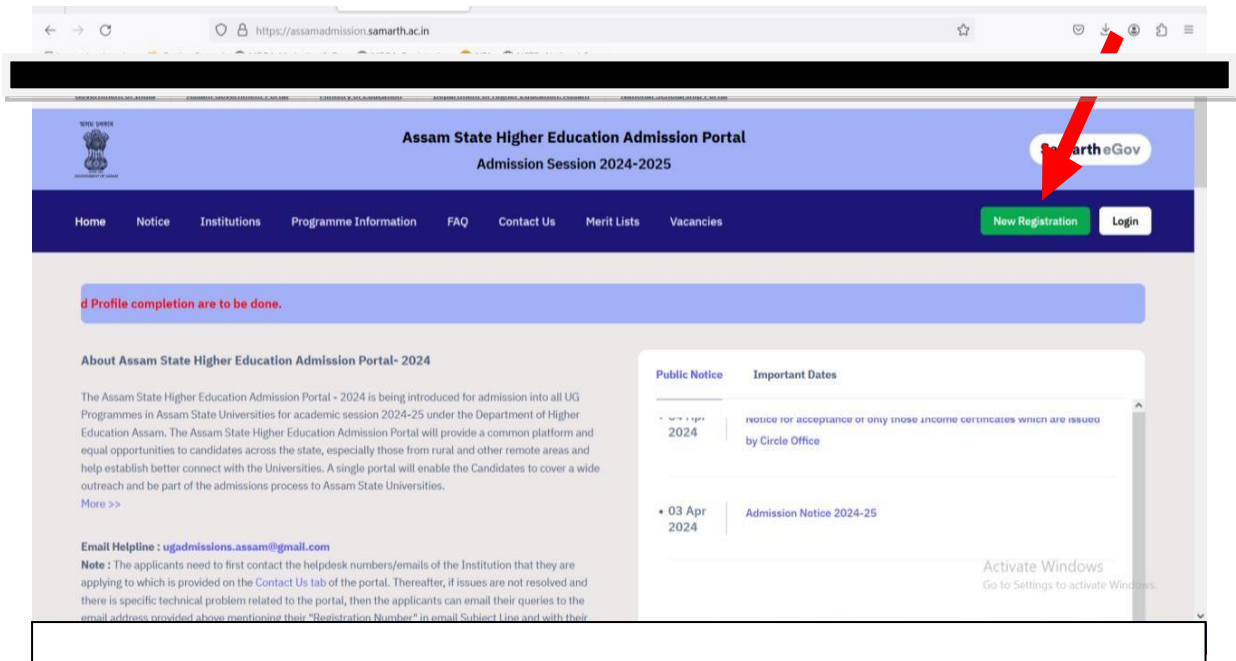


# WELCOME TO Nagaon G.N.D.G. Commerce College

## How to Fill Up the Application Form in SAMARTH for admission under FYUGP 2024.

Step 1: Visit : <https://assamadmission.samarth.ac.in/> Step

2: Click on New Registration



## Step 3: Fill Up Registration Form with requisite Data

The screenshot shows the SAMARTH Admission Session 2024-2025 website. The navigation bar includes links for Home, Notice, Institutions, Programme Information, FAQ, Contact Us, Merit Lists, and Vacancies. A red arrow points to the 'New Registration' button. The main content area is divided into two sections: 'Important Instructions' and 'Registration Form'.

**Important Instructions:**

1. Name and other details entered by the applicant need to be the same as in the **Class X Board Marksheet**.
2. Applicant can log in to the admission portal through their **registered email address, only**.
3. Applicant must use his own **active** email address.
4. The Email address provided by the applicant must be functional and the applicant must have access to it throughout the admission process.
5. Applicants are encouraged to use latest version of **Google Chrome** web browser for filling the application form.

**Registration Form:**

Applicant's Full Name (As per class X/XII Marksheet) \*

Applicant's Date of Birth (As per class X/XII Marksheet) \*

Applicant's Email (Please use your own email as this will be used for all official communication) \*

Re-Enter Applicant's Email Address \*

Confirm Email Address

Activate Windows  
Go to Settings to activate Windows.

## Step 4: Enter OTP received in given Mobile Number/MailId

The screenshot shows the SAMARTH Verify Account page. A green banner at the top reads: 'Info! : Please enter the "Verification Code" sent to your registration details.' The main content area is titled 'Verify Account' and includes a red box with the text: 'Please do not refresh this page. Time remaining to enter the OTP : 14 min 48 sec'. Below this, there is a text input field for the OTP received on Mail or Mobile, a Captcha Verification box, and a 'Verify' button. The URL in the browser address bar is: https://assamadmission.samarth.ac.in/index.php/registration/user/registration-otp?email=91aa824e33014ae4b36242abdfdf211a130a3bc5b29de560f0c.

**Verify Account**

Please do not refresh this page.  
Time remaining to enter the OTP : 14 min 48 sec

Enter the OTP you received on your email DE\*\*\*\*\*@GMAIL.COM or mobile 84\*\*\*\*\*97 to verify your account.

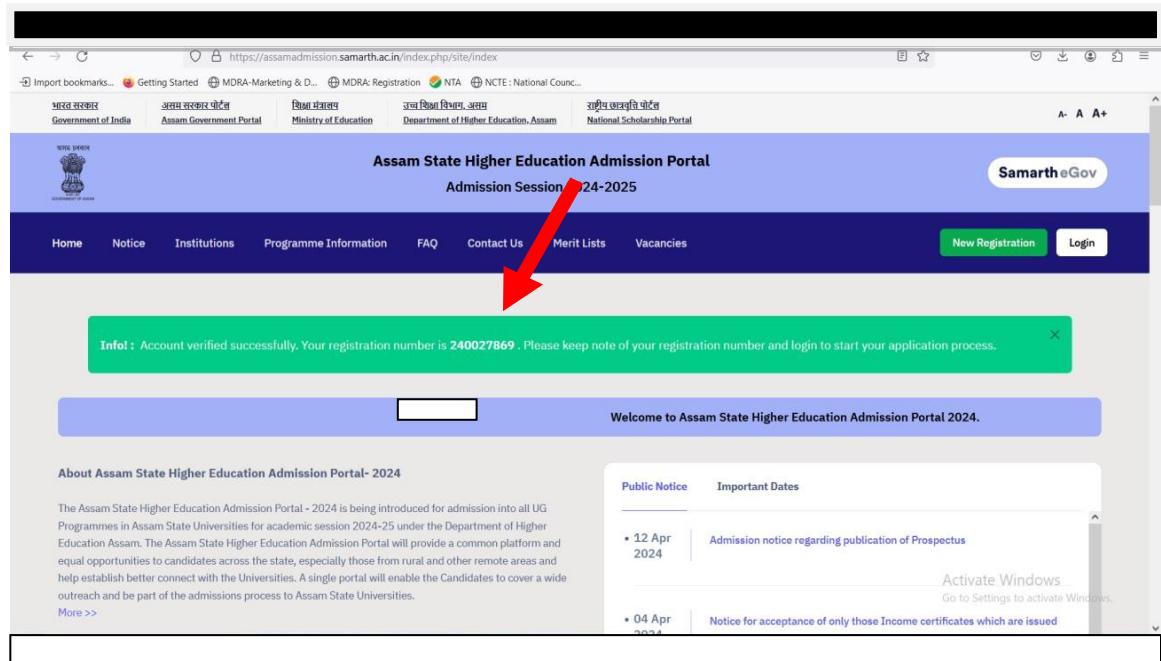
OTP received on Mail or Mobile

Captcha Verification

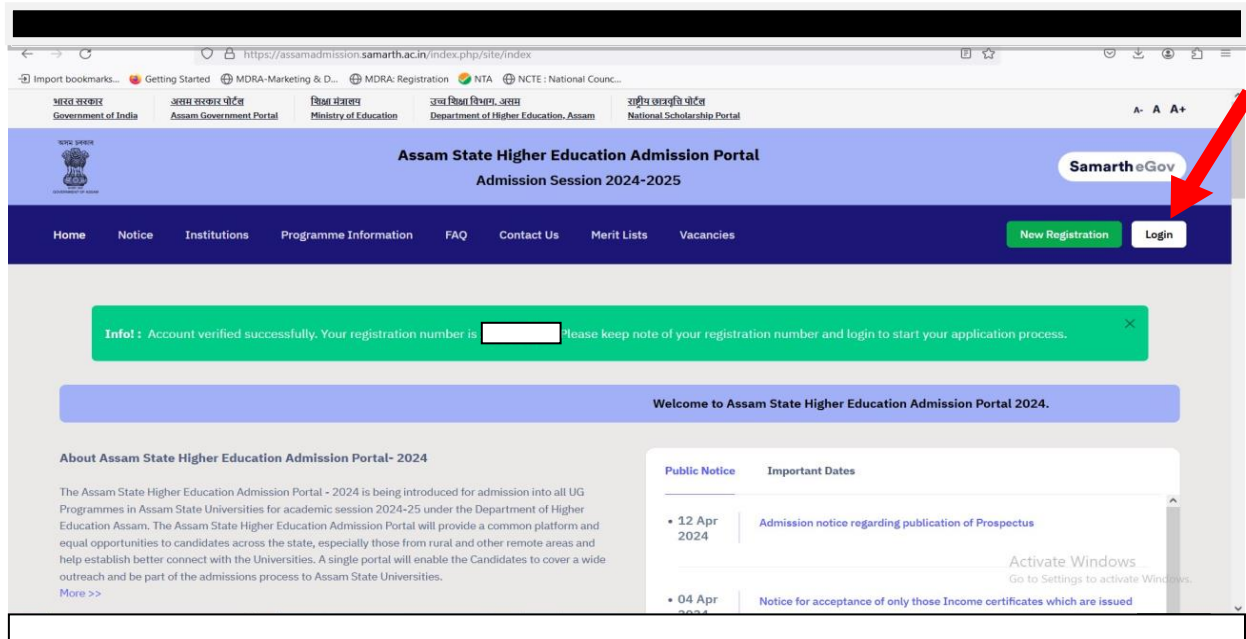
Verify

Activate Windows  
Go to Settings to activate Windows.

## Step 5: Registration Number is Generated



## Step 6: Login Using Registration Number and given password



Step 7: Click on 'Complete your profile' to complete your profile details.

The screenshot shows the dashboard of the Assam State Higher Education Admission Portal. On the left, there is a sidebar with a 'Registration' section containing 'Fill Profile Details' and 'Select Programme/s', and a 'Quick Links' section with 'Link ABC Profile'. The main content area displays a welcome message, a registration number, and a progress bar with three steps: Step 01 (Complete Profile), Step 02 (Preview and Lock Profile), and Step 03 (Apply in College). A red arrow points to the 'Complete Your Profile' button under Step 01.

Registration

- Fill Profile Details
- Select Programme/s

Quick Links

- Link ABC Profile

Welcome, [Name]

Your Registration Number is: [Number]

Registration Number: [Number]  
Registered e-mail address: [Email]  
Current Date: [Date]

You can now begin filling your admission application for admission in session 2024-25 in Assam State. Complete your profile by providing your details before proceeding for Programme Selection.

Process:

Step 01: Complete Profile  
Step 02: Preview and Lock Profile  
Step 03: Apply in College

Complete Your Profile

Step 8: Complete Personal Details Section first

The screenshot shows the 'Personal Details' section of the Assam State Higher Education Admission Portal. The header includes the Assam State Emblem and the text 'Assam State Higher Education Admission Portal Admission Session 2024-2025'. The navigation bar has links for Dashboard, Profile, Institutions, Programme Information, FAQ, Contact Us, Merit Lists, and Vacancies. The 'Profile Details' section is active, showing fields for Full Name of the Applicant, Applicant's Gender (Male), Applicant's Date of Birth, Age as on July 1, 2023, Social Category (General), Applicant's Registered Email, and Alternate Email. A red arrow points to the 'Profile' link in the navigation bar.

Assam State Higher Education Admission Portal  
Admission Session 2024-2025

Samarth eGov

Dashboard Profile Institutions Programme Information FAQ Contact Us Merit Lists Vacancies

Profile Details (1) Other Details (2) Uploads (3)

Personal Details

Full Name of the Applicant \*  
[Name]

Applicant's Gender \*  
Male

Applicant's Date of Birth \*  
[Date]

Age as on July 1, 2023 \*  
[Age]

Social Category \*  
General

Applicant's Registered Email \*  
[Email]

Alternate Email  
[Email]

## Step 9 : Click on Save and Next

The screenshot displays a web browser window with the URL <https://assamadmission.samarth.ac.in/index.php/personal/form/personal>. The page contains two identical sets of personal information forms. The first set includes fields for Country (India), State (Assam), District (NAGAON), Pincode, Address Line 1, and Address Line 2. A red arrow points from the 'Address Line 2' field to a 'Save and Next' button located at the bottom center of the page. An 'Activate Windows' watermark is visible in the bottom right corner.

## Step 10: Check your filled personal details, if found correct then click on "proceed to next".

The screenshot shows the 'OTHER CATEGORY/QUOTA' section of the admission portal. It includes fields for 'Combined Family Income' (Up to 2,00,000), 'Person with Benchmark Disabilities (PwBD) Category' (Not Applicable), 'Are you an Ex-Service man?' (No), 'Are you dependent of Freedom Fighter?' (No), and 'Sports Quota' (No). A red arrow points from the 'Proceed to Next' button at the bottom right of the form area. The footer of the page contains the text 'Assam State Higher Education Admission Portal', a welcome message, and links for 'Quick Links', 'Follow Us', 'Contact Us', and 'Activate Windows'.

If the incorrect entry and then click on proceed to next.

The screenshot shows the 'Other Category/Quota' section of the Assam State Higher Education Admission Portal. The page displays the following information:

- Combined Family Income : Up to 2,00,000
- OTHER CATEGORY/QUOTA
- Person with Benchmark Disabilities (PwBD) Category : Not Applicable
- Are you an Ex-Service man? : No
- Are you dependent of Freedom Fighter? : No
- Sports Quota No

At the bottom of the form, there are three buttons: 'Back to Dashboard', 'Update Details', and 'Proceed to Next'. A red arrow points to the 'Proceed to Next' button.

Assam State Higher Education Admission Portal

Welcome to the Assam State Higher Education Admission Portal. You can apply for all the colleges that are under the University in the Department of Higher Education, Government of Assam, Assam.

Quick Links: Home

Follow Us: Twitter

Contact Us: Department of Higher Education,

Activate Windows: Go to Settings to activate Windows.

Step 10: Fill up the 'Other Details'

The screenshot shows the 'Other Details' section of the Assam State Higher Education Admission Portal. The page displays the following information:

- Assam State Higher Education Admission Portal
- Admission Session 2024-2025
- Samarth eGov
- Navigation Menu: Dashboard, Notice, Institution, Programme Information, FAQ, Contact Us, Merit Lists, Vacancies
- Progress Bar: Personal Details (1), Other Details (2), Uploads (3), Preview (4)
- Other Details Section:

The 'Other Details' section contains four dropdown menus:

- Do you have any illness which requires continuous or emergency medical attention? \*
- Do you belong to Moran Community of Assam? \*
- Do you belong to Fringe Village of Assam? \*
- Do you belong Urban/Rural/Semi-Urban/Metropolitan Area? \*

Each dropdown menu has a 'Select' option. A red arrow points to the 'Other Details' tab in the navigation menu.

Activate Windows: Go to Settings to activate Windows.

Step 11: After filling the details click on 'Save and Next'.

The screenshot shows a web browser window with the URL <https://assamadmission.samartha.ac.in/index.php/personal/form/other>. The page contains a form with two main sections: 'LANGUAGE' and 'PROFICIENCY (READING/Writing/SPEAKING)'. The 'LANGUAGE' section has a table with rows for Assamese, Hindi, English, and 'Other Language 2'. The 'PROFICIENCY' section has a table with columns for Reading, Writing, and Speaking, each with a checkbox. A red arrow points to the 'Save and Next' button at the bottom of the form. The footer of the page reads 'Assam State Higher Education Admission Portal'.

LANGUAGE	PROFICIENCY (READING/Writing/SPEAKING)
Assamese	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Speaking
Hindi	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Speaking
English	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Speaking
Other Language 2	<input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Speaking

[Save and Next](#)

Step 12: Check your filled other details, if found correct then click on "proceed to next".

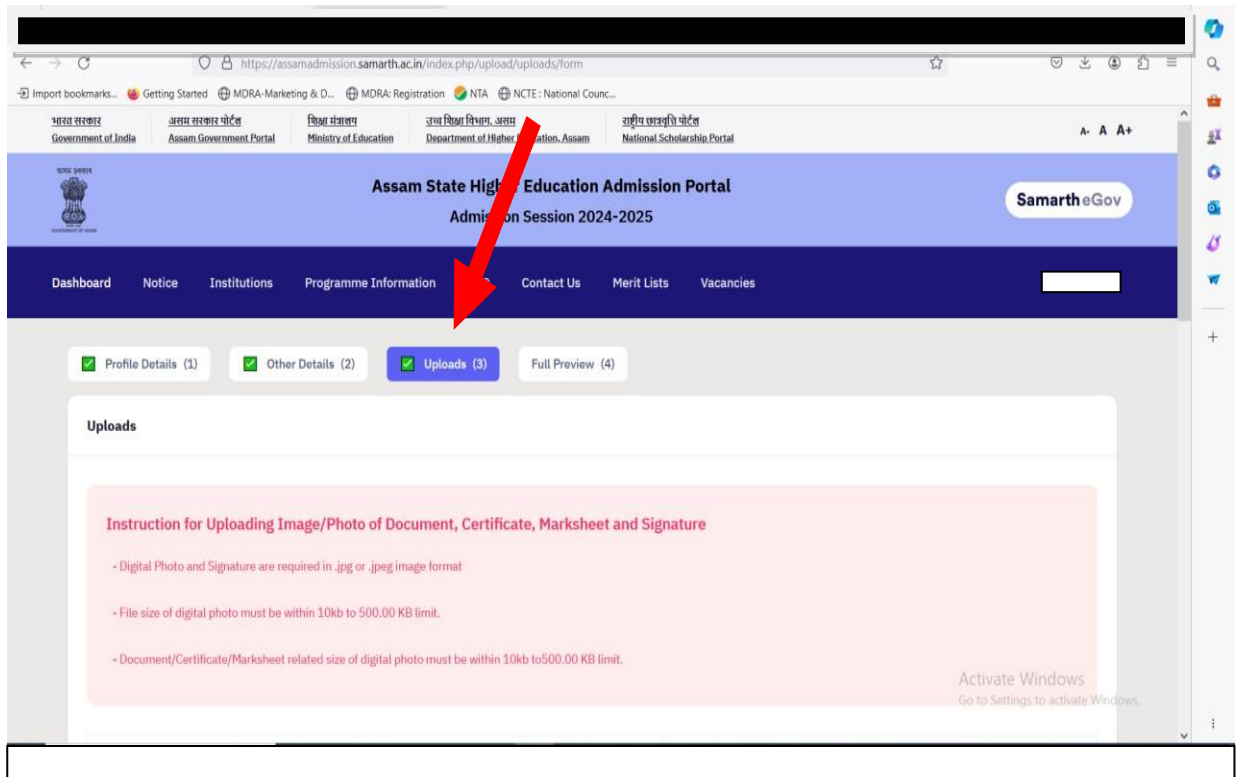
The screenshot shows a web browser window with the URL <https://assamadmission.samartha.ac.in/index.php/personal/preview/other>. The page displays a preview of the form with a table for 'Do you have transfer certificate from your School/College?' and a table for 'Language' and 'Proficiency (Reading/Writing/Speaking)'. A red arrow points to the 'Proceed to Next' button at the bottom right. The footer of the page reads 'Assam State Higher Education Admission Portal'.

Do you have transfer certificate from your School/College?	
a)	Candidates having NCC 'B' 'C' certificate
b)	Have you attended any special camp under the National Service Scheme

Language	Proficiency (Reading/Writing/Speaking)
Hindi	Reading Writing Speaking
English	Reading Writing Speaking
Assamese	Reading Writing Speaking

[Back to Profile Details](#) [Update Details](#) [Proceed to Next](#)

## Step 13: Upload required Documents



While uploading the documents following points should be kept in mind :

1. Digital and Signature are required in .jpg or .jpeg image format
2. File size of digital photo must be within 10kb to 500.00 KB limit.
3. The size of digital photo relating to Document / Certificate/Mark sheet size must be within 10kb to 500.00KB limit.



Step 14: After uploading required documents Click on 'Preview Your Profile'.

Proof of permanent residence of Assam (PRC, Voter ID, Aadhar, Caste Certificate, Birth Certificate, School ID, or any other certificate issued by competent authority of Govt of Assam)\*  
Accepted formats .jpeg .jpg .pdf [10 KB - 500.00 KB]

Income Certificate (Certificate issued by the Circle officer/Competent Revenue Authority) only will be valid.\*  
Accepted formats .jpeg .jpg .pdf [10 KB - 500.00 KB]

Employee details Certificate/Employee ID card  
[Click here to change your option]  
Accepted formats .jpeg .jpg .pdf [10 KB - 500.00 KB]

Upload Transfer Certificate  
[Click here to change your option]  
Accepted formats .jpeg .jpg .pdf [10 KB - 500.00 KB]

Back to Profile Details

Preview Your Profile

Please verified the profile details for correctness.

No modification will be allowed after this step.

Click on '**Confirm and Lock**' if you are sure to proceed, else click on "**Cancel**" to go back to the last viewed page

After Confirmed and Locked, Apply for College and subject you wish to take admission.

**Note:**

1. The Income Certificate showing the income of maximum Rs. 2 Lakh issued by the respective circle officer or Revenue department will be accepted.

(Dr. Mriganka Saikia)

Principal

Nagaon G.N.D.G. Commerce College, Nagaon