3. ADMISSION PROCEDURE

1) Candidates will be selected for admission based on the percentage of aggregate marks of **Part**

   III - Main and Allied subjects in all semesters/years of the qualifying UG degree programme.

2) **Mode of Applying:**
   - **a)** Candidates can download the Application Form, Prospectus, Address Slip, and Bank Challan from the Institute's website **https://kmcpgs.edu.in**
   - **b)** Print the Application Form, complete it, attach copies of the required documents, and submit it either by speed post, or in person to the following address:

Director
Kanchi Mamunivar Government Institute for Postgraduate Studies and Research (KMGIPSR), Lawspet, Puducherry-605008.

   - c) Before filling in the application form, **go through the Prospectus thoroughly.**
   - d) Fill up the Address Slip with the correct **Postal Address** to ensure timely delivery of admission letters and other information.

3) Candidates are required to submit separate **application form** for each programme.

4) Once admitted to a particular programme, candidates shall not be allowed to move from one programme to another, except specifically applied for it.

5) **Enclosures:**

The completed application form in all respects must be accompanied by **self-attested photocopies** of the following certificates, which should be current and issued by competent authorities.

a) Transfer Certificate and Conduct Certificate from the Institution last-studied.

b) Mark Sheets/Grade Sheets of the Qualifying Degree.

c) Nationality Certificate.

d) Residence Certificate (Recent)

e) Community Certificate.

f) Rural Certificate.

g) Certificates in support of the claim for reservation under Persons with Disability (PwD)/Freedom Fighter (FF)/ Ward of Ex-service Men (ESM)/Meritorious Sports
Person (MSP), if applicable.

h) Cumulative Health Record.

Note: The original certificate along with three recent passport-size photographs must be submitted at the time of admission.

6) Applications submitted after the last date will not be considered for admission.

7) Upon receiving applications, applicants will be informed with a registration number. This number must be referred in all further communication regarding admission. Inquiries without quoting the registration number will not be addressed.

8) Within **ten days** after the last date, the comprehensive list of candidates who have applied for admission will be displayed on the Institute's Notice Board and Website.

9) Candidates will be considered for admission strictly based on the selection criteria mentioned in the prospectus, and the final list will be published on the Institute's Notice Board and Website.

10) Based on the merit list, admission letters will be sent to all the selected candidates.

11) A candidate eligible for admission under reservation is also entitled to admission based on open merit or resident merit, as applicable.

12) If a candidate is absent on the scheduled date of admission to the specific programme, his/her name will be removed from the list of candidates for that programme. However, he/she will still be considered for other programmes, if applied for separately.

13) Candidates may be required to report to the institute for admission at their own expense. The Office of the Director will notify the candidates of the date and time of the admission in the Institute's website. If provisionally selected for admission, candidates should pay the prescribed fees immediately.

14) If seats are still vacant after the admission of the first list, a second merit list will be prepared, excluding the candidates who were absent during the first admission process, and admission memos will be issued to those selected in the second merit list.

15) Community Certificate issued by competent authority of Government of Puducherry will only be considered for claiming reservation under various categories.

16) Sports Certificate must be countersigned by the appropriate authority of Government of Puducherry.

17) Candidates who have studied in Lycee Francais and opt for PG Programme should produce an eligibility certificate issued by the Pondicherry University, subject to fulfillment of other eligibility conditions.

18) After admitting all eligible candidates of a specified reservation category, if seats still remain vacant, they will be transferred to the Unreserved category for admission.

19) **After the completion of all rounds of the admission process**, if the sanctioned seats in a particular programme remain unfilled by candidates belonging to the Puducherry Residents, such vacancies may be filled by candidates from the Non-Resident. Such eligible Non-Resident candidates must have appeared for the National-level entrance examination, CUET PG 2026, in the relevant subject at the undergraduate level and must have applied for admission. The CUET PG 2026 score shall be considered for the preparation of the merit list.