

INSTRUCTIONS TO THE APPLICANT

To fill-up the Registration Application Form:

- Point- 1:** To which level the candidate wish to register, at any point of time registration can be done for only one level.
Point- 2: If registered please mention the Level and Registration Number.
Point- 3: Name as per the Educational Certificate (HSC/10th/Matriculation or equivalent), Please note that the final certificate to be awarded in the name written in the registration application form.
Point- 4 & 5: Father's / Mother's name should be as per the educational certificate.
Point- 6 & 7: Valid communication address, Please do not repeat name.
Point- 8 & 9: Valid and functional phone numbers only.
Point- 12 & 13 & 14 & 15 & 16: Please Tick (✓) whichever applicable.
Point- 10: Only operational e-Mail ID.
Point- 11: As per the HSC/10th/Matriculation or equivalent certificate.
Point- 17: Please refer the Religion codes given below.
Point- 18: If undergoing training from accredited institute, please mention the correct ACCR-NO and name of the institute and forward the form through the institute under their seal and signature.
Point- 19: If qualified in any DOEACC course, please mention the Level, Registration No and year of passing.
Point- 20: Please refer the Educational code given below.
Point- 21: Fill every column appropriately with respect to the payment details.

General:

- The Demand draft should be drawn in favour of "DOEACC Society", payable at "New Delhi" which should preferably have six months validity period. Do not forget to write your name, Level applied for & address on the reverse of the draft.
- Attach attested photocopies of certificates of educational qualifications and experience certificate.
- Paste a recent photograph of 3.5x3.5cms attested on front side by a Gazetted Officer/ Panchayat/ Bank Officer.
- Candidates undergoing 'A' Level accredited course concurrently with graduation or Govt. recognized Polytechnic Engineering Diploma after 10+2 should send proof of the same from the respective institute/college.
- Proof of equivalence in terms of Indian Universities should be sent in case registration is sought based on foreign qualifications.
- Candidates denied registration should not refer to any document sent with the earlier registration form, while seeking registration again, a fresh registration form, which should be complete in all respects, including all relevant enclosures should be sent.
- Registration forms, received after the last date, for a particular examination will not be considered for that examination. It will be processed for the immediate next examinations.
- Any query related to registration can be send to: regn@doeacc.edu.in

Educational Codes:

01	10+ITI recognized	02	10+Govt recognized Polytechnic Engineering Diploma
03	10+2	04	10+2+Govt. recognized Polytechnic Engineering Diploma
05	Undergoing Govt. recgd Pol Engg Diploma after 10+2	06	Undergoing graduation after 10+2
07	Govt. recognized PPDCA	08	Govt. recognized PGDCA
09	Graduate	10	Post Graduate
11	Doctorate (Computer)	12	GATE (Computer)
13	NCVT – DP & CS /COPA	14	DOEACC 'O' Level qualified
15	DOEACC 'A' Level qualified	16	DOEACC 'B' Level qualified
17	Others (Candidate has to specify the course name)		

Religion Codes:

C	Christianism	H	Hinduism
I	Islamism	S	Sikhism
O	Others (Candidate has to specify the name of his religion)		

Candidate must ensure that the application is completely filled-up and submitted with appropriate enclosures as per the checks given below:

Only one letter has been written in one box	Yes No
The Registration application form has been filled in with a ball point pen and in capital letters only	Yes No
The attested photograph is firmly affixed (pasted not stapled) at the appropriate place.	Yes No
The name written as per the Educational Certificate ((HSC/10th/Matriculation or equivalent)	Yes No
Only the highest qualifying educational certificate/mark sheet / Provisional Certificate are attached herewith	Yes No
The photograph affixed (not stapled), is latest and in good condition	Yes No
The registration fee amount paid is of exact amount and not clubbed with any other fees	Yes No
The Registration level applied for and the eligibility criteria required for the Level, is satisfied	Yes No
The demand draft is fresh and valid for at least six month	Yes No
The attested copies of Educational Certificates are firmly attached	Yes No
Payment receipt/ Challan receipt/ Demand draft is attached properly	

For candidates applying for registration through an accredited institute:

That the Registration Application form is forwarded through the Institute with a valid Accreditation Number	Yes No
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For candidates applying for registration as a direct candidate:

The experience certificate duly certified by my employer is attached	Yes No
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Filled-in Registration Application Form should be sent to:

Registration Section
DOEACC Society
Electronics Niketan
6 CGO Complex
New Delhi-110003

Phone: (011) 24363330/01/02, 24366577/79/80, Fax: 24363335, Web-site: www.doeacc.edu.in, Email: doeacc@doeacc.edu.in