

APPENDIX IV - Guidelines for Registration and filling up the online application form

I REGISTRATION			
S. No	Description of Field	Value	Remarks
1.	Salutation	---Select---	Mr/ Ms
2.	First Name	Enter first name	Max 35 character
3	Last Name	Enter last name	Max 35 character
4	Gender	---Gender---	Male/ Female/ Transgender
5	Display Name	---Enter---	First Name gets auto populated here
6	Email	Enter Valid id	Please enter valid ID to be used for communication
7	Login Id	---Enter---	Enter Login Id
8	Password	Enter as per password policy	Password Policy : 1. At least one special character among @!#\$%^* _ : 2. Minimum 6 and maximum 10 letters 3. Should not contain @@ character 4. Should not contain + character 5. At least one Numeric Digit, one lower case and one upper case Character
9	Confirm Password	Enter same as above	Has to match with the above entry and noted down for all future entries into the system
10	Mobile Number	Enter valid no	Please enter valid ID be used for communication
11	Date of Birth	DD/MM/YYYY	Select from calendar pick
12	State	---Select---	All states and union territories are shown in drop down menu
13	City	---Select---	Select from drop down menu
II ONLINE APPLICATION FORM			
S. No	Description of Field	Value	Remarks
A. Personal Information –as registered in Class 12 or equivalent examination			
1	Candidate’s Full Name	Enter name	Max 46 character; as per school leaving record don’t use prefixes like Sri, Mr, Ms, Dr, Late etc.
2	Father’s Name	Enter name	Max 46 character; as per school leaving record don’t use prefixes like Sri, Mr, Ms, Dr, Late etc.

3	Mother's Name	Enter name	Max 46 character; as per school leaving record don't use prefixes like Sri, Mr, Ms, Dr, Late etc.
4	Date of Birth	DD/MM/YYYY	See Section 5.2 for eligibility condition on date of birth (must be 17 years of age as on 31.07.2018).
5	Gender	---Select---	Male (M) / Female (F) / Transgender (T)
6	Whether SC/ ST	YES/NO	Auto-filled with NO, may be changed to YES
7	Person with disability	YES/NO	Auto-filled with NO, may be changed to YES
8	Type of disability	---Select---	Visual Acuity / One eyed vision / Physically challenged/ Others
9	Place of Residence	---Select---	Rural / Urban / Sub Urban
10	Nationality	---Select---	Indian / OCI / PIO / Foreign
11	Aadhar Number	--- Enter ---	Mandatory
12	Have you applied in JEE (Main) Paper-II	---Select---	YES (Y) / NO (N)
13	If Yes, enter Application No of JEE(Main)	Type valid number if Y	(Max 8 character) Has no bearing on this exam and verified offline
B. Communicating address			
14	Address of residence	50 characters	Enter full address
15	State of Domicile	---Select---	All states and union territories to be shown
16	District of Domicile	---Select---	Select from drop down menu
17	Pin Code	6 character	Mandatory
18	Email Id	Enter valid id	Please enter valid ID to be used for communication
19	Confirm email ID	Reenter valid ID	Please enter valid ID be used for communication
20	Mobile no	Enter valid no	Please enter valid no to be used for communication
21	Confirm Mobile No	Reenter mobile no	Please enter valid no to be used for communication
22	Land line no	Enter valid no	Optional
C. Choice of examination centre			
23 to 25	Choice of Location of Examination	-- 1st Choice-- -- 2nd Choice-- -- 3rd Choice--	Three choices to be selected mandatorily from the entire list of examination cities nation-wide (see Appendix-V for the complete list)
D. Details of education - Class X or equivalent			
26	Education Qualification	--- Fixed ---	Class 10th or equivalent

27	Pass Status	--- Fixed ---	Passed
28	Course/Stream name	--- Fixed ---	High School
29	Board	---Select---	Select from drop down list
30	Year of passing	---Select---	Select from drop down list
31	Obtained Marks	Enter value	Mandatory (aggregate)
32	Total Marks	Enter value	Mandatory
33	% Marks	---	Auto calculate
34	Roll No/Enroll No	Enter value	Enter correct roll no as per Class X records
35	Institute Name and address	100 character	Enter name and address of school of study in Class X
36	Pin Code	6 character	Pin code of school address
E. Details of education - Post X			
37	Education Qualification	--- Fixed ---	Class 12th or equivalent
38	Pass Status	--- Select ---	Passed / Appearing
39	Course/Stream name	--- Select ---	10+2 / 10 + 3 years Diploma
40	Board/University Name	---Select---	Select from drop down list
41	Year of passing	---Select---	Conditional – if Passed, Select from drop down list
42	Obtained Marks	Enter value	Conditional – if Passed, enter aggregate
43	Total Marks	Enter value	Conditional – if Passed
44	% Marks	---	Auto calculate – if Passed
45	Roll No/Enroll No	Enter value	Conditional – if Passed
46	Institute Name and address	100 character	Enter name and address of school of study in Class X Mandatory
47	Pin Code	6 character	Pin code of school address - Mandatory

Now the application may be reviewed before final submission. Once application is submitted, an Application Number (7 digit, Most Significant Digit=7) gets generated. Please note that it is impossible to submit a duplicate form by any candidate – with same name, father name, mother name and date of birth. If the candidate furnishes false information his/ her candidature is liable to be cancelled