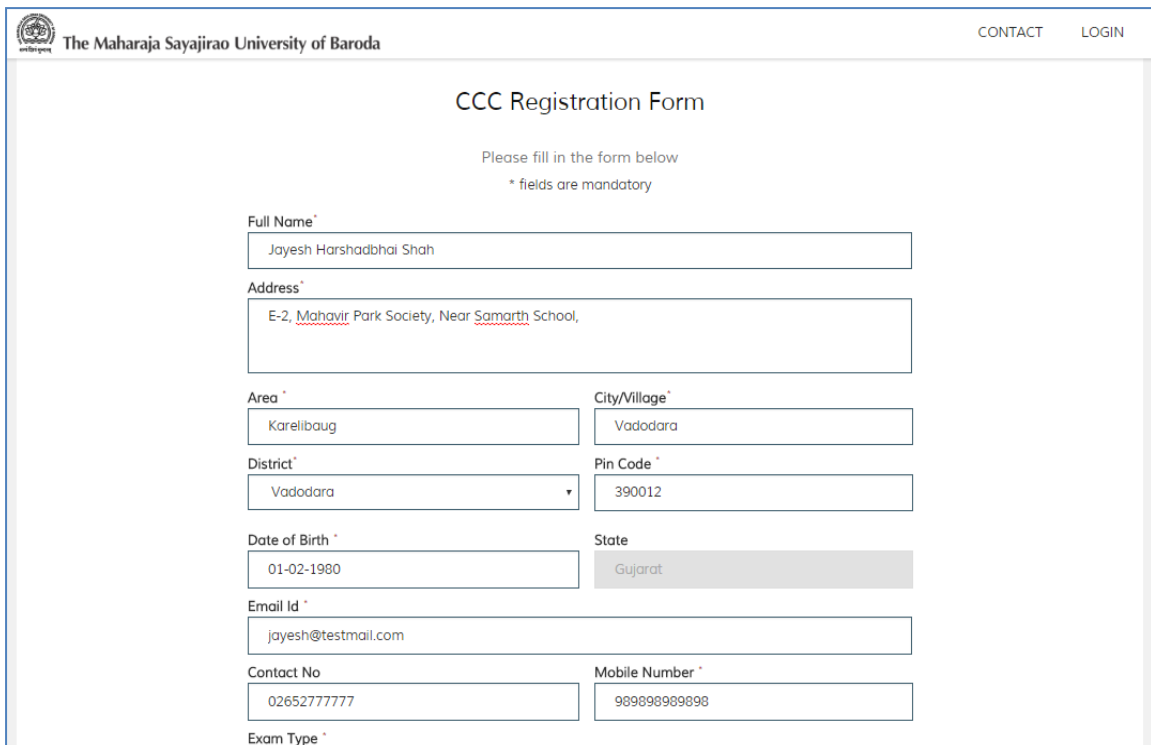# Important Instructions for CCC Exam Registration

1. On clicking "Proceed for Registration" button on MSU CCC portal, you will find a new screen as shown below. You need to register first to fill the Application form. To register click on "New Registration" button.
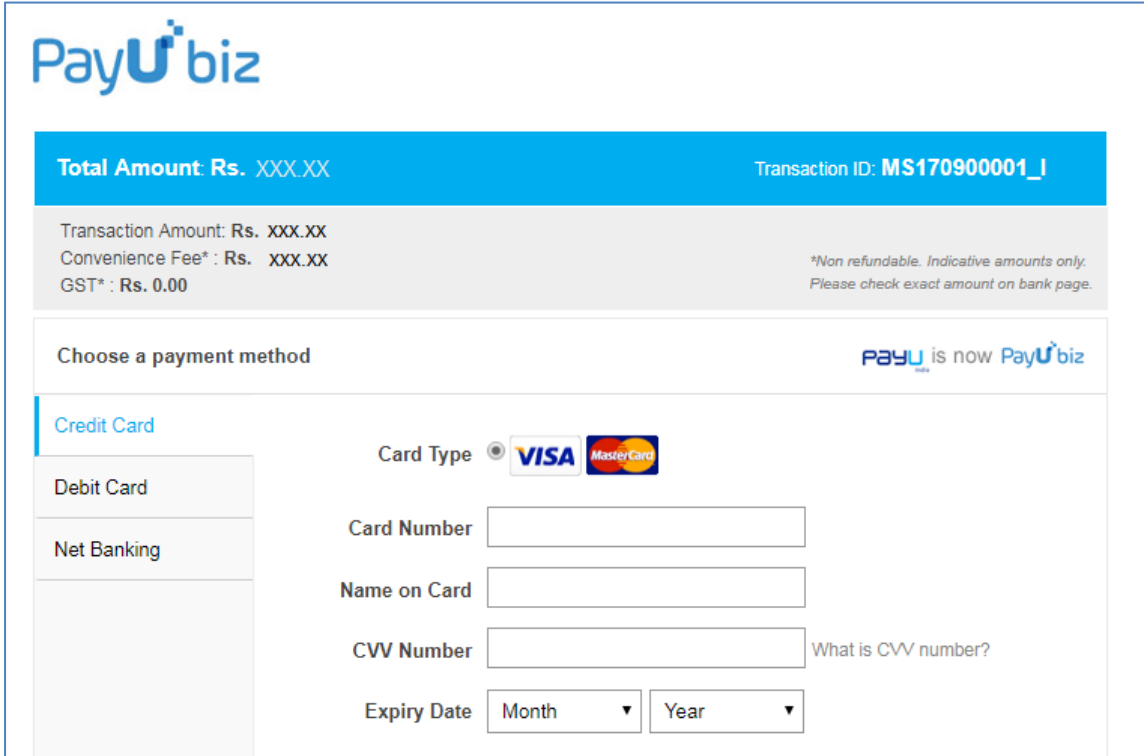


2. On clicking "New Registration" button a form will be displayed as shown below.



3. Please fill the Name (according to the Service Book), Birth Date, Mobile number, E-mail Address and other details available in the registration form properly. Check "Exam Type" has been selected properly or not?  Please check the filled details twice. Then Click on Check box "I Agree the terms" and click on "Submit" button.

# Important Instructions for CCC Exam Registration

4. On clicking the "Submit" button, you will be redirected to the Online Payment Page as shown below.
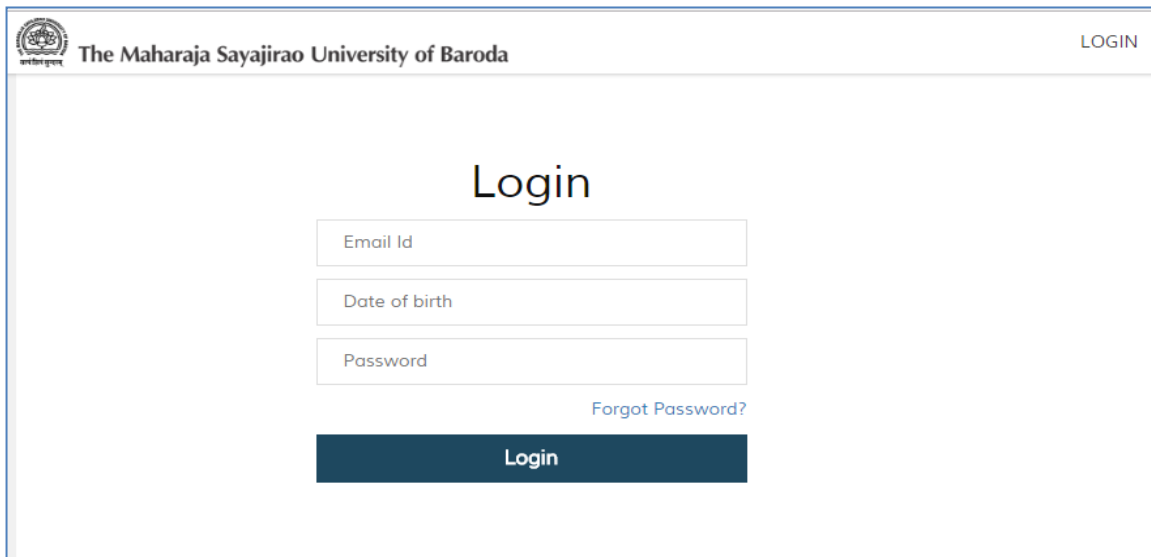


5. Exam fees can be paid online using Debit card, Credit card or Net banking.
   Fee details are as below.

   - For Theory and Practical both Exams: Rs. 200
   - For Theory Exam: Rs. 100
   - For Practical Exam: Rs. 100

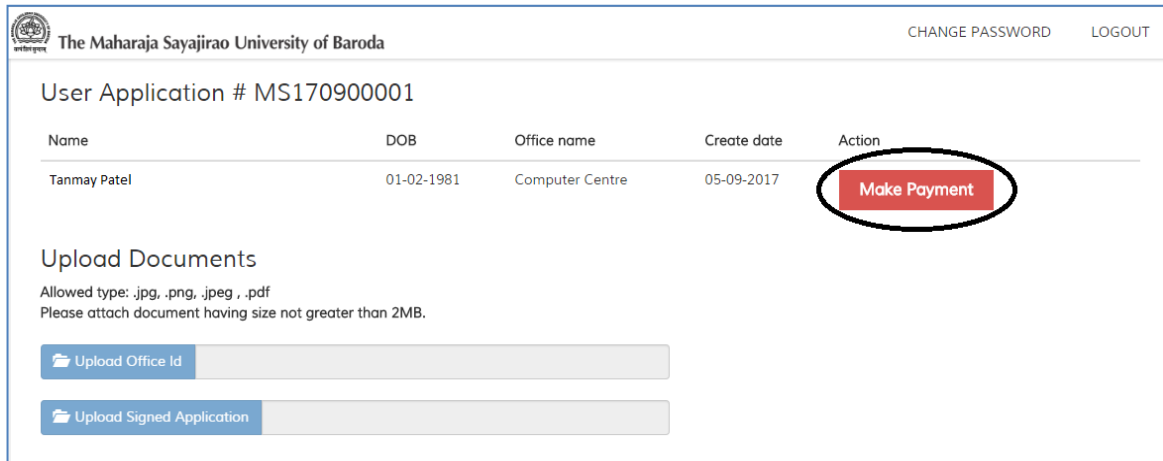6. If somehow you are not able to Pay the Online fees while Registration, later on you can login using your Email-ID, Date of Birth and Password and can make the Payment.

# Important Instructions for CCC Exam Registration

7. Enter required details and click on "Login" button. On successful login you will be shown the below screen.
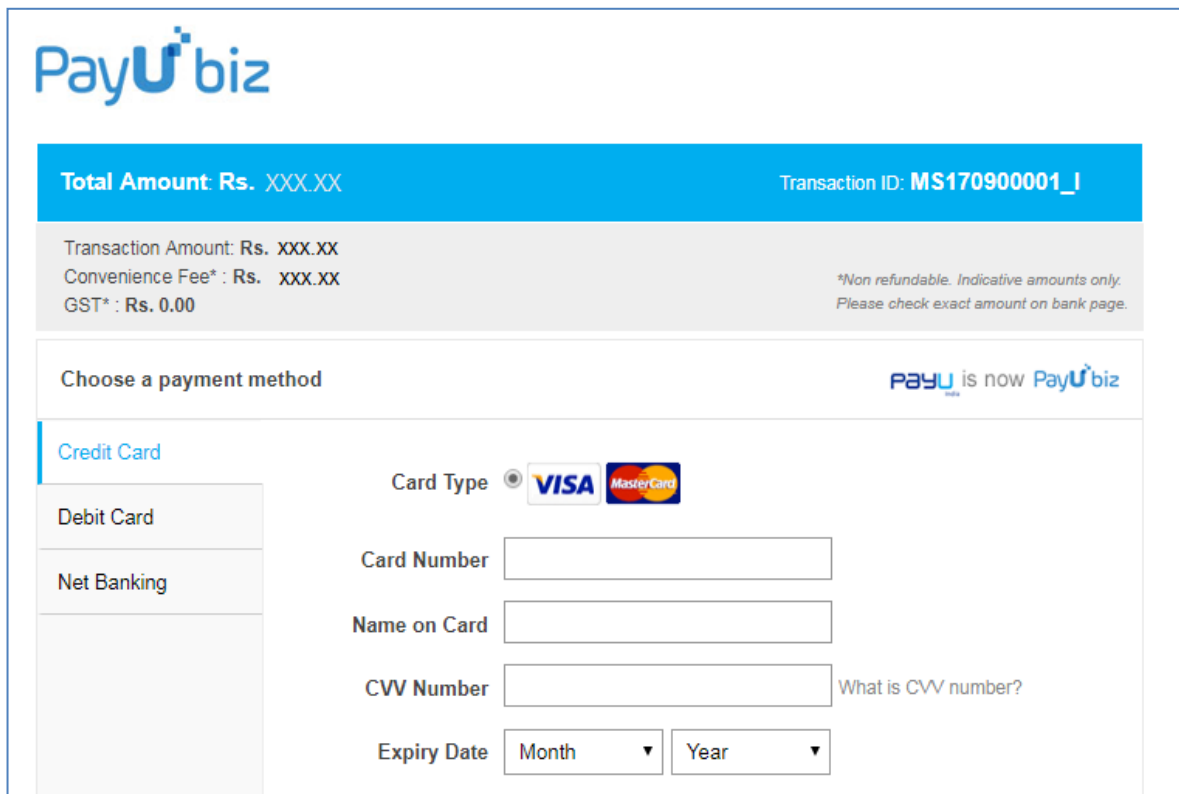


In above screen the **"Make Payment"** button in RED colour indicates that CCC Exam Fee Payment is not done. To pay the Exam fee online, Click on "Make Payment" button. It will display the Online fees payment Page as shown below.
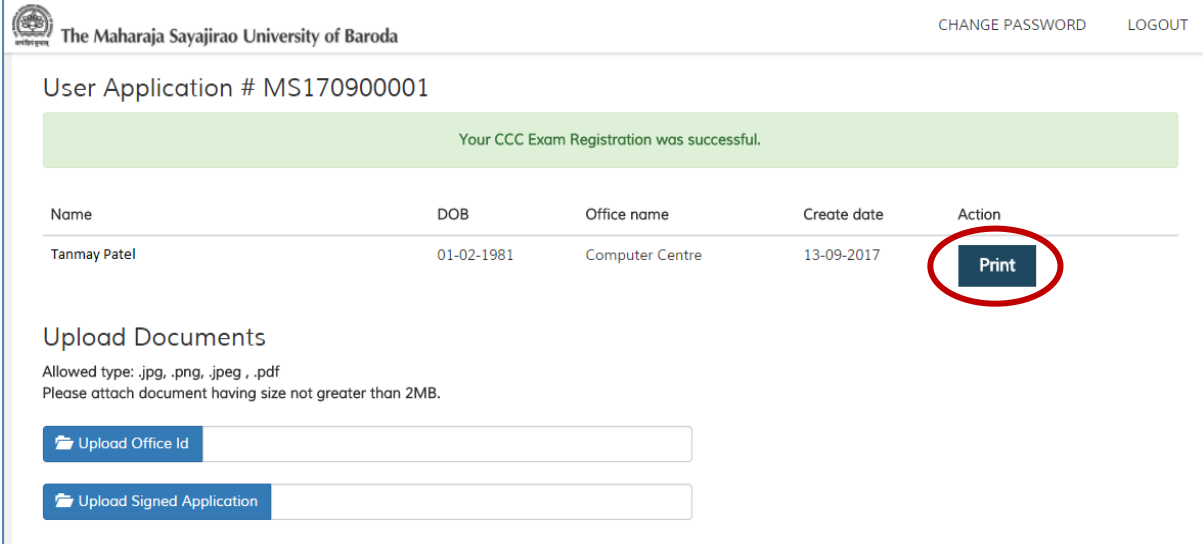
# Important Instructions for CCC Exam Registration

8. Fill the required details and pay the fees online.

   **NOTE:** If it take long time while paying fees online, please do not retry again and again. Wait for some time and try later to pay the fees by using your login details.

9. On successful payment of the required fees it will display the screen as shown below.



10. Now, to complete the Registration process you need to upload the required documents (Sign & stamped Application Form and Office ID proof). To print Application Form, click on "Print" button as shown in above screen. On clicking "Print" button, it will show application in printable format as shown below.
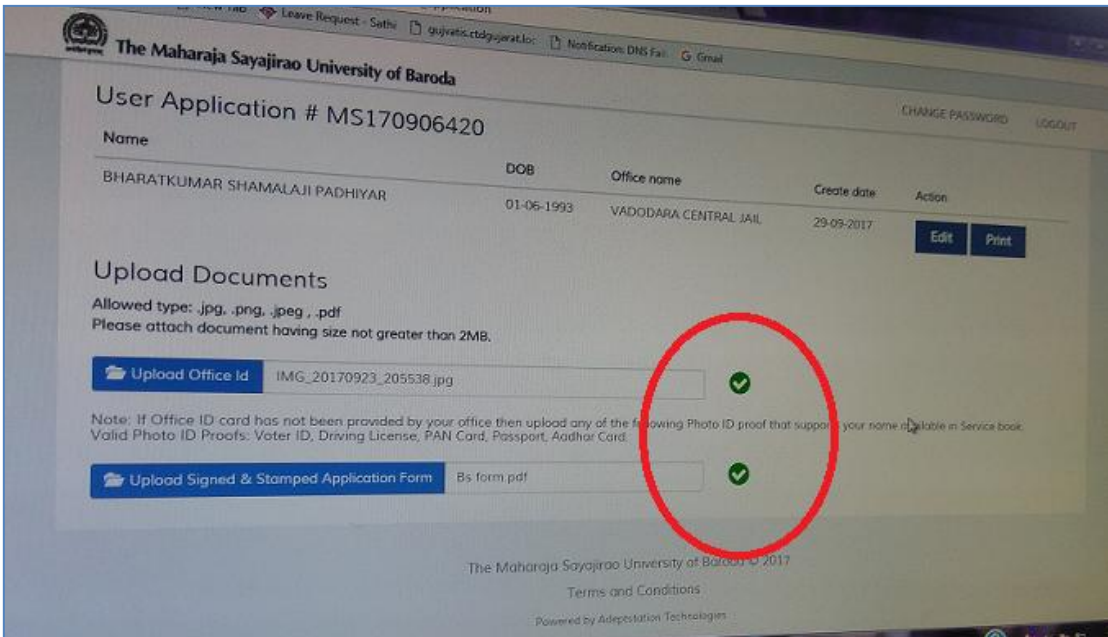
11. Take Print out of the above screen. If photo is not visible properly in the printed Application form then affix latest passport size photographs in the space provided. You sign the application and get it Signed and Stamped from the Department head/higher authority in your office.

12. After completing the above process, scan the Signed and Stamped Application form. You need to upload this scanned Application form on the MSU CCC Exam Portal using your login details. You also need to upload your Office ID card. If Office ID card has not been issued by your office than any other Photo ID card as mentioned in the Application form (which supports your name in Service book) is required to be uploaded.



13. On successful uploads of required documents, you will see the "Correct Sign" green colored symbol.

# Important Instructions for CCC Exam Registration

14. The Application will be considered as **VALID** only if the required Application Fee and documents have been properly uploaded on the MSU CCC Portal by the candidate.

15. The incomplete application (if not uploaded properly with required Application fee and required documents) will be rejected.

16. For any query,

    Contact us on Phone Number:  (0265) 2795518

    Write us on E-mail Address:    ccc@msubaroda.ac.in

17. You are requested to regularly visit below MSU Websites for detailed schedule.

    www.msubaroda.ac.in  or  ccc.msubaroda.ac.in/MSUCCC

18. Candidate will be informed for the CCC Exam schedule via **SMS** on the provided Mobile number.

19. During examination, candidate has to bring Office ID Card and License / Aadhar Card / Passport / Election Card ⁄ PAN Card (ANY ONE) without fail.