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TUEE 2014

Instructions for Filling up the Online Application Form

The candidate shall have to register for a Username and a Password to login, given that if a candidate desires to apply for more than one programme, then he/she shall have to register separately for each programme. They are to complete the application process in **3 stages**, and they are supposed to **save the information** entered during one stage and **proceed to the next stage** . The information thus saved is available on subsequent login. Finally, the candidate shall have to **take a printout of the Application Form**, and that of the **Admit Card**, **Enter the Bank challan Journal Number**(to be put by the bank on the challan post payment), **attach relevant documents including the University copies of the challan counterfoils** and **send to the respective addressee**.

Application Fee:

The candidates shall have to deposit a fee of **Rs. 500/-**(five hundred only) as the application fee in any branch of **State Bank of India** through a portal generated challan. The application fee for **SC/ST** candidates is **Rs. 250/-**(two hundred fifty only). The Bank shall charge and additional fee of Rs. 30/-(thirty only) for each transaction.

Last date and Addressee for sending the printout of the Application Form:

Applications must reach the*Head of the relevant Department* within **April 8, 2014 (for all UG/PG/Ph.D. programmes)** and the *Controller of Examinations* within **May 7, 2014 (for B.Tech. programme)**.Applications received **after the last date** shall not be considered. **Incomplete applications** and applications **without the Challan counterfoil** shall also be **rejected**

Abridged Steps:

- *Step 1*: Register and get your login id and password.
- *Step 2*: Start filling up the form in three stages. Save the information in each stage and proceed for the next stage.
- *Step 3*: On the last stage of step 3 press the "**Final Submit**" button. Be informed that you shall not be able to edit/modify/change any information provided after final submission.
- *Step 4*: On successful submission take printout of the Application form, Admit Card**(only of UG/PG programmes)** and the challan that is automatically generated by the portal.
- *Step 5*: Deposit the requisite fees at any branch of State Bank of India.
- *Step 6*: Enter the **JOURNAL number** given by the Bank on the challan in the relevant box that is (or will be) available on the printed application form.
- *Step 7*: **Review,match and verify** the information that you have provided with the printed form.
- *Step 8*: Affix **one recent passport size colour photograph** on the space provided in the first page of the form, **two at the relevant places on the Admit Card**.

On satisfaction post the printout of the Form, Admit Card (**Admit card is needed only of UG/PG programmes**) and the relevant documents including the University copy of the challan counterfoils to the concerned address. Make sure that the form reaches the addressee within the last date. Be informed that all private courier companies may not deliver documents at the University Campus. So, please be careful. The University shall not be responsible for any postal delay.

*You are supposed to receive a **confirmation email and/or a SMS** in the respective email id and mobile number provided with your Roll Number for TUEE (wherever relevant) on approval of your candidature by the University. A search mechanism will also be activated in this site after the last date of despatch of Admit Card.*

In case of any difficulty in filling up the application form or any other query you may contact the following numbers during **Office Hours**.

- Online Application related query: **+91 8876432550**
- Any other query: **03712-273332**
- You may also send a mail to **entrance14@tezu.ernet.in** with your feedback. Please be patient while waiting for a reply from the University's end.