INSTRUCTIONS TO THE CANDIDATES FOR APPLYING TO FIFTH ANNUAL CONVOCATION

- All the undergraduates candidates who have qualified themselves for the award of degrees and obtained Provisional Degree Certificates from Professor Jayashankar Telangana State Agricultural University during the period **from 01-08-2019 to 31-07-2020** and PG & Ph.D. candidates during the period **from 01-08-2019 to 31-12-2020** need to apply.
- Candidates are informed to read the instructions thoroughly. The furnished information cannot be altered or changed. There is no Edit option, hence it is informed to verify the information twice before submission.
- The Candidates are informed to see the list of eligible candidates on the University website before filling up of online application.
- The applicant has to enter his/her ID No. as indicated in the eligibility list.
- Only ONLINE application will be accepted. No application will be accepted in any other format and will be summarily rejected.
- Important Dates:
  - Opening date of online submission of Application form: **23-02-2021 (4:00 PM)**
  - Closing date of online submission of Application form: **31-03-2021 (4:00 PM)**
- **The link for online application and payment shall be live from 23-02-2021 (4:00 PM onwards).**
- The scanned passport size (3.5 cm x 4.5 cm) photograph of the applicant should be in png/jpg/jpeg format and in the range of 50KB to 1 MB file size.
- The applicant signature should be scanned in png/jpg/jpeg format and in the range of 50KB to 1 MB file size.
- Candidates are responsible for the information furnished by them and they should not submit the application on behalf of other candidate.
- The conduct of Fifth convocation through online or offline mode shall be decided by the Hon'ble Governor of Telangana State and Chancellor of the University.
- The University requires the details of the candidates applied under *In-Person or In-Absentia* if the Convocation is held in offline mode. Hence, the candidates have to indicate in the online application form whether he/she wishes to receive their degree in *In-person or In-Absentia*.
- The Original Degree Certificate of the candidates will be sent by Registered/Speed Post to the address mentioned in the form by the candidates if the Convocation is held in online mode. Hence all the candidates should enter the correct complete postal address with PIN code.
- The University is not held responsible if the address furnished by the candidate is incorrect.
- Payment of Convocation Application fee: Rs. 2,400/-.
- The applicant has to select Debit Card/Credit Card (Visa/Master Card) / NEFT Banking Option to pay the fee and follow the online instruction to complete the payment of fee.
- The fee once paid will not be refunded under any circumstances.
- After successful submission of the application form, a PDF application will be generated and this can be downloaded and may be used for future reference.
- **The applicants are informed not to send the downloaded application to the University.**
- For information, the candidates may contact the **Help Desk Nos. 9705307176 (for technical queries); 040-24013092 (for general information in respect of PG students)** and **040-24011854 (for general information in respect of UG students)** from 10:30 am to 4:30 pm on all working days.

S. SUDHEER KUMAR
REGISTRAR