

# **INSTRUCTIONS FOR FILLING ONLINE APPLICATION**

## **GENERAL INSTRUCTIONS:**

1. Applicants are advised to check their eligibility before proceeding to fill an online application.
2. Applicants are required to apply only through Online Mode, no other means/mode for submission of application will be accepted.
3. Applicants are advised to keep all relevant documents (Educational Certificates, Caste Certificate, Income Certificate , Scanned Photograph, Scanned Signature etc.) ready before starting with the form filling process.
4. Instructions for Photo / Signature / Documents Scanning
  - a. Photo Size must be between 10KB – 50KB
  - b. Signature Size must be between 10KB – 50 KB
  - c. Documents Size must be between 50KB -150 KB
  - d. Mark Sheet Size must be up to 500KB

## **STEPS FOR FILLING UP ONLINE APPLICATION**

### **STEP ONE:**

5. Log on to <http://www.ranchiuniversitymba.com>
6. Click on the link "Apply Online" provided on the home page.
7. By clicking on "Apply Online" a new window page (Online Admissions Portal) will be open.

### **STEP TWO:**

8. Online Admissions Portal.
9. NOTE: Here there are Five sections for completing the application each section will get unlocked as the Applicant completes the first section and so on.
10. Applicants have two Options as "Sign in" and "Register here".

11. First time Applicants click on “Register here”.
12. To Complete the Registration, Applicant is required to verify his/her registration with a confirmation email.
13. Login Id will be a Unique Application No. generated during the registration process.
14. Passwords should be between 8 to 15 characters and must contain alphabets and at least one numeric digit and one special character.
15. All Fields are mandatory in the Registration Form.
16. After successful Registration Applicant will receive an email and mobile on his / her registered email id for confirmation.
17. Applicants are required to verify the email by clicking on the link sent in the email.

**Note: “Applicants are advised to keep their “User ID” and “Password” for further Process”.**

**STEP THREE:**

1. After successful registration, an applicant can fill the Online Application Form.
2. For filling online application form, Candidates have to use Credentials i.e. APPLICATION NO. & PASSWORD.

**STEP FOUR:**

1. After First Login, Applicant’s Mobile number will be verified using OTP. Applicants are required to enter the OTP sent to mobile.
2. Applicants can then start to fill up the form.
3. Applicants must deposit requisite Application Fee in form of Demand Draft in favour of Institute of Management Studies, Ranchi.
4. After a successful payment Applicant can further proceed to complete the form fill up.

## **DETAILED INSTRUCTIONS FOR DIFFERENT SECTIONS**

1. Create a new account
  - 1.1. First Name
  - 1.2. Middle Name
  - 1.3. Last Name
  - 1.4. Category: Select the applicable category  
Applicants other than General Category must have their Caste Certificate with themselves so that College can verify their category.
  - 1.5. Email: Valid email id
2. General Details:-
  - 2.1. Full Name: As it appears on Certificate(s).
  - 2.2. Marital Status: If yes then enter spouse name.
  - 2.3. WhatsApp Mobile Number: Enter your WhatsApp no. so as to communicate if needed.
  - 2.4. Annual Household Income: Please mention your annual family income
3. Academic Details:
  - 3.1. Have you completed the graduation: If selected Yes then you have to enter combined mark sheet details otherwise you have to enter the mark sheet details one by one semester wise.
  - 3.2. Aptitude Tests: If selected Yes then enter the details asked for and you have to provide the Login Id and Password for the Aptitude Test mentioned.
4. Documents:-
  - 4.1. Recent Photograph
  - 4.2. Signature
  - 4.3. If selected ST/SC /OBC/BPL then relevant certificates must be uploaded.
  - 4.4. If UG is completed then upload the combined mark sheet if not then upload all the mark sheets of the semester merged in one pdf.

NOTE: For merging pdf. applicants can go through the provided link.

## HOW TO APPLY

- A new applicant has to click on "Register Here", for new registration, if already registered then go through the "For Existing Applicants" section.

IMS

IMS  
RANCHI UNIVERSITY  
Online Admissions Portal

For Existing Applicants

Registration No.

Username

Password

\*\*\*\*\*

Sign In [Forgot Password?](#)

For New Applicants

Register here

### Instructions

1. criteria for admission in MBA programme shall be graduation in any discipline with 50% marks in aggregate of all subjects or in the Honours subject in the bachelor's degree. Students in the final year of their Graduation may also

- Clicking on “Register Here” opens a new page as below. One has to enter the details like his/her First Name Last Name and so on.

**IMS**  
RANCHI UNIVERSITY

### Create a new account

Or Login with your existing one

**FIRST NAME**

**LAST NAME**

Please Enter Name as on Matriculation Certificate.

**PASSWORD**

**CONFIRM PASSWORD**

**CATEGORY**  
Select your category

**MOBILE NUMBER**

**EMAIL**

- Password should be between 7 to 15 characters and must contain at least one
- Please provide a valid Mobile no. and email address, as it is required for confirmation of registration.
- After signing in a page containing information about the applicant like candidate’s name and application no. is displayed. There are five different sections on this page. After completion of the first section another section will be unlocked for filling.

**IMS**    MBA20200000    Candidate    Dashboard    Sign out

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Name :Candidate      Application No. :MBA20200000  
E-Mail :ims@gmail.com      Mobile :1234567890  
Category :General      Course :2-Years Full-Time MBA

Application Status

Application Incomplete.

Please follow the below steps and submit the Application Form.

<div style="background-color: #333; color: white; padding: 2px; text-align: center; font-weight: bold;">Incomplete</div> <div style="text-align: center; font-size: 2em; font-weight: bold; color: #ccc;">1</div> <p><b>General Details</b> Provide the General details</p>	<div style="background-color: #f00; color: white; padding: 2px; text-align: center; font-weight: bold;">Locked</div> <div style="text-align: center; font-size: 2em; font-weight: bold; color: #ccc;">2</div> <p><b>Academic Details</b> Provide the Academic details</p>	<div style="background-color: #f00; color: white; padding: 2px; text-align: center; font-weight: bold;">Locked</div> <div style="text-align: center; font-size: 2em; font-weight: bold; color: #ccc;">3</div> <p><b>Payment Details</b> Provide the Payment details</p>
<div style="background-color: #f00; color: white; padding: 2px; text-align: center; font-weight: bold;">Locked</div> <div style="text-align: center; font-size: 2em; font-weight: bold; color: #ccc;">4</div> <p><b>Documents</b> Upload Documents and Final Submission</p>	<div style="background-color: #f00; color: white; padding: 2px; text-align: center; font-weight: bold;">Locked</div> <div style="text-align: center; font-size: 2em; font-weight: bold; color: #ccc;">5</div> <p><b>Print</b> View/Print Acknowledgement Form</p>	

- Applicants have to provide their “General Details” in the first Section.

I M S MBA20200003 Deepak Dashboard Sign out

**Fillup the details below.**

Full Name	Deepak Kumar	
Date of Birth	dd/mm/yyyy	
Gender	Select your gender	
Do you belong to Minority Community?	<input type="radio"/> Yes <input type="radio"/> No	
Nationality	Enter your Nationality	
Marital Status	<input type="radio"/> Married <input type="radio"/> Unmarried	
Mobile Number	8084703639	
WhatsApp Mobile Number	Enter your WhatsApp number	
Blood Group	Select Blood Group	
Aadhar Number (OPTIONAL)	Enter your Aadhar Number	
Father's Name	Enter your Father's Name	Select Father's Occupation
Mother's Name	Enter your Mother's Name	Select Mother's Occupation
Communication Address	Enter Full Address with State and District and Town	Pin Code
Permanent Address	<input type="checkbox"/> Same as Communication Address? Enter Full Address with State and District and Town	Pin Code
Local Guardian	Enter Full Name, Address & Relation	Pin Code Mobile Number
Annual Household Income	Annual Family Income	
Identification Mark	Enter your identification mark provided in Matric	

**Submit**

- After submission of “General Details” Academic Details gets unlocked and one has to fill one’s Academic Details.

I
M
S

MBA20200003
Deepak

Dashboard
Sign out

Fillup the details below.

**10<sup>th</sup> / Matriculation**

Institute/School

Board/University

Passing Year

Marks Secured (Percentage/CGPA)

**12<sup>th</sup> / Intermediate**

College/School

Board / Council

Qualification

Passing Year

Aggregate Marks Secured (Percentage / CGPA)

**Graduation**

College / Institute

University

Qualification/ Programme   
Enter your qualification along with Honours, ex- BA(English) / B.Com(Accounts) / B.A / B.C.A / B.B.A

Passing Year

Have you completed the graduation?  Yes  No

Aggregate Marks (Percentage / CGPA)

Please provide your Semester / Year wise Marks obtained

Sem1 or Year1	Sem2 or Year2	Add another Semester / Year
Percentage/ C.G.P.A	Percentage/ C.G.P.A	Remove a Semester / Year

**Aptitude Tests**

Did you appear for any Aptitude Test?  Yes  No  
You will need to upload the marksheet for this Aptitude test in the next step

Competitive Test

Passing Month & Year

Percentile/Rank \*\*

Please provide us the Login Id and password to login and verify the records for the Aptitude Test mentioned above.

Login Id


Password

University Registration and Year (OPTIONAL)   
If you have are already registered as a student of Ranchi University. Please State your Registration Year and Number else leave empty.

Submit

- After submission of “Academic Details”, “Payment” section gets unlocked, here applicants are needed to provide the Details of the Demand Draft as well as upload the scanned copy of the DD.

### Demand Draft Details

<b>Name of Bank</b>	<input type="text" value="Enter the name of Bank"/> <small>Enter the Name of Bank that issued the DD.</small>
<b>Demand Draft Number</b>	<input type="text" value="Enter the Transaction Id"/> <small>Enter the Demand Draft Number</small>
<b>Date of Issue</b>	<input type="text" value="dd/mm/yyyy"/> 
<b>Scanned Image of DD</b>	<input type="file" value="Select a file"/>

- After submission of “Payment Details”, “Documents Upload” section gets unlocked, here upload the required documents.



- In the “Documents Section” There are links to services for compressing and merging the documents for uploading at prescribed format at the top of the window.

Documents & Submission

Upload the Required Photos and Documents to unlock Final Submission

Please compress your files using below tools before uploading.  
 To compress Images : <https://compressjpeg.com>  
 To compress PDF : <https://shrinkpdf.com>  
 To combine/merge PDFs : <https://pdfjoiner.com>

100%

Recent Photograph\* Signature\*  
 Drop your file here Click to Select File Drop your file here Click to Select File  
 IMS RANCHI UNIVERSITY

Matric Admit Card\* Matric Marksheet\*  
 Drop your file here Click to Select File Click to View Drop your file here Click to Select File Click to View

Intermediate Marksheet\* Graduation Marksheet(s)\*  
 Drop your file here Click to Select File Click to View Drop your file here Click to Select File Click to View

Intermediate Marksheet\* Graduation Marksheet(s)\*  
 Drop your file here Click to Select File Click to View Drop your file here Click to Select File Click to View

Aptitude Marksheet\* Government Issued Photo Id\*  
 Drop your file here Click to Select File Click to View Drop your file here Click to Select File

Use <https://pdfjoiner.com/> to Join all the semester's marksheet if you do not have the combined marksheet or are appearing.

Preview & Submit

- After final submission applicants can download the confirmation page in pdf. format for future use.