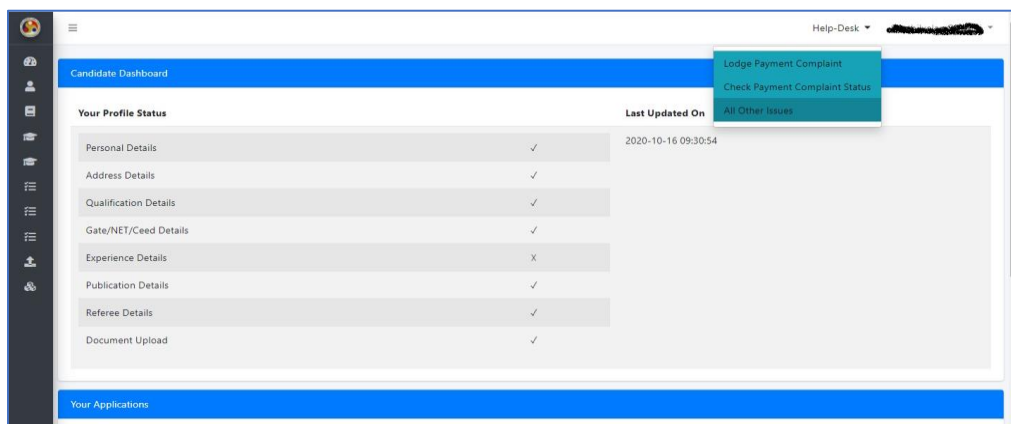
Instructions for Candidates



Register:

1. To register yourself please click on Register button from homepage and the following window will appear.

2. Please fill all the fields carefully and recheck before submission. The email ID mentioned here will get an email confirmation after successful registration. After registration is complete, user will be redirected to homepage.
3. From homepage user can click on login option to start filling up the application form.
4. After successful login, the following window will appear.



In the above screenshot user can see the status of filled/initiated application form. For new users, the Dashboard will remain blank.

To start filling up the application form go-to left side of the window and first click “Personal Details” section first. Candidates are advised to fill the personal details before going to any other sections. If candidates fill other sections first, his data will not be saved.

Things to Remember/Follow while filling application form:

Personal Details:

1. Please fill all the information carefully.
2. For **Regular and Full Time** candidates, candidate should provide **Qualified in National Level Scholarship Exam** details while prompted. Failure to submission will be considered as rejected.
3. If you opt for Part-Time you have to fill the work experience details.
4. Candidates are advised to fill the bank account details and other related information carefully and candidate name will be considered as the bank account holder name.
5. After filling the personal details candidates are free to go to any section to fill their data. We strongly recommend to continue the process as is in the given order.

Address Details:

1. Candidates are advised to give complete information in correspondence address details as well as permanent address.

The screenshot shows a web application interface for 'Address Details'. At the top right, there is a 'Help-Desk' dropdown menu. The main content area is titled 'Address Details' and includes a note: '* Marked fields are mandatory'. Below this, there are two sections: 'Correspondance Address' and 'Permanent Address'. Each section contains a 'Same as Above' checkbox and several input fields: Address Line 1, Address Line 2, Address Line 3, Vill./City/Town, District, State, PinCode, and Contact No. A green 'Update' button is located at the bottom of the form. The footer of the page contains the text 'Copyright © 2020 All rights reserved.' and 'Version 1.0'.

Qualification Details:

1. **Class X or Equivalent** and **Class XII or Equivalent** examination details are compulsory.
2. **Diploma Details** are optional.
3. **Degree details** are compulsory.
4. **Master Degree Details** are compulsory.
5. **Dual Degree Details** are optional.
6. If a candidate has Dual Degree/Integrated Masters, the same details can be repeated in the compulsory columns of Degree and Masters details.

While filling the Diploma/Degree/Master degree/Dual degree details please following the instruction given below:

- a. **Name of the Diploma** → Degree/Diploma Name.
- b. **Name of the Institute/College/University** → Name of the university from which the degree/diploma has been pursued.

- c. **Degree awarded by Institute/University** → Name of the institute/university from which the degree/diploma has been affiliated with.
- d. **Discipline/Major/Branch** → Degree major/discipline or branch name.
- e. **Specialization(if any)** → Specialization Details if any (Optional)
- f. **Status** -> Appeared/Passed status.
- g. **Month and Year of Passing** → Month and year of passing, e.g. December, 2015.
- h. **Grade Format** → Grade/result declaration format either in percentage or in CPI mode.
- i. **Percentage of Marks/CPI Obtained** → enter percentage received in exam **or** enter CPI obtained.
- j. **100%/Max. CPI** → Enter 100 if the grading system was in percentile or Maximum Grade points e.g. 10.
- k. **Marksheet/Grade-Card available for uploading** → Upon 'Yes', candidate needs to upload the marksheet/certificate when prompted.

GATE/NET/CEED/INSPIRE Details:

For receiving assistantship in PhD programmes, an applicant must fulfil the following criteria: "Post Graduate Degree in Basic Science OR Graduate / Post Graduate Degree in Professional Course selected through a process described through any one of the following: (a) Scholars who are selected through National Eligibility Tests - UGC NET including lectureship (Assistant Professorship) and GATE; (b) The selection process through National level examinations conducted by MHRD and its Agencies and Institutions such as UGC / IIT / IISc. / IISER / IIIT etc."

1. **Is Your Qualifying Degree from IIT** → if yes please select the name of IIT from drop down box.
2. **Qualified in National Level Scholarship Exam** → If candidate is Regular and Full Time student, then he/she must submit a national level examination (GATE/NET/CEED/INSPIRE) details.
3. Please fill the respective national level examination details.
 - a. In CEED details, Year of Appeared (must be 4 digit), Registration Number, Score and Marks are mandatory.
 - b. In Gate Details, Year of Appeared (must be 4 digit), Registration Number, Paper Code, Score, Marks, All India Rank are mandatory.
 - c. In NET/NET-JRF Details,
 - i. Discipline → NET / NET-JRF
 - ii. Subject → Name of subject chosen in the examination.
 - iii. Exam Appeared Date → NET Examination Date.
 - iv. Valid Upto → Expected Month and Year or Only year.
 - v. Marks Received in Part A → must be numeric.
 - vi. Marks Received in Part B → must be numeric.
 - vii. Marks Received in Part C → must be numeric.
4. Area of Interest 1 → description of research interest. (mandatory).
5. Area of Interest 2 → description of research interest. (optional).
6. Area of Interest 3 → description of research interest. (optional).

Work Experience Details:

Work experience Details are **mandatory** if the candidate/student is opting any Part-Time admission category. Regular/Full-Time candidates/students can fill this as **optional**.

1. Organization → Name of organization
2. Position → Position holds on that organization
3. Work Type → Allotted work type.
4. Start Date → joining date
5. End Date(Optional) → Leave date.

Publication Details:

Publication Details are **optional to all**.

1. Title → Title of the published paper
2. Author(s) → All Author name if the publication has multiple authors.
3. Journal → Journal Details.
4. Volume → Mention the published journal volume number
5. Year of Publication/ Accepted → Year of publication or year of acceptance.

Referee Details:

Referee Details are **optional to all**.

1. **Referee Name** → Name of referee.
2. **Designation** → Designation of the referee.
3. **Affiliation/ Institute** → Institute/Affiliation details of the referee.
4. **Email** → Email address of the referee.
5. **Phone** → Phone Number of the referee.

Upload Documents:

The screenshot displays a web interface for document uploads. It features a sidebar on the left with navigation icons. The main content area is divided into three sections:

- Upload PHOTO** (in JPG only, maximum allowed file size is 200KB): Includes a 'Choose File' button, a text field showing 'No file chosen', and an 'Upload' button.
- Upload Signature** (in JPG only, maximum allowed file size is 100KB): Includes a 'Choose File' button, a text field showing 'No file chosen', and an 'Upload' button.
- Upload Documents** (in PDF only, maximum allowed file size is 1MB): A table with 7 rows, each representing a document type. Each row has a 'SI No.', 'Document Details', and an upload field with 'Choose File', 'No file chosen', a file icon, and an 'Upload' button.

At the bottom of the document upload section, there is a 'Preview Application' button. The footer contains 'Copyright © 2020 All rights reserved.' and 'Version 1.0'.

SI No.	Document Details	Upload Field
1.	Date Of Birth Certificate (In the absence of DoB Certificate, upload any document where DoB is mentioned)	Choose File No file chosen [File Icon] Upload
2.	Class 10 Certificate	Choose File No file chosen [File Icon] Upload
3.	Class 10 Marksheet	Choose File No file chosen [File Icon] Upload
4.	Caste Certificate	Choose File No file chosen [File Icon] Upload
5.	Degree Certificate	Choose File No file chosen [File Icon] Upload
6.	Master Degree Certificate	Choose File No file chosen [File Icon] Upload
7.	One page Write up on Proposed Research Work	Choose File No file chosen [File Icon] Upload

Candidates are advised to upload all the related documents in respective category.

1. **Photo:** Candidate/Student should upload his/her photo in jpg format with maximum allowed file size of 200KB.
2. **Sign:** Candidate/Student should upload his/her signature in jpg format with maximum allowed file size of 100KB.
3. Please upload all the prompted documents at respective upload placeholder. Once uploaded please confirm the uploaded document by clicking the download button. If any document were uploaded by mistake/wrong document uploaded, please re-upload the correct document.
4. Once the document upload is complete, candidates can proceed to Application Preview and Final Submission along with Fee payment.

Application Preview and Apply

Department / Centre Choice and Payment of Application Fee

Select Department to Apply

Biosciences and Bioengineering

Fee Amount payable
₹ 300.00

Apply and Pay

Candidates/students can submit multiple application by filling the application form once. Candidates are advised to visit Preview Application option from left navigation menu directly after filling/submitted a form.

Before clicking **Apply and Pay** button please read the following instruction:

1. All male candidates belonging to General and OBC category are required to pay Rs.300.00 as application fee.
2. All other candidates will have to pay Rs. 150.00.
3. To pay fee please select the department to apply for and then click **Apply and Pay**.
4. It will redirect the browser to payment gateway and after successful payment candidate will have to login again to get the Application Form.
5. Applicant can submit one application in a single department.

Important Information related to payment of fee.

Payment will be processed based on your application number. Please confirm the network connectivity and browser compatibility for un-interrupted payment processing.

If any connectivity interruption/failure occurs after amount has been deducted from the bank account, please do not initiate any more transaction by clicking the **Retry Payment** button. Your fee status will be updated automatically and you will be informed by email. If the payment status remains unpaid after 2(two) working days, please lodge a complaint on "**Help-Desk**" and proceed with a fresh transaction by clicking the **Retry Payment** button. Your earlier payment, if any received by the IIT Guwahati after two working days of your first transaction, will be refunded to the original payment method.

If you do not receive any email, you can also send email to us on acadphd@iitg.ac.in with proper mention of application number and payment transaction details.

Report an Issue to Us:

All payment related matters should be submitted to **Lodge-Payment-Complaint** option on "**Help-Desk**". For any other issues during filling the application form, please submit a request by clicking **All Other Issues** on "**Help-Desk**".