

# HOW TO FILL THE APPLICATION FORM

## *Procedure for Submitting Online Applications — SRCC PGDGB0 2026*

Please refer to the Advertisement, Instructions, and Frequently Asked Questions (FAQs) before filling in the application form.

### Key Points Before You Begin

- Applications can be submitted only online.
- Applications can be submitted through the Application Portal, for which the candidate must have an internet connection with an online fee payment facility (Internet Banking / Debit Card / Credit Card). No manual/paper application will be entertained.
- Entries in the registration and application form shall be filled only in English.

### Information to Keep Handy Before You Start

- Personal details (Candidate Name, Father's Name, Mother's Name, Date of Birth).
- A valid and active email ID.
- A valid and active mobile number for receiving SMSs/OTPs.
- Educational qualification details with percentages of the marks obtained.
- Work experience details, if available (Employer Name, Duration of Service, Designation, etc.).
- A digital copy of a scanned passport-size colour photograph (4.5 cm length x 3.5 cm width).
- Access to a facility to take a printout of the Registration Form, Application Form, and fee slip.
- An online payment facility (Internet Banking / Debit Card / Credit Card).
- Awareness that after final submission of the Online Application Form, no changes will be allowed, and the candidate will be responsible for any mistake in the data filled in. If the form was filled erroneously, the candidate should fill a fresh Online Application Form along with the requisite fee before the closing date — fee paid earlier shall not be adjusted against the fresh form.
- Note that if multiple Online Application Forms are submitted by a candidate, the latest Application Form with the latest Application number will be considered.

### While applying for SRCC PGDGB0 2026, candidates will have to go through 3 major steps:

- Registration
- Application Form filling
- Payment

## 1. How to Register

Following are the steps to be followed to complete the registration process:

Visit the application portal for submission of the Online Application and for admission-related information (hereinafter referred to as the "application portal"):

<https://cdn3.digialm.com/EForms/configuredHtml/1850/96958/Index.html>

- a. After clicking on the URL against 'To Register', the candidate will be redirected to the next page. Once all relevant information has been read, the candidate may proceed for registration by clicking the Register button on the right-hand side. (Registration is a one-time activity.)
- b. A dialog box will open showing instructions regarding the compatible browser version to fill the form and about the marking of mandatory fields. Candidates are required to click the Close button after reading it.
- c. A privacy notice will then open, where candidates can read the privacy policy and the list of data that will be collected.
- d. The registration form will then open, and candidates need to fill in the required details on the 'Registration' page, such as Applicant Name, Date of Birth, Gender, Email, and Mobile Number.
- e. Candidates must fill in these details carefully, as they cannot be edited or changed at a later stage. Candidates must enter an active mobile number and email ID, and should retain the same mobile number throughout the registration process.
- f. Candidates must then agree to the declaration shown on screen by clicking 'I Agree', fill in the Captcha characters in the box provided, and click the 'SUBMIT' button after Re-verify.
- g. An alert about the modification of submitted information will then be shown on screen. Candidates should click 'OK' once they have verified the information to be correct.
- h. Within minutes of successful submission of the Registration Form, a Login ID and Password will be sent to the registered email ID to confirm registration. Candidates should check their mailbox immediately, including the spam folder. The Login ID and Password will also be sent as an SMS to the registered mobile number, and can be used to complete the application.
- i. A box containing the Registration number along with the candidate's personal details will then be shown on screen.

## 2. How to Fill the Application Form

**Note:** If a registered candidate wants to complete the Application Form some time after registration, the candidate needs to click the 'LOGOUT' button on the right-hand corner of the screen. To resume later, the candidate must return to the application portal for submission of the Online Application.

<https://cdn3.digialm.com/EForms/configuredHtml/1850/96958/Index.html>

The candidate must then click the 'Already Registered? Login' button and enter their user ID and password to fill the application form.

- a. The candidate needs to click on the URL and log in using the credentials received.
- b. The candidate needs to select the 'Go to Application Form' button displayed on the top-right corner of the page to fill the application form; the candidate will then be automatically redirected to the application form.
- c. There are three tabs on the left of the application window:
  - Personal Details — fill up all required information such as Nationality, Parents' Details, Category, Sub-Category, Address Details, or any test city choice.
  - Qualification Details.
  - Document Upload and Payment.

### i) Personal Details

- a. The candidate must fill in the personal details.
- b. After filling in personal details, the candidate will click the 'SAVE & NEXT' button, which directs the candidate to the next page — 'Qualification Details'.

### ii) Qualification Details

- a. The candidate must fill in the Qualification Details related to 10th Details, 12th Details, Graduation Details, Other Educational Qualification, Post-Graduation Details, Other Degree Details, Work Experience Details, and Previous Work Experience Details (latest to earliest), if applicable.
- b. After filling in the qualification details, the candidate will click the 'SAVE & NEXT' button, which directs the candidate to the next page — 'Document Upload and Payment'.

### iii) Document Upload and Payment

The candidate must upload all mentioned documents on this page.

If the candidate selects Orphan, Single Girl Child, or DU Ward Quota, additional documents need to be uploaded for the respective sub-category selected, as below:

| Sub-Category      | Document to be uploaded   |
|-------------------|---|
| Orphan            | The Death Certificate for both father and mother.   |
| Single Girl Child | For claiming admission in this category, the father / mother / guardian (in case parents are deceased) shall have to upload a copy of an affidavit to this effect, duly attested by the area District Magistrate / Additional Magistrate / Deputy Commissioner / Collector / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / City Magistrate (not below the rank of 1st Class Stipendiary Magistrate), Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner, at the time of online registration, and should produce the original affidavit at the time of physical verification of documents. |
| DU Ward Quota     | Candidates must be in possession of a valid Employment Certificate issued by due officials at the time of registration. Only the Employment Certificate uploaded at the time of registration will be considered. I-cards, Aadhaar Card, and/or any other document will not be accepted.   |

- a. The candidate needs to agree with the declarations shown on screen by clicking on each declaration.
- b. The candidate has three options at the end of this page: 'BACK', 'PREVIEW', and 'SUBMIT'. Candidates may click 'BACK' to return to the previous page and recheck details, or 'PREVIEW' to review all the information filled in the form. After confirming that the information is correct, the candidate should click 'SUBMIT'.

### 3. Payment

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- a. After clicking the SUBMIT button, the candidate will automatically be taken to the online payment page, where payment must be made through the available options — UPI / Credit / Debit Card of any bank / Online Banking — to submit the mentioned fee and finally submit the application.
- b. After a successful transaction, a payment acknowledgment slip (with unique application number, transaction ID, applicant name, category, exam fee, and post applied for) will be generated. This should be downloaded by the candidate for any future communication regarding the application form.
- c. The candidate's online filling of the Application Form is now complete.

*End of Guide — Best of luck with your application!*