

PROFESSOR JAYASHANKAR TELANGANA STATE AGRICULTURAL UNIVERSITY
Admn. Office, Rajendranagar, Hyderabad – 500 030

INSTRUCTIONS FOR APPLICANTS	
1	The applicants who appeared for ICAR AIEEA (PG) 2020 / ICAR AICE – JRF/SRF (Ph.D) 2020 entrance examination are only eligible for admission into PJTSAU.
2	Only ONLINE application will be accepted. No application will be accepted in a other format and will be summarily rejected.
3	The candidate has to visit the website: www.pjtsau.edu.in and fill the OTR (onetime registration) application form with his/her or parent's mobile number and avoid using any other mobile number.
4	The applicant should use only Chrome/Firefox browsers while filling the online application form.
5	Use the links and buttons available on the page to move from one page to another.
6	The applicants should note that the admissions will be made as per the relevant government orders applicable at the time of admission.
7	It is the sole responsibility of the applicant to ensure that he/she fulfils the specified eligibility <i>in toto</i> before submitting the online application.
8	The applicant should carefully read the prospectus before proceeding to apply online. Applicant can either download a copy of the prospectus or read it online.
9	The applicant should read and understand all the instructions and eligibility criteria for admission before proceeding to fill the online application form. The applicant is advised to take a print out of the instructions so that he/she can refer to the same while filling the form.
10	IMPORTANT DATES:
a.	Issue of online application form : 03.10.2020
b.	Last date to apply online : 10.11.2020
c.	Last date for receipt of filled in downloaded form : 13.11.2020
11	The upper age limit for admission into PG courses at PJTSAU is 40 years as on 1 st July 2020.
12	The applicant should furnish all the details while filling the Online Application Form and the applicant is advised to save the application in draft mode/form until final submission.
13	Request for any change in particulars once given in the application will not be entertained.

14		After successful submission of application and payment of fee, the application in PDF format will be generated which will contain the application no. and other particulars furnished by the candidate. The application number so generated shall be used for future reference. The applicant will be able to download and print the application form. The applicant should enable “ background graphics ” in print option before taking a print of the uploaded application form.
15		The documents to be uploaded should be scanned in png/jpg/jpeg/PDF formats only and should not exceed 1MB file size.
16		The scanned passport size (3.5 cm x 4.5 cm) photograph of the applicant should be in JPEG format not exceeding 1 MB file size.
17		The applicant’s signature should be scanned in JPEG format of [3.5 cm x1.5 cm] not exceeding 1 MB file size.
18		Documents to be scanned and uploaded:
	A	e-Admit Card and ICAR – Entrance Marks/Rank issued by the ICAR to qualified candidates related to admission. ICAR Marks/Ranks is compulsory, otherwise they will not be considered in the Merit list.
	B	SSC Memorandum of Marks or equivalent examination certificate , showing the evidence of the Date of Birth .
	C	Pass Certificate cum Memorandum of Marks obtained by the applicant in the qualifying examination (B.Sc (Ag) for admission into M.Sc (Ag), B. Sc(Hons) H. Sc into M. Sc (Community Science-formerly Home Science) and B.Tech (Agri. Engg) to M. Tech (Agri. Engg.), M.Sc. (Ag) for admission into Ph.D, M.Tech (Agri. Engg) for admission into Ph.D (Agri. Engg.) and M. Sc (Community Science-formerly Home Science) for admission into Ph.D (Community Science-formerly Home Science).
	D	The latest certified copy of the Social Status Certificate issued by the competent authority, in case, an applicant belongs to Backward Classes, Scheduled Castes and Scheduled Tribes.
	E	Bonafide / Study Certificates from 6th class to degree level.
	F	Physical disability certificate from competent authority.
	G	Residential Certificate (Those applicants who are having a break in the years of study for reasons other than failure or those who passed the qualifying examination by private study have to submit this certificate issued by the Tahsildar. In case, the applicant has resided in more than one place, separate certificate from the Tahsildar, should be furnished for such places of residence).
	H	Certificate regarding achievements at B.Sc. / M. Sc. level in NCC / NSS / Sports / Games / Cultural / Literary activities at International / Inter-State / Inter-University level, if applicable.
19		Payment of application fee: For applicants belonging to OC and BC social status, the fee is Rs. 1,800/- and for applicants belonging to SC and ST social status & PH , the fee is Rs. 900/- The applicant has to select Debit Card /Credit Card (Visa / Master Card)/NET banking/ Wallet option to pay the application fee and follow the online instructions to complete the payment of fee.

20	The application fee once paid will not be refunded under any circumstances.
21	Handwritten / typed / photostat copies etc. of application forms will not be accepted and will be rejected.
22	A computer-generated hard copy of the filled-in online should be downloaded and sent by Speed Post only, so as to reach <i>The Registrar, Administrative Office, Professor Jayashankar Telangana State Agricultural University, Rajendranagar, Hyderabad – 500 030 on or before 13-11-2020 at 4.00 PM.</i> The University will not be responsible for any postal delay or loss of application during transit.
23	The applicant should bring the originals of the uploaded certificates to the Counselling Centre at the time of allotment of seat.
24	The applicant is informed that mere submission of an online application does not guarantee allotment of seat.
25	If an applicant has been found to have furnished wrong information or deliberately suppressed any relevant information or uploaded improper documents, his/her application will be summarily rejected.
26	The University is not responsible, for any discrepancy in Bio-data particulars while submitting the application form through online. The applicants are therefore advised to strictly follow the instructions in their own interest before submitting the applications.
27	Incomplete / Incorrect application form will be summarily rejected. If any lapse is detected during the scrutiny, the candidature will be rejected even if he/she comes through the final stage of selection.
28	For any queries related to online application, the applicants may contact the Help Desk at 7205746946 and 7205834435 between 10 am to 7 pm (Monday to Saturday)
29	For admission into Ph.D. programmes, the candidates should have submitted the M.Sc. level thesis on or before the last date prescribed for the receipt of applications and must complete the thesis final viva voce examination successfully as on the date of registration in case of selected candidates.

30		The following original certificates must be kept ready by the candidates for the purpose of verification at the time of counselling/selection.
	a	e-Admit Card and ICAR – Entrance Marks/Rank issued by the ICAR to qualified candidates related to admission
	b	Memorandum of marks (all years) obtained at the <i>qualifying (B.Sc. level / M.Sc level) examination</i> or transcript.
	c	Provisional/degree certificate of the qualifying examination.
	d	Study certificates from Heads of recognised educational institutions from VI class onwards. (Those who appeared for any examination by private study should enclose residence certificate.)
	e	Social Status Certificates issued by the competent authority, in case of candidates belonging to BC / SC/ STs. The admission given under this quota shall be provisional till the genuineness of the social status claim of the candidate is certified by the respective Directorate of the Government.
	f	Certificate regarding achievements at B.Sc. level in NCC / NSS / Sports / Games / Cultural / Literary activities at Inter National / Inter State / Inter University level, if applicable.
	g	Date of birth certificate
	h	Certificate towards physical disability, if any
	i	Residential (Latest certificate issued by the Telangana Government), Certificate.
	j	Aadhaar Card or 28 digit Aadhaar Enrolment ID proof or Passport or Ration card or Bank Passbook or any other valid Govt. Identity proof
	k	Conduct certificate from the Head of the Institute from the last attended.
	l	Originals of the above certificates should be submitted at the time of admission.

REGISTRAR