

Applicants have to perform following steps while applying for PhD admission.

Step 1: Click on the button shown below after opening the URL (<https://phdadmission.nitr.ac.in/>) . After successful registration, candidates will get password on the email-id they have used for registration.

Registration (Ph.D. Admission)

Step 2: Click on the button shown below for applying

Go for Applying (Ph.D. Admission)

Step 3: After successful login, you ll get a screen shown in fig. 1 where you have to click on the top 5 links given at left hand side one by one and enter the mandatory entries.

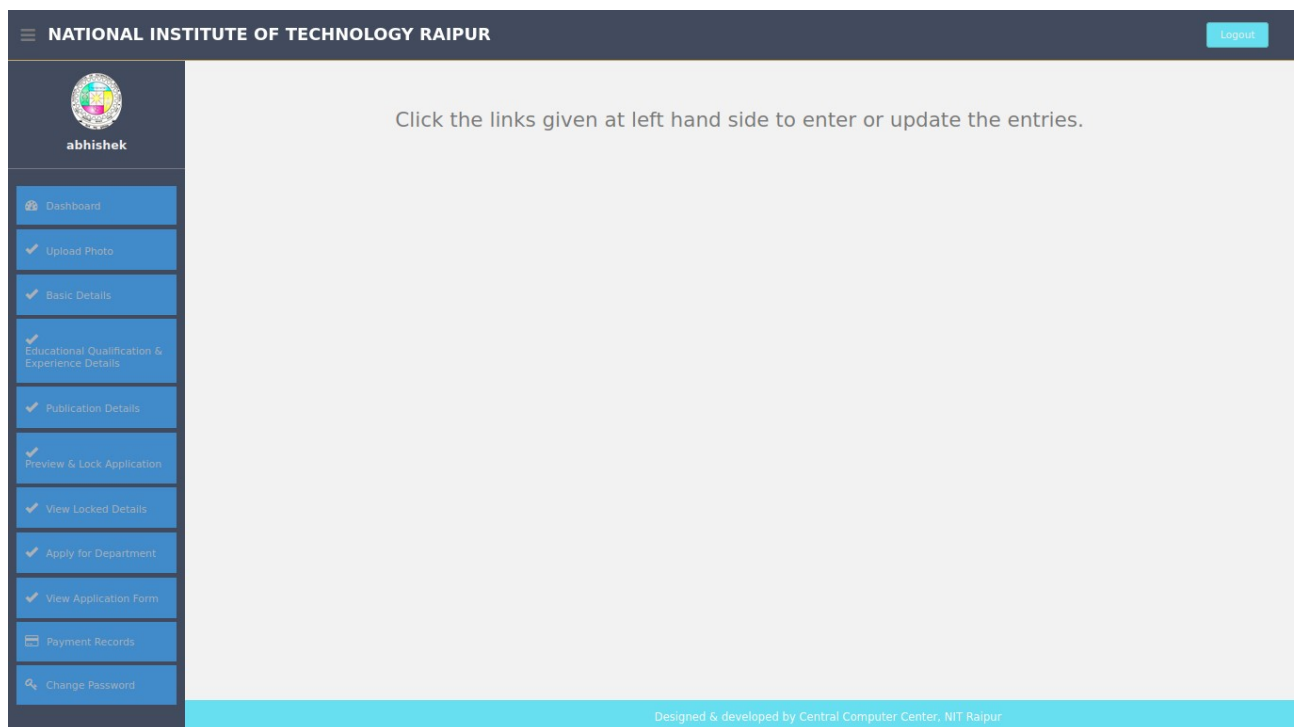


Figure 1: Screen after logging in

Step 4: After entering all the mandatory values, candidates have to lock the application form by clicking link 6 i.e. “Preview and Lock Applications”. **Once the entries have been locked, no future modification is possible nor emails for modifications will be entertained.**

Step 5: After locking the entries, candidates have to click on the link named as “Apply for department”. Screen given in fig 2 will come where they have to select their candidature and click on Submit button.

You can apply for multiple departments. Application fee must be paid seperately for each application.

The screenshot shows a web form titled "Enter Following Details". At the top, it says "Kindly note that the Application fee is non-refundable." Below this, there is a dropdown menu for "Department Applied for Ph.D Program" with "Select" as the current value. Underneath, there are four radio button options for "Programme category in which interested": "Full Time with scholarship", "Sponsored", "Self-Financed", and "Part Time". A note below the options says "Kindly refer point no. 1.2 of Information Brochure". At the bottom of the form, there are two buttons: a green "Submit" button and an orange "Reset" button.

Figure 2: Screen for applying

Step 6: Candidates will get the screen as shown in fig 3 for the confirmation of the department and program category. Candidates must read the instructions given in the bottom of the page shown in red and blue color. If they are sure, they have to click on “Click here to Pay” button.

The screenshot shows a confirmation screen titled "Confirmation Regarding the Department". It displays the selected department as "Electronics & Communication Engineering" and the selected programme category as "Sponsored" (indicated by a checked checkbox). At the bottom, there are two buttons: a green "Click Here to Pay" button and a red "Back" button. Below the buttons, there is a red-shaded area containing four numbered instructions:

1. If you have already paid the fee for the above department and the amount has been deducted from your account but not settled, please dont pay multiple fee for next 48 hours but check the payment status of already paid fee by clicking on the page [Payment Record](#) available at navigation bar at left side. If the payment status is not successfult after 48 hours, kindly repay the fee.
2. The above point is not applicable if the fee is being paid within the last 48 hours of closing date.
3. Kindly note that the Application fee is non-refundable.
4. Kindly refer point no. 1.2 of Information Brochure

Figure 3: Screen for confirmation at the time of applying

Step 7: Candidates will find screen shown in fig 4 where they have to pay the required fee.

Payment Mode

Cash

Cheque / DD

RTGS / NEFT

Net Banking

Debit Card

Credit Card

UPI

Transaction ID	241109203732354
Amount	Rs. 1000
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
TOTAL AMOUNT	Rs. 1000.00

Mobile No : Email ID :

Payer Name :

**Please provide the mobile number for transaction communication & viewing transaction history.*

ICICI Bank Retail ICICI Bank Corporate Other Bank

[Proceed Now](#) [Cancel](#)

Figure 4: Payment gateway screen

Step 8: After payment, candidates will come to the screen shown in fig 5. There might be two cases, either the payment would be successful or failed. After successful payment, candidates will get one application number that would also be sent on the registered email-id.

If candidate wishes to apply for more department, he/she can click on the link shown in fig 5 named as “Click to apply for more department” Or on the link shown at left hand side of the screen named as “Apply for department”.

For unsuccessful payment, please read step 9.

Your application details are:

Department	Applied Date	Payment Status	Application Form
Mechanical Engineering	08-11-2024	Payment Confirm	PHD2024_WIN5018ME (Print Application)

To Check the payment status Click here.

Click to apply for more Department.

Figure 5: Screen after payment

Step 9: Settlement of unsuccessful transactions.

Unsuccessful payment: It is a payment that has been deducted from the candidate’s account but has not been successful. For such cases, candidate has the option to check the status of payment and settle at his/her end after at least 12 hours of the last transaction made. For this, candidate has to click on the link “payment record” which will show the screen as shown in fig 6.

Under the panel named as Pending/Failed, you can find the “**NITR Transaction Reference No**” that you have to enter in the text box shown at the top of the screen and click on the **verify** button. If the transaction has been settled, the candidate will get a message showing ”Transaction has been settled”. Upon this, the candidate will be able to see the application form when he clicks on link “view Application Form”. The screen would be same as shown in Fig 5 above.

The screenshot shows a web interface titled "Verify/Settle Transaction". At the top, there is a blue header. Below it, a light blue box contains instructions: "If the payment has been deducted from your account but was not successful, please enter your NITR transaction no in below box and click Verify button. Unsettled NITR transaction no are listed under the 'Pending / Failed Transaction' shown in the last panel below." Below this is a text input field with the placeholder "Please Enter NITR Transaction Reference No" and a blue "Verify" button. The interface is divided into two main sections. The first section, titled "Successful Transaction", contains a table with the following data:

Transaction Status	NITR Transaction Reference No	Payment Gateway Transaction Reference No	Amount	Date and Time
Successful	PHD31756210851731052685	241108203410070	2	08-11-2024 13:28:34

The second section, titled "Pending / Failed Transaction", contains a table with the following data:

NITR Transaction Reference No	Amount	Date and Time
PHD17731242131731142237	1000	2024-11-09 02:20:37
PHD70253183121731052832	2	2024-11-08 01:30:32

Figure 6: Screen to verify and settle payment