STEPS FOR FILLING THE ONLINE APPLICATION FORM ON ADMISSION PORTAL
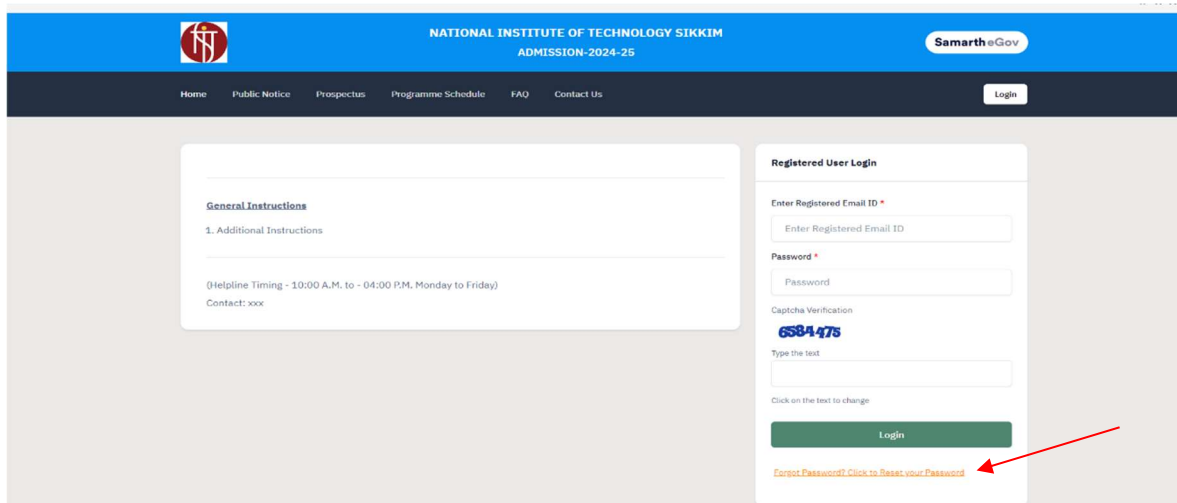
Step 1: Click on the link   https://nitsikkimadm.samarth.edu.in/jee/

The following page will be displayed.
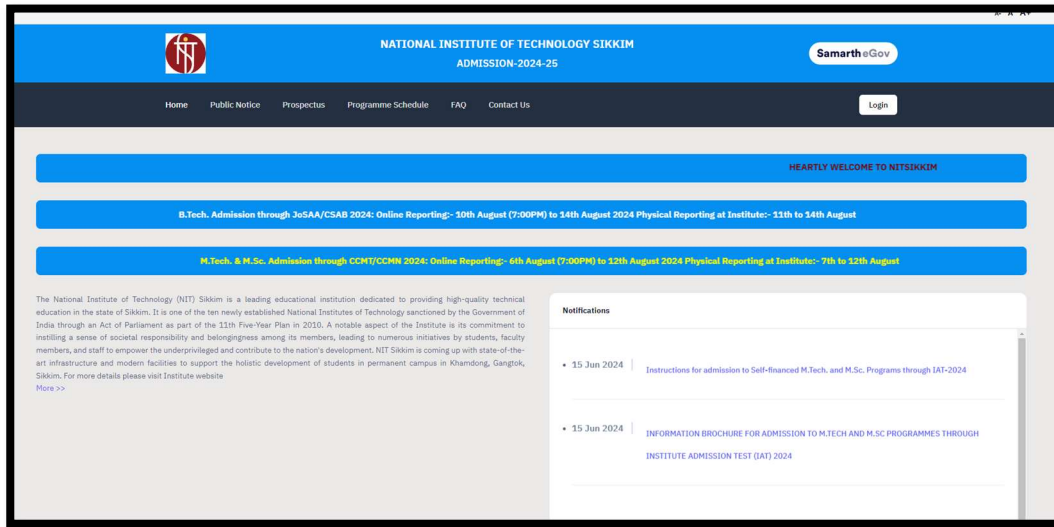
Step 2: Click on Login button.

- *Click on Forget Password*.
- Enter your Email ID (as mentioned in the JOSAA/CSAB/CCMT/CCMN 2025 portal at the time of registration). The password will be sent to your registered Email ID.

Step 3: Enter OTP will be received in your registered email and set a new password of your own.

Step 4: Sign in with following credentials, USERNAME: Registered Email PASSWORD: Enter your password as created by you in Step 3.

Step 5: After Login, Dashboard Screen opens up which has an "PROFILE" button.

Step 6: Click on the **"PROFILE"** button to **Update** the basic profile. Candidates are required to fill profile details to complete the profile. Please note that all the details should be filled carefully.

Step 7: After complete of online form, review it and click on **'Submit Profile'** button.

- Popup message displayed: *"No modification is allowed once a profile is submitted. After submission, applicants can't edit these basic profile details"*.

- Mark the checkbox against declaration and click on Submit which will direct the applicant to the dashboard with completed profile (Basic profile details).

Step 8: Click on next to proceed with the form.
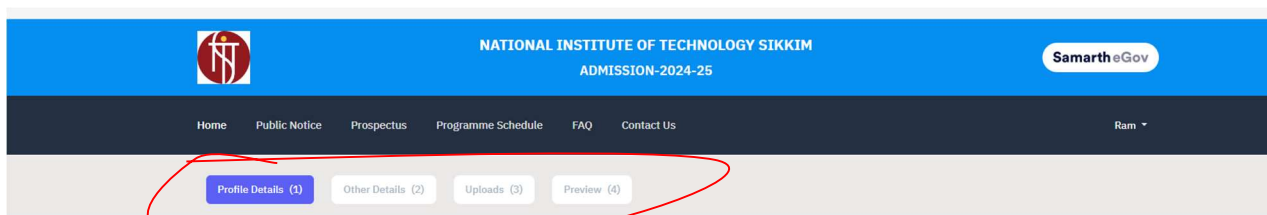
Step 10: Candidates are required to complete the details as required in the **Other Details** and **Uploads** tabs.

- Upload NECESSARY DOCUMENTS AS INSTRUCTED IN THE ADMISSION NOTICE. The size and format of each document are also instructed in the notice. The Income certificate and affidavit is not applicable for PG students/ UG having family income more than 5 lakh/ SC/ST/PwD and other students who does not have an income certificate during the time of online reporting then they should upload a blank page.

- After completing personal details, you are required click on the "Confirm and Lock".

Step 11: You will be re-directed to Program selection page. The program will be auto filled as per the allocation by the respective board.

If not auto selected, Select your allotted program by respective seat allocation boards (JOSAA/CSAB/CCMT/CCMN/IAT) under;

- Undergraduate Programmes
- Postgraduate Programmes

Study Centre/OU**: *Select respective Department.***

Step 12: Click on Preview to see the preview of the application. After previewing, download the application form and take the print of the same for future reference.

Candidate have to wait till the admin assigned the appropriate fee. Pls note the UG students who have claimed the tuition fee remission, the fee will be assigned as per the category, else full fee will be assigned to complete the admission.

Step 13: After the verification, Admin will assign the applicable fee to the candidate. The time period for such approval may vary from 1 to 10 Hours considering the night time. The candidate needs to re-login and pay the assigned fee. After the payment, the candidate has to take the print copy of money receipt for future reference.

Step 14: Click on Preview to see the preview of the application. After previewing, download the application form and take the print of the same for future reference.

*Note: Candidates are instructed to fill the information carefully as per your documents. As the candidates will not be allowed to change it later. In case, some document is pending then upload a blank page. Print the form and bring at the time of physical reporting. For any queries related to online filling of form, kindly send an email to **pg.admission@nitsikkim.ac.in.***