

**INSTRUCTIONS FOR FILLING UP APPLICATION FORM AND UPLOADING OF
REQUIRED DOCUMENTS ONLINE UNDER OPEN SCHEME AT IARI, NEW DELHI
AND AT IARI HUBS FOR THE VACANT SEATS AFTER MOP-UP/FINAL ROUND
OF ONLINE COUNSELLING CONDUCTED BY ICAR FOR UG PROGRAM FOR
ACADEMIC SESSION 2024-25**

STEP 1: Type <http://pgs.iasri.res.in/index.aspx> on your browser and hit enter (Best viewed on Google Chrome) and click on "Registration, filling up application form and uploading of required documents Online for UG degree programme under Open Scheme for filling up Vacant seats after Mop-up/Final round of Online Counselling conducted by ICAR for the academic session 2024-25".

STEP 2: Click on “Register Here” button on the right side on the homepage.

STEP 3: Fill up the required details in the textbox on the page shown above and click on “Register” button.

STEP 4: After successful registration, click on “Login” button and enter your email ID and password you entered in Step 3 above. Change the password after the first login.

STEP 5: After successful login, a page will open with multiple text & dropdown fields.

STEP 6: Fill-up all the other details as required and also fill the contact details: Then click on “Save and Next” button.

STEP 7: After clicking save and next, a new page will open in which **Education Details** have to be filled. After filling all the required details, click on “Save and Next” button to proceed further.

STEP 8: After successfully filling the education details, **Upload Image, Signature and Documents Page will open**, Here the applicant needs to upload his/her photo on “Image Upload” button, Click on “Choose File” and upload your photograph. The candidate's photograph should be less than 100 kb and greater than 10 kb. After uploading photograph, the candidate has to upload **his/her signature**. Here the applicant needs to upload his/ her signature on “Signature Upload” button below. The candidate's signature has to be less than 20 kb and greater than 10 kb. The Candidate has to upload all the requisite documents starting from Matriculation to Qualifying Degree Examination.

STEP 9: After uploading the photo signature and documents, click on "**upload**" button. After successful **upload**, a message will appear "Upload status: Images uploaded!" Click on “Next” button on the right side of the same page.

STEP 10: After clicking “Next” button, a page asking for **Payment Details** will appear. Here you will enter the Online Transaction details (UTR No.) of **Application Fee** for the UG degree programme under Open Scheme for the academic session 2024-25. **Application Fee (non-refundable) is Rs. 400 (Rupees Four Hundred only) for all Categories**. After filling all the necessary details, click on “Save and Next” button.

STEP 11: After clicking “Save and Next” button, preview of your application will appear. Here you can review all your details that have been filled. After checking all the details check the declaration checkbox on the bottom of the page. After checking the check box, a Final Submit button will appear below the checked box Click on button. After clicking on **Final Submit button**, an alert window will open asking for confirmation for submission. Click on “OK” to submit your application.

STEP 12: After clicking “OK” a page with application form will open Click on “Print” to print the form.

STEP 13: After successful submission, the candidate should take a printout of the online submitted Application Form for future reference.

STEP 14: Please note that registration fee shall be submitted **ONLINE** only as per the Account Details given on the Portal.

STEP 15: In order to avoid last minute rush, the candidates are advised to apply early enough. The IARI will not be responsible for network problems in submitting the registration form online or any other problems of this nature in submission of an online form during last days.

Education Qualification and Other Eligibility Requirements for Open Scheme at IARI, New Delhi and at IARI^S Hubs for the Vacant Seats after Mop-up/Final round of On-line Counselling conducted by ICAR for Academic Session 2024-25

(i) The candidates declared/notified as eligible for counselling by ICAR/NTA, based on their merit-rank, shall only register and fill up Application Form Online as per the instructions given on Portal. Candidate shall forfeit the claim for admission if he/she, does not fill up Application Form Online/Pay Prescribed Application fee within the specified date and time. **A candidate who has not been declared/notified as eligible for counselling by ICAR shall not be considered for admission under Open Scheme at IARI for the academic session 2024-25 at any stage.**

(ii) Documents related to Eligibility Requirements shall not be checked during the registration process but will be verified after the Registration, filling up application form and uploading of required documents process is over. Candidates are required to ensure that they fulfill all the eligibility and document requirements for the Sub-subject at IARI, New Delhi and at IARI^S Hubs as given in the **Information Bulletin CUET (UG)-2024**. Candidates will be solely responsible for their fulfilling of and compliance to these eligibility and document requirements. The IARI will not entertain any claims arising out of their failure to comply with these requirements even at a later stage.

(iii) The candidates already admitted for UG degree programme at IARI, New Delhi and its Hubs during academic year 2024-25 will NOT be considered for filling up the seats vacant after Mop-up/Final round of Online Counselling conducted by ICAR for academic session 2024-25.

(iv) In case any degree from a particular College/University being derecognized by VCI/UGC, or due to any court directives (present or future), IARI will not admit such candidates of that College/University.

Rest of the rules/regulations as given in the Information Bulletin CUET (UG) 2024 (www.ntaicar.nic.in/ www.nta.ac.in/) shall be applicable for filling up Vacant Seats under Open Scheme after Mop-up/Final round of online counselling conducted by ICAR for academic session 2024-25

