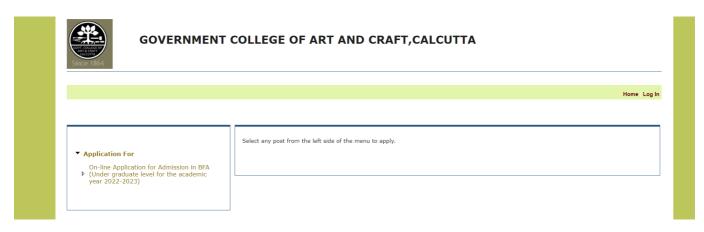
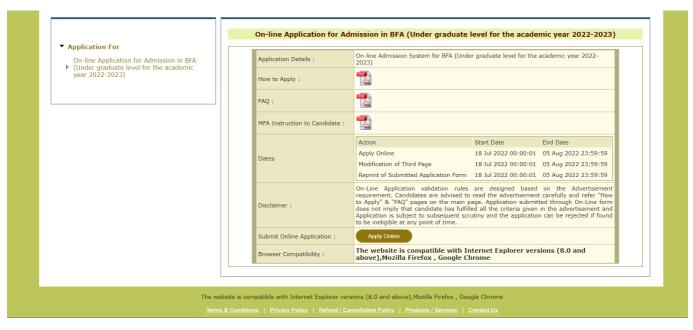
Step 1: Visit the website: gcac.applythrunet.co.in

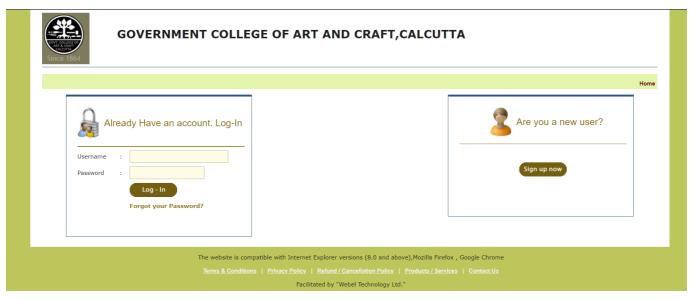
Step 2: Click on the Left hand side link for details about the drive



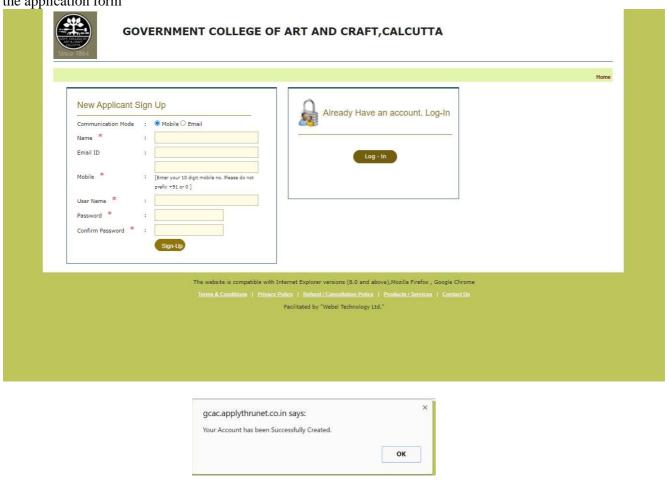
Step 3: Read carefully all the linked documents (Notification, FAQ)



Step 4: Click on the Apply Online Button, this will take you to the login/sign-up page. If you already have an login account, please login with your username and password or else click on the sign up now button in right hand panel.



Step 5: Fill up your registration details carefully. On successful completion system will automatically take you to the application form



After successful creation you will be presented with this following message box and a SMS as well as e-mail will

----- Sample Email-----

From: Government College Of Art and Craft, Calcutta < gcac@applythrunet.co.in>

Date: Tue, May 9, 2017 at 7:26 PM

Subject: Account Info of Online Govt. College of Art and Craft

To: hari123@gmail.com

This is an autogenerated email.

Your Account with Online Govt. College of Art and Craft has been successfully created. Your Account Info as follows.

Login Name: 9837740891 Password

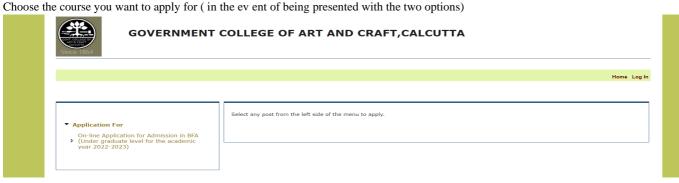
: Hari@1234

Use this login details for further

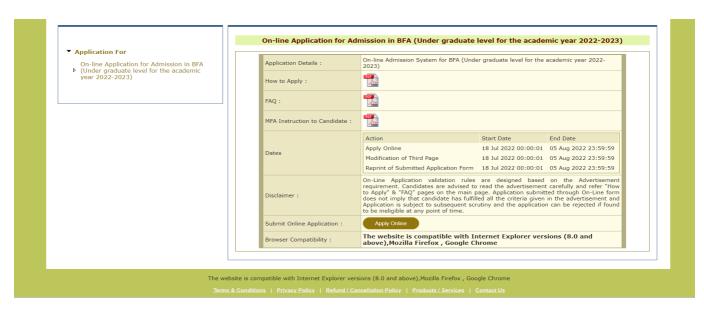
communication.

Regards

Disclaimer: The name & number shown above, in case having any semblance with anybody living/dead is purely coincidental



After clicking on the desired course, you will be presented with the screen below. The date ranges are fictitious and for your understanding of the screen only. Please refer to the actual dates , when presented with the screen real time.

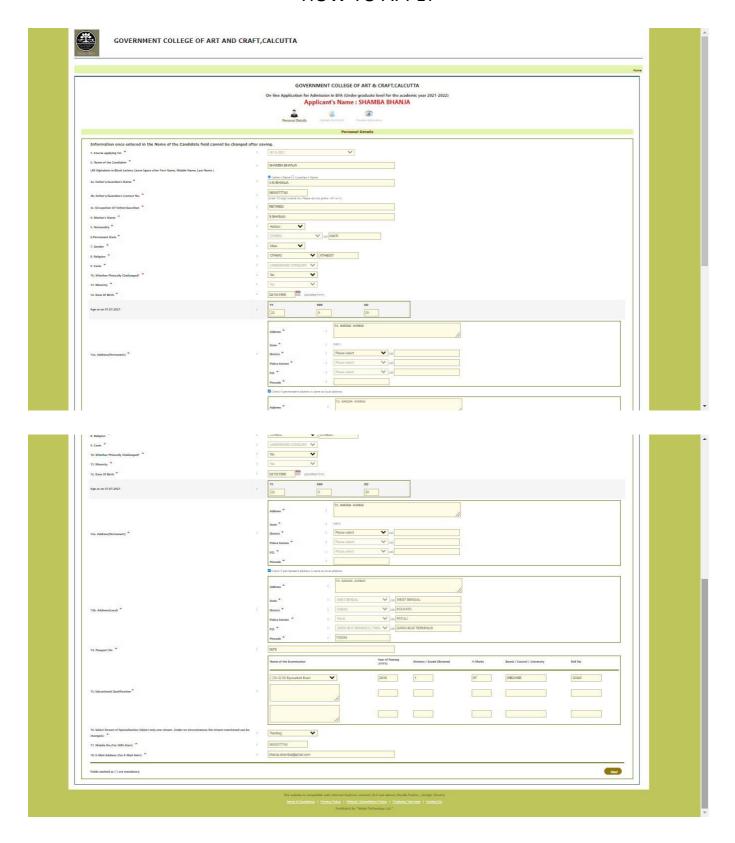


There are 3 TABS, namely Personal Details, Upload & Submit, Preview Application for completion of the application process.

Please have a look into the first TAB

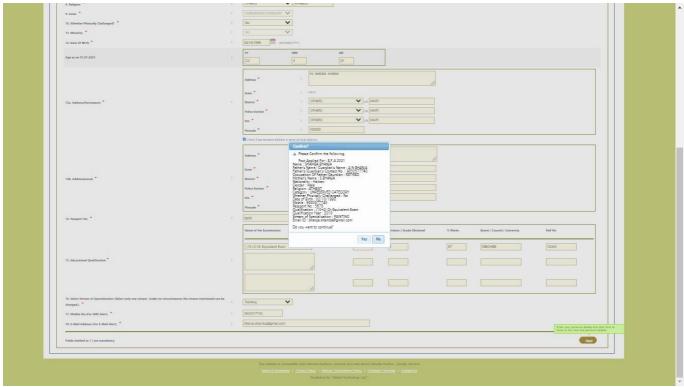
In this segment you need to fill up all fields specially marked as compulsory (with red Star). For foreign national candidates and candidates out of the state - social category will be by-default unserved and disabled, minority fields will be by default selected as "No"

Foreign nationals need to fill up passport no and also need to upload copy of passport where as Indians need to fill up 10+2 or equivalent exam's Registration no and a copy of that registration certificate.

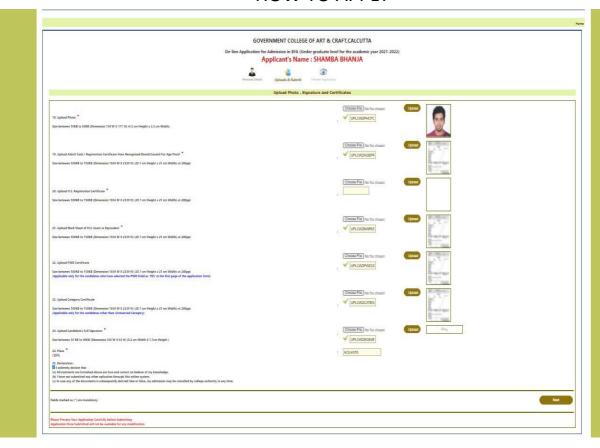


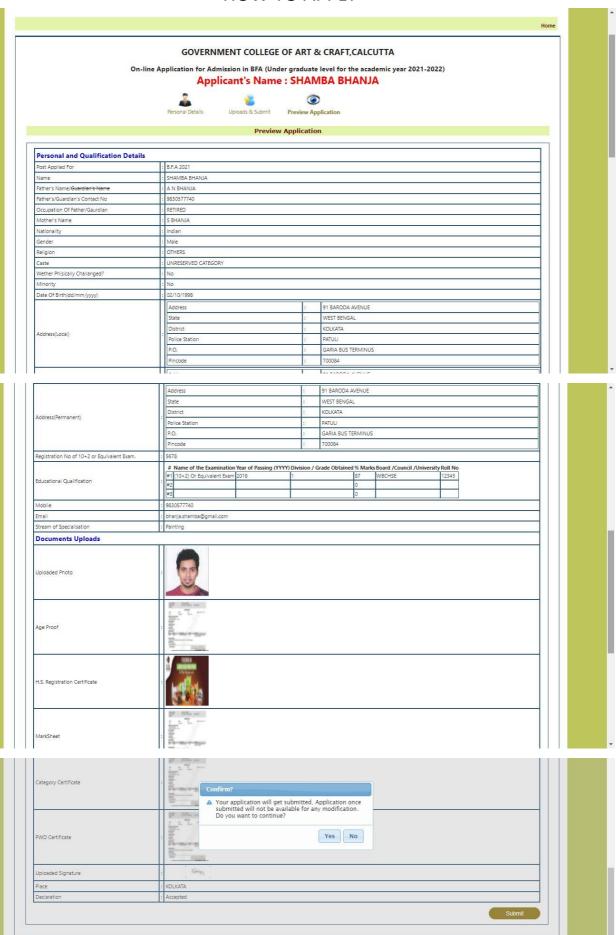
Please note that the sl.no. 15 cannot be edited, it flows from the registration screen.

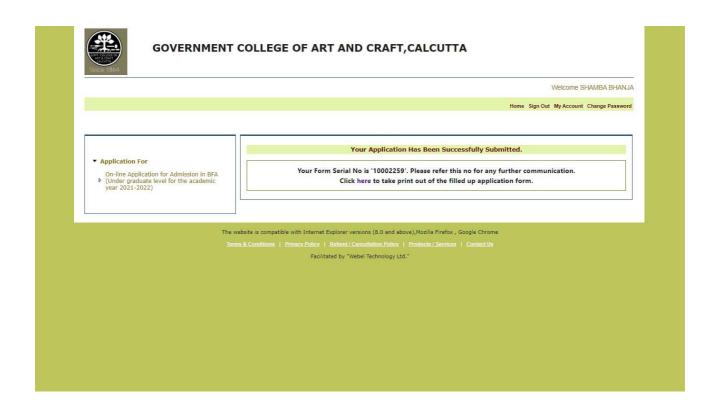
Once you click on the next button, you will be presented with message box, seeking your confirmation. In case of any editing required, please click on the "No" button and do the needful. If "Yes" is selected it will take you to the next tab

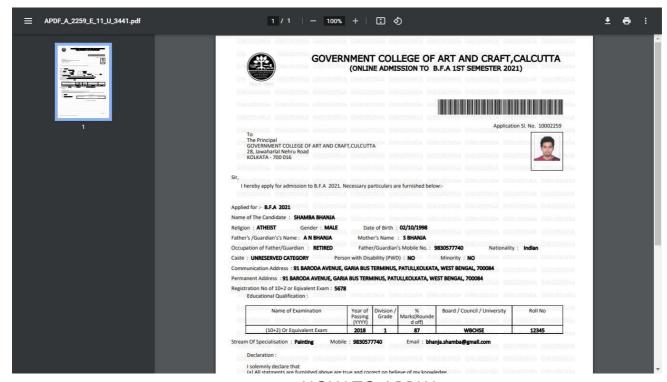


The next TAB is the Upload TAB





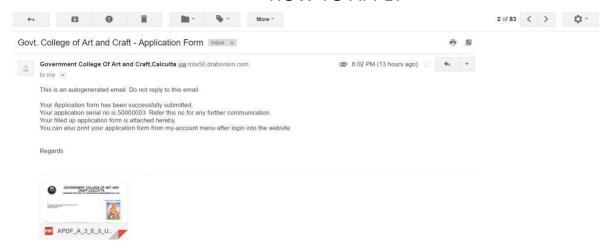




HOW TO APPLY

After verifying all the entries in the Preview Tab, you will be required to click on the submit button for completion of the submission procedure.

Please click on the "Click Here" note and you will be presented with your submitted application form. You will also get SMS & e-mail in the number & e-mail provided from your end. Delivery of the same is entirely depended on the correctness of the details provided by you & service providers (sms & e-mail)



Kindly note, if your payment is a failure at our end, you need to pay once more. In this regard, kindly two following things

- a. Your faile d transaction will be rolled back by your banker in due course of time
- b. We do not accept multiple payment, hence be rest assured, if any duplicate payment is there, it is returned from our end.