



**NAMCHI GOVERNMENT COLLEGE
KAMRANG, SOUTH SIKKIM
PG ADMISSION FOR ACADEMIC SESSION 2020-2022**

INSTRUCTION FOR FILLING UP THE FORM

Please follow these instructions while filling up the Application for Various Post Graduate Courses at Namchi Government College, Kamrang, South Sikkim.

Note: Candidates may choose either one mode of application process.

- a. Offline Mode: Candidates will find a copy of the application form at http://www.namchigovernmentcollege.com/?page_id=83 They must take a print out of the form, fill up and submit it along with the documents mentioned below at NGC, Admission Desk from 10-20, November 2020 between 10 AM to 3 PM on working days. Candidates are advised to read the instructions before applying.
- b. Online Mode: Candidates will find the link for Online application form at http://www.namchigovernmentcollege.com/?page_id=83 from 10-20, November, 2020. Candidates are advised to read the instructions before applying.

A. Documents:

Candidates will be asked to upload/submit the following documents during the online/offline admission process.

1. **Class 10 marksheet or Certificate.**
2. **Class 12 Marksheet or Certificate**
3. **Graduation Marksheet for all the semesters/years.**
4. **A Valid Photo ID (PAN card, Voter's ID card, AADHAR Card, Passport, Driving License) will be accepted as valid Photo ID.**
5. **Receipt of Application fee** (see below for method of payment)
6. **Passport Size Photograph**
7. **Undertaking form** (filled and signed by the applicant in their own hand writing)
8. **Sikkim Subject Certificate or Certificate of Identification** for candidates belonging to COI category. Candidates may upload their Father's Certificate of Identification or Sikkim Subject Certificate. Mother's or any other relatives COI/ SSC will not be accepted.

OR

Residential Certificate for candidates belonging to RC category.

Candidates may upload their Father's Residential Certificate. Mother's or any other relatives Residential Certificate will not be accepted. Further Residential Certificate

issued as per recent Government of Sikkim notification will only be considered for admission purposes.

9. **Caste Certificate** issued by Government of Sikkim.
10. **Physical Disability Certificate issued** by State Health Authority with photograph indicating the nature and extent of disability (if applicable)
11. **BPL card** issued by DESME, Govt. of Sikkim.
12. *If a candidate fails to upload (any discrepancies are found during verification) the documents (sl no. 1-7) his/her application will be rejected.*
13. *If a candidate fails to upload (any discrepancies are found during verification) the document (sl no. 8) they shall be placed as "others" category candidate in the merit list (for details on reservation of seats refer PG Prospectus.*
14. *If a candidate fails to upload (any discrepancies are found during verification) document (sl no. 11) the candidate shall be regarded as APL candidate until the candidate is able to produce the required document.*

15. The candidates applying through online mode must upload the required documents in .pdf and .jpg format only and under size 1 MB. It is advised that candidates upload clear and perfectly contrasted documents. The document must appear in full.

16. Candidates applying through offline mode are required to submit the same in hard copies. Xerox copies must be self-attested except Certificate of Identification and Residential Certificate which must be attested by relevant authorities.

B. LOG IN/ Application Process.

ONLINE MODE:

1. Candidates will find the link to the online application form at http://www.namchigovernmentcollege.com/?page_id=83 **They must then download this page and prospectus and read the details before applying.**
2. Candidates then must print the undertaking form available in the same link, fill it up and scan it. This undertaking form must be uploaded along with other documents.
3. Candidates must ensure that they are logged into their own google account before starting to fill up the form. Please note one account can only submit one form so imperative to ensure all the details are correct. Once submitted editing will not be allowed. Duplicate forms will be cancelled.
4. Candidates must fill up all the mandatory fields and must ensure all the applicable fields have been filled before proceeding further.
5. Candidates will receive a confirmation mail after submission.

OFFLINE MODE

1. Candidates must download the application form from http://www.namchigovernmentcollege.com/?page_id=83 Candidates must fill up all the relevant fields.
2. Candidates must attach all the relevant documents and submit it along the application form between 10 to 20 November 2020 between 10 am to 3 pm on working days.
3. They will receive a confirmation slip which candidates need to retain until the application process is complete.

C. Method of Payment of Application Fee:

Candidates must pay the application fee of Rs. 500 /-

Candidates must pay the application fee before they apply in both online/offline mode.

For online mode candidates are required to upload the scanned copy of the receipt.

For offline mode candidates are required to submit the receipt along with the application form.

Candidate can pay directly to the following account:

- **BANK: STATE BANK OF INDIA**
- **ACCOUNT HOLDER NAME: PRINCIPAL NAMCHI GOVT. COLLEGE**
- **A/C NO-11220295082**
- **IFSC CODE-SBIN0007516**
- **BRANCH –NAMCHI**
- **MICR CODE -737002516**