



## EMBASSY OF INDIA, KATHMANDU

### APPLICATIONS FOR UNDERGRADUATE PROFESSIONAL COURSES UNDER COMPEX SCHOLARSHIP SCHEME: 2024-2025

### IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED NOT TO WAIT TILL THE LAST DATE AND TIME TO SUBMIT THEIR APPLICATIONS. EOI SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS DUE TO THE LAST-MINUTE RUSH.
2. PLEASE RETAIN THE PRINTOUT OF THE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES.
3. PLEASE DO NOT SEND HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO EOI, KATHMANDU.

Important Dates		
S.No.	Activity	Date
1.	Opening date for On-Line Registration of Application	20th June'2024
2.	Last date for Completion of On-Line Registration and submission of Application (Step-2)	3rd July'2024 upto 11.45 PM
3.	Last date for depositing application fee at Nepal-SBI Bank (NSBL)	5th July'2024 (closing of business hours)
4.	Last date for completion of Step-3 of On-Line application and submission of complete application	7th July'2024 upto 11.45 PM

### INSTRUCTIONS FOR SUBMITTING ON LINE APPLICATIONS

GENERAL INSTRUCTIONS	
1.	Read the Instructions carefully and click on " <a href="#">Register</a> " for registration of on-line Application of COMPEX-2024.
2.	To download the "Detailed Notification", click at " <a href="#">Notification</a> " Please read Detailed Notification carefully before filling the on-line Application.
3.	The number of seats is tentative and may increase or decrease at sole discretion of Embassy of India, Kathmandu.
4.	Only Nepalese Nationals fulfilling eligibility criteria can apply for the above seats.
5.	Before starting to fill up the on-line application, the candidate should keep at hand the following details/documents:- a) His/her educational qualifications as per eligibility criteria with percentage of marks obtained. b) His/her personal details. c) Relevant certificates d) Scanned copy of his/her 12th Mark-sheet/12th appearing certificate & Citizenship Certificate. All certificates should be of minimum 100 KB and maximum of 1000 KB in JPG/JPEG PDF format. Scanned photograph (not older than 3 weeks) and scanned signature minimum 50 KB maximum 100 KB size each, in jpg/ jpeg format only.

### HOW TO APPLY

5.	Candidates are required to apply On-line through <a href="http://www.indianembassy.org.np">www.indianembassy.org.np</a> only.
6.	Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire selection process. User ID/Application number, password, and all other important communication will be sent on the same registered e-mail ID ( <i>please ensure that email sent to this</i>

	<i>mailbox is not redirected to your junk / spam folder).</i>
7.	Candidates should take utmost care to furnish the correct details while filling in the on-line application. <b>Once the form is submitted, it can't be edited.</b>
8.	The step-by-step process for submitting the application form for the courses as below: <b>Step-1: Registration with Name, Mobile Number &amp; e-mail ID. Login Id and password will be sent to you on your registered e-mail Id.</b> <b>Step-2: After re-login with credentials received in your registered email ID and complete the Personal/Course Details, Communication Details, Educational Qualification Details, upload relevant certificate/documents (photo/signature, relevant certificates, etc.) and generation of Bank challan for payment at bank.</b> <b>Step-3: Re-Login after 48 hours from the time of payment done in the Bank to filling up the details of Challan and uploading of scanned copy of Challan and final submission of Application Form.</b>
9.	Application once submitted cannot be withdrawn and fee once paid will not be refunded in any case, neither shall be held reserved for any other course/admission or selection process in future.
10.	Candidates are advised not to attempt for registration more than once. In case of multiple registrations, their candidature is liable for cancellation/rejection without any notice/intimation.
<b>STEP-1 (Registration/Sign-Up)</b>	
11.	Candidates have to click on "To Register" link available on this page for new Registration.
12.	The candidate should fill up all the required information i.e., <b>Name, Mobile Number &amp; e-mail ID etc.</b> correctly.
13.	Candidates agreeing the terms & conditions may apply by clicking 'I Agree' <b>Check box</b> given below and then <b>Re-verify</b> the selected/entered values by clicking the <b>check boxes</b> and <b>Submit</b> button.
14.	After clicking <b>SUBMIT</b> button/ tab, the candidates will receive Application Sequence No. (Login ID) & Password on their E-mail ID. Now, candidate has to Click " <b>Go To Application</b> " OR " <b>RE-LOGIN</b> " button (given on top right corner) to reach Step-2.
<b>STEP-2 FILLING UP OF APPLICATION</b>	
15.	After signing-up, candidate has to Click on " <b>LOG- IN</b> " button and then Click on " <b>Go To Application</b> " button at top right corner for filling-up <b>Personal/Course Details, Communication Details, Educational Qualification Details</b> and Upload Photo/Signature and scanned copies of relevant Certificates/documents. After filling all required details, Candidate has to submit the Application.
16.	<b>Instructions regarding scanning of Photograph/ Signature and certificates:</b>  Candidates should upload the scanned (digital) image of their Photograph, Signature and relevant Certificates as per the process given below:-  <b>i) Photograph image:</b> a) Photograph must be recent passport size colour picture on light background (not older than 03 weeks) b) The photograph should be taken while looking straight at the camera with a relaxed face. c) The size of the scanned image of the photograph should be of <b>3.5 cm (width) x 4.5cm (height) of minimum 50 KB and maximum 100 KB size in JPG/JPEG format only.</b>

	<p><b>ii) Signature image:</b></p> <p>a) The applicant has to sign on a white paper with Black/Blue ink pen.</p> <p>b) The signature must be signed only by the applicant and not by any other person.</p> <p>c) Please scan the signature area only and not the entire page.</p> <p><b>d) Size of the scanned image file of the signature should be of minimum 50 KB and maximum of 100 KB size in JPG/JPEG format only.</b></p>
	<p><b>iii) Certificates/Documents:</b></p> <p>Scanned copy of his/her Citizenship certificate, 12<sup>th</sup> Mark-sheet/12<sup>th</sup> appearing certificate should be of minimum <b>100 KB and maximum of 1000 KB in JPG/JPEG/PDF format only.</b></p>
17.	After uploading Photograph, Signature and required Certificates/ Document, click on " <b>Preview</b> " tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking on " <b>Submit</b> " tab. Once the Application is submitted, <b>it can't be edited.</b>
18.	After submission of application, the candidate will be able to download bank challan. The candidate should take a print of the bank challan to deposit the requisite application fees in bank.
<b>DEPOSITING APPLICATION FEE IN NEPAL SBI</b>	
19.	The candidate should deposit the requisite application fee by presenting the bank challan printed after Step-2 to any branch of State Bank of Nepal on any bank working day. After accepting the application fee, the Bank will return one copy of bank challan to the candidate as a token of receipt. The copy of challan will contain a reference number & date of transaction.
20.	Candidates are advised to keep with them the copy of the bank challan as a token of remittance of fee for future reference.
<b>STEP-3 (FILLING UP DETAILS &amp; UPLOADING SCANNED COPY OF CHALLAN)</b>	
21.	The candidates who deposit application fee may check and confirm their payment status after 24-48 hours of deposit of the application fees. The link for filling up the Challan Details and uploading of scanned copy of challan will become active after the confirmation of payment of fees from the Bank.
22.	After depositing the application fee of NPR 400/- (Nepali Rupees four hundred only) at Nepal SBI bank. Candidates should login with user ID and password conveyed earlier to them through e-mail under Step-1 and complete Step-3 after filling the details of Challan and uploading scanned copy of Challan and made the final submission.
23.	In some cases, it may take more than 24-48 hours for the Step-3 link to be active. In case the candidate has deposited the fees at Bank and he/she is not able see the confirmation of the payment on website after login even after 48 hours of the deposit of the fees, then he/she should fill in the details in the "Grievance Redressal Form" available in the detailed notifications and send the same by email along with the scanned copy of the paid challan to <a href="mailto:compexhelpdesk2024@gmail.com">compexhelpdesk2024@gmail.com</a> . Only on confirmation of payment of fees, candidate will be able to access Step-3 of application for completing the application form.
24.	<b>Please retain the PRINTOUT of the Application Form with you for future reference</b>
25.	More than one registration/Application should not be submitted by any candidate. In case of multiple Applications by any candidate, only the latest valid (completed) Application of that candidate <b><u>(his/her last eligible Application)</u></b> will be considered and retained as his/her final Application and the Application Fee & other charges paid by him/her for the other multiple registration(s)/Application(s) will stand forfeited.
26.	<b>Technical queries/ clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the helpdesk at Email: <a href="mailto:compexhelpdesk2024@gmail.com">compexhelpdesk2024@gmail.com</a></b>
<b>PLEASE REFER TO THE DETAILED NOTIFICATION AND ENSURE YOUR ELIGIBILITY FORTHE COURSE(S) YOU ARE GOING TO APPLY.</b>	