



HUMAN RESOURCE DEVELOPMENT DEPARTMENT

ONLINE ADMISSION 2018



Registration of students for admission to UG courses in the following 11 Government Colleges Of Sikkim for the academic year 2018-19 will be through online only.

Students are directed to visit: 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:

1. Candidates should register for admission through website <https://www.sgcregistration.com/>.
2. Candidates can apply for more than one college but he/she will get admission in one college only.
3. 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.
4. Application Submission Procedure: 1- 6 Steps to be followed to apply online

Step 1: Registration process:-Fill up of the Registration Form and submit it. Candidate has to provide Name, roll number and valid mobile number and also set PASSWORD. After successful submission, Application Number will be generated and will be sent to the registered mobile number & e-mail. This same Application Number will be used to complete the remaining steps of the Application Submission process and also for all future correspondence/subsequent logins

Step 2: Important information: Fill up the important information from where candidate has to provide category (COI serial & vol. number, residential certificate number and (ID no of regular state government employees (Non-Local); Central government employees, army personal, CPMF transferred & working in Sikkim **whichever is applicable**) and also fill the marks obtained in class XII. Give details of marks of at least top 5 subjects. And subject details should not exceed more than 6 subjects.

Step 3: 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.

Note: A student can opt for all the college and maximum of two courses per college provided they are eligible to opt for the course and college. It is advisable that the candidate opt for of at least 2 subject preferences per college to maximize the chance of seat allocation.

Step 4: Document Upload: 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 100 kb. Upload the scanned image of the Mark sheet of Class XII, Certificate of Identification, Disability Certificate and Employment Proof of Father[in case of Candidates applying under Regular Government Employee, Non Local] (whichever applicable) size of the documents must not be less than 2 mb.

Step 5: Confirmation: The candidate should provide required personal details

Note: Please verify and confirm the details provided before final submission.

Step 6: Payments: The prospectus fee can be paid through online/ offline mode

Online: Net banking/debit-credit card/UPI

Offline: Demand Draft —upload the scan copy of the demand draft. The size of the demand draft must not be greater than 1mb. **In favor of E- collection Account HRDD Payable at Gangtok.** 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 candidate will not be allowed to change the allocated seat.
- If any information regarding the document submitted is found untrue, then the candidate of the applicant will be cancelled.
- Payment not made for the preferred college will be considered invalid for the seat allocation.

Note: for any type of payment, bank will deduct the transaction amount.

Note: HELPLINE WILL BE OPENED FROM 26.05.2018 ONWARDS

For any help please call on help desk number:

Mobile: + 91- 8167734520, 8001194118 (Between 10am – 7pm)

Website: www.rusasikkim.com

www.sgcregistration.com

Note: Admission for Sikkim Government B.Ed College Soreng shall be intimated later.