

## **Follow the following steps:**

Step 1: Read instructions carefully

Step 2: Pay the online Fees before filling up the form and keep the fees deposit details ready with you.

Step 3: Start filling the online form .Remember your password to take print or access your form later.

Step 4: Check that all information provided by you is correct because once submitted the applicant will not be allowed to make any changes to the form.

Step 5: Submit the form

Step 6: Login and take a print of the filled up form or save it for printing later on.

Step 7: The applicant should take the printed form from step 6, duly sign it and affix a passport sized photograph on it and post it along with the copies of supporting documents and certificates of 10<sup>th</sup>, 12<sup>th</sup>, graduation and other qualifications as enclosures to reach the "Head, Department of Business Administration, Central University of Jharkhand, Brambe, Ranchi, 835205"

Application forms sent by FAX or Email will not be accepted.

The printed form along with 5 Passport size photographs and all original certificates and a set of attested photocopies of those certificates will have to be produced by the candidate in the next phase of admissions.