

# **Important Instruction for Candidates Filling up Online and Offline Application form**

## **Online Form**

### **General Instructions:**

- 1. Online form opens on 8<sup>th</sup> September and closes on 19<sup>th</sup> September 2022.**
- 2. Candidates are instructed to fill up only one form without any errors in the details provided. Multiple form submission may lead to cancellation of candidature.**
- 3. Candidates must pay fee online or offline via any mode available but they must retain the receipt of payment and upload it to the application portal.**
- 4. Form fee Rs. 750 /- per subject.**
- 5. Candidates must note application fee is nonrefundable.**
- 6. Candidates must check the minimum eligibility criteria before payment of application fee.**
- 7. Candidates must retain the copy of the application form received in the email provided and must produce it in the printed form if selected for admission.**
- 8. Candidates must check the eligibility list uploaded in the official website [www.nbbgc.in](http://www.nbbgc.in) and pasted in the college notice board before appearing for entrance exam. The application number will be provided in the list, please note it for future references.**
- 9. Hall tickets for the entrance exam will be issued by the admission committee at admission Desk in the college campus on 23<sup>rd</sup> September 2022 from 9:00 am to 10.00 am. All candidates are to report to the admission desk and collect hall ticket before the entrance examination.**
- 10. All the necessary information will be uploaded in the website, it is the responsibility of the candidates to check the website [www.nbbgc.in](http://www.nbbgc.in).**

### **Requisite Documents**

- 1. All Documents to be uploaded in the portal must be scanned into single pdf.**
- 2. The pdf cannot be larger than 100mb in size.**
- 3. The filename should be candidate's first name followed by subject applied for.**
- 4. The following order must be maintained while uploading the documents**
  - a. Undergraduate marksheets (All marksheets arranged Semester-wise/ year-wise)**
  - b. COI/SSC/ RC Attested by competent authority (Mandatory if applying in COI/SSC/RC category )**
  - c. Class X marksheet and Certificate**
  - d. Class XII marksheet and certificate**
  - e. Caste Certificate(if applicable)**
  - f. Photo ID**
  - g. Fee Receipt**
  - h. BPL card (only if applicable)**
  - i. Proof of Physical disability (only if applicable)**
- 5. The documents have to be very clear and scanned in high quality with full page clearly visible.**

## **Offline form**

### **General Instructions:**

- 1. Offline form will be available at NBBGC Admission Desk at NBBGC Campus only from 12<sup>h</sup> September to 19<sup>th</sup> September 2022 between 11AM and 3PM on working days.**
- 2. Candidates must pay application fee of Rs 750/- at NBBGC campus for offline form.**
- 3. Candidates must note application fee is nonrefundable.**
- 4. Candidates must check the minimum eligibility criteria before payment of application fee.**
- 5. Candidates must retain the acknowledgement receipt provided during the submission of application form.**
- 6. Candidates must check the eligibility list uploaded in the official website [www.nbbgc.in](http://www.nbbgc.in) and pasted in the college notice board before appearing for entrance exam. The application number will be provided in the list, please note it for future references.**
- 7. Hall tickets for the entrance exam will be issued by the admission committee at admission Desk in the college campus on 23<sup>rd</sup> September 2022 from 9am to 10.00 am. All candidates are to report to the admission desk and collect hall ticket before the entrance examination.**
- 8. All the necessary information will be uploaded in the website, it is the responsibility of the candidates to check the website [www.nbbgc.in](http://www.nbbgc.in).**

### **Requisite Documents**

- 1. All Documents to be submitted along with the application form. The list is provided below. The documents are to be submitted arranged in the following order.**
  - a. Undergraduate marksheets (All marksheets arranged Semester-wise/ year-wise)
  - b. COI/SSC/ RC Attested by competent authority (Mandatory if applying in COI/SSC/RC category)
  - c. Class X marksheet and Certificate
  - d. Class XII marksheet and certificate
  - e. Caste Certificate (if applicable)
  - f. Photo ID
  - g. Fee Receipt
  - h. BPL card (only if applicable)
  - i. Proof of Physical disability (only if applicable)
  - j. Two Passport sized photographs.

**Both online and offline applicants please note, no personal intimation will be sent. All information will be pasted in college notice board or will be uploaded to [www.nbbgc.in](http://www.nbbgc.in) . It is the responsibility of the candidate to read all the documents carefully.**

**For any queries or clarification please call 8372834575 between 10 am and 3 pm.**