

Instruction for filling of online admission form-2021 for admission

MBA/M.Tech programs based on CAT/GATE score

Candidates are advised to read carefully all instructions and related documents uploaded on the university website (<u>www.cuj.ac.in</u>) before starting the online application process. It is also advised to keep regular visit on the CUJ website for any updates. Candidates are advised to go through the step-by-step procedures to complete the application.

Before starting the online application following documents with specifications as mentioned below should be kept ready (List of Documents required for admission-M. Tech. and MBA programs).

- Single file containing 10th Mark sheet and certificate (file size from 10kb upto 3 Mb size, pdf format),
- Single file containing 12th mark sheet and certificate (file size from 10kb upto 3 Mb size, pdf format),
- Single file containing Graduation mark sheet and certificate (file size from 10kb upto 3 Mb size, pdf format)
- Single file containing GATE or CAT Score/ certificate (file size from 10kb upto 3 Mb size, .pdf format).
- Photo (.jpeg or .jPG format, from 10kb upto 1 Mb size)
- Signature (.jpeg or .jpg format, from 10kb upto 1 Mb size)
- Category certificate If any (.jpeg,. jpg or .pdf format from 10kb upto 3Mb size).

The application form filling procedure includes following steps.

Step-1: Registration

Click on link: (<u>https://cujadm21.samarth.edu.in/</u>). You will get the webpage as displayed below

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Click on 'New Registration' tab. You will be directed for the Registration for Admission to Master Programmes page

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Please read and follow the instructions given on the registration page. Also follow other instructions appearing while entering the data.

- Please make sure you have a valid and active Email Id and mobile no. for the completion of registration process. The OTP for verification will be sent to filled email id only. You have to enter OTP within 15 minutes to complete the process.
- Enter the OTP in the verification page and click the registration button to complete the registration process.

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◆ After that you will be directed to **Registered User Login** page.



Step-2: Complete profile details

Log in at the Registered User Login page by using your registered Email ID as user name

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After log in, you will be directed to Profile detail page, click on Complete Profile button

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By clicking on the complete profile button, you will be directed to profile detail tab.



झारखण्ड केन्द्रीय विश्वविद्यालय

Central University of Jharkhand

(Established by an Act of Parliament of India, 2009)

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Fill the profile details and click on **save and next** tab to proceed for the **other details** and **upload** tabs, finally click on the **submit profile** button (Be careful! **once you submit the information you can't edit it**) to complete the profile details. Thereafter, you will be directed to **Program selection** page.

Step-3: Program selection

After completing the profile details. You will be directed to Program selection page.





✤ Click the **program selection** tab, the below page will appear

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Fill the program details in which you desire to apply and click on **Next** button to fill the academic details

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- After uploading the documents click on **PREVIEW** button to review the filled data. If all filled data is correct, then click on the **PAY FEE** button. You will be directed to **PAYMENT gateway** for the registration fee payment for completing the registration process.
- Wait for fee payment confirmation, don't close or move away from the page before confirmation.