

CHAPTER - 4
REGISTRATION AND APPLICATION PROCESS

4.1 INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

Candidates may apply for *JNUEE 2020* in “Online” Mode **ONLY** by accessing the website <https://jnuexams.nta.nic.in>, www.jnu.ac.in. The Application Form in other than online mode would not be accepted, in any case. **Only one application is to be submitted by a candidate for the same level of programme. More than one application i.e. Multiple application forms submitted by a candidate will be summarily rejected.**

In order to appear in *JNUEE 2020*, the candidates are required to apply online as per procedure detailed below. Before filling and submitting the online form, candidates should download the **Information Bulletin** and **Replica of Application Form**; and read them carefully. Candidates must follow the instructions strictly as given in the Information Bulletin and on NTA website. Application Forms not complying with the instructions are liable to be rejected.

Candidates must keep following information ready before filling online Application Form: -

- Govt Identity Details like Aadhaar Number (last 4 digits)/Election Card (EPIC No.)/Passport number/Ration Card Number/ Bank Account Number/PAN Number/ Other valid Govt Ids.
- Address for communication, Mobile Number, email id, etc.
- Scanned images of latest Photograph (size of 10 kb to 200 kb) in JPG/ JPEG format only
- Scanned image of Signature (size of 4 kb to 30 kb) in JPG/ JPEG format only
- Bank Account details for payment of Fee, for uploading as part of submission of online application.

To avoid any kind of inconvenience or last minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. NTA will not be responsible for network problems or any other problem of this nature in submission of online application during the last day.

(a) Particulars to be filled in the Online Application Form:

Before beginning the process of filling the Online Application Form, please keep the following information ready with you:

- ❖ Copy of Board/ University Certificate for Candidate’s Name, Mother’s Name, Father’s Name and Date of Birth
- ❖ Aadhaar Card
- ❖ Type of Identification – Bank A/c Number/ Passport Number/ Ration Card/ Aadhar Card/Election ID/Other Govt ID
- ❖ Qualifying Degree Certificate or last semester marksheet
- ❖ Your Mailing Address as well as Permanent Address with Pin Code.
- ❖ **Four cities** for Centres of your choice (**Refer Annexure-I for Codes**)
- ❖ Category Certificate, if applicable
- ❖ Economically Weaker Section (EWS) Certificate, if applicable
- ❖ Person with Disability (PwD) Certificate, if applicable
- ❖ e-mail address and Mobile Number of candidates
- ❖ Scanned images in **JPG/JPEG format only:**

Candidate's scanned Photograph	File size must be between 10 kb to 200 kb.
Candidate's scanned Signature in running hand	File size must be between 4 kb to 30 kb.

Part I: Registration

Fill in the basic information and note down the system generated Application No.

(i) **Candidate's Name/ Mother's Name/ Father's Name:**
Provide Candidate's Name, Mother's Name, Father's Name as given in the Secondary School Examination or equivalent Board/ University Certificate in **capital letters**

(ii) **Date of Birth: dd/mm/yyyy**
Provide Candidate's date of birth as recorded in Secondary School Examination or equivalent Board/ University certificate.

(iii) **Mobile Number and e-mail Address:**
Candidates must provide own Mobile Number and e-mail address.

Note: Only one e-mail address and one Mobile Number are valid for one application

PART II: Complete the Application Form

Fill in the complete Application Form

(i) **Other Backward Classes (OBC)- Non Creamy Layer as per the central list of Other Backward Classes available on National Commission for Backward Classes (NCBC), Government of India website (www.ncbc.nic.in).** Thus, the candidates falling in this list may mention *OBC* in the Category Column. State list *OBC* Candidates who are not in *OBC-NCL* (Central List) must choose General.

(ii) Economically Weaker Section (EWS) - As per the *OM No. 20013/01/2018-BC-II* dated January 17, 2019 issued by the *Ministry of Social Justice and Empowerment and the OM No. 12-4/2019-U1* dated 17.01.2019 as well as the *Letters No 35-2/2019-T.S.I* dated 21.01.2019, 01.02.2019, 04.02.2019 and 15.02.2019 of *MHRD Department of Higher Education regarding implementation* of reservation for Economically Weaker Section (*EWS*) for admission in Central Educational Institutions.

(iii) Provide complete postal address with PIN Code (Mailing Address as well as Permanent Address) for further correspondence. PIN code of Correspondence Address should be given in the space provided for this purpose.

Note: The NTA shall not be responsible for any delay/loss in postal transit or for an incorrect Correspondence address given by the Applicant in the Application Form.

(iv) **Choice of Cities for Examination Centres:** The candidate should select **any four cities** of their choice for examination of *JNUEE 2020* given at **Annexure-I**.

(v) **Under no circumstances the choice of cities for Centre and JNUEE subject filled in the Application Form shall be changed by the NTA.**

PART III: Uploading of scanned photograph and signature

(i) **Candidate's Photograph**

- The photograph must be taken recently. Photograph should not be with cap or goggles. 80% of the face should be clearly visible, with a white background.
- Spectacles are allowed if being used regularly.
- **Polaroid and Computer-generated photos are not acceptable.**
- **Applications not complying with these instructions or with unclear photographs are liable to be rejected.**
- **Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de-shaped or seems to be hand-made or computer made, the form of the**

<p>candidate will be rejected and the same would be considered as using unfair means and the candidate would be dealt with accordingly.</p> <ul style="list-style-type: none"> • Application without photograph shall be rejected. The photograph needs not be attested. • Candidates are advised to take 6 to 8 passport size coloured photographs with white background. • Passport size photograph is to be used for uploading on Online Application Form and also for pasting on Attendance Sheet at the examination centre. • The candidate should scan his/her passport size photograph for uploading. File size must be between 10 kb to 200 kb.
<p>(ii) Candidate's Signature</p> <p>The candidates are required to upload their full signature in running handwriting in the appropriate box given in the Online Application Form. Writing full name in the Box in Capital letters would not be accepted as signature and the Application Form be rejected. Further, unsigned Online Application Forms will also be rejected.</p> <ul style="list-style-type: none"> • The candidate should put his full signature on white paper with Black Ink pen and scan for uploading. • File size must be between 4 kb to 30 kb. <p><i>Note: Candidate must ensure that the uploaded images are clear and proper.</i></p>

PART IV: Fee payment							
Fee Payable by candidates (JNU EE) in INR							
No. of Choices	Ph.D, M.Phil., M.Tech., MPH MA, MSc., MCA, PGDE			BA (Hons.) 1st Year B.Sc.-M.Sc. integrated and all part time programmes			Foreign Nationals
	General Category/ EWS***	SC/ST/PwD & OBC**	BPL	General Category/ EWS***	SC/ST/PwD & OBC**	BPL	
For 1 Choice	Rs.530/- *	Rs.310/- *	Rs.110/-*	Rs.400/-*	Rs. 265/-*	Rs. 65/-*	Rs. 2543/-*
For 2 Choice	Rs.800/-*	Rs.415/- *	Rs. 215/-*	Rs. 575/-*	Rs. 325/-*	Rs. 125/-*	Rs. 5449/-*
For 3 Choice	Rs.1000/-*	Rs.500/- *	Rs. 300/-*	Rs. 750/-*	Rs. 380/-*	Rs. 180/-*	Rs. 7265/-*
*Plus GST as applicable							

(b) Check List for filling the Online Application Form:

The candidates are advised to ensure the following points before filling the Online Application Form:

- (i) Whether they fulfill the eligibility conditions for the Test as prescribed under the heading 'Conditions of Eligibility' and 'Age Limit'.
- (ii) That they have filled their **category** viz *General/OBC (Non-Creamy Layer)/SC/ST/EWS/PwD/ Transgender*, in the relevant column correctly.
- (iii) That they have filled their **Subject and City of examination and code** in the relevant column correctly.
- (iv) That the *Person with Disability (PwD)* candidate has filled the relevant column in the Online Application Form. Only PwD candidates have to fill this column and the others have to leave it blank.

- (v) Whether they have downloaded and kept a Printout of Application Form (confirmation page) for their own record.

(c) Important Points to Note:

- (i) The candidates, before submitting the Online Application Form, shall ensure their eligibility to appear in the test.
- (ii) The Candidates should fill their complete postal address with PIN Code for further correspondence. **The NTA shall not be held responsible for any loss due to incorrect address given by the applicant in the Online Application Form.**
- (iii) The Candidate must ensure that e-mail address and Mobile Number provided in the **Online Application Form are their own (which cannot be changed later)** as communication may be sent by NTA through **e-mail or SMS.**
- (iv) The Candidate should not give the postal address, Mobile Number or e-mail ID of Coaching Centre in the Online Application Form.
In order to appear in *JNUEE* May, 2020, the candidates are required to apply 'online'. **The Application Form other than online mode shall not be accepted. No change will be accepted through offline mode i.e. through fax/application including e-mail etc.**
- (v) Online submission of application may be done by **accessing the NTA official website: <https://jnuexams.nta.nic.in>.**
- (vi) **Online Application Form cannot be withdrawn once it is submitted successfully.**
- (vii) Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.
- (viii) A candidate is allowed to **submit only one Application Form. If a candidate submits more than one Application Form, the candidature is likely to be cancelled.**
- (ix) **Request for change in any particular in the Application Form shall not be entertained under any circumstances.**
- Note: However, a chance may be given to the candidates to correct/modify/edit some of the particular(s) of the application form online only, during 07 April, 2020 to 15 April, 2020.*
- (x) The Centres (Cities) indicated for the entrance examination by a candidate is only an option. The actual Centre and shift shall be allotted by NTA and it shall be final. No correspondence in this regard shall be entertained. **It is mandatory for candidates to fill all four choices as options.**
- (xi) Selection of a candidate in the test is provisional subject to being found otherwise eligible for admission/appointment.
- (xii) In case a candidate is found providing incorrect information or the identity is proved to be false at any time in the future, the candidate shall face penal action as per the law.
- (xiii) The Candidates are not required to send/ submit the Confirmation Page of Online Application Form to the NTA. However, he/she is advised to retain the following documents with them as reference for future correspondence:
- ❖ Copy of the Confirmation Page of Online Application Form.
 - ❖ Proof of fee paid
 - ❖ Photographs (**same as uploaded on the Online Application Form**) –6 to 8 passport size photographs need to be kept aside.
- (xiv) **The name on the photo identification must match with the name as shown on the Admit Card. If the name has been changed due to events such as marriage, candidate must show the relevant document at the time of exam. Marriage Certificate/Divorce/Degree/Legal Name Change Document**

(xv) In case of any technical issue or due to a natural disaster, if an exam in a particular shift/subject has to be rescheduled, NTA may follow the process of normalization of the two test forms as per policy (**Annexure-XIII**).

(d) Provision of Aadhaar:

The Aadhaar number is only one of the types of identification and is not mandatory. Candidates may also enter Passport number, Ration Card number, Bank Account number or any other valid Government identity number.

4.2 REPLICA OF APPLICATION FORM

The replica of the **JNUEE 2020** Application Format is available at **Annexure-XII**.

4.3 STEPS TO COMPLETE THE APPLICATION PROCESS

Application Form may be submitted in **four** simple steps:

❖ **Follow the steps given below to Apply Online:**

Step-1: Apply for Online Registration using unique Email Id and Mobile No.

Step-2: Fill in the complete Application Form

Step-3: Uploading of scanned photo and signature

Step-4: Pay fee using **SBI/Syndicate/Paytm Payment Gateway** through **Debit Card/Credit Card/Net Banking/UPI** and keep proof of fee paid. In case the Confirmation Page is not generated after payment of fee then the transaction is cancelled, and amount will be refunded to the candidate's account. However, the candidate has to make another transaction, in case the Confirmation Page is not generated.

❖ Download, save and print copies of Confirmation Page after successful remittance of fee and keep copies safely for future reference.

❖ All the 4 Steps can be done together or at separate times.

Step 1	Apply for Online Registration using unique Email Id and Mobile No.
Step 2	Fill in the Online Application Form and note down the system generated Application No.
Step 3	Upload scanned images of Candidate's Photograph (file size: 10 kb - 200 kb) and Candidate's Signature (file size: 4kb - 30kb) in JPG/JPEG format.
Step 4	Pay fee using SBI/Syndicate/Paytm Payment Gateway through Debit Card/Credit Card/Net Banking/UPI and keep proof of fee paid. In case the Confirmation Page is not generated after payment of fee then the transaction is cancelled, and amount will be refunded to the candidate's account. However, the candidate has to make another transaction, in case the Confirmation Page is not generated.

Note:

1. *The final submission of Online Application Form will remain incomplete if Step-3 and step-4 are not complete. Such forms will stand rejected and no correspondence on this account will be entertained.*
2. *No request for refund of fee once remitted by the candidate will be entertained by NTA under any circumstances.*
3. *The entire application process of JNUEE 2020 is online, including uploading of scanned images, Payment of Fees, and Printing of Confirmation Page. Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to NTA through Post/ Fax/ by Hand/E-mails.*

4.4 APPLICATION FEE

Application Fee Payable by the Candidates of Various Categories:

Fee Payable by candidates (JNUEE) 2020 in INR							
No. of Choices	Ph.D, M.Phil., M.Tech., MPH MA, MSc., MCA, PGDE			BA (Hons.) 1st Year B.Sc.-M.Sc. integrated and all part time programmes			Foreign Nationals
	General Category/ EWS***	SC/ST/PwD & OBC**	BPL	General Category/ EWS***	SC/ST/PwD & OBC**	BPL	
For 1 Choice	Rs.530/- *	Rs.310/- *	Rs.110/-*	Rs.400/-*	Rs. 265/-*	Rs. 65/-*	Rs. 2543/-*
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For 3 Choice	Rs.1000/-*	Rs.500/- *	Rs. 300/-*	Rs. 750/-*	Rs. 380/-*	Rs. 180/-*	Rs. 7265/-*
*Plus GST as applicable							

Other Backward Classes-Non Creamy Layer as per the central list of Other Backward Classes available on National Commission for Backward Classes (NCBC), Government of India website www.ncbc.nic.in. Only the candidates falling in this list may mention OBC in the Category Column. State list OBC candidates who are not in OBC-NCL (Central List) **must choose **General/Unreserved**.

***As per the OM No. 20013/01/2018-BC-II dated January 17, 2019 issued by the Ministry of Social Justice and Empowerment and the OM No. 12-4/2019-U1 dated 17.01.2019 of MHRD Department of Higher Education regarding implementation of reservation for Economically Weaker Section (EWS) for admission in Central Educational Institutions.

4.5 METHOD OF FEE PAYMENT

After completing Step 3 of online Application Form, candidates may remit the examination fee (Step 4) by choosing the following options:

1. Through Debit/Credit card – Candidates need to check the validity of the Debit/Credit Card, while logging on to website for submitting Application Form. Candidate should enter the information asked for and make the required payment through Debit/Credit Card.
2. Through Net Banking - Check the balance in account and keep all credentials ready while logging on to website for submitting Application Form. Candidate should Login with his/her credentials of net banking and make payment through Net Banking.
3. Through UPI

Note: In case, the fee payment status is not 'OK' the candidates are advised as following:

- If the fee is paid through credit/debit card and status is not OK, it means the transaction is cancelled. Therefore, such candidates have to pay the fee once again and ensure the OK fee status.
- For cancelled transactions, the amount will, automatically, be refunded to concerned credit/debit card within 15 days of last date of submission of Application Form.

Generation of Confirmation Page confirms the final submission of Application Form. If Confirmation Page has not been generated, this means that Application Form has not been submitted successfully.

1.6 ADMIT CARD FOR JNUEE 2020

The Admit Card is issued provisionally to the candidates, subject to their satisfying the eligibility conditions.

The candidate has to download the Admit Card from the NTA website w.e.f. **30 April, 2020** onwards and appear for the Examination at the given Centre on Date and Shift (Timing) as indicated in their Admit Card.

No candidate will be allowed to appear at the examination centre, on Date and Timings other than that allotted to them in their Admit card.

In case candidates are unable to download Admit Cards from the website, the candidate should approach the Help Line between 10:00 am to 5:00 pm from **30 April, 2020 to 07 May, 2020**.

The candidates are advised to read the instructions on the Admit Card carefully and follow them during the conduct of the examination.

In case of any discrepancy in the particulars of the candidate or his/her photograph and signatures shown in the Admit Card and Confirmation Page, the candidate may immediately **approach the Help Line between 10:00 am to 5:00 pm between 30 April, 2020 to 07 May, 2020**. In such cases, candidates would appear in the examination with the already downloaded Admit Card. However, NTA will take necessary action to make correction in the record later.

Note:

- a. *Candidate may please note that Admit Cards will not be sent by post.*
- b. *In no case, the duplicate Admit Card for JNUEE 2020 would be issued at the Examination Centres.*
- c. *Candidate must not mutilate the Admit Card or change any entry made therein.*
- d. *Candidates are advised to preserve their Admit Cards in good condition for future reference.*
- e. *No Admit Card shall be issued to the candidates whose Applications are found to be incomplete for any reasons (including indistinct/ doubtful photographs/unsigned Applications) or who do not fulfill the eligibility criteria for the examination.*
- f. *Issue of Admit Cards, however, shall not necessarily mean acceptance of eligibility which shall be further scrutinized at subsequent stages of admission process*