



PROFESSOR JAYASHANKAR TELANGANA STATE AGRICULTURAL UNIVERSITY
Administrative Office, Rajendranagar, Hyderabad – 500 030

INSTRUCTIONS TO THE CANDIDATES FOR APPLYING TO SIXTH ANNUAL CONVOCATION

1. 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 01-08-2020 to 31-10-2021** and PG & Ph.D. candidates during the period **from 01-01-2021 to 31-10-2021** need to apply.
2. The Candidates are informed to see the list of eligible candidates on the University website before filling up of online application
3. 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.
4. The applicant has to enter his/her ID No. as indicated in the eligibility list.
5. Only ONLINE application will be accepted. No application will be accepted in any other format and will be summarily rejected.
6. Important Dates:
 - a. Opening date of online submission of Application form: **23-02-2022 (10:00 AM)**
 - b. Closing date of online submission of Application form: **15-03-2022 (4:00 PM)**
7. The **link for online application** and payment shall be **live from 23-02-2022 (10:00 AM onwards)**.
8. The scanned passport size photograph of the applicant should be in png / jpg / jpeg format and in the range of **20-500 KB**.
9. Candidates are responsible for the information furnished by them and they should not submit the application on behalf of other candidate.
10. The conduct of Sixth Convocation will be in the offline mode.
11. The University requires the details of the candidates applied under *In-Person* and *In-Absentia*. Hence, the candidates have to indicate the correct permanent postal address in the online application form if he/she wishes to receive their degree *In-Absentia*.
12. 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 candidate applies In-Absentia.
13. The University is not held responsible if the address furnished by the candidate is incorrect.
14. Payment of Convocation Application fee: **Rs.2,400/- (In-Absentia) and Rs.2,200 (In-Person)**.
15. 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.
16. The fee once paid will not be refunded under any circumstances.
17. 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.
18. The applicants are informed not to send the downloaded application to the University.
19. For information, the candidates may contact the **Help Desk Nos. 8688312894 (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