

## HOW TO FILL THE ONLINE APPLICATION FORM

### GENERAL INSTRUCTIONS

- 1) Candidates are required to apply online through website: <https://applyadmission.net/amt>
- 2) Entries in the application form shall be required to be filled only in English.

### STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM

**STEP 1: New Candidate to Create Log In**

Essential documents to be made ready

**STEP 2: Already Logged In candidate to complete the process of filling online application form**

Action 1: Fill application form  
Action 2: Uploading images  
Action 3: Make Payment  
Action 4: View final application

#### STEP 1 : New Candidate to Create Log In





Register/Login to Apply Online	
New Candidate	<input type="checkbox"/> <a href="#">Click here to Register</a>
Registered Candidate Login	<input type="checkbox"/> <a href="#">Login (To Apply Online)</a>

- New Candidate to visit the website **website** : <https://applyadmission.net/amt> and click : [Click here to Register](#)
- Fill the details to register. You must have a valid email ID for applying online.
- Press the button "Submit". **Once the information filled here will not be changed.**
- The confirmation for the registration will also be sent on your email entered.
- **Note: Kindly note the Email-ID and Date of birth as filled by you will be used to login to the website to fill the online application form.**

#### Essential documents to be made ready

- Before starting to fill up the on-line application, keep ready with you the following details / documents / Information
  - a) Valid Email ID (the email should be valid for atleast 1 year)
  - b) Personal details
  - c) Educational qualification details, Experience Details and Area of Specialization etc.
  - d) Image of scanned photograph in jpg / jpeg format and size should not exceed 50 KB
  - e) Resume in document file in doc format and size should not exceed 200 KB
  - f) Debit / Credit Card for making online payment.

#### STEP 2 : Already Logged In candidate log in to complete the process of filling online application form

Action 1  Fill application form  
Action 2  Uploading Photograph & Resume  
Action 3  Make Payment  
Action 4  View final application

➤ Already Logged In Candidate to visit the **website** : <https://applyadmission.net/amt> and login by clicking [Login to Apply Online](#)

➤ On clicking [Login to Apply Online](#) page will appear which will have buttons indication 4 actions which are to be completed for submission of online application form:

➤ **Action1 : Fill Application**

➤ **Action 2 : Uploading Photograph and Resume**

➤ **Action 3 : Make Payment**

➤ **Action 4 : Print Application**

➤ **Action 1: Fill Application (Click on the button to fill application form)**

⇒ Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the details of your Qualification, etc.

⇒ While filling the application form online, please save the information by clicking the button “**SAVE**”.

⇒ In case you wish to edit any information you can do that by log in again using Email-ID and Date of birth and after editing the information, make sure to save the information by clicking the button “**SAVE**”.

➤ **Action 2 : Uploading images and Resume**

⇒ **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. Size of file should be not be more than 50 kb.**

⇒ **Upload Resume** – Upload your latest resume in document format. **The document should only be in .doc format and Size of file should not be more than 200 kb**

➤ **Action 3 : Make Payment**

Payment option for Application Fee of Rs.5000/- (non-refundable) inclusive of 18% GST is available through Debit/Credit Card mode only.

**NOTE: Once the payment has been made through Debit/Credit Card; you will not be allowed to change/modify any information.**

➤ **Action 4 : View Application**

Candidate can view the by clicking the button “Action 4: View Application” and can take print out of the same for their record. You are not required to send any Application Form/any documents/receipt to AIMA.

***On correctly following the above steps,  
you would have completed the application process.***