

Online Application for Admission to M.Tech., M.Pharm. and Ph.D. Programmes (July 2015 Semester) for the Academic Session 2015-16

IIT (BHU) invites applications from the prospective candidates for admission to **M.Tech., M.Pharm. and Ph.D.** programmes (**July 2015 Semester**) in various departments/schools for the academic session 2015-16. **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 for any queries related to the online submission of application.

I. INSTRUCTIONS TO APPLICANTS

[Download instructions](#) ☐

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**
- Step 5. Fill in academic information**
- Step 6. Select the primary programme you are applying for**
- Step 7. Select additional programmes, if any (optional)**
- Step 8. Self Declaration**
- Step 9. Save, Display/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 fields for which you do not have any data.

Step 1. Register into the Admission Portal

- An applicant can submit **only one application**. Applicants **MUST REGISTER** into the Admission Portal in order to submit the application online.
- Click on **"Register"** link to **OPEN** the registration page.

Important Note:

Registration into the Admission Portal is allowed only between 10.00 AM to 06.00 PM on all working days.
However, the Admission Portal is open 24 hrs for submission of application form on all days.

- Enter your **full name, Father's name, Mother's Name** and select your **Date of Birth** as per your High School certificate.
- Select your **Gender**, select the **Category** from the "drop-list", select the option for **Physically challenged** and Select the **Nationality**.
- Enter your **Email address** (eg: xyz@abc.com) and 10-digit **Mobile number** (eg: 9123456789). All correspondence related to your application will be sent only to the email ID provided here.
- Enter your complete **Correspondence address** and **Permanent address**.
- Click on **"SUBMIT"** to preview and verify the data entered by you and confirm by typing **"Y"** to submit the data for registration. You can proceed to edit the data by typing **"N"** if needed.
- After you successfully complete the registration, the **login credentials** will be sent to your Email ID. You will find the **"Login ID"** and **"Password"** in the subject line of email. 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 on **"Login"** link to **OPEN** the Login page. The **Login ID** is the eight-digit registration/application number (eg: 15100123) sent to your email ID.
- Verify whether all the data which you have submitted during the initial registration (step 1) appears properly under **"Personal information"**.

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 preview the uploaded images before submitting them.

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 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 (B.H.U.), 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. Keep a copy of 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 and date.

Step 5. Fill in the academic information (*Please refer the information brochure for the eligibility criteria*)

- Fill in the **"Academic Information"** - Percentage of marks or CPI of certificate/degree programmes should be filled accurately in the relevant fields.
- Fill in the **"Work experience"** (*For Sponsored candidates only*)
- Fill in the **"Publications data"** (if any) - Enter the numbers in each categories and list the details of each publication in the box provided.
- Enter the **"Referees details"** (*For PhD candidates only*) - Provide the name, address and email ID of two referees

Step 6. Select the primary programme (Compulsory) you are applying for (Please refer the Annexure-I & II of information brochure for the eligibility criteria)

- Please note that you **MUST** click the "Check box" in order to **SAVE** all selection(s) you make from this point onwards.
- Select the "Student status" and "Financial status" from the drop-list.
- Select the primary "Programme name", "Department/School", "Discipline" and "Choice of Specialization" if any, as per the order of your preference.

Step 7. Select additional programmes/disciplines, you wish to apply (Optional)

- In case you wish to apply for additional M Tech/PhD programmes (Please refer the eligibility criteria in the Annexure-I & II of information brochure), click "Yes" and then select the "programme name", "department", "discipline" and "choice of specializations" if any, in the order of your preference.

Step 8. Self Declaration

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

Step 9. Save, Display/View, LOCK/SUBMIT and Download the Application form

- After filling all fields, applicants **MUST "Save"** the data and **"View"** the application form for correctness of all entries before proceeding to the **FINAL SUBMISSION**.
- After thoroughly verifying the entries, Click **"LOCK/SUBMIT"** button to view the confirmation page for **FINAL SUBMISSION**. After re-verifying your entries, select, **"Yes I Confirm"** and click "Submit" to finally **SUBMIT & LOCK** 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, acknowledgement will be sent to your email ID. These documents may be retained for your records and future reference.

Important Note:

Please note that you are **NOT REQUIRED** to send the hard copy 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 from the Head/Coordinator of Department/School concerned through **EMAIL ONLY**.

Queries if any, related to your application may be sent to the email IDs 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.

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II. INSTRUCTIONS FOR SHORTLISTED CANDIDATES

The shortlisted candidates should appear during the written test and interview on the dates notified, with the following relevant documents in original. Candidates can download the prescribed format of some certificates/documents from the appropriate links provided below.

- Date of birth (DOB) certificate or High School (10th) Certificate containing DOB
- e-Receipt of application processing fee
- Category Certificate, if applicable - *Format for SC/ST certificate, Format for OBC certificate*
- Certificate of Physically challenged category, if applicable
- Medical fitness certificate from any registered medical practitioner.
- GATE/GPAT/CSIR/UGC-NET score card
- Mark sheets/Grade sheets/Degree certificates of all academic records
- *Format of certificate 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 (Form I, Form II, Form III & Form IV whichever applicable) and relieving or resignation letter (*For Sponsored candidates only*)
- Two letters of reference in sealed envelopes (*Only for PhD candidates*)- *Format for letter of reference*
- Undertaking (*Only for candidates who are offered admission*) - *Format for undertaking*
- Copy of online generated application form duly signed by the candidate in all pages
- Copy of e-acknowledgement

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III. INSTRUCTIONS TO CANDIDATES WHO ARE OFFERED ADMISSION

- Candidates who are offered admission to M.Tech./M.Pharm./Ph.D. programme will be informed through **EMAIL ONLY**. Their names will also be notified in the admission portal.
- **Payment of Academic Fee and Submission of corresponding e-Receipts:** Candidates who are offered admission SHOULD remit the **Academic Fee** via **ONLINE ONLY**. (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 (B.H.U.), VARANASI" and click "Submit". Then, select the payment category "ACADEMIC FEE". Fill in the payment details carefully and click "Submit" to make the payment. Keep a copy of e-receipt for your records.
- Candidates should send the soft copy of e-receipt via email to the concerned Head/Coordinator (*Click here to see the email ID*) of Department/School;
(a) For M.Tech./Ph.D. Candidates: **On or before 13 June 2015.**
(b) For M.Pharm./Ph.D (Pharmacy) Candidates: **On or before 09 July 2015.**
- In case, the candidate wishes to withdraw his/her admission, after paying the Academic fee, he/she may do so, **on or before 20 June 2015 (For M.Tech./Ph.D.)/15 July 2015 (For M.Pharm./Ph.D. Pharmacy)**. Such candidates will be refunded the Academic fee paid, after a deduction of **Rs. 5000/-**. No refund of Academic fee would be made to any candidate who withdraws his/her admission after the last date for withdrawal.

Please contact help.admission@itbhu.ac.in for any queries related to the online submission.