



## HUMAN RESOURCE DEVELOPMENT DEPARTMENT

### ONLINE ADMISSION 2017



Registration of students for admission to UG courses in the following 11 Government Colleges of Sikkim for the academic year 2017-18 will be through online only.

Students are directed to visit: [www.sgcregistration.com](http://www.sgcregistration.com)

Sl. No.	College
1.	Sikkim Government College, Tadong
2.	Sikkim Government College, Burtuk
3.	Sikkim Government Law College, Gangtok
4.	Government College, Rhenock, East Sikkim
5.	Sikkim Government College, Gyalshing
6.	Namchi Government College, Kamrang
7.	Sikkim Government B. Ed College, Soreng
8.	Sikkim Government Science College Chakung
9.	Sikkim Government College Mangshila
10.	Women Arts College, Khamdong, East Sikkim
11.	Government Vocational College, Dentam

#### Instructions for online registration of students for admission:

- Candidates should register for admission through website <https://www.sgcregistration.com/> only.
- Candidates can apply for more than one college but he/she will get admission in one college only.
- Prospectus Fees:  
Prospectus Fee of Rs 300 will be charged per college.  
Prospectus fees will be calculated based on the number of colleges the applicant applies for.
- Application Submission Procedure: 1- 6 Steps to be followed to apply online

#### Step 1: Application Submission process :

Before filling up of the Registration Form, the Applicants are required to keep the scan copies of their 10+2 Mark Sheet, Passport size photograph and Demand Draft (in case the payment is made through Demand Draft).

The candidate should provide required personal details while filling the Online Application Form and also set PASSWORD. After successful submission of the personal details, Application No will be generated and will be sent to the registered mobile number & e-mail. This same Application No. will be used to complete the remaining steps of the Application Submission process and also for all future correspondence/subsequent logins.

**Step 2: Basic Information :** Fill up Basic Information form.

#### Step 3: Examination Details :

- Provide details of all the pursued subjects and marks obtained in 10+2.
- Upload the scanned image of recent passport size photograph in jpg/jpeg format only. Size of the image must be greater than 4 kb and less than 40 kb. Dimension of the image should be 3.5 cm (width) x 4.5 cm (height) only.
- Upload the scan copy of the Mark sheet of 10+2. Size of the Mark sheet must not be greater than 2 mb.

**Step 4: College Preferences:** Please select colleges and courses according to the priority in which you seek admission. However, this does not guarantee of your admission to that particular college and course opted for. Vocational Students has to opt for vocational courses as first preference.

**NOTE:** It is advisable to choose a minimum of three preferences per college to maximize the chances for seat allocation in your preferred college.

**Step 5: Confirmation:** Please verify and confirm the details provided before final submission.

**Step 6: Payment:** The prospectus fee can be paid through through Online / Offline mode.

**Online: Net banking / debit/credit card.**

**Offline: Demand Draft** – Upload the scan copy of the Demand Draft. The size of the Demand Draft must not be greater than 1 mb.

Fill up the payment details form, pay the fee and print the payment slip. Keep the payment slip safely for future reference. After verification of payment, system will send acknowledgement message to the registered phone number and e-mail within 3 working days.

#### Note:

- Once the seat is allocated, the candidates will not be allowed to change the allocated seat.
- If any information regarding the documents submitted is found untrue, then the candidature of the applicant will be cancelled.
- Payment not made for the preferred college will be considered invalid for the seat allocation.

#### Important dates:

<b>Start date of Online Registration</b>	<b>25<sup>th</sup> May 2017</b>
<b>Last Date of Online Registration</b>	<b>10<sup>th</sup> June 2017</b>
<b>Last Date for Payment of Prospectus Fee</b>	<b>12<sup>th</sup> June 2017</b>
<b>01<sup>st</sup> Merit list generation</b>	<b>17<sup>th</sup> June 2017</b>

**NOTE: HELPLINE WILL BE OPENED FROM 30.04.2017 ONWARDS.**

For any help please call on help desk no:

**Mobile: +91- 8167734520, 8167734522 (Between 10 am to 7 pm),**

**Website: [www.rusasikkim.com](http://www.rusasikkim.com)**