

Instructions for filling of Application Form

I. Registration Process

1. For Registration of 2020-21 admission process applicant will have to visit the website <https://www.pdkvdiplomaadmission.in/>
2. Applicants will have to ensure that while registering, use a mobile no. which is preferably personal or which he/she can easily access.
3. Following are the inputs taken for registration of applicant:
 - **Mobile Number** - Please enter mobile number. It will be your user ID for further admission process
 - **First Name** - Please enter Your Name
 - **Middle Name** - Please enter your Father's or Husband's Name
 - **Last Name** - Please enter Your Surname
 - **e-Mail** - Please Enter your Email ID
 - **Gender**- Please select Gender Male or Female
 - **Date Of Birth** - Please Enter Date of Birth According to Birth Certificate / Leaving Certificate
 - **City** - Please Enter City
 - **Password** - Please enter the Password, it will be used for further process **Confirm password** - Please re-enter the Password for confirmation
 - **Register** -Select Register button to get successfully registered.

Please note that the registered mobile no. and password gives you an individual login on <https://www.pdkvdiplomaadmission.in/> Please access your student login regularly and ensure it is accessible

II. Application Form Filling

Applicants are to use the User ID and password created by him/her to fill the online application form using the login.

Please access your student login regularly and ensure it is accessible

At frequent intervals, you need to check for any new information pertaining to the admission process on <https://www.pdkvdiplomaadmission.in/>




The online application form consists of Personal, Academic, Preferences, Payment and Summary tabs provided to be filled by applicant as follows:

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Personal Tab:

Field Name	Description
Application No:PDKV-DP20-XXXXX	Application number is Auto Generated.
* Student Photo :	Upload the scanned Photo, the size should not exceed more than 50 kbs.
* Student Sign:	Upload the scanned sign; the size should not exceed more than 50 kbs.
Aadhaar No:	Enter the Aadhaar No, if available
Pan No:	Enter the PAN No, if available
* Candidate's Name:	The Candidates name will be taken from the registration data.
* Gender:	The gender will be considered as entered during registration.
*Birth Date:	Date of Birth will be considered as entered during registration.
E-Mail:	E mail Id will be considered as entered during registration.
* Mobile No:	Mobile No entered during registration will be considered.
Mobile No2 :	Enter additional mobile number if available
*Address1 :	Enter the detail address
Address2 :	Enter the detail address
* Pin Code :	Enter the PINCode
* State :	Select the State
* District :	Select the District
* Taluka :	Select the Taluka
* City/Village :	The City/Village name entered <i>during</i> registration will be considered.
* Father's Occupation :	Select the Fathers Occupation
* Parents Annual Income:	Enter the Annual income of Parents
* Father's Name :	Enter Fathers Name, Middle Name and Surname
* Mother's Name :	Enter Mothers Name, Middle Name and Surname
* Domicile State :	Select the state of your domicile and upload the document
*Domicile Document :	Upload your domicile document and select the domicile type. If the document gets uploaded you will seen Upload button in blue color
*Religion :	Enter your religion

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*Category :	Select the category you belong to and upload the documents. If the document gets uploaded you will see Upload button in blue color.
* Caste :	Enter the caste you belong to
Student's Bank Name:	Enter the Bank Name of Applicant
Branch Name:	Enter the Applicants Bank Branch
Account No:	Enter the Bank Account Number
*Do you belong to Economically Backward Class(EBC)?	Select if you belong to Economical Backward Class. If the document gets uploaded you will see Upload button in blue color.
*Is Student/Applicant Employed?(NOC):	Select if applicant is employed. If yes then upload the employers Copy of NOC . If the document gets uploaded you will see Upload button in blue color.
Next Button	Select the next button to save and proceed to next tab
	Used for Compulsory Fields
	Button is used for uploading the document
	Button is displayed if document is uploaded

Academic Tab:

In the Academic tab applicant will have to provide the academic details as follows:

Field Name	Description
* S.S.C Percentage	Enter the SSC Percentage as given in your mark sheet.
* S.S.C Mark sheet Upload	Upload the SSC Mark sheet
Agril. Polytechnic College	Enter the Diploma College Name
* College State:	Select the State of College
* College District :	Select the College located District
* College Taluka :	Select the College located Taluka
* College City :	Enter the College located

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*Home University	On the options provided the home university will be selected by default
* LC/TC Documents	Select the Document type
* LC/TC Documents Upload	Upload the document

Other Reservation and Weightages

Certificate of the Freedom Fighter (FF)	Select and Upload the document if you are eligible
Certificate of Physically Handicapped (PH)	Select and Upload the document if you are eligible
Certificate of Defense Personnel (DP)	Select and Upload the document if you are eligible
Certificate of Project Affected Person (PAP)	Select and Upload the document if you are eligible
Certificate of Agriculturist (AG)	Select and Upload the document if you are eligible
N.C.C. B or C Certificate(Air/ Naval/Army wings.	Select and Upload the document if you are eligible
N.S.S. Certificate of 240 hrs./N.S.S. Special Camp	Select and Upload the document if you are eligible
Sport Certificate (District, State, National, International)level	Select and Upload the document if you are eligible
Certificate of Debate/Essay/ Elocution of State Level Competition issued by concerned Organization	Select and Upload the document if you are eligible
Submit	Select the submit button to save and proceed to next tab

Preferences Tab

In the Preference tab applicant can check his eligibility score and can give the preferences for the First Year as per his/her eligibility.

Field Name	Description
Eligible Faculty	Select to check the Weightages
First year Preference	Select the college preference of First year and save the preference.
Selected Preferences	The selected Preferences can be viewed and applicant can shuffle the preference)
Next	Select the save button to proceed to next tab

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Payment Tab

In the Payment tab applicant can make payment of application fee using any of the online payment modes provided.

Summary Tab:

In the Summary tab applicant can view the summary report of application filled by applicant:

Summary	Summary is the view of entire report having data entered by applicant
Declaration	Candidate is required to select and check the declaration. And Further click on Submit Admission Form
Submission of Admission Form	Once applicant has checked the details filled and verified he can Further click on Submit Admission Form. Once the form is submitted applicant cannot make any changes if any.