

## FOR ADMISSIONS 2024, ALL CANDIDATES ARE REQUIRED TO SUBMIT ONLINE APPLICATION FOR ALL INDIA SELECTION TEST (AIST) 2024.

### HOW TO FILL THE ONLINE APPLICATION FORM

- 1) Candidates are required to apply online through website: <https://fddiadmissions.qualcampus.com/> . They can access this website also through the 'Admission 2024 - Apply Now!' banner on the homepage of official website of FDDI (<https://www.fddiindia.com>)
- 2) Entries in the application form shall be required to be filled only in English.

### SUBMISSION OF APPLICATION FORM

Step By Step guidelines for applying online may be referred for the purpose. The prospectus is available at FDDI website [www.fddiindia.com](http://www.fddiindia.com) free of cost. The application fee has to be paid through online payment gateway only. Candidates have to pay this amount for Bachelor / Master Programme he / she applies for.

- Non-Refundable Application Fee for General/OBC (Non Creamy)/GEN-EWS Category: Rs. 600/- through online payment gateway only.
- Non-Refundable Application Fee for SC/ ST/ PWD Category: Rs. 300/- through online payment gateway only.

### MODE OF PAYMENT OF APPLICATION FEE: ONLINE PAYMENT (CREDIT/DEBIT CARDS)

#### (A) Online Payment

Payments of application fee (Rs.600/- or Rs.300/-) can be made online as explained above through any means. The bank and/or transaction charges on the application fee will be borne by the candidate. Candidates are advised to apply on or before the last date of submission of Application Form.

Candidates are advised to keep a printout/photocopy of Application Form for further reference along with proof of payment.

### WINDOW TO EDIT/ UPDATE APPLICATION FORM

Prior to making the payment candidate can edit/amend the information in the online application. Once the payment has been made by the candidate he/she will not be allowed to change/modify any information by the system. However, candidates will be given an opportunity to review and correct their personal information (changing the City of Examination is not permitted) in the application form from 1<sup>st</sup> May 2024 onwards till 2<sup>nd</sup> May 2024 (16:00 Hrs.).

Application fee already paid will not be refunded in case the application is found not eligible for admissions to FDDI after editing / updating of the application form.

It is the sole responsibility of the candidate to provide correct information during the application process. At any stage if it is found that the information provided by the candidate is not true, FDDI has the right to cancel his/her candidature. Any direct or indirect attempt to influence the management and employees of the institute will lead to automatic disqualification of the candidate.

After closing the window to edit the application form, the information filled up in the application form will not be changed at any stage. Therefore, candidates/guardians are advised to fill-up the application form with due diligence.

# STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM



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



**Essential documents**  
to be made ready



**STEP 2:** Already Logged In candidate to complete  
the process of filling online application form  
(Log In to your account)

**Action 1:** Fill application form

**Action 2:** Upload Photo and Signature Images

**Action 3:** Make Payment

**Action 4:** Print Application



**STEP 3:** Check the status  
of your application.

**STEP 4:** Download the  
admit card



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

- New Candidate to visit the website: <https://fddiadmissions.qualcampus.com/> and click : Registration Fresh Candidate to create Log In (New Log In)
- Fill the details to register for any programme. 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 along with login credential for the registration will be sent on your email entered.
- Note: Kindly note the User Name & Password (Credential) 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 at least 1 year).
  - b) Personal and Educational qualification details.
  - c) Caste / Tribe/ Class certificate (for SC / ST/ OBC(NC) candidate).
  - d) Disability Certificate for Persons with Disabilities.
  - e) EWS Certificate if eligible.
  - f) Image of scanned photograph in jpg / jpeg format and size should not exceed 50 kb.
  - g) Image of scanned signature in jpg / jpeg format and size should not exceed 50 kb.
  - h) Debit / Credit Card details for making online payment against the Application Fee.

## STEP 2: Already Logged In candidate log in to complete the process of filling online application form (Log In to your account)

- Already Logged In Candidate to visit the website : <https://fddiadmissions.qualcampus.com/> and login by credential (Sent on registered mail ID) to Complete Process.
- On clicking Login to Complete Process (Log In to your account) page will appear which will have following action which are to be completed for submission of online application form:
  - Action1 : Fill Application
  - Action 2 : Uploading image (Photograph and Signature)
  - 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" & "PROCEED".
  - In case you wish to edit any information you can do that by log in again using User Name & Password and after editing the information, make sure to save the information by clicking the button "SAVE" & "PROCEED".
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## Action 2 : Uploading images

- 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 Signature- Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature will be cancelled. The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb.

## Action 3 : Make Payment

**Payment through Debit Card / Credit Card:** Keep the Debit Card / Credit Card Details handy.

In case you wish to change the category, click button “Home” and then click button “Action 1: Fill Application” so that the application form will be opened. After editing the information, make sure to save the information by clicking the button “SAVE”. Now click button “Home” and then click button “Action 3: Make Payment” and proceed for the payment.

### NOTE:

1. Once the payment has been made, you will not be allowed to change/modify any information.
2. Prior to making the payment, candidate can edit / amend the information in the online application form. Once the payment has been made, you will not be allowed to change/modify any information by the system. However, candidates will be given an opportunity to review and correct their personal information (changing the City of Examination is not permitted) in the application form from 1<sup>st</sup> May 2024 onwards till 2<sup>nd</sup> May 2024 (16:00 Hrs.)

## Action 4 : Print Application

Candidate can view the submitted form by clicking the button “Action 4: Print Application” and can take print out of the same for their record.

### STEP 3: Verify the status of your submitted Application Form

### STEP 4: Download (Print) the Admit Card

- o On the basis of information given in the FDDI Application Form, Admit Card of provisionally eligible candidates will be available for download from website: <https://fddiadmissions.qualcampus.com/> from 6<sup>th</sup> May 2024 (1300 Hrs.) onwards.
- o Download Admit Card – On the due date for Admit Card, re-login to the website: <https://fddiadmissions.qualcampus.com/> A link for downloading Admit Card for written test, containing the details of the center/venue for the examination, etc., will be available.
- o Print Admit Card- Take a printout of the admit card. Candidates will not be allowed to enter the Written Test Venue without a valid Admit Card.

### Note:

The admit card for written test will NOT be sent by post or email. Candidates are advised to regularly check FDDI website for updates.