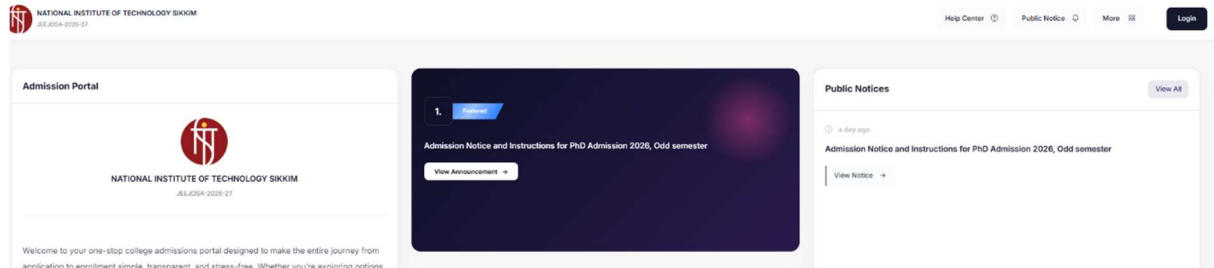


STEPS FOR FILLING THE ONLINE APPLICATION FORM ON ADMISSION PORTAL

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

The following page will be displayed.

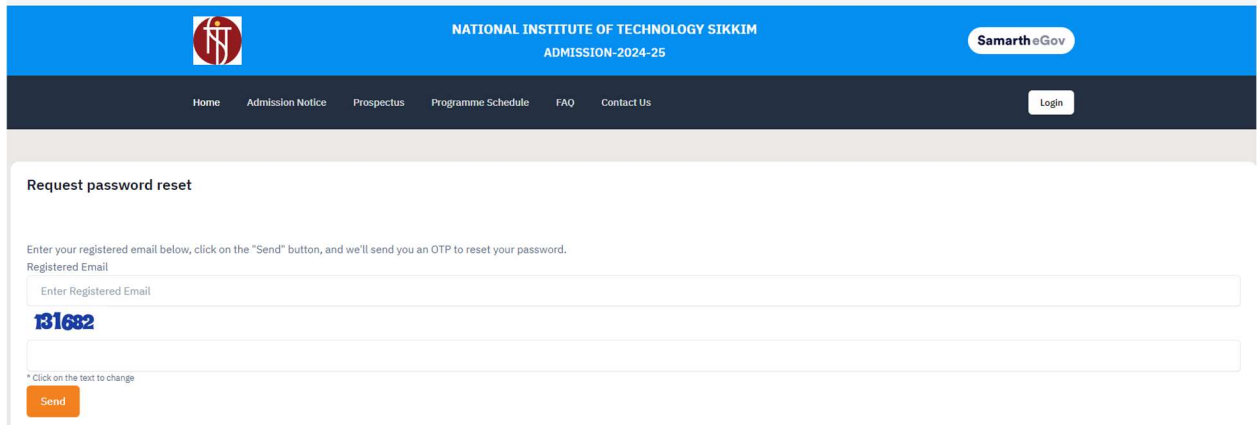


Step 2: Click on Login button.

- **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.

The screenshot shows the 'Login' page of the admission portal. It contains fields for 'ENTER REGISTERED EMAIL ID', 'PASSWORD', and 'CAPTCHA VERIFICATION'. Below the captcha field is a 'Login' button. At the bottom, there are two links: 'Forgot Password? →' and 'Resend Account Verification Code →'. The 'Forgot Password? →' link is highlighted with a yellow circle, and a red arrow points to it from the right.

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

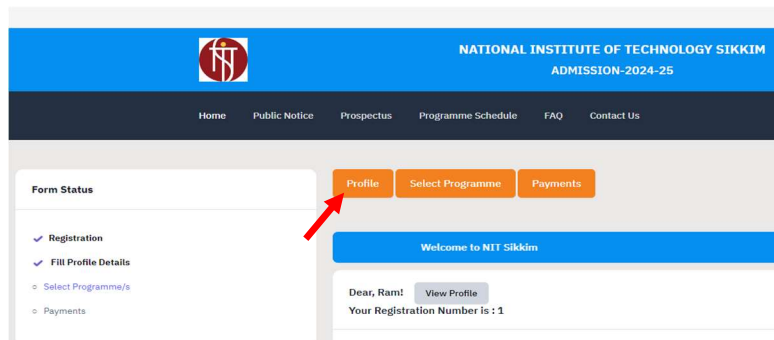


The screenshot shows the 'Request password reset' page of the National Institute of Technology Sikkim. The header includes the NIT Sikkim logo, the text 'NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM ADMISSION-2024-25', and a 'SamarthGov' button. The navigation bar contains links for Home, Admission Notice, Prospectus, Programme Schedule, FAQ, and Contact Us, along with a 'Login' button. The main content area is titled 'Request password reset' and contains instructions: 'Enter your registered email below, click on the "Send" button, and we'll send you an OTP to reset your password.' Below this is a form with a 'Registered Email' label, an input field containing 'Enter Registered Email', and a blue OTP '131682' displayed below the input. A 'Send' button is at the bottom left of the form. A small note says '* Click on the text to change'.

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.

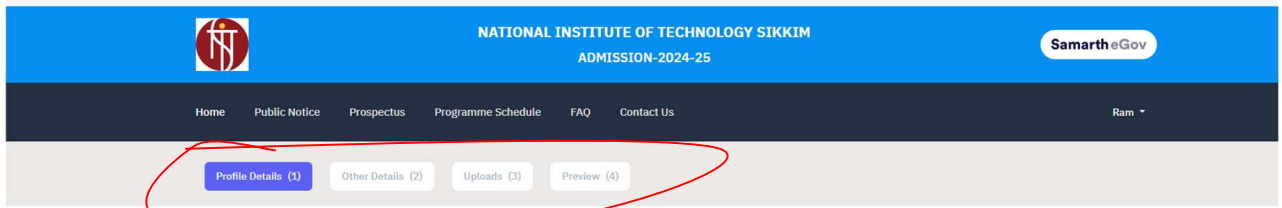


The screenshot shows the dashboard of the National Institute of Technology Sikkim after login. The header and navigation bar are the same as in Step 3. The main content area has a 'Form Status' section on the left with a list: 'Registration' (checked), 'Fill Profile Details' (checked), 'Select Programme/s' (unchecked), and 'Payments' (unchecked). To the right of this list are three orange buttons: 'Profile', 'Select Programme', and 'Payments'. A red arrow points to the 'Profile' button. Below these buttons is a blue banner that says 'Welcome to NIT Sikkim'. Underneath the banner, it says 'Dear, Ram!' and 'Your Registration Number is : 1', with a 'View Profile' button next to the name.

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 'Program Selection (1)' tab in the admission portal. A green success message at the top states: 'Profile Submitted successfully. You can now apply for programmes.' Below this is a tab bar with seven tabs: 'Program Selection (1)', 'Personal Details (2)', 'Academic Details (3)', 'Other Details (4)', 'Uploads (5)', 'Preview (6)', and 'Payments (7)'. 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 samarth@nitsikkim.ac.in*