Guidelines to fill up the Online Application Form

Applicants are required to keep the following things ready before applying:

1. An E-mail ID for registration and for receiving all future correspondence till the admission process is over and subsequently, if admitted.
2. A recent **scanned** colour photograph (for scanning and uploading in ".JPEG/.JPG" format only. File size of scanned photograph should not be more than 200KB and dimensions width=250 pixels, height=250pixels).
3. Your **scanned** signature using **Blue/Black** pen on white sheet (for scanning and uploading in ".JPEG/.JPG" format only. File size of scanned photograph should not be more than 100KB dimensions width=450 pixels, height=150pixels).
4. Self-attested and scanned HSLC/X admit card, HSLC marksheet and HS/XII marksheet and certificate.

Important Notes for all applicants:

1. A printout of the submitted complete Application form is to be retained with the candidate, which is to be submitted at the time of counselling /admission, if selected.
2. Original certificates issued by the competent authority supporting your filled in details will be asked from you ONLY at the time of Counselling/admission. If data provided in the online application is not supported by appropriate documents then your application/claim for admission shall be rejected.

Steps to be followed for filling the online application:

The entire process of filling online application form can be completed in below mentioned 9 steps.

The steps are:

1. Register yourself for the online application process at the Assam Institute of Nursing Online Application Portal – https://admission.assaminstituteofnursing.in
2. Activate your online Application by clicking on the link that will be sent to your submitted Email ID during registration process.
3. After Activation go to login page and log in to your account by providing the email id and password that you have given during registration form.
4. After successful you will be redirect to your Home page.
5. Fill the application form by clicking on the "Fill Application Form" button. After filling up the form you will be instructed to go to your Home page.
6. Upload your **scanned photograph, signature** and all the relevant documents. **The documents (ie. HSLC admit, marksheet, HS marksheet and certificate) should be merged into a single pdf file. For merging first scanned all the documents and then use any online tools to merge the individuals files into a single file or you can use tools like CamScanner etc. The merged document file size should be less than 1MB.**

7. After completing step 6 pay your application Rs.300.00 through Net Banking/Demand Draft/UPI (phonepe, Gpay etc.) to the following account details.

How to pay the application fee:
Pay the application fee by one of the following methods:

1. Net Banking: Pay Rs.300 application to following account:

   ASSAM INSTITUTE OF NURSING
   A/C: 505920110000192
   IFSC: BKID0005059
   GHUNGOOR BRANCH
   BANK OF INDIA

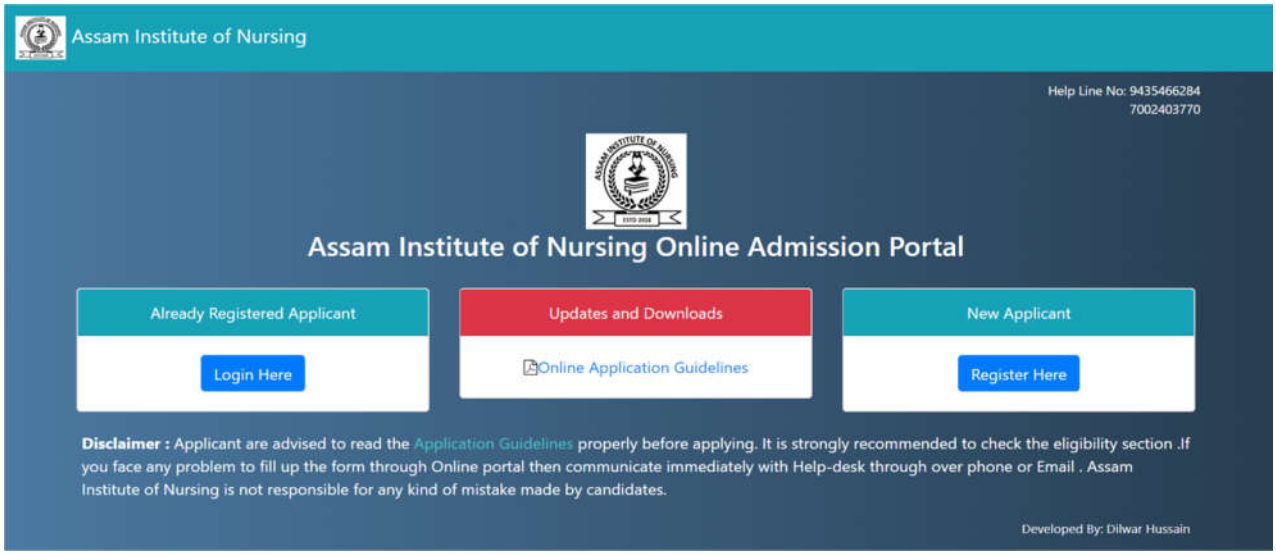
2. Demand Draft in favour of "**ASSAM INSTITUTE OF NURSING**"

3. UPI: GPay, Phonepe Number: **9435466284**

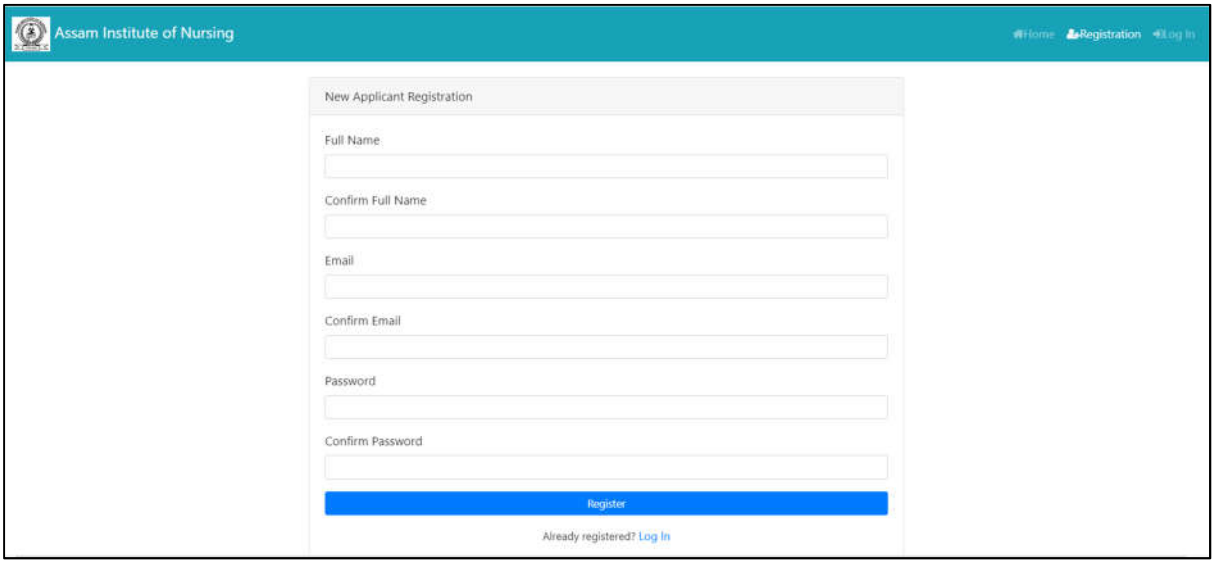
8. After step 7, make a pdf file of transaction proof and submit it along with other payment details.
9. After completing all the above steps, take a print out of the application form and keep it with you which will be required during admission time if selected.

Application once submitted cannot be modified

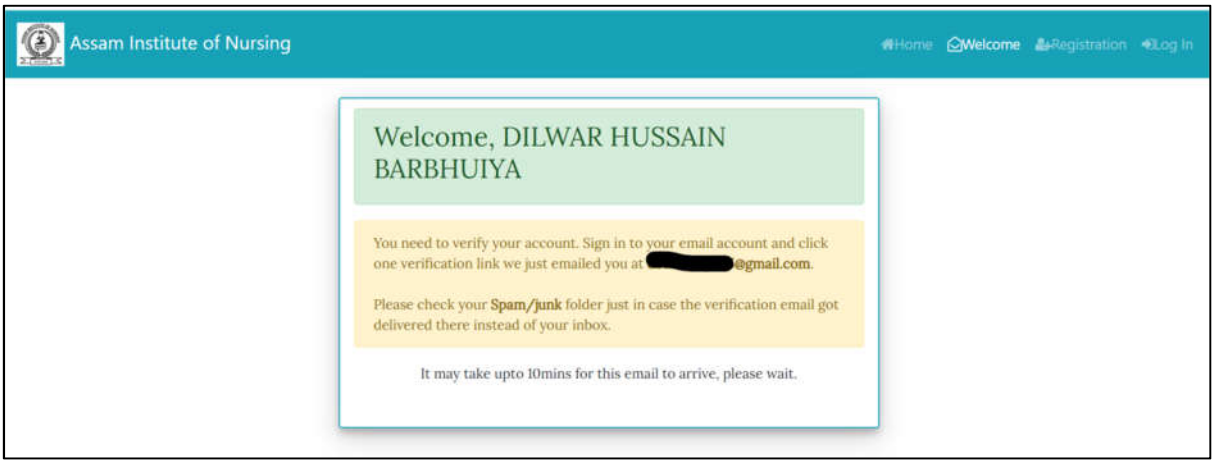
Step 1: Visit https://admission.assaminstituteofnursing.in click on "Register Here" button and you will be redirect to registration page.



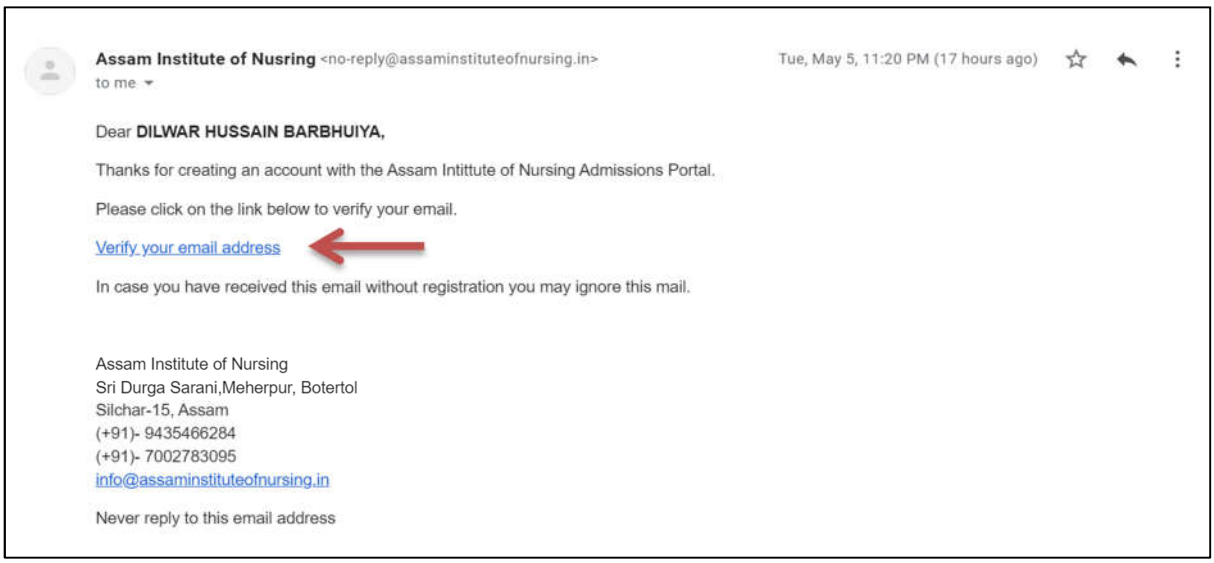
Step 2: Register by filling up the registration form. Provide a valid email id which will be verified in the next step.



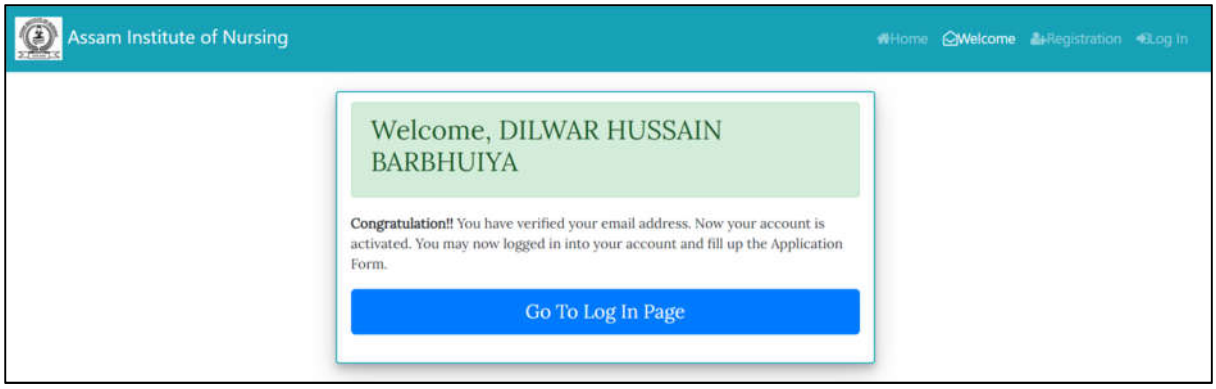
Step 3: After successful registration.



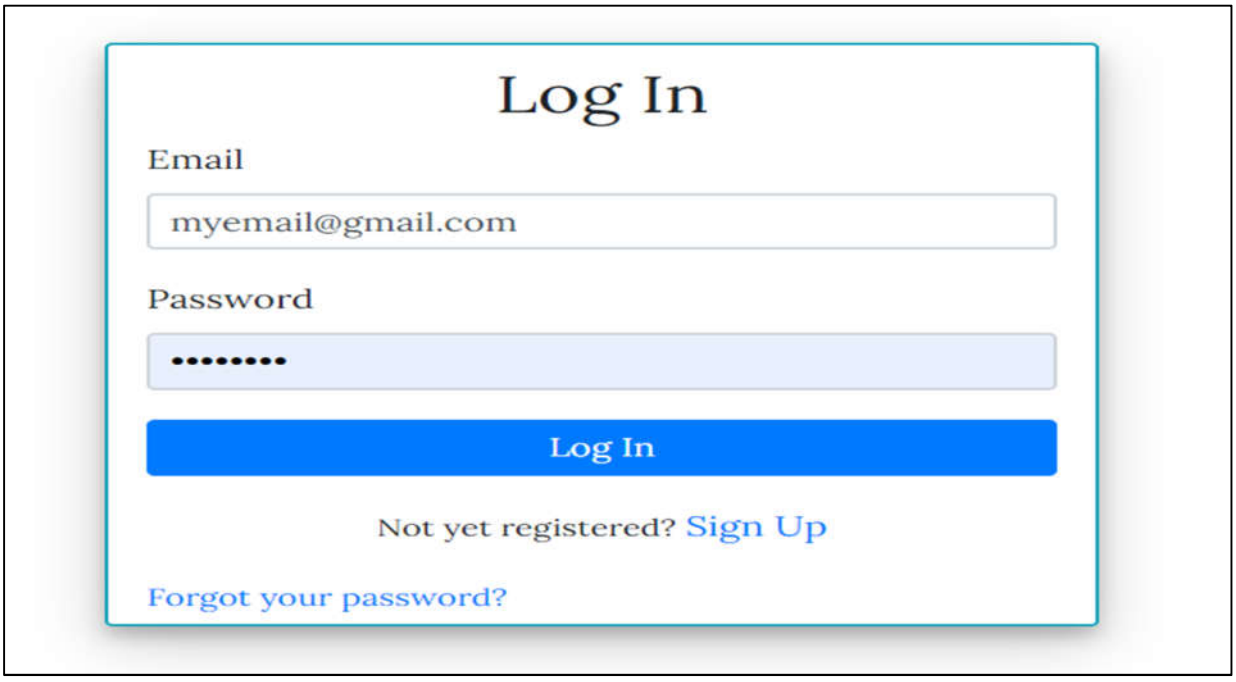
Step 4: Now you need to verify your email id. Log in your email account and verify the email id that you have provided during registration by clicking on "Verify your email address" link.



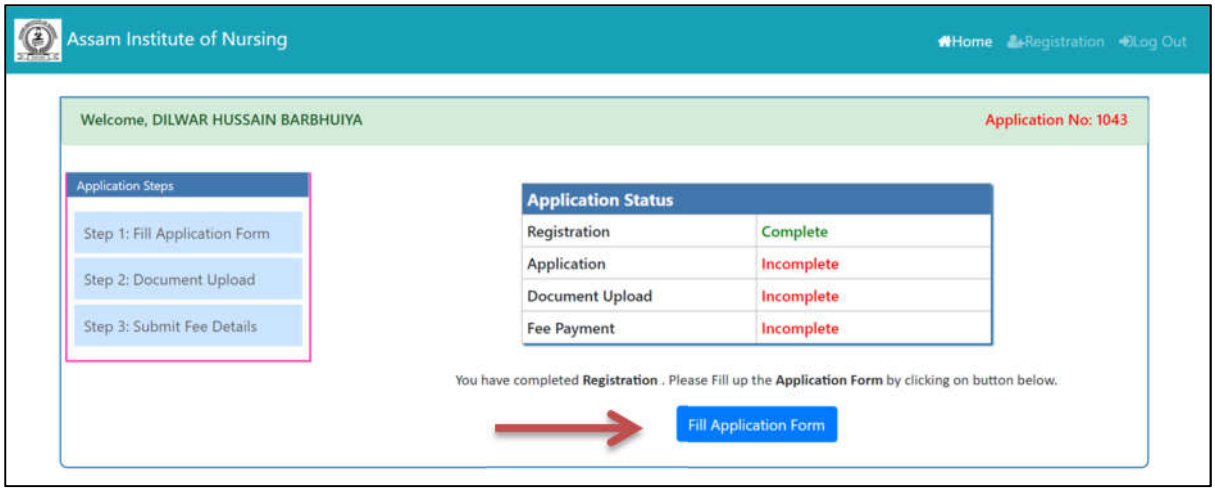
Step 5: After verification step you will be redirect to welcome page.



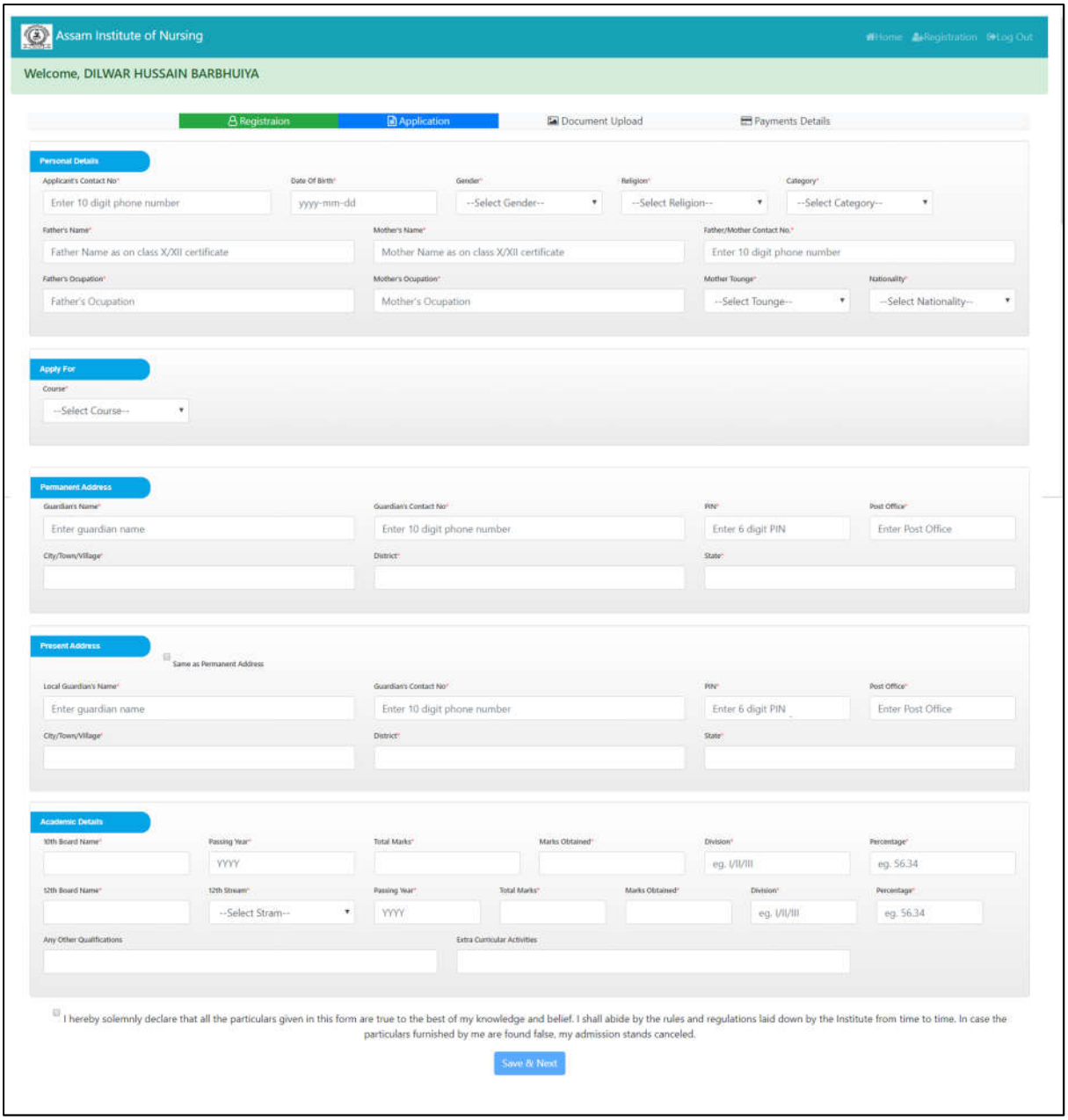
Step 6: Login in to your account by providing your email id and password that you have given durng registration.



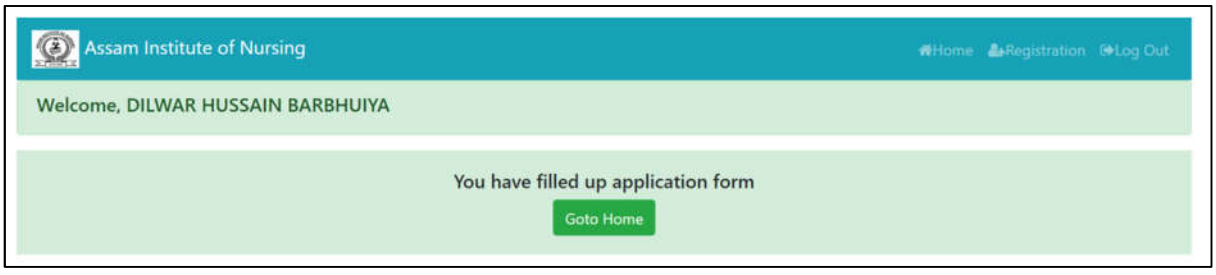
Step 7: After successful login you be redirect to Applicant Home page.

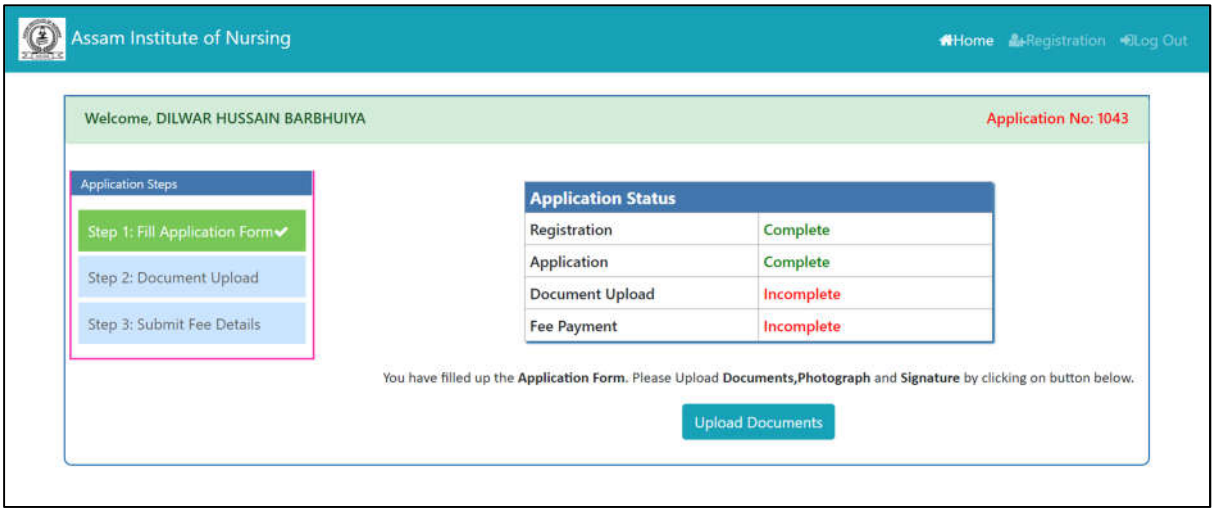


Step 8: Click on the “Fill Application Form”.



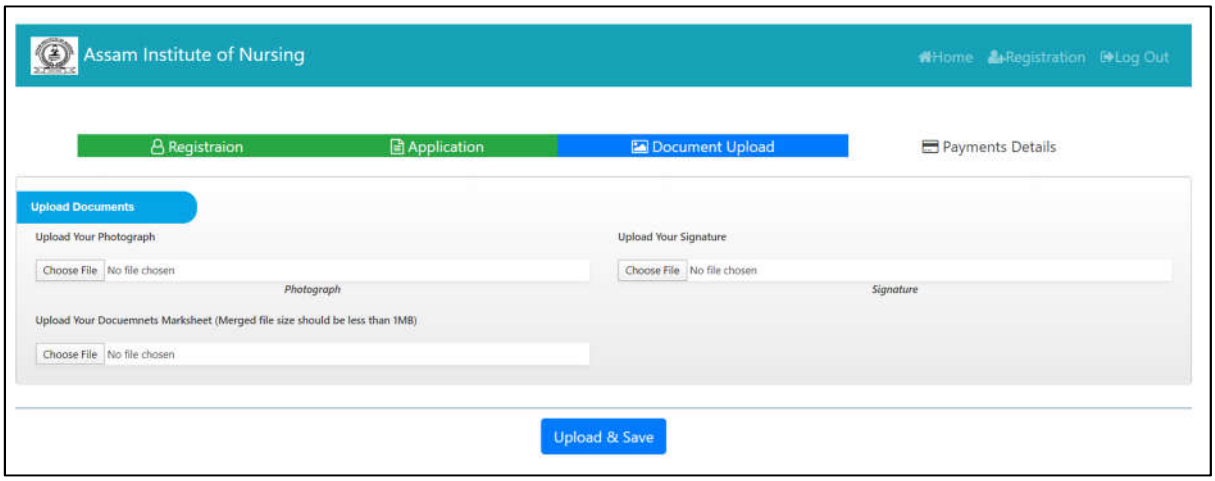
After filling up form click “Goto Home” button.

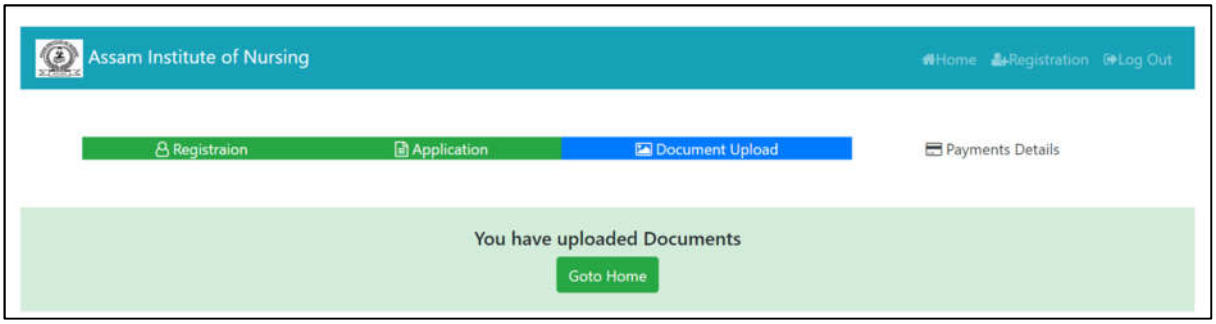


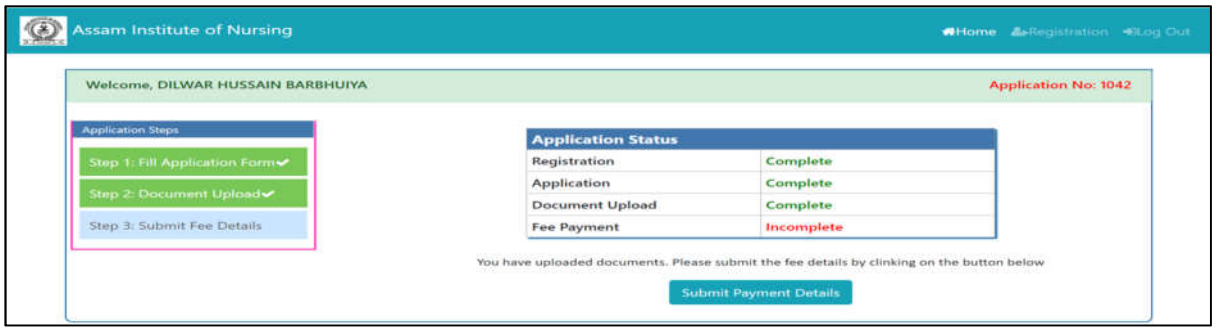


Step 10: Now click on "Upload Documents" button to upload you documents.

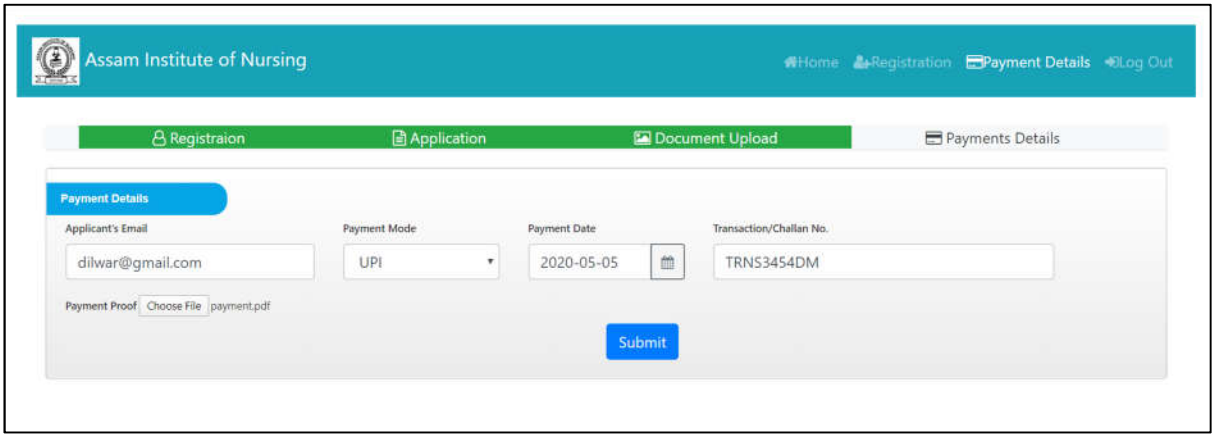
Note: The documents (i.e. HSLC admit, marksheet, HS marksheet and certificate) should be merged into a single pdf file. For merging first scanned all the documents and then use any online tools to merge the individuals files into a single file or you can use tools like CamScanner etc. The merged document file size should be less than 1MB.



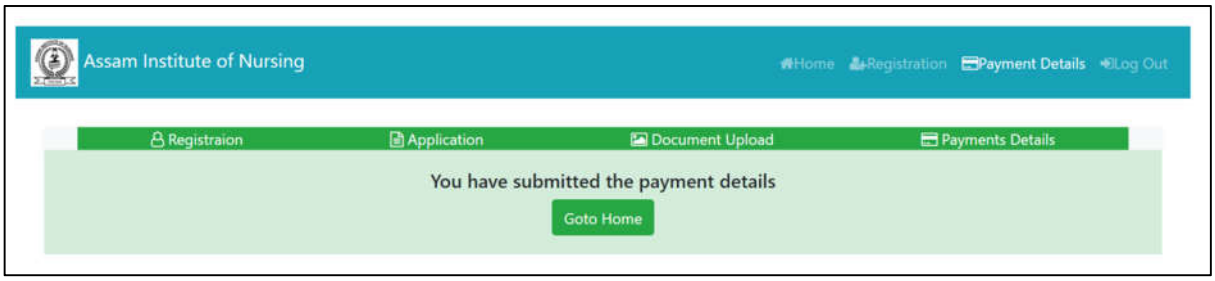
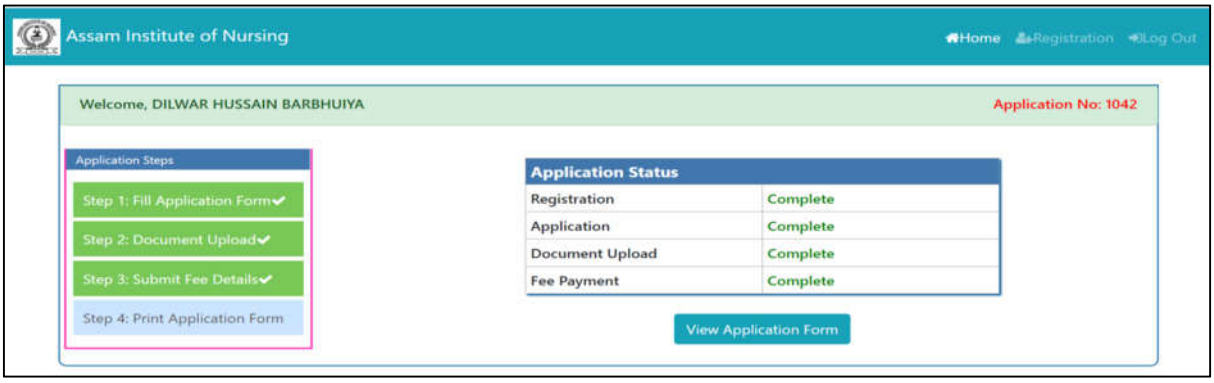




Step 11: Click on “Submit Payment Details” button.



Step 12: Pay the application fee details.



Step 13: This will complete your online application form submission. Take the print out of your application by clicking on “View Application Form” button.