

## **HOW TO FILL THE APPLICATION FORM**

***(Please refer Advertisement, Instructions and Frequently Asked Questions FAQs before filling application form)***

### **Procedure for Submitting Online Applications**

<https://cdn3.digialm.com/EForms/configuredHtml/1850/74911/Index.html>

(Ref Image : 1.1)

- Applications can be submitted only Online.
- Applications can be submitted through Application Portal for which candidate must have internet connection with online fee payment facility (Internet Banking / Debit Card / Credit Card)
- No manual/ paper application will be entertained.
- Entries in registration and application form shall be filled only in English.
- Candidate to keep the required information handy with him/her before starting to fill up the on-line application form as per published advertisement:
  - a. Personal details (Candidate Name, Father's Name, Mother's Name, DOB)
  - b. Valid and Active Email ID
  - c. Valid and Active Mobile number for receiving SMSs/OTPs.
  - d. Educational qualification details with percentages of the marks obtained.
  - e. Work Experience Details (if available) (Employer Name, Duration of Service, Designation etc.)
  - f. Digital copy of scanned Passport size photograph (4.5 cm length x 3.5 cm width) in colour photograph.)
  - g. A facility to take Printout of the Registration Form, Application Form and fee slip.
  - h. Online Payment facility (Internet Banking / Debit Card / Credit Card)
  - i. After final submission of Online Application Form by the candidate, no change will be allowed, and candidate will be responsible for any mistake in the data filled in the Online Application Form. In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh Online Application Form along with requisite fee before the closing date. Fee paid earlier shall not be adjusted against the fresh Online Application Form.
  - j. In the case of submission of multiple Online Application Form by a candidate, the latest Application Form with the latest Application number will be considered.
  
- While applying for SRCC PGDGB0 2022, the candidates will have to go through 3 major steps:-
  1. Registration
  2. Application Form filling , and
  3. Payment

# 1. How to Register

Following steps are to be followed to complete the registration process:-

- Candidate will have to visit application Portal for submission of Online Application and for admission related information
- <https://cdn3.digialm.com/EForms/configuredHtml/1850/74911/Index.html> (hereinafter referred to as the application portal), (Ref Image : 1.1)



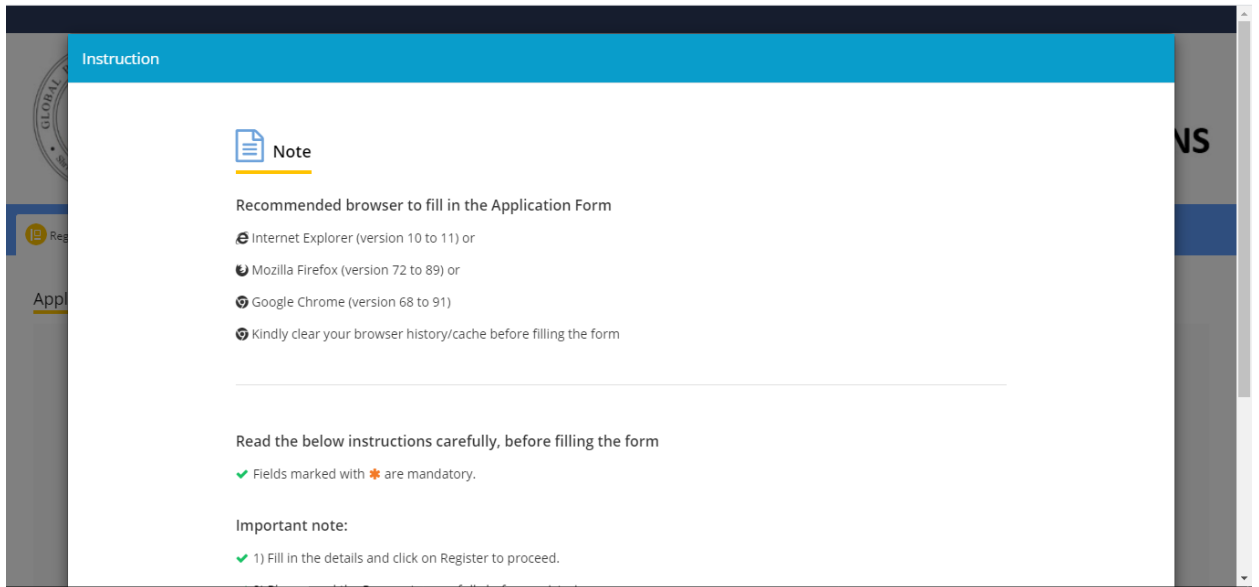
(Ref Image:- 1.1)

- After clicking on this url the candidate will be forwarded to the next page. (Ref. image 1.2). Once after reading all relevant information candidate may proceed for registration process by clicking on the **New Registration** button on the right-hand side. (Registration is a onetime activity). (Ref image:- 1.2)



(Ref Image:- 1.2)

- d. A dialog box will open showing instructions regarding compatible version/browser to fill the form and about mark of mandatory fields. Candidates are required to click on close button after reading it. (Ref Image:- 1.3)



(Ref Image:- 1.3)

- e. Then registration form will open and candidates need to fill in the required details in the 'Registration' page, such as Candidate Name, Date of Birth, Gender, Email and Mobile Number. (Ref. Image:- 1.4)

(Ref Image:- 1.4)

- f. Candidates must fill these details carefully as these details cannot be edited/changed at a later stage.
- g. Afterwards, candidate need to agree with the declaration shown on screen by clicking on button '**I Agree**' and also to fill Captcha characters in the box provided and thereafter click on '**SUBMIT**' button (Ref. Image: - 1.5)

Declaration By The Candidate

I hereby, solemnly declare that information provided by me in the form is true to the best of my knowledge and belief. I understand that my candidature is subject to the conditions laid down in the advertisement brochure. I further declare that I am not involved in any criminal case and/or no such case is pending against me in any court of law.



I Agree

Submit

Version 14.03.01

(Ref. Image: - 1.5)

- h. Thereafter an alert about the modification of information submitted by candidate will be shown on the screen. Click on '**OK**' if Candidate has verified the information to be correct and click '**Close**' if candidate wants to review again and then to Submit.
- i. Then a note regarding candidate's successful registration showing application number will be shown on screen and Candidate may note down the given details such as Application number.
- j. Within minutes of successful submission of the Registration Form, you will receive a User ID and Password on the registered email ID to confirm registration. Ensure that you check your mailbox immediately and that it is not considered as spam mail. You will also receive the User ID and Password as an SMS on the registered mobile number. Using these credentials, you may proceed to complete your application.
- k. Thereafter a box containing Registration number along with candidate's personal details will also shown at screen.. (Ref. Image: - 1.6)

Instruction



Note

Congratulations!!You have successfully registered.  
Application No. is **1000023**.  
Please keep it safe for future reference.  
An Email and SMS has been sent containing Login ID and password.

Close

(Ref. Image: - 1.6)

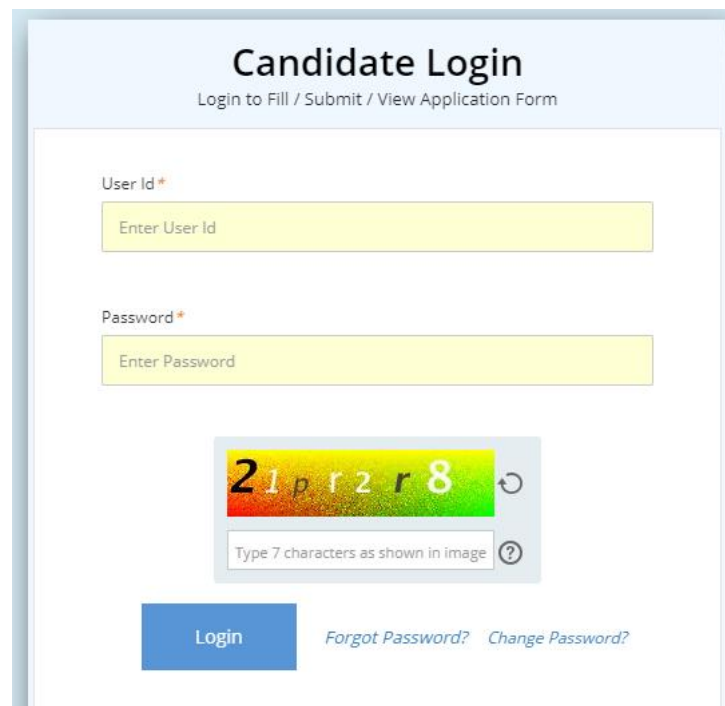
## 2. How to fill Application form

- a) Note:- If a registered candidate want to complete the Application Form after some time of registration then candidate need to click on '**LOGOUT**' button on the right side corner on screen and later when he wants to fill application form then he has to reach again to Recruitment Portal for submission of Online Application url <https://cdn3.digialm.com/EForms/configuredHtml/1850/74911/Index.html> . Then candidate has to click on the '**Already Registered? Login**' button (Ref image 2.1) and fill his/her user id & password to fill application form.(Ref. Image :2.2)



The screenshot shows the SRCC PGDGBO EXAM 2022 portal. It features three main sections: 'General Links' with a button for 'Click here to Read Admission Notification', 'Key Dates' with 'Form Start Date : 27th Dec 2021 at 10:00 AM' and 'Form End Date : 30th Jan 2022 at 11:55 PM', and 'Links' with 'New Registration' and 'Already Registered? Login' buttons. A red arrow points to the 'Already Registered? Login' button.

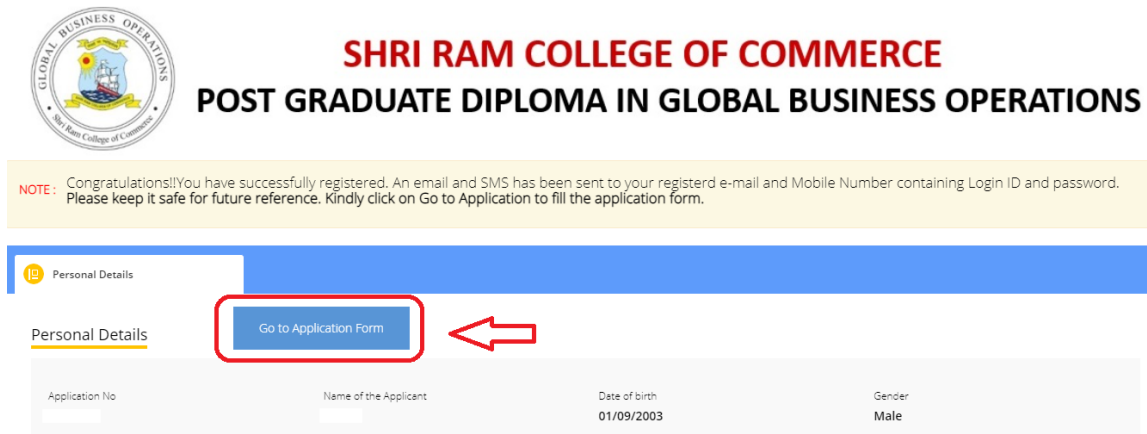
(Ref. Image: - 2.1)



The screenshot shows the 'Candidate Login' form. It includes fields for 'User Id\*' (with placeholder 'Enter User Id'), 'Password\*' (with placeholder 'Enter Password'), and a CAPTCHA image showing the sequence '21pr2r8'. Below the CAPTCHA is a text box with the instruction 'Type 7 characters as shown in image'. At the bottom, there is a blue 'Login' button and links for 'Forgot Password?' and 'Change Password?'.

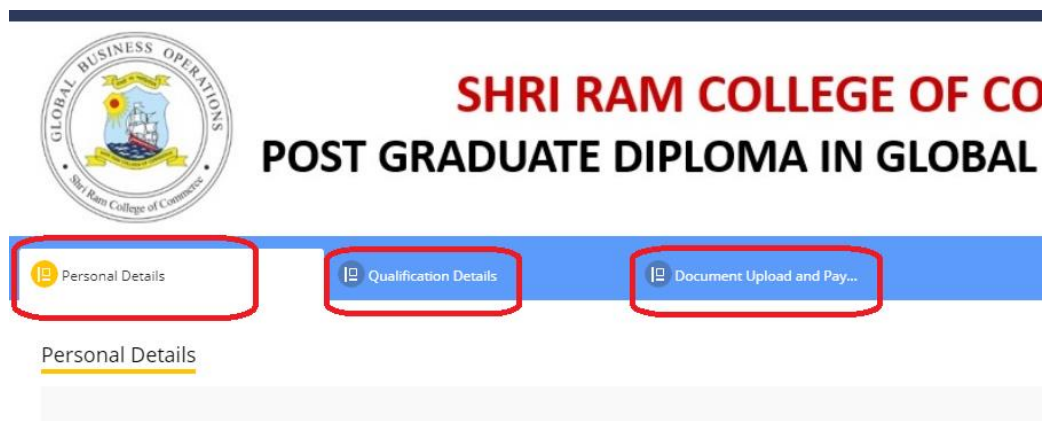
(Ref. Image: - 2.2)

- b) Candidate needs to select '**Go To Application Form**' button displayed on **middle of the page** to fill his/her application form and candidate will automatically taken to fill the application form page (Ref. Image: - 2.3)



(Ref. Image: - 2.3)

- c) There are three tabs on the top of the application window :-
- Personal Details** (Fill up all the required information such as Nationality, Parents Details, Address Details or any details specific to applied position as required)
  - Qualification Details.**
  - Document Upload and Payment.**



(Ref. Image: - 2.4)

- PERSONAL DETAILS**
  - Candidate must fill the personal details (Ref. Image: -2.4)
  - After filling personal details candidate will click on '**SAVE & NEXT**' button, which direct the candidate to next page i.e. '**Qualification Details**'.

ii) **QUALIFICATION DETAILS**

a. Candidate must fill the Qualifications Details. (Ref. Image: -2.5)

Board/University *	Name of Institution *	Subject/Course *	Percentage / CGPA *	Year of Passing *
BOARD/UNIVERSITY	NAME OF INSTITUTION	SUBJECT/COURSE.	<input type="radio"/> Percentage <input type="radio"/> CGPA	YYYY

(Ref. Image: -2.5)

b. After filling qualifications details candidate will click on '**SAVE & NEXT**' button which directs the candidate to next page i.e. '**Document Upload and Payment**'.

iii) **Document Upload and Payment**

Candidate must upload all mentioned documents in this page. (Ref. Image: -2.6)



**SHRI RAM COLLEGE OF CO**  
**POST GRADUATE DIPLOMA IN GLOBAL**

Documents to be uploaded

Upload Photo. \* [Click here to upload](#)


Upload Signature. \* [Click here to upload](#)

(Ref. Image: - 2.6)

- a. Thereafter candidate needs to agree with declarations shown on screen by clicking on each and every declaration (Ref. Image:- 2.7)

Declaration By The Candidate

I hereby, solemnly declare that information provided by me in the form is true to the best of my knowledge and belief. I understand that my candidature is subject to the conditions laid down in the advertisement brochure. I further declare that I am not involved in any criminal case and/or no such case is pending against me in any court of law.



Type 7 characters as shown in image

I Agree

Preview Submit


(Ref. Image: - 2.7)

- b. . Candidate has three options '**BACK**' '**PREVIEW**' and '**SUBMIT**' at the end of this page. Candidates may click on **BACK** button to go to the previous page to recheck his/her details, on **PREVIEW** button to review all the information filled by him/her in his form. After checking the information found to be correct, candidate should click on '**SUBMIT**' button.

### 3. Payment

- a. After clicking on SUBMIT button, the Candidate will automatically lead to online payment page where he has to make an online payment through – credit/debit card of any bank/online banking to submit the mentioned fee on application form and finally submit the application. (Ref Image :- 3.1)

Time left to complete transaction 13:47 mins

<b>Billing Information</b>	HDFC BANK CREDIT CARD
Amount INR 1500.00	Card Number 
Order No 300001172021070200 3101066	Your Name
Merchant CENTRAL REC BOARD SI DIST ARMED	MM/YY CVV ?
Website https://qa-efmprd.tcsion.com	INR 1500.00 Payable Amount
	<b>CONFIRM PAYMENT</b>
	<a href="#">Cancel</a>

- (Ref. Image: - 3.1) b. After successful transaction, a payment acknowledgment slip (with unique application number, transaction ID, applicant name, category, exam fee and post applied for) will be generated. It should be downloaded by the candidate for any future communication regarding Application Form. **Now the candidate's online filling of Application form is complete.**