<u>Application Submission Instructions</u>

Before you start filling in the CCC registration form, you should have following things ready:

- Date of joining government

- Date of joining department

- Date of retirement

- Scanned passport size Photograph (not more than 200 KB)

- Scanned Signature (not more than 200 KB)

1. Click on "Click here for **New Application**" hyperlink for new registration.
2. If you have application number, enter your *mobile number* and *registration number* to **view / edit** your information.
3. Fill all information in the form and press "**Submit**" button.
4. You should also upload your **passport size photograph** and **scanned signature** before pressing "**Submit**" button.
5. Check your photo, signature, Application No and other personal details. If any changes are to be made, press "**Edit**" button.
6. Make necessary changes and then press "**Submit**" button.
7. Once again, you will be redirected to the "*read only*" form.
8. If the all the information is correct, press "**Lock & Print**" button. Please note that once you press "**Lock & Print**" button, you will not be able to edit your information.
9. Click on "**Print**" button to print the filled form.
10. After printing your form, click on "**Continue**" to generate challan.
11. Select exam type i.e. Theory & Practical, Only Theory and Only Practical and click on "**Generate Challan**" button.
12. You have option to pay fees either online (Credit / Debit card / Net Banking) or offline (Demand Draft / Cash)
13. If you choose to pay online, follow the process and at the end print the receipt. If you choose to pay offline, print the **HDFC deposit slip** and fill in the necessary information. Draft is to be drawn in favour of **Regsitrar, IITRAM** (payable at Ahmedabad).
14. Office copy of the **deposit slip** and **draft** (if the payment is done through DD) **OR** print of the **receipt** if the payment is done online along with the documents listed below be submitted to:
   Institute of Infrastructure Technology Research And Management (IITRAM)
   Near Khokhra Circle (East),
   Ahmedabad – 380026, Gujarat
   Please write "**Your Registration Number**" on top of the Envelope
   List of documents to be submitted:
   - Filled application form with stamp and signature of the head of the institution
   - Receipt of fees paid
   - Recent passport size coloured photograph

- Appointment letter
- Joining letter (recent institute)
- Previous result of CCC (if any)
- ID proof of Institute / Office
- Photo ID proof (Voter card/Driving license/ PAN card/Passport/Adhar Card)
- Address proof (Voter card/Driving license/ PAN card/Passport/Adhar Card/Phone Bill)

   An applicant must submit his application at IITRAM personally or send via Post

15. An applicant has to fill correct data so that Hall Ticket can be alloted correctly.

16. An applicant has to pay the fees of ₹ 200 for Theory & Practical both or ₹ 100 for Theory only or ₹ 100 for Practical only. Payment can be done online or offline. In case of offline, payment can be made by either paying cash or via demand draft (DD). DD has to be made in favour of **Registrar, IITRAM** payable at Ahmedabad.

17. Incomplete forms will be rejected by IITRAM

18. IITRAM is not responsible for any postal delay.

19. Please write "**CCC Exam Form : Your_Registration_Number**" on top of the Envelope. e.g. **CCC Exam Form : IITCCC160700001**

20. If photo is not visible , then paste the photo in the form & also mail the pasted (scanned) photo along with your Registration No. to ccc@iitram.ac.in If photo is visible then photo need not be changed.

21. Please mail to "ccc@iitram.ac.in" regarding any application form query/problem.

22. All Rights for CCC admission are Reserved by IITRAM.