

## **Annexure 2: (Instructions to the Applicant)**

Kindly read the instructions carefully before submitting the online application form.

1. Keep the following documents ready (soft copies) before entering the data. Valid image formats are JPG/PNG/JPEG/GIF maximum file size 300 KB. PDF format is indicated wherever applicable, maximum file size 500 KB.

- A. Applicant's passport size photograph \***
- B. Applicant's signature. \***
- C. Parent/Guardian's signature. \***
- D. Community Certificate (except OC and Others categories, PDF also). \***
- E. Baptism Certificate (only for Catholic applicants) or Birth Certificate. (PDF also)**
- F. Valid Income Certificate (PDF also) \***
- G. Aadhaar Card (PDF also) \***
- H. Voter ID (if above 18yrs. old)**
- I. Driving License (if above 18yrs. old)**
- J. PAN Card (if above 18yrs. old)**
- K. Passport (PDF also)**
- L. SSLC mark sheet \* (PDF also)**
- M. Higher Secondary Mark sheet (PDF also)**
- N. TC (PDF also)**
- O. Bank Pass Book ( Front Page Only) \***
- P. Medical Fitness Certificate Technical Education \***

\*denotes mandatory Certificate

2. Uploading of wrong/irrelevant/illegible documents will lead to the rejection of application.
3. Information regarding the candidates called for interview for all programmes will be sent by SMS and made available at the College website. Applicants are instructed to attend the interview on the given date and time. Being called for an interview does not guarantee admission.
4. Applicants called will have to attend a three-day selection camp and take a screening test before the interview is conducted.

5. The list of provisionally selected applicants will be uploaded on the College website [www.sigaindia.com](http://www.sigaindia.com).
6. No information will be sent to the candidates who have not been called for the interview/have not been provisionally selected.
7. Selected applicants must pay the prescribed fees and submit their certificates in original as well as photocopies. Submit passport size color photos 15 nos.
8. No editing is possible after submission. However staff will be available to assist applicants with online submission during office hours (10:00AM to 3:00PM) in the college office.
9. The SIGA management does not accept any donation for admission directly or indirectly.

If you have any further queries contact: [collegeoffice@sigaindia.com](mailto:collegeoffice@sigaindia.com)  
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