

7.0 **HOW TO APPLY**

7.1 : FILLING OF ON-LINE APPLICATION FORM AND SUBMISSION OF HARD COPY:

Step 1

Visit university website www.dhsgsu.ac.in

Click the **MPOnline** in quick links

A Window showing following shall appear

Notifications	Services	download
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Click on to services

A Window showing **Application for PhD Admission/Entrance Test - 2015-16** shall appear

Step 2 Click on **Application for PhD Admission/Entrance Test - 2015-16**

This will take you to online application form.

- Fill all the Entries carefully.
- Attach your scanned photographs (maximum size 250kb and 72DPI(200*200 pixels))
- Attach your scanned signature (maximum size 100kb)
- **Verify your entries before you proceed to the next step.**

Note 1: Certain markers such as age, qualifications, percentage, category and fees are mandatory. Without making entries in these fields candidates may not be able to proceeds for next step.

Note 2: Candidate can apply only in one Ph.D. programme at a time. As the date, time, and venue for all the Ph.D. programmes is simultaneous.

Note 3: For **Direct Admission** Candidates, **Read the para 3 page 4 of the brochure carefully**

Step 3 Fill the details carefully:

- Give only your Mobile Number and e-mail for receiving mails & SMS.
- Category (SC/ST/OBC/OBC-NCL/PC) Certificate must be with you

Check all the particulars carefully then submit the form

Fill the verification **code** and click **Submit Details**

A form will be generated on monitor with details, photograph signatures and application id.

For **Direct Admission** Candidates, **Read the para 3 page 4 of the brochure carefully**

- Submit declaration after declaration Click on **Proceed to payment**

Step 4

- Select your payment gateway through MPOnline authorized KIOSK / Net Banking / ATM cum Debit Card / Credit Card

After payment an application receipt will be generated

- The Monitor ready copy of the application form will be displayed.
- Candidates may get their form and payment receipts by entering **Application ID** and **Date of Birth**

Step 5

- Candidates can check their form and payment receipts by entering **Application ID** and **Date of Birth**.
- Keep one hard copy of the form with you.
- Bring hard copy on the date of examination at the examination center in a closed envelope marked with your Roll Number and DOB.
- The envelop be addressed to The **Chairman, Admission Cell, Dr. Harisingh Gour University, Sagar – (M.P.) 470003**
- **ONLINE log-in is compulsory for each candidate interested in the Ph.D. programme of this University**
- **Candidates for Direct Admission may send their applications to the The Chairman, Admission Cell, Dr. Harisingh Gour University, Sagar – 470 003 (M.P.) marked with Your Form Number and Subject code.**
- **Scrutiny/verification of all the documents viz., (age, academic performance, category-SC/ST/OBC-NCL/PC certificates, Kashmiri Migrants etc) shall be performed at the time of**

Interview / counseling.

- i. However, Hard-Copy/Printout of application form Completed in all respect (SC/ST/OBC-NCL/PC/ and valid NET-JRF certificates be brought at the time of Counseling.
- ii. Do not submit any original document, however, produce the same as and when asked by the Board and university authorities.

7.2 ADMIT CARD

- i. No candidate shall be allowed to appear in the Test Centre without a valid Admit Card.
- ii. **Identity Verification:** At the examination hall, the admit card has to be presented to the invigilators for verification. The candidate's identity will be verified with respect to his/her details on the admit card and the centre verification record. If the identity is in doubt, the candidate will not be allowed to appear in the center.
- iii. The candidates are advised to keep the Admit Cards carefully as it would be required at the time of interview.

iii. Important : The candidates should carefully examine the Admit card and all entries made therein. In case of any discrepancy, the candidate should inform immediately to the Admission Cell.

7.3 : Entrance Examination Fee

Entrance Test Fee: General / OBC / PC category

Entrance test fee is **Rs.900/+30/ (portal charge)** for General, OBC & PC Candidate **Rs.450/+30/ (portal charge)** for SC/ST Candidates. It will be deposited through MPOnline authorized KIOSK in MP or any ATM cum Debit Card/Credit Card or Net Banking from anywhere.