



## ***Guidelines to fill up the Application Form Online***

What all do you need to complete the Online application process for University of Gour Banga Recruitment?

As an applicant you would need the following:

1. A **Mobile Number** to receive **SMS** based notifications/communications related to the online application, Admit card, Entrance Test Result, Admission Counselling etc till the admission process is over and subsequently, if applied.
2. Access to facilities of computer with internet connectivity, B/W printer and scanner.
3. A recent passport sized colour photograph (for scanning and uploading in "jpeg" format only. File size of scanned photograph should not be more than 100KB).
4. Your signature using **Blue/Black** pen on white sheet (for scanning and uploading in "jpeg" format only. File size of scanned photograph should not be more than 100KB).
5. Access to an online payment facility / service such as ONLINE Payment mode:
  1. Net Banking (NEFT on SBI & Others)
  2. Credit card
  3. ATM-cum-Debit card

If you do not have Net Banking facility/Credit Card or ATM-cum Debit Card, you can pay the fee in cash at any branch of **United Bank of India** through the **Challan** downloaded from the University of Gour Banga Recruitment Application Portal. You will be able to download the duly filled up United Bank of India Bank challan from the University of Gour Banga Recruitment Application Portal only when you select the "OFFLINE Payment mode" option while filling the application form online.

### **All applicants should note, that:**

1. Printout of online submitted application form & proof of payment of University of Gour Banga Recruitment fee is to be submitted to the University. However, the candidates should retain a copy of the said documents for their own record.
2. Original certificates issued by competent authority supporting your filled in details will be asked from you **ONLY** at the time of Recruitment. If data provided in the online application is not supported by appropriate documents then your application/ claim for admission shall be summarily rejected.

### **Steps to be followed for filling the online application:**

Before proceeding to fill up the online application form, please ensure that you have the required details and scanned image files of your (i) recent passport size colour photograph and (ii) signature [as specified at first para no.3 & 4 above], which will be needed at different stages of process. The entire process of filling online application form can be completed in six stages. The six stages are:

1. Registration on the UGB website (www.ugb.ac.in or ugbonline.in) for online application process.
2. Select the course of your choice [check eligibility etc].



3. If you choose to apply for the selected course [do it after confirming your eligibility etc], application form will appear on the screen. Fill up the details in the application form which will have following sections:
  1. Candidate Details,
  2. Upload scanned image file of your Photograph and Signature [as specified in first para no.3 & 4 above],
  3. Academic Details,
  4. Additional Qualification [Computer Application or Others],
  5. Experience Details,
  6. Scan Document Details
4. Final Review of details entered in the Application Form and if they are corrected then 'Confirm' the submission. Else, edit the details before confirming submission.
5. Fee Payment & application Submission
6. For subsequent applications (after the first applied post) process of filling up 'Candidate Details', 'Upload Photo and Signature', Academic Details', 'Additional Qualification', 'Experience Details', 'Document Details', and 'Preview And Confirm' will not be required. These details will be repeated automatically/ copied for all subsequent applications after the first application.

### How to complete Registration on the University of Gour Banga Recruitment (www.ugb.ac.in or ugbonline.in) for Online Application Process?

**Step 1:** Please click on "**Apply for University of Gour Banga Recruitment**" button given on the home page of the UGB website (www.ugb.ac.in or ugbonline.in).

**Step 2:** On clicking the link, you will be directed to a new page having an Applicant Login Box. Below the login fields there is a link "**Make Registration**". Please click on this link.

The screenshot displays the University of Gour Banga recruitment portal. At the top, there is a navigation bar with a 'LOGIN' button. Below this, the university's logo and name are visible, along with a 'Welcome to University of Gour Banga' message. The main content area is titled 'Quick Tips' and is divided into two columns. The left column, titled 'IMPORTANT INSTRUCTIONS FOR CANDIDATES BEFORE APPLYING ONLINE', lists 'Non - Teaching' as the category and provides a 'Tentative schedule for Recruitment'. It also lists items to keep ready: 'Email id', 'Mobile no', 'Scanned photograph (Less than 100KB)', and 'Scanned signature (Less than 100KB)'. The right column, titled 'Candidates Login', features a user icon and asks 'Existing user?' with a 'Sign In' button. Below that, it asks 'New user? Registered Now!' and provides a 'Make Registration' button and an 'Activate Your Account' button. At the bottom of the page, there is a footer with the text 'For the best view use Mozilla Firefox, Google Chrome browser' and 'Copyright © 2016, uganapply.com. All rights reserved.'

**Step 3:** When you click the link you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "Red coloured bullets" and



are to be essentially filled up. These fields cannot be left blank. Once you fill the details, you can click on the **"Sign up"** button at the bottom for completing the registration process.

Registration

Email ID / Mobile No (Username) \* Please note that all communication related to your Application-2016 will be sent to this email id/mobile no.

Password \* Your password should contain minimum of 8 alpha-numeric characters.

Confirm Password \*

Name of Candidate \* Name Middle Name Last Name

Date of Birth \* Select Select Select

Sex \* — Select —

Father's/Husband's Name \* Father's/Husband's Name Don't add any salutation like Mr., Dr. etc. before the Name.

Mother's/Wife's Name \* Mother's/Wife's Name Don't add any salutation like Mr., Mrs., Dr. etc. before the Name.

Address \* Address  
Address  
Address

Mobile No. \* Mobile

[Sign up](#)

[Already Registered? Back to Login](#)

For the best view use Mozilla Firefox, Google Chrome browser

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**NOTE: PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOT BE CHANGED LATER. SO MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS FORM.**

#### Step 4: Activation and validation of Registration

1. On successful submission of registration details, you would be shown a confirmation message on the screen. You will also receive an e-mail on the e-mail ID provided by you in the Registration Form and a validation code on your registered mobile number. This email will contain an activation link. You need to click on this activation link to confirm and complete your registration process.





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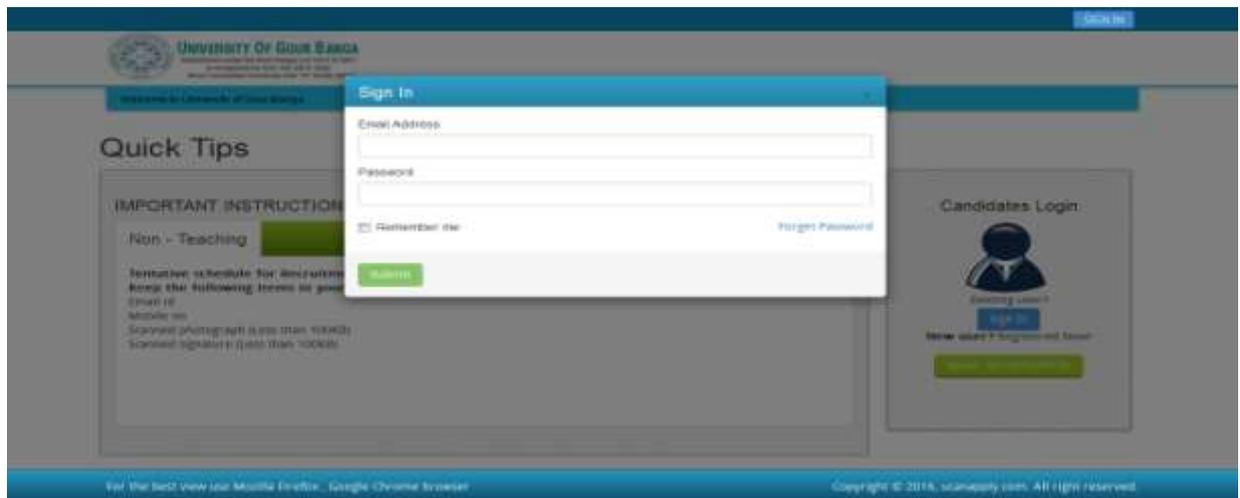
3. On clicking the activation link, you will be directed to the validation page in which you are required to give the validation code sent on your registered mobile number. Enter the validation code received on your registered mobile number to complete the registration process.

4. On successful validation, you will be allowed login and directed to My Application Section. Select the course of your choice and start filling up the application form online.



## How to select Course for which I want to apply?

**Step 1:** After activation and validation of your Registration on the University of Gour Banga Recruitment Application Portal ([www.ugbonline.in](http://www.ugbonline.in) or [ugbonline.in](http://ugbonline.in)), you can login into the programme.



After login you will be able to see **Dashboard** and click **“My Application”**



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Then you will be able to see following page with the title "Status of Applications".

**Step 2:** Please select **Type of Post** and **Post Name** from the drop down boxes given at the Bottom and click "**Proceed**". Check the eligibility and in case you are **eligible** for the course **click the checkbox** given below regarding confirmation of the terms and conditions and the eligibility to proceed further for filling up the application form by clicking "**Add Post**" button.



## How to fill up the Application Info after I have selected the Post I wish to apply for?

**Step 1:** After adding the post of your choice, following screen will appear showing status of submitted applications. On the left panel, various other buttons such as 'Application Details', 'Upload Photo and Signature' etc are given. These are various sections of the form. Application Status section shows which sections of the form is complete and which is incomplete. You can click the left panel button to go to the section of the form which are incomplete.

Application info

Application Status

Candidate Details

Upload Photo And Signature

Academic Detail

Additional Qualification

Experience Detail

Document Detail

Preview And Confirm

Status of Submitted Application(s)

Application for Senior Assistant : Non - Teaching

Stage	Description	Status
1	Application Detail	Incompleted
2	Upload Photo And Signature	Incompleted
3	Academic Detail	Incompleted
4	Additional Qualification	Incompleted
5	Experience Detail	Incompleted
6	Document Detail	Incompleted
7	Preview And Confirm	Incompleted

**Step 2:** After you have added the first course of your choice and come to the above screen, all the four sections of the Application Form would be shown as incomplete. Click on the 'Candidate Details' button on the left panel. On clicking, following form will appear on the screen. Some of its fields would be pre-filled with the details you gave at the time of registration. Fill up other required details correctly.

**Note:** Mandatory fields have been marked with red asterix. They are to be essentially filled up before you will be allowed to 'Save' of the form.



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Home / Examinations / Application Form

Welcome Guest

## Application Info

Go to My Application

### Application Form

#### Candidate Details

##### Upload Photo, Scan Signature

##### Academic Details

##### Subject Qualification

##### Employment Detail

##### Residence Detail

##### Payment And Cancellation

### Application Detail for Senior Assistant - Non - Teaching

Candidate Name:

(IN CAPITAL LETTERS ONLY)

Father's Name:

(IN CAPITAL LETTERS ONLY)

Mother's Name:

(IN CAPITAL LETTERS ONLY)

Category:

Physically Challenged:

Date of Birth: (as record in Matriculation or equivalent certificate)

26 years, 29 days

Gender:

Nationality:

Blood Group:

Exempted Category:

Religion:

BPL Card Holder?:

Married?:

Employment Exchange Registration Number:

Any point of time was there any departmental enquiry occurred (Yes/No):

Did you apply in UOB recruitment in the year 2012?:

### Permanent Address

Address Line:

City/Town/Village:

Post Office:

District:

State:

Pin:

Father/Guardian Mobile No:

Land Line Phone:

### Correspondence Address Copy the Permanent Address

Address Line:

City/Town/Village:

Post Office:

District:

State:

Pin:

Father/Guardian Mobile No:

Land Line Phone:

Email:

Save & Continue



**Step 3:** After you have filled up all the required fields of the 'Candidate form', Click on the 'Save & Continue' button given at the bottom of the page (as shown above).

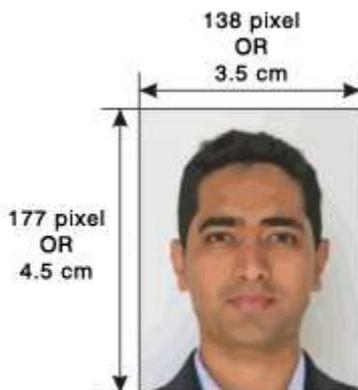
**Note:** If you fill 'Yes' in this question "Did you apply in UGB recruitment in the year 2012?" then you can proceed forward only after uploading all your documents. You have to upload all your relevant document. If you do not upload relevant document (e.g. PH certificate for PH candidate), your application may get rejected.

**Step 4:** After filling up application click the 'Save & Continue' Button given at the bottom.

### **How to Upload image file (in jpeg format; size limit 100kb) of my scanned photograph and signature?**

**Step 1:** To upload the image file of you scanned passport size colour photograph and signature, click the button 'Upload Photograph and Signature' button available on the left panel. On clicking, you will see the following screen:

(Your scanned passport photo should be within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size should be less than 100 KB.)



If you are facing any problem to upload your photo or rejected by the system then we are requested you to resize your photo as per the sample images shown here.

To Resize your scanned photo please follow the following steps:

1. Right click on the scanned photo file → Open with → Microsoft Office Picture Manager
2. Then look at the top menus, Click Picture → Resize
3. Now look at the right pannel, Select the radio button Custom width x height, And write width = 138px, height = 177px. Then Click OK to complete.
4. If you are not able to do this properly, then you can try 'Crop' feature for the 'Picture' menu
5. The save the file.





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**Step 6:** After filling up application click the 'Save & Proceed' Button given at the bottom you have filled up all the required fields of the 'Academic Details', here you add your passed examination details and Click on the 'Save' button.

The screenshot shows the 'Academic Details' section of the application form. The form is titled 'Application Detail for Senior Assistant : Non - Teaching'. It contains a table with the following columns: Name of the Examinations, Board / University and Full, Year of Passing / Appearing, School Name / College, Div / Marks Grade Obtained, Total Marks, and Marks %. The table has four rows for different levels of education: Secondary/Equivalent, Higher Secondary/Equivalent, Graduation (B.A/B.Sc/B.Com), and M.Ed / M.Phil / Ph.D. Each row has a 'Select' dropdown for the board/university and year, and input fields for the school name, marks grade, total marks, and marks percentage. A 'Save' button is located at the bottom of the form.

Name of the Examinations	Board / University and Full	Year of Passing / Appearing	School Name / College	Div / Marks Grade Obtained	Total Marks	Marks %
Secondary/Equivalent *	Select	Select				
Higher Secondary/Equivalent *	Select	Select				
Graduation (B.A/B.Sc/B.Com) *	Select	Select				
M.Ed / M.Phil / Ph.D	Select	Select				

After filled all academic details and click 'Save' Button re-confirm all fields no further changes will be entertained.

The screenshot shows a confirmation dialog box overlaid on the application form. The dialog box contains the following text: "Please re-confirm that you have filled all Academic details properly. Merit List would be prepared based on data entered by you here. No further claims for changes will be entertained." There are 'OK' and 'Cancel' buttons at the bottom of the dialog box. The background shows the 'Academic Details' section of the form, with a 'LOADING' indicator and a 'Save' button visible.



**Step 7:** After filling up application click the 'Save' and 'Ok' Button given at the bottom you have filled up all the required fields of the 'Additional Qualification', here you add your Additional Qualification [Computer Application or Others] and Click on the 'Save' button and then Click on the 'Continue' button.

Application Info

Additional Qualification(s) Details for Senior Assistant : Non - Teaching

S No	Course Name	Institute Name	Duration	Year	Marks Obtained	Total Marks	Delete
1	Computer Application	CAD CENTER	12 Months	2012	297.00	400.00	

Additional Qualification Details Added Successfully

Course Name\*

Computer Application (Required)

Institute Name\*

Institute Name

Duration\*

-Select-

Year\*

-Select-

Marks Obtained\*

Marks Obtained

Total Marks\*

Total Marks

Please convert Grade to equivalent Marks:

Upload Document\*

Browse... No file selected.

Save Continue

**Step 8:** After filling up application click the 'Continue' Button given at the bottom you have filled up all the required fields of your 'Experience Details', here you add your Experience Details and your minimum experience should be 48 months and Click on the 'Save' button and then Click on the 'Continue' button.



### Application Info

[Back to My Application](#)

- Application Status
- Candidate Details
- Upload Photo And Signature
- Academic Detail
- Additional Qualification
- Experience Detail
- Document Detail
- Profile And Contact

#### Experience Detail for Senior Assistant : Non - Teaching

Sr No	Name of Employer	Teaching Experience	Teaching Level	Employer Address	Position Held	Basic Pay & Total Emoluments	Period From	Period To	Total Exp	Nature of Work	Del
1	S Ganguly	Yes	UG Level	Medinipur, Hooghly	Technical	20000	06-2012	01-2013	7 months	Official	<a href="#">+</a> <a href="#">-</a>
2	S Ganguly	Yes	PG Level	Kalurgachhi, Hooghly	Technical	28000	03-2013	11-2016	46 months	Official	<a href="#">+</a> <a href="#">-</a>

[Experience Added](#)

Fields	Details
Name of Employer *	<input type="text"/>
Teaching Experience *	<input type="text" value="-Select-"/>
Employer Address *	<input type="text"/>
Position Held *	<input type="text"/>
Basic Pay & Total Emoluments *	<input type="text"/>
Period From *	<input type="text" value="-Select-"/> <input type="text" value="-Select-"/>
Period To *	<input type="text" value="-Select-"/> <input type="text" value="-Select-"/>
Nature of Work *	<input type="text"/>
Experience Document *	<input type="button" value="Browse..."/> No file selected.

[Save](#) [Continue](#)

**Step 9:** After filling up application click the 'Continue' Button given at the bottom you have filled up all the required fields of your '**Document Details**', here you add your all required document details and Click on the 'Save & Continue' button.



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**Status of Submitted Application(s)**  
Application Detail for Senior Assistant : Non - Teaching

Document Uploaded Successfully

Note: Upload Image to be less than 200KB ( Scan to be done in 100kb/ only)

Name of the Document	Upload Link	Upload	Type	Reference No.	
Secondary marksheet	Click here to view the document 1 Original	<input type="button" value="Browse..."/> No file selected.	Orign	1	<input type="button" value="Upload"/>
Higher Secondary Marksheet or equivalent examination	Click here to view the document 2 Original	<input type="button" value="Browse..."/> No file selected.	Orign	2	<input type="button" value="Upload"/>
Secondary Admit Card (Age Proof)	Click here to view the document 3 Original	<input type="button" value="Browse..."/> No file selected.	Orign	3	<input type="button" value="Upload"/>
Cast Certificate	Click here to view the document 4 Original	<input type="button" value="Browse..."/> No file selected.	Orign	4	<input type="button" value="Upload"/>
Graduate Marksheet	Click here to view the document 5 Original	<input type="button" value="Browse..."/> No file selected.	Orign	5	<input type="button" value="Upload"/>
UGB recruitment 2012 declaration	Click here to view the document 6 Original	<input type="button" value="Browse..."/> No file selected.	Orign	6	<input type="button" value="Upload"/>

**Note:** You can proceed forward only after uploading all your documents. You have to upload all your relevant document. If you do not upload relevant document (e.g. PH certificate for PH candidate), your application may get rejected.

Upto this stage, you have completed all stages of the Application Form. Now, click the 'Save & Continue' button given at the bottom of the page. This will help you see entries made in various sections of the Application Form. In case you want to edit some details, you should do so before clicking 'I confirm the above' checkbox and clicking the 'Confirm & Submit' button because once you confirm and submit an application form, it cannot be edited further.

For the other subject system will go for Applicant Form View page. Here you can check all information which you have entered in your application process. If everything is ok then click the button 'I CONFIRM THE ABOVE' & Click 'Confirm & Submit' button.



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After that system will show you the Proceed to Payment button to complete the payment.

[UNIVERSITY OF GOUR BANGA](#)
[LOGOUT](#)

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Home > Dashboard > Application Form View
Web: www.ugb.ac.in

### University of Gour Banga

P.O.: Haldimpur, Dist.: Malda - 731103, Ph: 03512 223664, 223568 (FAX)

**Application Form For Appointment in Non - Teaching Posts**

Application No.: GB000042101

Advertisement Reference No.: B21UGB/R-12, Dated: 23 November, 2016

1. Name: [REDACTED]

3. Sex: Female

5. Date of Birth: 12/ OCTOBER /1992

7. Exempted Category: No

9. Email: [REDACTED]

2. Post applied for: Senior Assistant

4. Category: SC

6. Father/Husband Name: S GANGULY

8. Mother/Wife Name: D GANGULY

10. Mobile: [REDACTED]

**11. Communication Address:**

Street/Area: Beck Bagan more  
 Post Office: Park Circus      District: Kolkata  
 PIN/ZIP code: 700017      State: West Bengal  
 Country: India

**12. Permanent Address:**

Street/Area: Beck Bagan more  
 Post Office: Park Circus      District: Kolkata  
 PIN/ZIP code: 700017      State: West Bengal  
 Country: India

13. Employment Exchange Registration No: Reg/WB0201612

**14. Educational Qualifications:**

Examination Passed	Board/ University	Year of Passing	Class/Division	Marks Percentage
Secondary/Equivalent	Assam Board of Secondary Education, Guwahati	2003	I	75
Higher Secondary/Equivalent	Assam Higher Secondary Education Council, Bamunimaidan, Guwahati	2005	I	62.5
Graduation (B.A/B.Sc/B.Com)	University of North Bengal, West Bengal	2008	I	76.67
M.Ed / M.Phil / Ph.D	Kolkata University, West Bengal	2011	I	63.33

15. Additional Qualification(s): (1) Computer Application.  
[Computer course relating to Word Processing/MS-Word/MS-Excel/MS-PowerPoint/Software & Programming, Proficiency in English, Statistical Practice] as may be applicable.

16. Working Experience: (1) S Ganguly (Technical) from 06-2012 to 01-2013. (2) S Ganguly (Technical) from 02-2013 to 11-2016.

17. Any point of time was there any departmental enquiry occurred: No

18. Details of enclosures (Scan copy):  
 1. Secondary marksheet 2. Higher Secondary Marksheet or equivalent examination 3. Secondary Admit Card (Age Proof) 4. Cut Certificate 5. Graduate Marksheet 6. USB recruitment 2012 declaration

**DECLARATION:**  
 I had applied for post "Technical" in 2012, Application Id / Serial No. was "UGB1230812". If the details furnished about 2012 are found wrong, my candidature will not be further considered for this year also.  
 I declare that the above information entered by me are correct. I shall produce all testimonials in original at the time of Test/Interview. I agree to abide by all the rules of the University of Gour Banga.

Date: 23-11-2016  
 Place: Malda

(Signature of the applicant)

I CONFIRM THE ABOVE

Proceed to Payment

Cancel

For the best view use Mozilla Firefox, Google Chrome browser!

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NOTE: If you are sure that all details are correct and you do want to submit the application then click on the button "Proceed to payments". When you click on the button you would be



shown a page which lists the various applications which are completed. There is also a small declaration which is to be confirmed. Select the applications you want to submit and click on the declaration after reading it thoroughly. This is important.

## How to pay the Application Fees?

**Step 1:** You will get dropdown for 'Payment Type', here you can get ONLINE Payment type. Click here to make payment. On clicking you will see the following screen.

Select Application(s) for Payment of Application Processing Fee

Applicant Name : [Name]  
Email-ID : [Email]  
Mobile No. : [Mobile]

List of Complete Application(s) is given below:

APPLICATION ID NO	Application / Course Name	Amount	Payment Type
GBU0000641101	Senior Assistant	₹1000	ONLINE

Credit Card  Debit Card  NEFT (Net Banking on SBI)  NEFT (Net Banking on Others)

Application Processing Fee Rates per Application

Rate for	Fee
Application Fees	₹1000
Total	₹1000

**Step 2:** You can select the applications for which you want to pay the University of Gour Banga Recruitment Fee by clicking 'ONLINE' the check box given in the bottom left for 'Select to Pay'. You have option of paying University of Gour Banga Recruitment Fee online [using Credit Card/Debit Card/NEFT (Net Banking on SBI)/NEFT (Net Banking on Others)] through payment gateway available on the Portal [by clicking 'Proceed to Pay'].



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Home / Dashboard / Make Payment

Web site ID

Select Application(s) for Payment of Application Processing Fee

Applicant Name :

Email-ID :

Mobile No. :

List of Complete Application(s) is given below

APPLICATION ID NO	Application / Course Name	Amount	Payment Type
GBU0000041101	Senior Assistant	5000	ONLINE

Credit Card  Debit Card  NEFT (Net Banking on SBI)  NEFT (Net Banking on Others)

Application Processing Fee Rates per Application

Rates for	Fees
Application Fees	5000
NEFT (Net Banking on SBI) Rs.1	5000
Total	5000

 [Proceed to Pay](#)

For the best view use Mozilla Firefox , Google Chrome browser

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**Step 3:** On clicking '**Proceed to Pay**', following screen will appear. Here you can check your summary and payment amount etc. Once you click **Pay Now & Submit Application** button then system will go for payment to your banking website. After a successful payment you will get Payment Successful message. And your application process is complete.



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Home > Dashboard > Payment Web: www.ugb.ac.in

### Online Payment

To proceed with the payment please click on the **'Pay Now & Submit Application'** button below or in case you want to Cancel the payment process then click on the **'Cancel'** button Please note that NO changes in the details furnished by you in the Application form would be possible once you make the payment of Fee.

**Summary of Candidate :**

Name:	Dr. Arindam
Email Id / Mobile No:	arindam@ugb.ac.in
Mobile Number:	9876543210

**Summary of the amount and TDR charges :**

As per Banking / Payment Gateway rules, you would be also required to pay the online payment charges (TDR) in addition to the Application Fee as per the details given below:

Amount Payable:	Rs. 1
Online Payment Charges (TDR):	Rs. 1
Total Amount to be paid:	Rs. 2.00

[Pay Now & Submit Application](#)

**Note:** Candidate have to submit the University Copy of the Admission Processing Form along with paid challan.

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After a successful payment you can take the Print of the form.

*Online Support Services  
UGB Online Admissions*