

Procedure for Admission : 2018-19

From this year entire Admission process is in 'Online mode' up to payment of fee.

No prospectus & Off-line Form is available in the office

1. **Before going to apply, candidates should keep ready with them the following documents**
 - i) Signed Digital Passport size photograph (*size below 200kb*)
 - ii) Scanned copy of mark-sheet of the last examination passed (*size below 200kb*)
 - iii) Scanned copy of HSLC certificate (*size below 200kb*)
 - iv) Scanned copy of Caste certificate if applied for Caste category (*size below 200kb*)
 - v) Scanned copy of Income Certificate for Free Scheme of Govt. (*size below 200kb*)
 - vi) Signed Photograph of plantation for Free Scheme of Govt. (*size below 200kb*)
2. Applicants have to register their names online www.kaliaborcollege.online by paying a fee of Rs. 200.00 in *online payment gateway*. The link is also available through our website. www.kaliaborcollege.org. The Login ID will be their Mobile No. and they have to give a password of their own. The password is generally of six characters (one digit, one special character and alphabets)
3. After successful registration they can fill up their personal details in the form by logging in the same link through their login ID and password and submit the form.
4. Candidates should keep a *print out* of their form.
5. For selection, candidates have to submit the *print out of the form* along with all *Original Documents* before the Admission Committee for verification on the date of admission.
6. If selected, the candidates will get an SMS and they have to pay the *Admission Fee online payment gateway*. On successful payment candidates will get a receipt of payment in their login ID. They should take a print out of the receipt. Selected candidates have to pay their Admission Fee within 48 hrs of selection, otherwise their selection/seats stand forfeited.
7. Free students will get their Admission Receipt online through their personal Login ID.
8. All admitted students have to submit their *print-out of Admission Receipts* at the time of collection of Identity Cards and for all other purposes if and when necessary.
9. There will be a simple process to get new password for Forgot Password.
10. The Helpline No. will be available for all queries regarding online form submission.
11. As the Telephone No. necessary for all SMS and other admission process, students are requested to be careful in giving their proper telephone number.
12. Payment through **Paytm** wallet is free, payment through *other gateway* is **chargeable** as per rule.
13. All payments are non refundable.
14. No Off-line process is available.

**Principal,
Kaliabor College.**