



### A STEP-BY-STEP GUIDE TO THE ADMISSION PROCESS

Step 1: Review Admission Details Please review the admission notification and all other relevant details, including eligibility criteria, available on the college website.		
Step 2: Application Form Download and complete the application form. Ensure to attach all required qualification certificates as listed in the document checklist, along with any necessary annexures.		
Step 3: Application Fee Submit the application form fee:		
• General/OBC: ₹800		
• SC/ST/EWS: ₹400		
Foreign Nationals: USD 30		
Step 4: Fee Payment Payment can be made via Demand Draft (DD), NEFT, RTGS, or UPI. Please attach a copy of the payment receipt to the application form.		
Step 5: Submission of Application Send the completed application form and all required documents:		
• By email to: <u>msc.ctm@irte.com</u> <b>OR</b>		
• By post to:		
The Director, College of Traffic Management, IRTE, Surajkund Badhkal Road, Aravali Hills, Sector-43, Faridabad-121010, Haryana		

**Note:** Ensure that all instructions are followed precisely to avoid any delays in the admission process.





## **IMPORTANT POINTS FOR ADMISSION TO CTM-IRTE**

All candidates must adhere to the following guidelines when seeking admission:

#### 1. Document submission:

- Attach all relevant documents, including mark sheets of qualifying examinations, proof of age, etc. along with the completed application form.
- Incomplete or incorrect application forms will be summarily rejected.
- Candidates who have appeared for their 12<sup>th</sup> board examination and are awaiting results should attach an undertaking stating the same.

#### 2. CGPA to Percentage conversion:

• Candidates must use the appropriate conversion formula for converting CGPA to a percentage where applicable.

#### 3. Document scanning:

• If applying via email, send colored-scanned copies of each original document (no photocopies allowed) along with the filled application form for admission to the B.Sc. - M.Sc. Forensic Science course.

#### 4. Application fee:

• The application will be deemed incomplete without the payment of the application fee. Please note that this amount is non-refundable.

#### 5. Selection criteria:

• Selection will be based on merit and scrutiny of the submitted documents. The decision of the management of CTM-IRTE will be final.

**Note:** The College reserves the right to make necessary changes to these regulations and dates. Candidates are advised to regularly check the college website for updates.

Please ensure compliance with the above guidelines to facilitate a smooth admission process.





# LIST OF DOCUMENTS TO BE SENT VIA EMAIL/POST

- ✓ Matriculation Certificate (as proof of age)
- ✓ Matriculation Mark sheet
- ✓ Senior Secondary Examination Certificate
- ✓ Senior Secondary Examination Mark sheet
- ✓ School Leaving/Completion/Passing Certificate
- $\checkmark$  Character certificate from the school last attended
- ✓ Migration certificate from the school last attended
- ✓ Certificate of Reserved Category (ST/SC/OBC-NCL/Gen-EWC/CW/PWD) and other related certificates, if applicable, as per the format given in Annexures & Admission Policy on the college website
- ✓ Documentary proof in support of respective Supernumerary category, if applicable
- ✓ Undertaking for a Gap year after senior secondary examination, if applicable.
- ✓ Proof of Identity (Aadhaar Card)
- ✓ Passport-size photograph

NOTE: If any document is currently unavailable, an undertaking must be submitted stating this, along with the anticipated date of submission for the document.





### FEE PAYMENT DETAILS

	<b>REGISTRATION FEE</b>	101-102/09/00 FB1
Account Name	COLLEGE OF TRAFFIC MANAGEMENT	
Bank Name	AXIS BANK LTD. GREENFIELD COLONY,	782.53
	FARIDABAD, HARYANA	
Account Number	922010045530757	COLLEGE OF TRAFFIC MANAGEMENT
IFSC Code	UTIB0002693	QR CODE

For ease of payment of the Registration fee, one can use the QR code provided in the table above.