

Guidelines for Online Application Submission for

Admission to MSc-PhD (Integrated) Program 2020

- The Online Application Submission can be completed in 3 sequential steps, which is briefly described below.

Pre-requisites:

Before filling the online application, please ensure that the following attachment/ enclosures are available (kept ready) with you:

- Scanned Passport Size Photo of the applicant [JPEG, 50 KB] for the purpose of uploading to the online-application form. The resolution of the Photograph shall be 120*100 pixels. Applicants are to ensure that the scanned photo is clear and easily recognizable.
- Information related to Academic Qualifications, Awards & Honors, shall be filled in the appropriate column provided.
- Details of Certificate(s) of having qualified the Eligibility Exam(s) listed below:
 - JGEEBILS (Indian Students): JGEEBILS TIFR Candidate Reference Code for the exam to be held in December 2019. JGEEBILS registration is must for Indian students.
- Non-refundable Application fee of Rs 500/- shall be paid online as directed in the website (through e-gateway) <https://eazypay.icicibank.com/homePage>.
- SC/ST, PWD, *Women* and Foreign students are exempted from application fee.

STEP 1: New User Registration

- Goto the Login page: <http://iphd.rcb.ac.in>
- New USER? Click REGISTER. Or Old users to Login.
- Enter your Name (Please enter your name as mentioned in your School Certificate/ Transfer Certificate/ Mark Sheet). Enter your father's name (As mentioned in your School Certificate/ Mark Sheet).
- Enter your correct Date of Birth (in the format) – DD/ MM/ YYYY (no modification can be made thereafter).
- Choose your Category (social). Foreign Students may choose the option as Foreign Student.
- Enter your e-mail ID. The e-mail must be valid, functional and regularly checked by the applicant. All communications made with the centre shall be sent by using this e-mail ID only.
- Entering correct Verification Code (CAPTCHA) is essential. Applicant can change the verification code by clicking the Refresh Image.
- After successful registration, a pop up shall appear with a message that the user ID and password along with application reference number has been sent to your registered e-mail ID.
- A unique application reference number would be generated and sent to your registered email ID; please take a note of this number for future reference.

- SC/ ST, PWD, **Women** and foreign students are exempted from the payment of the application fee.

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- Students of General and OBC category would visit the link <https://eazypay.icicibank.com/homePage> for making payment.
- Type and choose Institution name: EXECUTIVE DIRECTOR, REGIONAL CENTRE FOR BIOTECHNOLOGY RECEIPTS
- They would enter Application reference number and other basic information on this url make the payment. Please fill all the relevant and mandatory details required for the application. Make sure to fill same information as filled in the application form for registration.
- After making the payment, a transaction reference number would be generated would be sent to your registered email ID.

STEP 2: Online Application Form

- After registration, enter all details as per the format requested in the Online Application Format.
- All mandatory fields are marked with an asterisk and are to be filled by the applicant.
- In case of General, OBC and Others category students, fill transaction reference number, transaction date and amount as per the details received from payment portal <https://eazypay.icicibank.com/homePage> after making payment.

STEP 3: Online-Submission & Acknowledgement • Upon filling in the required information, you will be prompted to submit the application.

- At this stage you may want to review the application information entered by you. In case you are not satisfied, you may add/ delete information.
- After reviewing the application, you may submit the application.
- A copy of the filled application form would be sent on your registered e-mail ID.
- In case, copy of the application has not been received through email, applicant can download the application form by logging in to : <http://iphd.rcb.ac.in>

General Guidelines

- If the applicant does not submit his/her application form, it will be treated as incomplete. No claims shall be entertained in case of incomplete or non-submitted applications.
- Do not submit more than ONE Application.
- Duplicate applications will not be considered; one can view the status of the application by entering the Application Reference Number.
- Upon submission of the application, you will receive an auto generated mail, as acknowledgement to your submission. In case auto response is not generated, you may respond to: iphd@rcb.res.in

- The last date for submitting the application for admission to RCB for Indian students is 29 February 2020 and for Foreign students is 30 March 2020.

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For any query please contact registrar@rcb.res.in or +911292848800