



GANGADHAR MEHER UNIVERSITY

ଗଙ୍ଗାଧର ମେହେର ବିଶ୍ୱବିଦ୍ୟାଳୟ

AMRUTA VIHAR, SAMBALPUR (ODISHA)-768004

General Information/Instructions for PG e -Admission 2019-20

Availability of online application form for PG programmes in the University website.
i.e., www.gmuniversity.ac.in from **08.05.2019**

Application Fee (Non Refundable): PG: Rs. 500/- for each subject.

Last date of applying online application form:**24.05.2019**

Last date of Submission of hard copy of the downloaded filled-in application form at the University counter or through speed post on or before: **28.05.2019**

For Best View always Use Google Chrome Browser, it is advisable not to use mobile for Error free submission of online application form.

How to apply on-line?

1. Before applying online, candidates are advised to read the prospectus thoroughly and keep the instructions in mind for error free submission of the application form.
2. To apply online, candidates are required to visit the university website, i.e., www.gmuniversity.ac.in , go to **Admission Tab** and click on “APPLY ONLINE” link
3. Click on PG tab for PG application or Click on UG Tab for UG Application.
4. Fill up “Personal Details” and then click on “NEXT” button.
5. Then go for “Address & Communication Details” and then click on “NEXT” button.
6. Then go for “Reservation Details” and then click on “NEXT” button.
7. Then go for “Educational Details” and give your preferences as per your choice (I) filled up your Academic Qualification (II) select your “Division” for already degree passed candidates or “Result awaiting” for result to be declared candidates option, then click on “NEXT” button.
8. Then fill up the “Payment Details” option and then click on “NEXT” button.
9. Then go for “Declaration by the Candidate” option and Click on submit button for final submission of the Online Application form.
10. Then it will show a message as “Your application form submitted successfully” on the screen.

11. After the final submission the applicant cannot **Edit** the Application form except result awaiting candidates (degree marks only), so candidate are required to check all the details are correct before final submission of the form.
- 12. Edit option will be available for entry of +3 final degree marks only to those candidates who have applied with result awaiting on or before last date of submission of online application form. They should update +3 final degree marks & upload final mark sheet within the stipulated date otherwise their application for admission will not be considered.**
13. Applicants please note that your application submitted is for one subject only. If anyone interested to apply for more than one subject, they are required to fill-up separate application form for each subject online & have to pay application fee separately.
14. After successfully submission of the application one should take the printout copy of filled in Online Application. Candidates are advised to take two downloaded copy of the online submitted application, one for personal reference and another for sending to the University office personally or by post.
- 15. Result awaiting candidates are hereby required to submit a self-attested photo copy of final degree mark sheet on the date of entrance for final verification.**
- 16. The submission of hard copy of the downloaded filled-in application form (Both result declared or result not declared candidates) with requisite document (under signed by candidates) & original DD of Application fee is compulsory. Submission of online application form hardcopy will not be considered for selection without attachment of DD & requisite documents.**
- 17. Result awaiting candidate should update +3 final degree marks & final mark sheet with final submission. It is mandatory to upload the final mark sheet within stipulated date. Further, the hard copy of the final mark sheet is to be submitted at the time of Entrance Exam.**

Postal Address: -

TO
THE REGISTRAR,
G.M. UNIVERSITY, SAMBALPUR
FATAK, BUDHARAJA
SAMBALPUR, ODISHA-768004

N.B: The candidate is solely responsible for any wrong information/entry in the application form which is liable to be cancelled.

A. Pre-Application Requirement

- 1. The Following documents must be made ready before starting the Application process.**
- 2. Scanned copy of your recent passport size photograph in JPG/JPEG Format with maximum dimension of 3.5×4.5 cm & not exceeding 200KB in size.**
- 3. Scanned copy of your relevant Certificates in JPG, JPEG/PDF format, as proof of eligibility and reservation/ weightage, if applicable as per the instructions given on the online application form.**
- 4. For making Application to each PG programs an applicant has to pay Rs. 500.00 through Bank Draft, drawn in favour of the “Comptroller of Finance, G.M. University, Sambalpur” payable at Sambalpur. The filled-in online generated application form with bank draft to be submitted by hand in the university counter or to be sent by speed post at the following address:**

N.B: No other mode of payment of fee will be entertained.

Postal Address: -

**TO
THE REGISTRAR,
G.M. UNIVERSITY, SAMBALPUR
FATAK, BUDHARAJA
SAMBALPUR, ODISHA-768004**

B. Application Process:

- 1. For Applying On-Line form, the candidate should have a valid & active Mobile Number and also have a valid & active e-mail ID.**
- 2. After making a successful form submission you will receive Application ID on your Mobile Phone.**
- 3. Further the applicants are advised to keep their Application ID safe & confidential for future references.**