



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

An Institute of National Importance

(Autonomous Institution under MOE, Govt. of India &
Department of Information Technology & Electronics, Govt. of West Bengal)
WEBEL IT Park, 14, Adivasi Para, Opposite of Kalyani Water Treatment Plant
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Ph.D Admissions 2021-22 (Spring Semester)

Guideline for Google Form Submission

1. Please check the form template available in Annexure I and collect all information before starting the form submission process.
2. Pay the application fees online in institute account (as mentioned in the advertisement) and note the transaction reference number.
3. Once you start form submission, you should complete the entire process (fill up all mandatory fields marked with *), upload all documents and submit the form. Form saving option for partially field up form is not available. You may edit the submitted form in case you want to update any information.
4. One applicant can submit one form only. Multiple form submission is not allowed.
5. Please keep following documents ready before starting the submission process.
 - a. Soft copy of your recent photograph (passport size, size below 10 MB). File name should be **XXX.jpg where XXX will be your name_surname.**
 - b. Scanned copy of all artifacts related to your educational qualification, GET/NET score card, professional experience should be merged in a **single pdf** file of size less than 100MB. File name should be **XXX.pdf where XXX will be your name_surname.**
 - c. Scanned copy of the no objection certificate (use the template provided in the advertisement) from your employer/Institute (pdf file of size below 10MB). File name should be **XXXNOCER.pdf where XXX will be your name_surname.**
6. Complete the submission on or before 15th December 2021 (3:00pm). Form submission will be closed after that time.