

INSTRUCTIONS FOR SUBMISSION OF ONLINE APPLICATION FOR APJEE- 2017

PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING THE APPLICATION FORMS

(The following items will be required to complete the ON-LINE Application form and applicant should keep these ready before filling the form:

a) A valid Mobile number and email address for receiving notification regarding the examination

b) Scanned copy of Photograph in .jpg format not exceeding 25KB

c) Scanned copy of Signature in .jpg format not exceeding 25KB

d) Net banking / Debit / Credit Card details

1. Candidates must follow the instructions strictly as it appears in the instruction panel.
2. Candidates are strictly advised NOT to use the back button or refresh the page during the form filling process.
3. Candidates can fill up the entire form in one session or enter one part of the information and save and complete the same at a later stage within the due date of filling up of form.
4. Candidates are to be careful while filling up each of the fields or selecting option from the drop down menu such as Category, Gender, Date of Birth etc.
5. Candidates appearing in the qualifying examination 2016 are also eligible to apply.
6. The selection of the candidates is purely provisional. All selected candidates will have to produce their original mark sheets / grade cards /pass certificates at the time of counselling. Otherwise they will not be considered for allotment of seats.
7. Online Application can be submitted w.e.f. 07/03/2017 to 28/04/2017
8. Please read the instructions carefully and then click on the Continue Online Form Submission Button to proceed with the submission of application.
9. During the online form fill up process provide all information mentioned in the form and click on "Continue" to continue the form fill up process. If you are not ready to continue you can save the information already entered by clicking on the Save Button. You can resume to fill up rest of the details in the form at a later time within the due date for filling up the form.
10. After filling the requisite information you must upload scanned copy of your photograph and signature as per instruction given. The photograph must be clear to the eyes and recognizable in colour format with date of taking the photograph (taken on or after 01.10.2016). The photograph and signature must be in .jpg format and of size not exceeding 25KB.
11. Review and check all the data you have entered before clicking the "Final Submit" button. Once the candidate submits the form, no changes can be made in the application. No correspondence in this regard would be entertained under any circumstances.
12. Application fees are as follows:

For Net Banking					
Category	Application Fee	Net Banking Charge	Service Charge (12.36% on net banking charges)	Total Amount	Amount Rounded to
APST	500/-	10/-	1.23	511.23	511/-
NON-APST	700/-	10/-	1.23	711.23	711/-

For Debit Card/Credit Card					
Category	Application Fee	Debit Card/Credit Charge	Service Charge (12.36% on Debit Card/Credit charges)	Total Amount	Amount Rounded to
APST	500/-	20/-	2.46	522.46	522/-
NON-APST	700/-	20/-	2.46	722.46	722/-

13. After filling up the form candidates will be asked to choose the payment mode. Payment can be made ONLINE using Debit Card / Credit Card (Maestro/Master/Visa) / Net banking

14. Complete the application process by clicking on the "Final Submit" button.

15. Please check that a unique registration no. has been generated and a Registration Confirmation Page is displayed after the final submission.

16. Please print and keep the Registration Confirmation page for future reference and correspondence.

17. You shall receive an SMS on your registered mobile number and an email notification in your verified email address, when your Admit card is ready to be downloaded from the website. Please visit the website www.apjee.in from 10/05/2017 for downloading Admit Card.

18. To download Admit card candidates can either enter their Registration No. in the requisite field or they can directly login to their panel using their user id and password to download their Admit Card.

Print the Admit Card and carry it to the examination hall. Without Admit Card candidate will not be allowed to appear in the exam. Candidates are also advised to keep the Admit Card till the final admission in the respective nominated institutions.

19. Candidates not complying with the instructions shall summarily be disqualified. Also any discrepancy in the information submitted will lead to immediate disqualification of the candidature.

20. Please note that the candidates may apply for more than one exam i.e. both Diploma and Degree (PCB only) if they fulfill the eligibility criteria. In this case, however, they need to submit the application form separately for each exam with requisite information and fee.

21. The candidates must note that fee paid is not refundable and it cannot be withdrawn under any circumstances. Claims for refund of application fee will not be entertained.

22. A candidate should submit only one application for either of the examination. Submission of multiple applications may lead to disqualification of the candidate.