

DETAILED STEPS FOR PGZO AND PGGR:

STEP 1. Fill-up and submit on-line application form.

STEP 2. Upload your recent scanned Passport Size photograph and Signature.

- ✓ The photograph and signature must be in .JPEG / .JPG format only.
- ✓ The file size of each image (i.e. Photograph and Signature) must be less than 50kb.
- ✓ The dimension of the scanned photograph should be 140px X 162px (i.e. 140px in Width and 162px in Height)
- ✓ The dimension of the scanned signature should be 150px X 50px (i.e. 150px in Width and 50px in Height)

NB: Applicants can use the Retrieve Bank Challan/Pay Online option to upload your photograph and signature and Generate Bank Challan or make e-payment at later point of time using his/her Application ID and Date of Birth.

STEP 3. Take Printout of the filled in Application Form and Bank Challan (Who will pay through Bank Challan). Who will pay through Bank Challan please check and accept the condition and use the button **“Click here to Generate Bank Challan for payment through Bank Branch”** to take print out of the application form and Bank Challan.

Payment through OFFLINE Mode
(for payment through bank branch, tick the check box to enable the button below)

I agree that I have read the eligibility criteria and qualify for Geography (the course applied for).

Click here to Generate Bank Challan for payment through Bank Branch



Who will pay online please use the button “Click here to Print Application Form” to take print out of the application from.




<p>Payment through ONLINE Mode (for online payment, tick the check box to enable the button below)</p>	
<p>Click here to Print Application Form</p>	
<p><input checked="" type="checkbox"/> I agree that I have read the eligibility criteria and qualify for Geography (the course applied for).</p>	

STEP 4. Pay the application fees through either offline mode visit any Allahabad Bank (after 2 day) or pay the application fees through online mode Challan please check and accept the condition and use the button “Click here for e-Payment”.

<p><input checked="" type="checkbox"/> I agree that I have read the eligibility criteria and qualify for Geography (the course applied for).</p>	
<p>Click here for e-Payment</p>	

STEP 5. Payment Status Verification:

After getting SMS for confirmation of receiving fees from University end visit admission website and click on “Check Payment Status” button and give your Application ID and Date of Birth and take print out of **PAYMENT CONFIRMATION RECEIPT and RECEIPT of SLMs (RECEIPT of SLMs will become valid only after getting confirm seat during centralised counselling process of this University).**

	<p>NETAJI SUBHAS OPEN UNIVERSITY DD-26, Sector-I, Salt Lake City, Kolkata - 700 064.</p>
<p>PAYMENT CONFIRMATION RECEIPT</p>	
<p>Transaction No. : GCNB4749550894 Journal No. : 4005880 </p>	
<p>Application No. : PA17009370</p>	<p>Subject Code : PGED</p>
<p>Name : CHAITALI KUNDU</p>	<p>Stream : MA</p>
<p>Centre Name : B.B. College Study Centre</p>	<p>Centre Code : C-02</p>
<p>Mobile No. : 8768472792</p>	<p>Date Of Birth (DD-MM-YYYY) : 11 / 11 / 1983</p>
<p>Amount : Rs. 4400 /- (Rupees Four Thousand Four Hundred Only.)</p>	
<p> Your Application Fee has been received.</p>	
<p><u>Refund Policy</u> The University will refund fees to the applicants for following reasons:</p> <ol style="list-style-type: none"> 1. If any applicants pay his/her requisite fees for admission twice (through Bank Challan / Payment Gateway) against same application ID. 2. If one applicant applies for two subjects inadvertently. However, be it clearly noted that if one applies for a particular PG programme and submits his/her fees but latter on requests for its refund, the deposited amount could not be refunded. <p>Applicants with above mentioned reasons are advised to visit University HQ with a written application forwarded by Study Centre Coordinator along with supporting documents within one month from the admission closing date.</p>	

STEP 6. Visit website to check **Provisional Merit list of PGZO and PGGR after 10.08.2017.**

NB: Applicants for the course Geography and Zoology **need not to go to the Study Centre for candidature verification or need not to send Application Form.** Candidature will be verified latter on if called for counseling.



Please read the following important note:

The merit lists and the waiting lists will be published in the website on the basis of submitted online application. The stipulated date and details of the counselling process will be notified later in our official website (www.wbnsou.ac.in) and in the admission website (pg.wbnsouadmissions.com). At the time of counselling, the applicant needs to bring the **computer-generated application form, attested copies of supporting documents, photographs and University copy of the challan obtained from the Bank or online payment receipt form payment gateway**. She/he needs to bring **all original document** at the time of counselling for verification of candidature failing which the candidature will be cancelled. After allotment of seats through counselling, the requisite admission fees are to be deposited by **demand draft (Details will be notified later) at the time of counselling**. In these courses, where seats are limited, the admission will be made strictly on the basis of **merit and following the reservation policy of the Government of West Bengal and of the University through counselling**.

GENERAL INSTRUCTION:

- ✚ BEFORE APPLYING FOR ANY OF THE ABOVE MENTIONED COURSE APPLICANTS ARE ADVISED TO GO THROUGH THE **ADMISSION NOTIFICATION, STEP TO BE FOLLOWED**, SOFT COPY OF THE **PROSPECTUS**, JULY 2017-2018 AVAILABLE IN THE ADMISSION WEBSITE.
- ✚ ALL INFORMATION REGARDING THE ADMISSION PROCESS WILL BE AVAILABLE ONLY ON THE NSOU OFFICIAL WEBSITE WHICH IS WWW.WBNSOU.AC.IN AND ON ADMISSION WEBSITE PG.WBNSOUADMISSIONS.COM APPLICANTS SHOULD CHECK THE ABOVE MENTIONED WEBSITES REGULARLY FOR UPDATED INFORMATION.
- ✚ **MARKS RELAXATION** FOR SC/ST AS PER W.B. GOVT. RULE.
- ✚ AN APPLICANT IS PERMITTED TO TAKE ADMISSION ONLY IN **ONE PG COURSE**.
- ✚ UNIVERSITY ACCEPT FEES ONLY THROUGH BANK CHALLAN (obtained from admission website after submission of application form) OR ONLINE PAYMENT GATEWAY (available at admission website only after submission of application form).
- ✚ IN ORDER TO AVOID ANY INCONVENIENCE, THE APPLICANTS ARE STRONGLY ENCOURAGED TO TAKE SPECIAL CARE ABOUT THE DEADLINES, OTHERWISE HE OR SHE WILL BE DEPRIVED OF ADMISSION.

