

## **PGDBA Admission 2017**

### **Instructions for Online Application**

#### **To apply online, an applicant must have access to**

- An e-mail account
- Acrobat Reader
- A printer to take print out of the application form, challan and admit card
- Digital/Scanned copy of photo
- Scanned copy of signature
- Mark sheets
- Annual income of family including the candidate.
- Work experience Records

#### **To apply online, an applicant has to**

- Register as a new user to create an account
- Log into the account
- Fill-up the form
- Submit, verify and confirm submission
- Pay application fee online/offline

#### **Important Instructions for Filling Online Form**

- An applicant will have to first register on the Admission portal by submitting certain basic information - Name, Mobile Number and Email Id. The e-mail Id will be automatically chosen as user Id of the applicant. The applicant needs to set a password at the time of registration. Password should be alphanumeric and must have minimum 8 characters.
- Upon successful registration, the applicant will receive an e-mail into his/her registered e-mail address with user name and password information.
- After registration, an applicant would have to log into the newly created account for filling in the application form.
- Mark sheets to be kept ready for reference.
- Annual income (in FY: 2015-16) of family including the candidate to be kept ready for reference. The income include applicant's own income, income of his/her parents, unmarried brothers and unmarried sisters. If a family member including the applicant has multiple sources of income, all income should be incorporated. Annual income should include variable and fixed income if employed. Please ensure the validity of self and family income statements as they may be subject to verification for internal administration.

- Digital/scanned photo and scanned signature would be required.
- Photo (Passport size) : Image max size 50KB; Formats : bmp, gif, png, jpg, jpeg
- Signature Image: Image max size 30KB; Formats : bmp, gif, png, jpg, jpeg
- For filling academic records, skip the row which is not applicable for you  
For example,
  - ✓ If education is 10+2+4: Fill up secondary and higher secondary rows, skip Bachelors degree row and then fill up B.E/B.Tech/B.S.
  - ✓ If education is 10+2+4 and M.Tech degree: Fill up secondary and higher secondary rows, skip Bachelor degree row, fill up B.E/B.Tech/B.S, skip Masters degree row and then fill up M.E./M.Tech Degree.
- After clicking on the submit button, you will be able to verify the submitted information and then confirm the submission.

*Once you confirm the submission of application form, you cannot make any change in it. If you need to change any important entries (e.g. centre preference) in your application, you have to make a fresh application and make a fresh payment (in case you have already made payment). Any communication / request for change of entries by e-mail or otherwise will be ignored.*

### **Payment Instructions**

- Application fee of Rs.2000/- (Rs.1000/- for candidates belonging to SC/ST/DA categories) has to be paid through the “State Bank Collect” website of ISI admission portal for PGDBA. Application fee can be paid Online/Offline, two working days after submission of the application form.
- Online payment can be made by using Debit/ Credit Card/net banking. Keep the print out of transaction details for future reference.
- Offline payment can be made by cash only at any branch of SBI. For offline payment:
  - ✓ The applicant will have to download and print the Bank Payment Challan from the State Bank Collect website.
  - ✓ The applicant should proceed to a SBI branch, two working days after submission of the application form.
  - ✓ Applicant will have to pay the application fee and the bank charges in cash only.
  - ✓ After making payment the bank will return the applicant's copy of the Challan which must be retained by the candidate.

## Other Instructions

- Applicant will be able to check the status of his/her application from the portal.
- Applicant will be able to download the brochure, instructions and sample questions from the website.
- Take a print out of the filled-in application form.
- Download the Admit Card and take print out.
  
- ✓ Last date of submission of online application: **January 10, 2017**
- ✓ Last date of payment of application fee: **January 17, 2017**
- ✓ Issue of admit cards (Online): **January 24, 2017**
  
- All queries and requests related to online PGDBA application must be sent to [admissionsupport@isical.ac.in](mailto:admissionsupport@isical.ac.in)
- Please check the website regularly for updates.
- Web: <http://www.isical.ac.in/~pgdba/>