



**Important Information for the Candidates for
Payment of Fee and Complete the Ph.D. Admission
Process.**

Last date of Fee payment: 25th August 2025
Physical Reporting of Candidates: 2nd Sept. 2025

Reporting Venue

Academic Office, NIT Sikkim, Ravangla

- (1) Candidates are hereby advised to physically report within 2nd Sept. 2025.
- (2) Candidates are requested to bring all the original documents and one set of photocopies.

For any type of query candidates can contact the following persons,

- | | | |
|-----------------------------|---|------------|
| 1. Dr. Pratyay Kuila | - | 7479013224 |
| 2. Mr. Ram Nepal. | - | 9734122366 |
| 3. Mrs. Sonam Choden Tamang | - | 7479013255 |

**1. All candidates have to complete the admission process and pay
the applicable admission fee between 19th August to 25th August
2025. The candidates are required to upload the essentials
documents using the following link:**

<https://nitsikkimadm.samarth.edu.in/jee/>

2. Students have to arrange the following documents before filling the online form. The format of documents must be in 'jpeg. jpg.pdf and size- 10 KB - 500.00 KB

- a. Offer letter
- b. 10th Standard/Matriculation Mark Sheet.
- c. Mark Sheet & Pass Certificate of Class XII or equivalent (*merged together*)
- d. Mark Sheet & Pass Certificate of qualifying examination (Bachelor's Degree Examination) or equivalent (*merged together*)
- e. Mark Sheet & Pass Certificate of qualifying examination (Master's Degree Examination) or equivalent (*merged together*)
- f. Migration Certificate/Transfer and Character Certificate.
- g. Identity proof: Aadhar/Voter ID
- h. Certificate of category (SC/ST/OBC-NCL), [as per format] if applicable
- i. Certificate for Persons with Disabilities (PwD), [as per format], if applicable
- j. Recent color passport size photo (jpeg .jpg format)
- k. Scanned Signature (jpeg .jpg format)

A. Documents to be produced during reporting at NIT Sikkim (2nd to 15th January 2025)

List of Documents

Candidates are required to bring one set of self-attested photocopies of the following documents which is require during physical reporting:

- 1. Admission form generated from admission portal
- 2. Provisional Offer letter
- 3. Identity proof: Aadhar/Voter ID
- 4. Class X Mark sheet and pass certificate
- 5. Class XII (or equivalent) Mark sheet and pass certificate
- 6. Mark Sheet & Degree Certificate of qualifying examination (Bachelor's Degree Examination) or equivalent (merged together)
- 7. Mark Sheet & Degree Certificate of qualifying examination (Master's Degree Examination) or equivalent (merged together)
- 8. Degree/ Provisional certificate, if degree is completed. If result of qualifying degree is awaited, an undertaking and a certificate of course completion from the institute/university last studied.

9. Recent Scheduled Caste / Scheduled Tribe/ Physically Handicapped / OBC-NCL / EWS certificate (eligibility as per declaration by GOI) for claiming reservation. The date of issue of the OBC/EWS/PWD certificates should be on or after 1st April 2024.
10. Proof of payment Institute admission fee.
11. Migration/Transfer certificate of last Institute/ University attended
12. Conduct Certificate from the Head of the Institution last attended

Note:

- Students who are not having Migration/Conduct/ Transfer Certificate are required to submit the undertaking form as given in **Annexure** for submitting the certificates **latest by 20th September. 2025.**

B. Regarding Admission Fee for Ph.D. Program.

Types of Fee	Ph.D. Program Full Time		Ph.D Program Part Time	
	General/OBC	SC/ST	General/OBC	SC/ST
Total Institute Fee	Rs. 31,843/-	Rs.24,343/-	Rs. 30,774/-	Rs.23,274/-
Hostel Fee (Applicable only for Part Time and Self Finance Scholar)	HRA will be deducted		R. 16,750/-	
Note: 1. Not applicable for Day scholars				

1. Ph.D. Thesis Evaluation Fee Rs. 10,000/- (At the time of Thesis submission)

Note1: The above fee to be paid only through Samarth Portal using Payment TAB.

Note2:

- Institute has limited hostel facilities and Hostel may be provided on request on sharing basis. Hence, candidates are advised to arrange their own accommodation at Ravangla.

For any kind of queries related to admission, you may contact the respective HoDs of the Institute.

academicoffice@nitsikkim.ac.in

ContactNo:7479013257/9734122366 (9 AM to 5 PM)

Issued with the permission of the competent authority:

Sd/-

Dean Academic

Undertaking by Candidate

(For Migration/Transfer/Conduct Certificate)

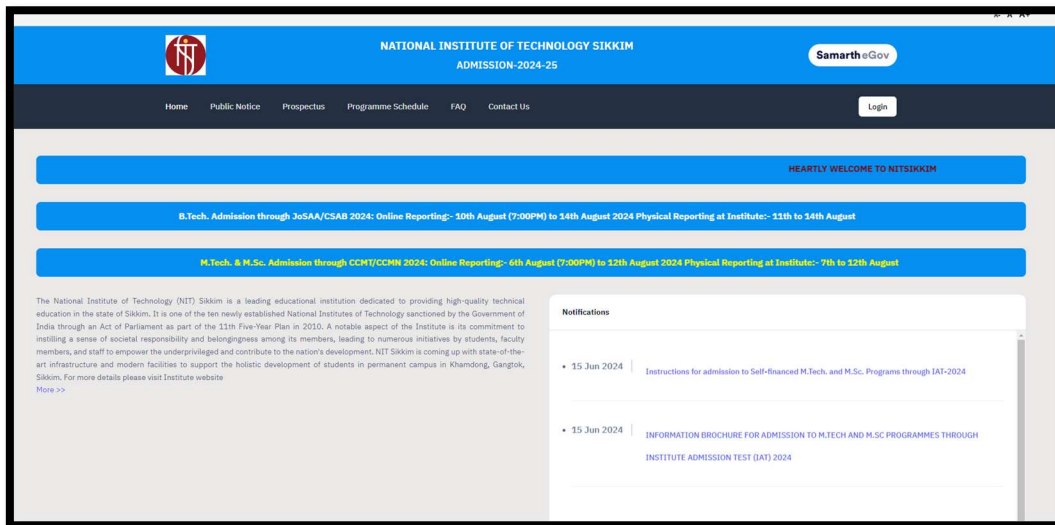
I, Mr./Ms. _____, Roll No. _____ hereby undertake that, I am a bonafide student of _____ (name of institute/ college/University) and have completed the degree of _____ in _____(branch/specialization). I will produce the TC/ Conduct / Migration etc. on or before **September20, 2024**, failing which my admission shall stand cancelled and all fees paid will be forfeited. I will not appeal to the Institute authority for further extension of date for submission of my result.

Date: Signature of the candidate

STEPS FOR FILLING THE ONLINE APPLICATION FORM ON ADMISSION PORTAL

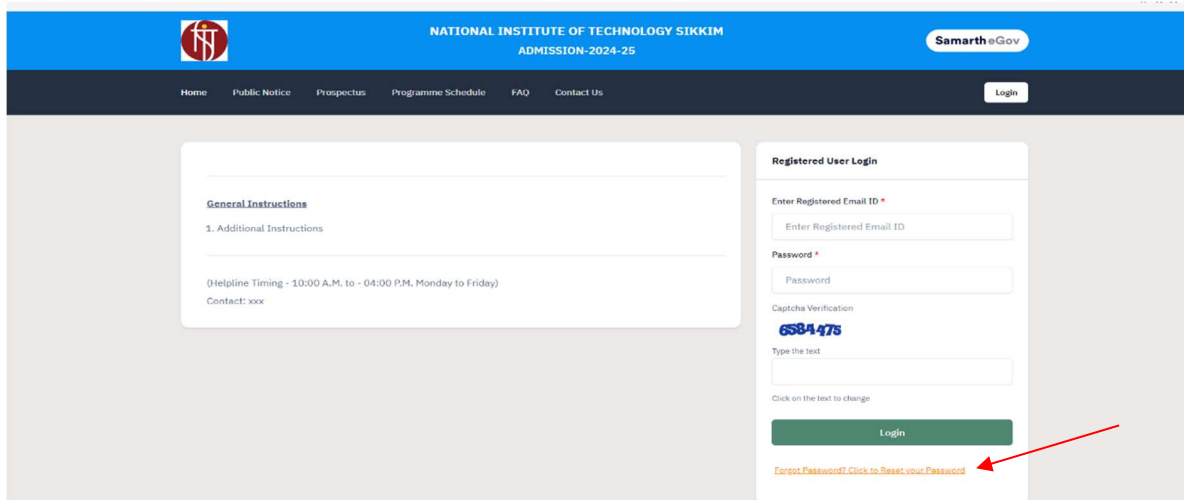
Step 1: Click on the <https://nitsikkimadm.samarth.edu.in/jee/>

The following page will be displayed.



Step 2: Click on Login button.

- **Click on Forget Password.**
- Enter your Email ID (as mentioned in the PHD admission application form 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.

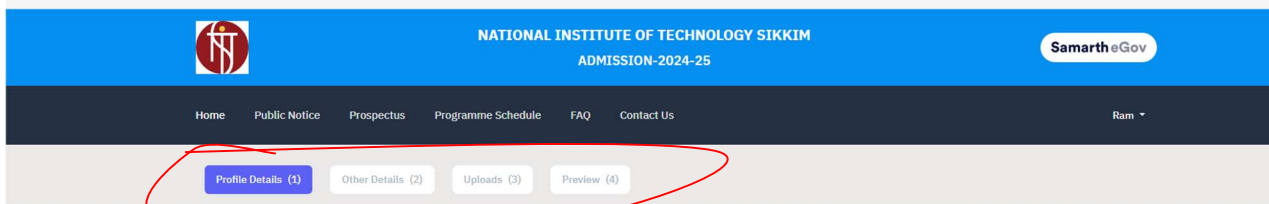
Step 5: After Login, Dashboard Screen opens up which has an “PROFILE” button.

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 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.

The screenshot shows the 'Programme Selection' tab selected in the admission portal. A green banner at the top of the content area says 'Profile Submitted successfully. You can now apply for programmes.' Below this is a tab bar with seven tabs: 'Programme Selection (1)', 'Personal Details (2)', 'Academic Details (3)', 'Other Details (4)', 'Uploads (5)', 'Preview (6)', and 'Payments (7)'. The 'Programme Selection (1)' tab is active. The main content area is titled 'Select the Programme you want to apply'. It contains three dropdown menus: 'Programme Level' (set to 'Bachelor (Under-Graduate Programmes)'), 'Programme *' (set to 'Select' with a red border and error message 'Programme cannot be blank.'), and 'Study Centre/OU *' (set to 'Select' with a red border and error message 'Study Centre/OU cannot be blank.').

If not auto selected, Select your allotted PhD. program

Study Centre/OU: **Select respective Department. /(Name of the department of studies)**

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.

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 academicoffice@nitsikkim.ac.in*