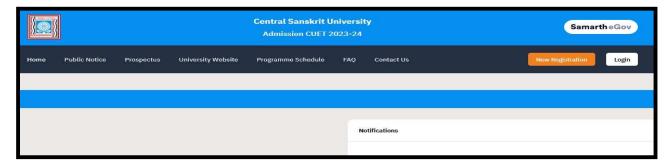
## **A. CANDIDATE REGISTRATION**

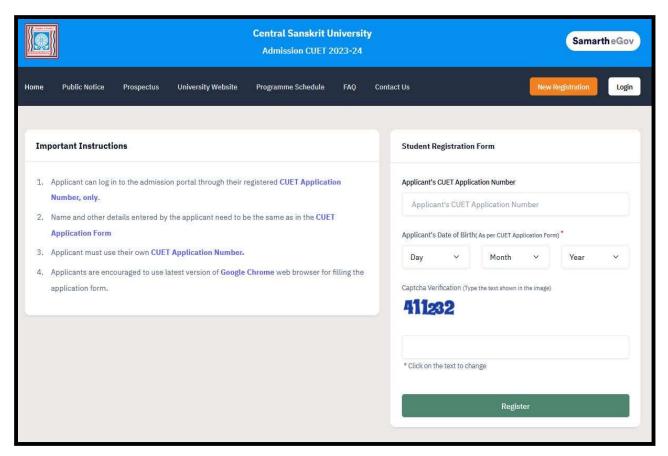
1. Type the URL of the website - <a href="https://sanskritcuet.samarth.edu.in/pg/">https://sanskritcuet.samarth.edu.in/pg/</a> and press Enter.



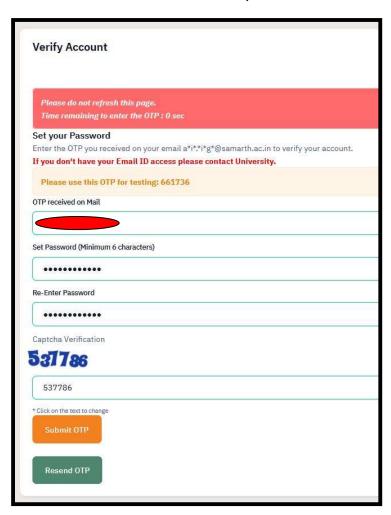
2. Landing page of the website will be opened. Now click on 'New Registration' button to open registration form.



3. Fill the details in the registration form and click on 'Register' button.

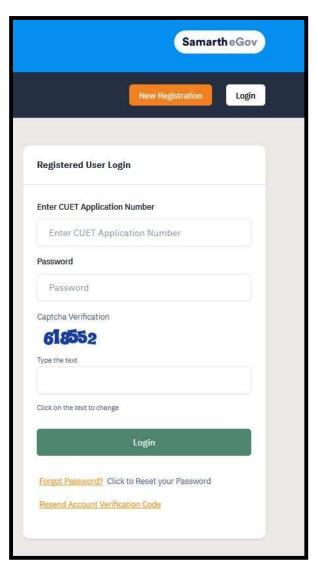


- 4. After clicking on 'Register' button, Account verification page will be opened. Enter the OTP received on your register Email address and create your password. Then enter Captcha and press 'Submit OTP' button.
  - a. In case of OTP not received, Click on 'Resend OTP' button.

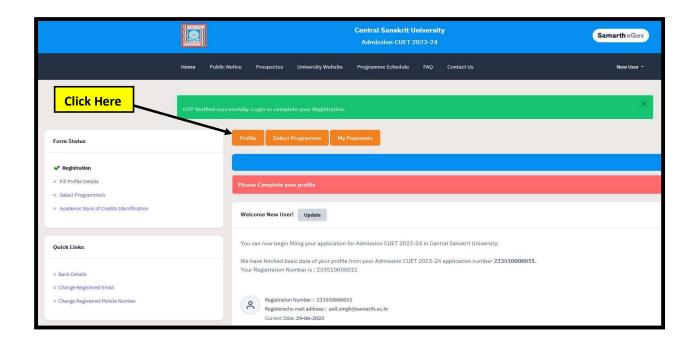


## B. <u>CANDIDATE LOGIN & PROFILE</u>

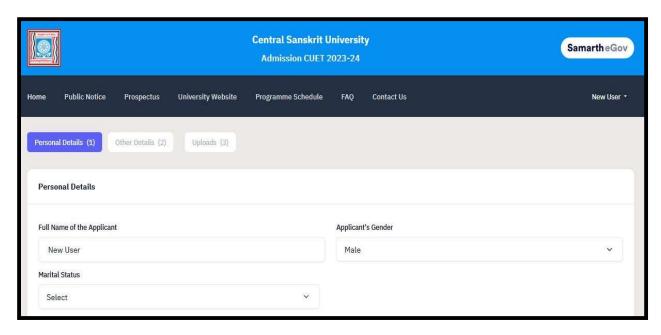
1. After submitting the OTP, verification message will be displayed and login page will be opened. Enter the required details and press 'Login' button.



- 2. After login, candidate's Home page will be displayed. From here process has 3 major steps
  - a. Profile
  - b. Select Programme
  - c. Payments.
- → Click on 'Profile' button to open profile page. (image on next page)

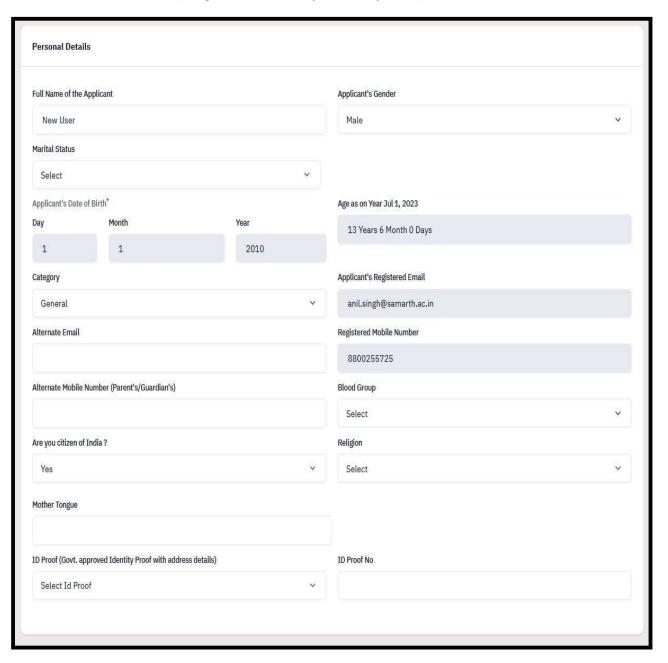


- 3. Profile page has 3 sections
  - a. Personal Details
  - b. Other Details
  - c. Uploads
- 4. Personal Details Section has following 6 parts
  - a. Personal Details
  - b. Family Details
  - c. CSU Registration Details
  - d. Other Categories/Quota
  - e. Bank Details
  - f. Address

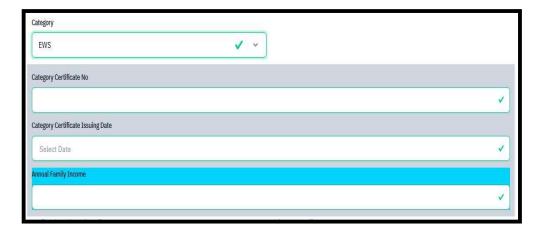


5. Fill all the parts in Personal Details Section –

a. Personal Details (images below with Options dropdown)



- i. Category Options (choose anyone)
  - 1. If you choose OBC (Central List, Non-Creamy) option, then you have to fill the following details
    - a. Note For Certificate must be issued after 01 April 2024.
  - 2. If you choose EWS option, then you have to fill the following details
    - a. Note For Certificate must be issued after 01 April 2024.

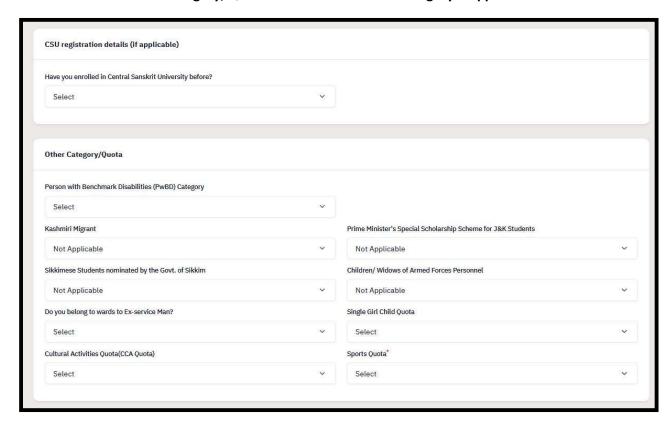


b. Family Details (images below with Options dropdown) -

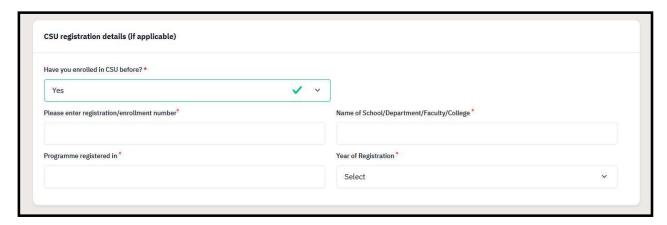


i. Combined Family Income Options – If you cannot provide income certificate, choose not applicable.

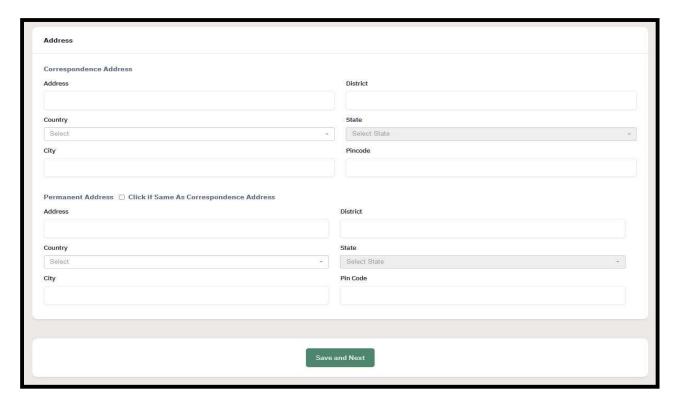
- c. There are 2 parts here
  - i. CSU registration details For previously enrolled candidates of CSU.
  - ii. Other Category/Quota Choose and fill the category if applicable.



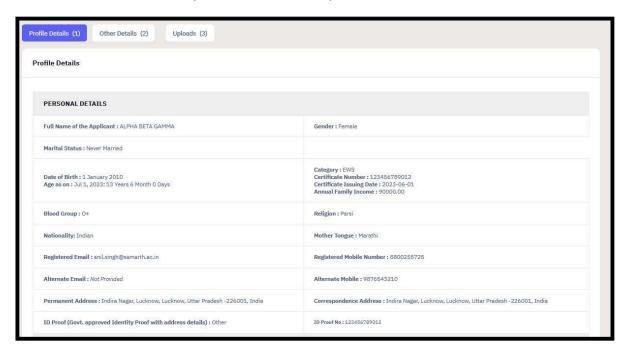
→ If you have previously enrolled in Central Sanskrit University. These candidates have to fill required details.

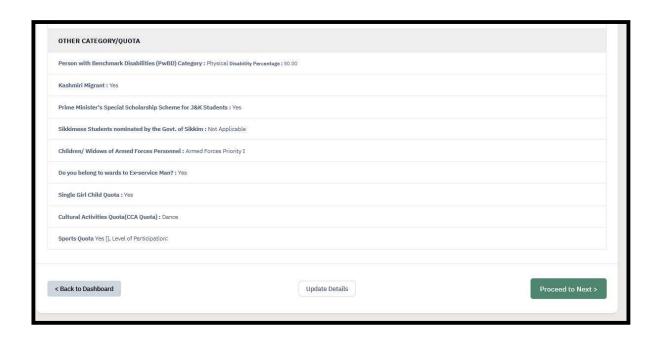


d. In Address part, fill your Correspondence Address and Permanent Address, then click 'Save and Next' button.

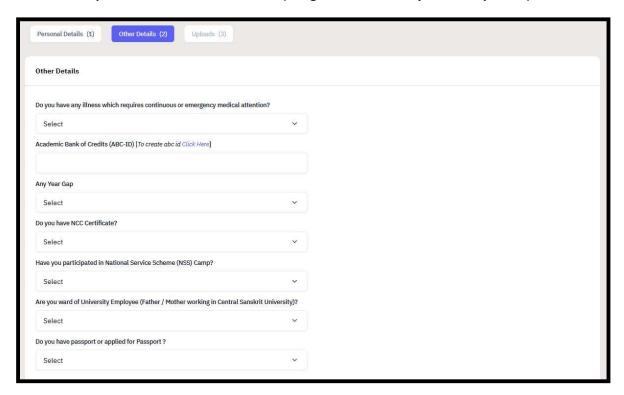


e. Check the profile preview, if you are satisfied with details, click 'Proceed to Next' button, and otherwise click on 'Update Details' to edit your details.





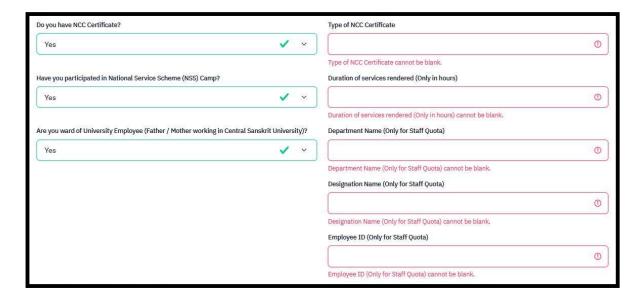
6. Fill all the parts in Other Details Section (images below with Options Dropdown) -



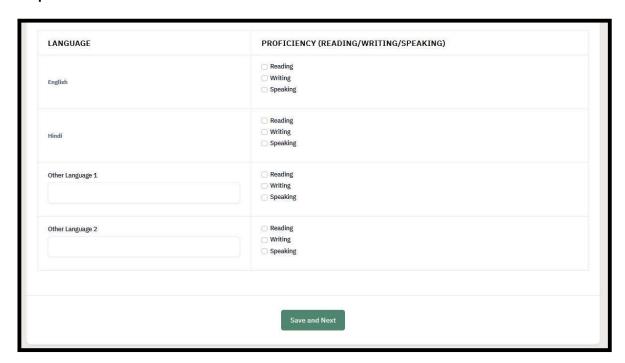
a. If you have any illness which require emergency medical attention, then state the nature of illness



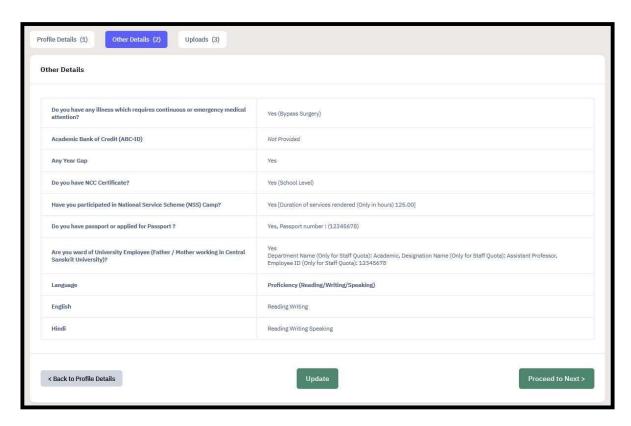
b. If any of the details is 'Yes', then you are required to provide the following details -



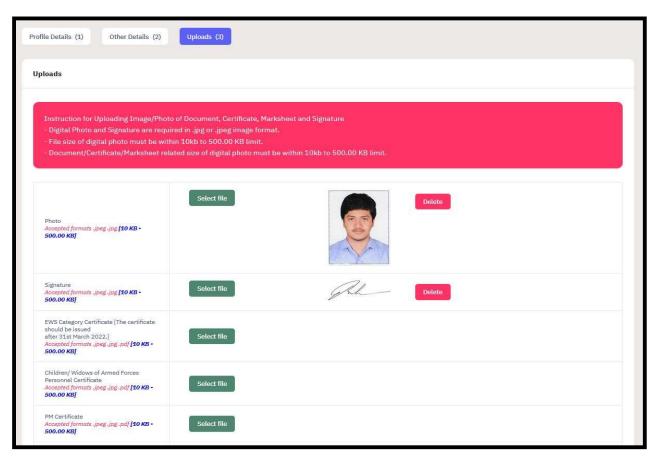
c. Provide the Languages Proficiency details and click on 'Save and Next' button to see preview –



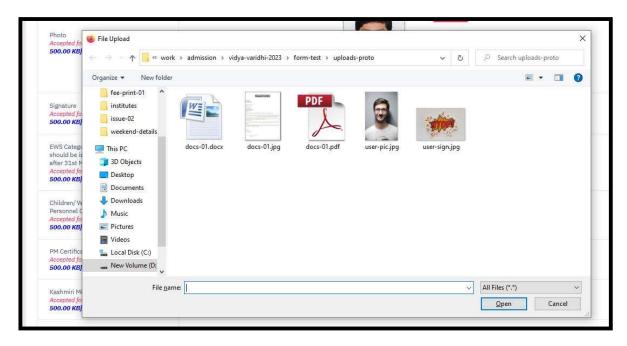
d. If you are satisfied with the details, then Click on 'Proceed to Next' otherwise click on 'Update' button to edit details –



7. Complete all the parts in Profile Uploads Section -



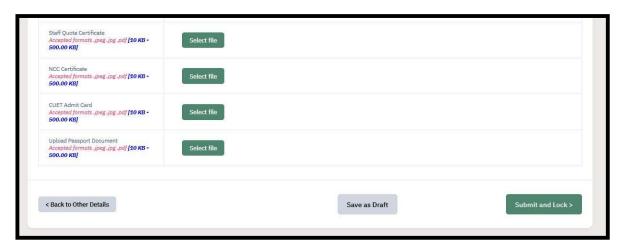
a. To upload any file, first click on 'Select File' button, a window will be opened. Choose the appropriate file and click on 'Open' button.



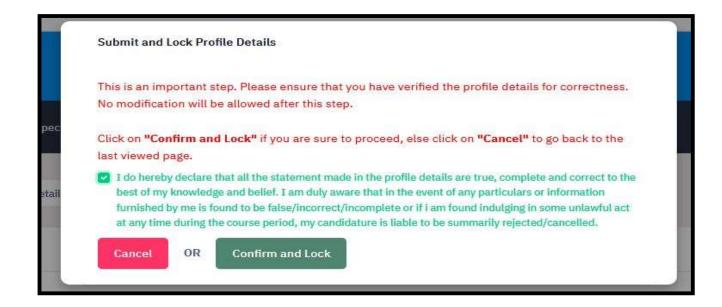
b. Now click on 'Start Upload' button to upload file. After it, you can also view your file by clicking on 'Eye' Logo.



c. After uploading all the required files, click on 'Submit and Lock' button, otherwise click on 'Save as Draft' button to edit details later or to resume the process late.

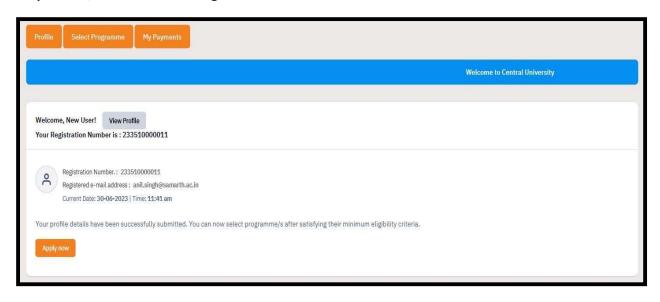


d. If you click on 'Submit and Lock' button, an alert window will be opened, here tick the declaration box and click on 'Confirm and Lock' button to submit, otherwise click on 'Cancel' button to edit your details.

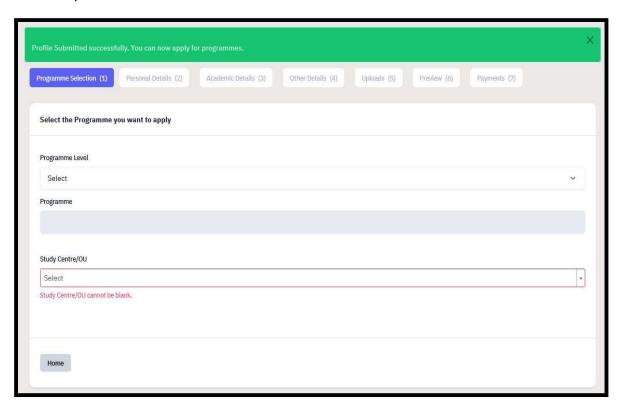


## C. PROGRAMME SELECTION

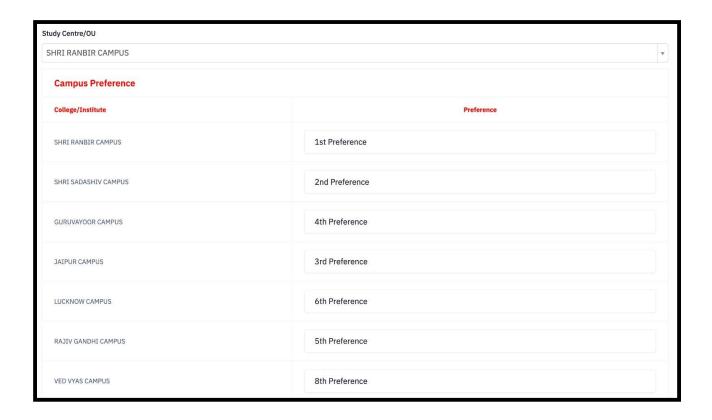
1. After completing the profile details, other details and uploads, your will be redirected to Candidate Home Page. From here, candidate can go for step 2 i.e. 'Select Programme'. To proceed, click on 'Select Programme' button.



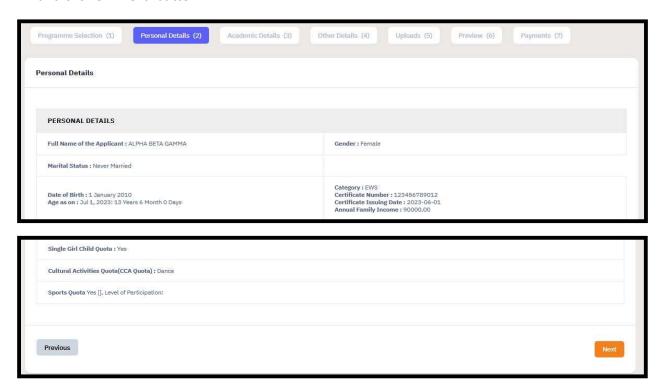
2. In Programme Level, Choose 'Bachelor (Undergraduate Programme)' option from the dropdown and choose B.Ed. Programme in Programme dropdown. Then choose your preferred Study Centre/OU from respective dropdowns. After choosing all the option, 'Proceed' button will be visible, click on it.



3. After choosing your preferred study centre, a preference option section will be opened. Choose your preferences and then click on 'Proceed' button.



- 4. For Acharya, M.A., M.Sc. and M.Ed., please opt programme level Masters.
- 5. Next section is Personal Details Preview. It shows the details previously submitted by you, view it and click on 'Next' button.

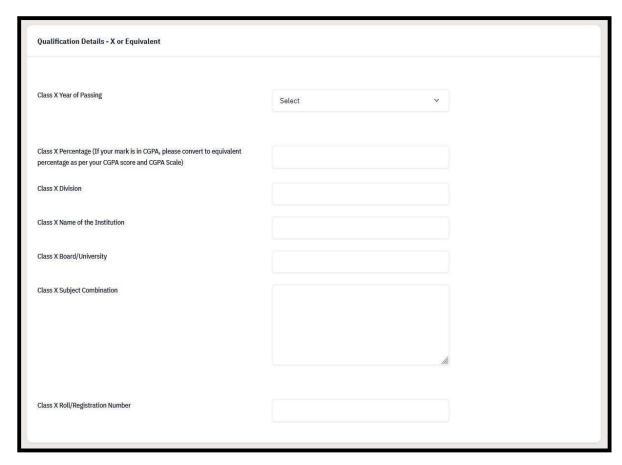


- 6. Next is 'Academic Details' section. It has 3 sections
  - a. 'Applicable Eligibility Criteria' Section
  - b. 'Qualification details X or equivalent' Section

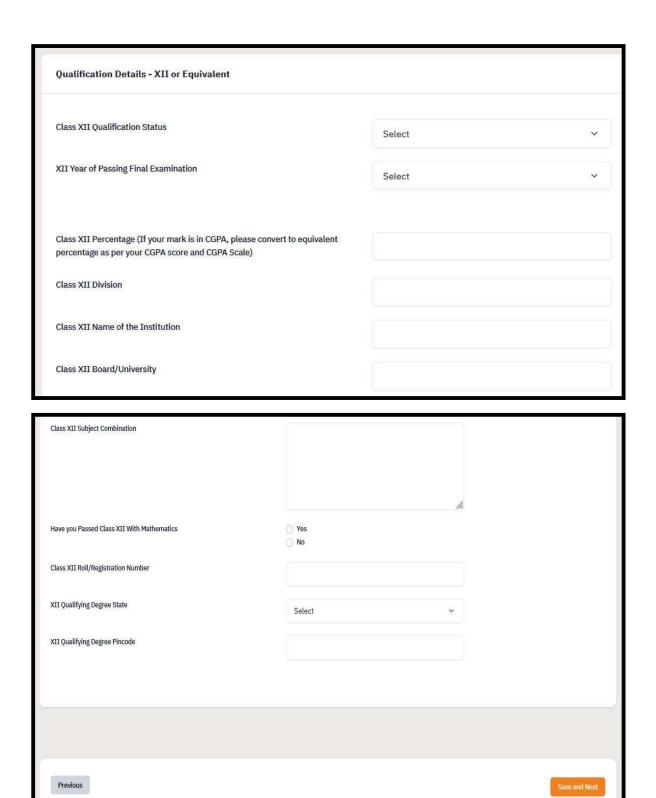
- c. 'Qualification details XII or equivalent' Section
- d. 'Qualification details Graduation or equivalent' Section
- 7. Now fill the required details
  - a. In 'Applicable Eligibility Criteria' Section, tick the box if you fulfill the requirement.



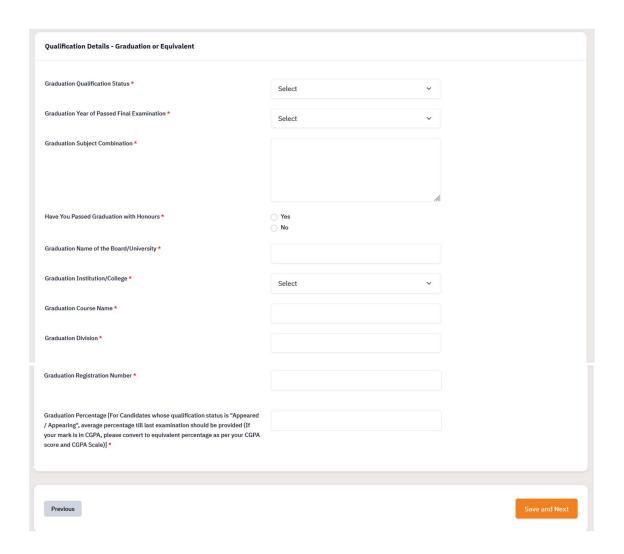
b. In 'Qualification details – X or equivalent' Section, provide the required details.



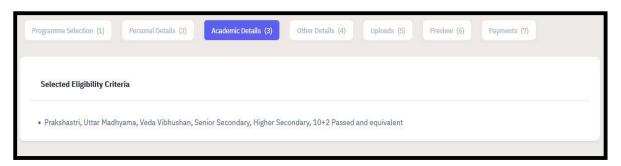
c. In 'Qualification details – XII or equivalent' Section, provide detail. If your Qualification Status is 'Appearing', then you do not have to provide subject details, otherwise you have to provide your subject details. (2 images; 2<sup>nd</sup> image on next page).



d. In 'Qualification details – Graduation or equivalent' Section, provide detail. If your Qualification Status is 'Appeared', then you do not have to provide division.



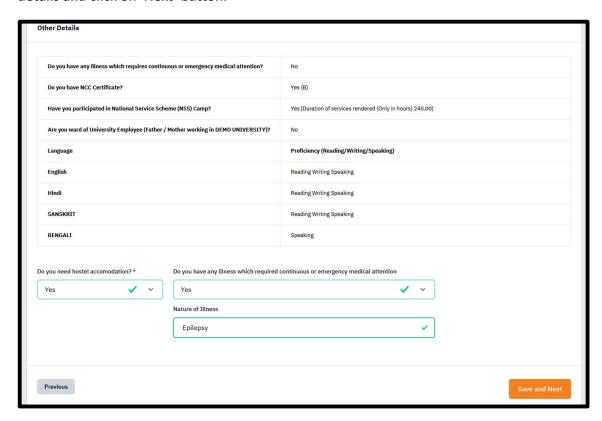
e. After providing all the details, click on 'Save and Next' button to view the preview page.



f. If you are satisfied with the details, click on 'Next' button to proceed to next step, otherwise click on 'Update' button to edit the details.



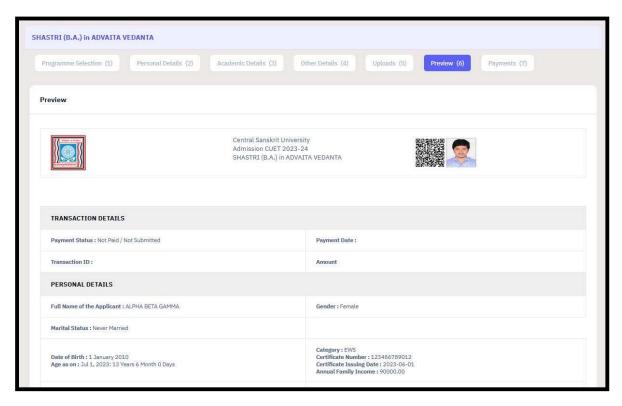
8. Next step is 'Other details' section. This part shows the details provided by you earlier. View the details and click on 'Next' button.



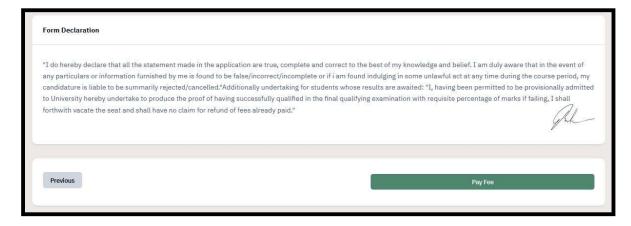
9. Next step is 'Uploads' section. Upload the files if required. Upload process is same as before. After uploading the files, click on 'Preview' button.



10. After it, Preview section will be shown with your filled details. Here you can view the preview. (image on next page)

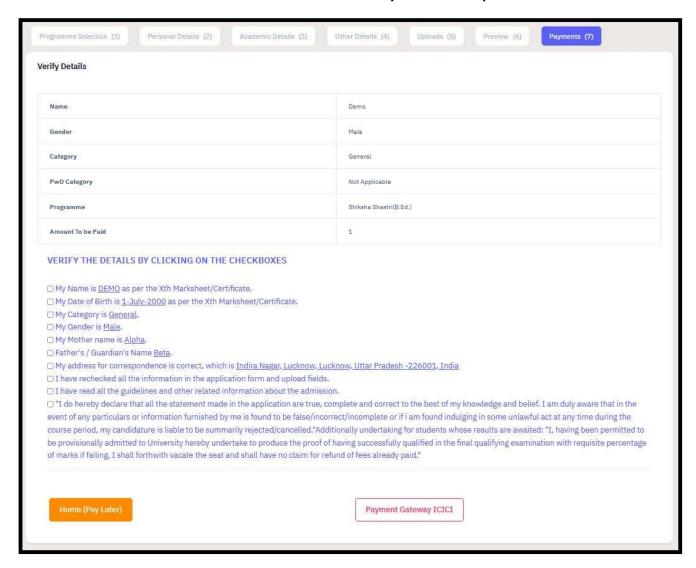


11. If you are satisfied with the details, click on 'Pay Fee' button, otherwise click on 'Previous' button.



## D. PAYMENT

- 1. There are 2 ways to proceed to Payment page
  - a. Just after Preview page submission.
  - b. By clicking on 'Payment' button on Candidate Home page.
- 2. Tick all the boxes and click on 'Form' and click on 'Payment Gateway ICICI'.



3. Choose your preferred payment option and proceed accordingly. (image on next page)

