

## How to Apply Guide for Graduate Aptitude Test in Biotechnology (GAT-B) 2020

### Overview

You can register for GAT-B from the official RCB website <http://www.rcb.res.in/GATB>

Steps for Registration are as follows:

- Register to create a Profile
- Login with system generated User ID and Password
- Submit Application, process payment.

Upon creating a profile, you will receive a User ID and Password on your registered email ID and mobile number. Using these credentials, you can login as Registered Applicant to fill the Application form. The application may be saved at any stage and can be re-visited to complete later. Please note once the form is submitted, you will not be allowed to edit any details in the application form and application fee paid will not be refunded.

**Candidates must fill the application form carefully, once submitted after payment of requisite fee, no edits/ modifications will be permitted.**

### Before you register

Kindly follow the instructions below before you start registration:

1. Check your eligibility for GAT-B by referring to the advertisement and eligibility details on the website.
2. Ensure you have a valid and unique email address and mobile number.
3. "\*" (asterisk) indicates a mandatory field. The boxes marked with this symbol are mandatory.
4. Keep the following information ready information for filling the form:
  - a. Personal details
  - b. Qualifying Exam Mark sheets
  - c. Applicable Certificates to upload
  - d. Scanned images of your passport photo and signature (as per guidelines)

### Step 1: Registration to get User ID and Password

- Please visit [www.rcb.res.in/GATB](http://www.rcb.res.in/GATB)
- Then click on '**Registration**', you will be directed to registration form.

**The entries in registration form cannot be changed once submitted, hence, ensure that you enter the required information as below correctly.**

- **Name of Candidate:** This should be same as on matriculation / class 10th certificate
- **Date of Birth:** Use the calendar icon to select the correct date.
- **Email Address:** Should be valid and unique. You will receive your User ID and Password on this registered email address only.
- **Mobile Number:** Should be valid and unique.

### Captcha

The Captcha box is a set of characters displayed on the screen. You will need to answer the required field. This is a safety feature designed to ensure that a human is entering the details and not a computer program. If you have trouble reading the characters, click on 'Get a new image' to refresh the letters.

### Confirmation of Registration

Post submission of the Registration Form, you will receive a User ID and password on the registered email id. Ensure that you check your mailbox immediately and that it is not considered as spam mail.

Using these credentials, you may proceed to complete your application.

### This ends Step 1 of the Registration Process

### Step 2: Fill Application Form

Registered Users Click on '**Already Registered? login**' with User ID and password received on your email.

Please read the important instructions given on the website carefully:

The Application Form is categorized into the following five sections:

1. **Personal Details**
2. **Qualification Details**
3. **Document Details**
4. **Declaration**
5. **Pay & Print**

Read the **Note** on top of the form before you begin filling the information. You can *Save* and *Exit* the form to edit and complete it later or *Save & Continue* each section till you submit the application. However, you will not be allowed to continue, if mandatory information is not filled or the required certificates are not uploaded.

**Once you have completed the last section, your application is considered complete. Post this, changes to any information provided on the application form is not allowed. However, you may print or save the form from the website by login in again.** Please note after the form is submitted, payment has to be made for the test. You can login by visiting <http://www.rcb.res.in/GATB> and proceed with your payment.

**Please do not send the hard copy of the application submitted.**

### Personal Details

- Candidate's Name and Date of Birth fields will be populated automatically based on the information provided at the time of registering your profile.
- Select **Gender** (Male/Female/Transgender)
- Select the **Category** (General/SC/ST/OBC/EWS)
- Select **Marital Status** (Single/Married)
- Select Yes for **Differentially abled** (if applicable).

- Your **Email id** and **Mobile number** will automatically populate in Application form as filled during Registration process. If you wish to enter Alternate email id and mobile number, you can fill details.
- Enter Your **Correspondence Address**, which will be used for communication.
- Enter your **Permanent Address**.

**Once this section is complete, click on Save and Continue to proceed to next section.**

## **2. Qualification Details**

- Select Your **Qualifying Exam** and **respective subject**.
- Please selected **Passed** or **Appearing**.
- Select your **University Name** and **Percentage of marks** obtained.
- Select **Date of Passing** the Qualifying Examination. This field is non-essential for appearing candidates.

**Once this section is completed, click on Save and Continue to proceed to next section.**

## **3. Documents Details**

### **Upload Mandatory Documents:**

- Upload your recent passport size photograph (Maximum 80 Kb size, in JPG/JPEG format)
- Upload your recent scanned signature (Maximum 80 Kb size, in JPG/JPEG format)
- Upload your Date of Birth Proof as per guidelines (Maximum 150 Kb size, in JPG/JPEG format). Date of Birth Proof can be the DOB certificate in English or if in regional language then a declaration in English; SSC Certificate; PAN Card; Aadhar Card; Passport.
- Upload your **Qualifying Marks Certificate** and **Applicants appearing for Exam in 2020** have to upload scan copy of form in qualifying exam certificate duly filled and **signed by HOD/HOI** (Maximum 150 Kb size, in JPG/JPEG format).

### **Documents (if applicable):**

- Category/Caste Certificate/EWS certificate (Maximum 150 Kb size, in JPG/JPEG format).
- Differentially Abled Certificate (Maximum 150 Kb size, in JPG/JPEG format).

### **Note for Uploading Documents:**

- a) Please use the provided template forms only, for category/caste certificate/disability and qualifying degree certificate.
- b) The documents are to be uploaded in the mentioned size limits and format only. The system will not accept documents beyond desired size limits and other than JPG/JPEG formats.

**Please note candidates who are unable to upload a certificate due to COVID-19 situation, must submit the undertaking given on the website for inability to submit certificate due to COVI-19.**

**Once documents are uploaded, click on Save and Continue to proceed to next section.**

#### 4. Declaration

The candidate shall declare that he has gone through the eligibility criteria in the given advertisement. The candidate will be given option to provide three centres of his preference for appearing in GAT-B.

**RCB reserves the right to change/cancel any Centre of Examination without assigning any reason thereof. In such cases, the candidate will have to appear for the exam in the nearest alternate centre provided.**

#### 5. Payment

- Applicable test fee will be displayed as given below:
  - General and OBC category – Rs. 1000/-
  - SC, ST, EWS and Differentially abled – Rs. 500/-
- Candidate need to select mode of **Payment: Net Banking/Card Payment/UPI etc.**
- After this, applicant must submit the Application form. Before submitting, candidate must check whether he has filled all the mandatory details.
- For making the payment candidates will be directed to payment gateway.
- Until the payment is made, the candidate will not be registered for the test.
- Please download the **Acknowledgement Receipt** for any future communication (if required).

**Candidates must fill the application form carefully, once submitted after payment of requisite fee, no edits/ modifications will be permitted.**