

# **I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY**

## **Department of Research & Development**

### **Instructions and Procedure for online submission of Application Form**

1. Please ensure that you are filling genuine Application Form available online at IKGPTU website  
[www.ptu.ac.in/PhdAdmissions.aspx](http://www.ptu.ac.in/PhdAdmissions.aspx) or [www.ptuadmissions.nic.in](http://www.ptuadmissions.nic.in).
2. Please ensure your eligibility as per the criteria laid down for PhD Programme for the chosen stream/discipline.
3. **Fees**

#### **The Fee for Form submission is as follows:**

Application Form Fee: 2000/- Non -refundable

#### **Present Service Charges are as under:-**

Internet Banking      Rs. 10/- per Transaction  
Debit/Credit Cards      1% of Transaction Amount  
Service Tax Extra

4. The fee may be submitted either by any net banking/credit/debit card.
5. The fee may be submitted either by any net banking/credit/debit card.
6. **Application Procedure: 3 Simple Steps to be followed to apply online**

#### **Step 1:**

- i. Fill the Online Application Form, choose your Password and note down system generated Application Number.
- ii. The candidate should supply all the details while filling the Online Application Form and also required to choose PASSWORD and Security Question and enter her Answer. After successful submission of the data, Application number will be generated and it will be used to complete the remaining Steps of the Application Form and also required for all future correspondence. For subsequent logins, candidate will be able to login directly with her respective system generated Application Number and chosen Password.

#### **Step 2:**

- i. Upload Scanned Images of Photograph, Signature and Thumb impression and other relevant Documents:

- ii. The scanned images of photograph, Signature and thumb impression should be in jpg/jpeg format only.
- iii. Size of the photo image must be greater than 4 kb and less than 100 kb.
- iv. Size of the signature image must be greater than 1 kb and less than 30 kb.
- v. Size of the thumb impression image must be greater than 1 kb and less than 30 kb.
- vi. Size of the other relevant Document must be greater than 50 kb and less than 300 kb.

**NOTE: The Candidate will be able to modify/correct the particulars before the payment of fees.**

### **Step 3:**

#### **Pay Fee by net banking/credit/debit card:**

Payment by net banking/Debit/Credit Card: The candidate has to select Net banking/Debit/Credit Card option to pay the application fee and follow the online instruction to complete the payment of fee. After successful payment, candidate will be able to print the acknowledgment Page. In case the acknowledgment page is not generated after payment of fee then the transaction is cancelled and amount will be refunded to the candidate account and however the candidate has to make another transaction till the Acknowledgment Page is not generated

## **7. Important Instruction about PASSWORD**

- i During online form filling, candidate will be required to choose PASSWORD and Security Question and its Answer. Candidate is advised to record/remember their password for all future logins.
  - ii The Password must be as per the following Password policy.
  - iii Password must be 8 to 13 characters long.
  - iv Password must have at least one Upper case alphabet.
  - v Password must have at least one Lower case alphabet.
  - vi Password must have at least one numeric value.
  - vii Password must have at least one special characterseg. !@#%&^\*~
  - viii For subsequent logins, candidate will be able to login directly with their respective system generated Application Number and the chosen Password.
  - ix Candidate is advised not to disclose or share their password with anybody. Neither IKGPTU nor NIC will be responsible for violation or misuse of the password of a candidate.
  - x Candidate can change her passwords after login, if desired.
8. Candidate should remember to log out at the end of their session so that the particulars of the candidate cannot be tampered or modified by unauthorized persons.

**9. How to reset your Password : The following options are available to reset Password:**

- i Using Security Question & its Answer you chosen during Form filling.
- ii Using a verification code sent via text message SMS to your Registered Mobile No.
- iii Using a reset link sent via Email to your Registered Email address.

**10. All correspondence related to PhD Programme should be addressed to:**

**Dean R & D) , PhD Cell, 3<sup>rd</sup> floor, IKGPTU, Kapurthala-Jalandhar Highway, Kapurthala-144603**

11. Helpline no. 01822662558, 01822662569 will be functional during online application process of PhD admission on each working day from 09.00AM to 05.00PM.
12. The application no. printed on the computer generated Acknowledgement Page must be mentioned in all such correspondences. It is therefore essential to note down the application number printed on the Acknowledgement Page.
13. Check the Form Preview and print-out of the Application Form. Take the print-out of the form.
14. Do not send hard copy of application form or other documents to IKGPTU by post. The original application form attested by Head of the Organization where working, if in service, original documents of eligibility and supporting documents of test exempted /Cleared entrance test of IKGPTU- 2017, will be verified at the time of interview.
15. The last date for applying through online form is 16th June, 2017.
16. Candidature of any candidate can be cancelled anytime, if any information provided in the application form proves to be incorrect at any stage.
17. Candidates are required to be in touch with the University website: **[www.ptu.ac.in/PhdAdmissions.aspx](http://www.ptu.ac.in/PhdAdmissions.aspx) or [www.ptuadmissions.nic.in](http://www.ptuadmissions.nic.in) for Roll Nos. or any other information related to Entrance Test/Interview.** All information will also be available in the login ID's of all students. No separate letters will be sent to any candidate.
18. If the applications of test exempted category is more than available seats in the particular discipline, PhD Entrance test will not be conducted in that discipline and fee will be refunded in their account.
19. Pre PhD Course works are to be run in the main Campus of IKGPTU, Kapurthala on regular mode Five days in week.
20. Draft regulation, fee structure, test exempted categories, selection criteria and course work structure also available at [www.ptu.ac.in/PhdAdmissions.aspx](http://www.ptu.ac.in/PhdAdmissions.aspx) or [www.ptuadmissions.nic.in](http://www.ptuadmissions.nic.in).