NETAJI SUBHAS OPEN UNIVERSITY

DEPARTMENT OF CONTROLLER OF EXAMINATIONS

134/1, Meghnad Saha Sarani Kolkata-700029

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Memo No. COE/ 426/24

Date: 06/08/2024

NOTICE

This is to inform that all the PGSW examinees who have filled-up the form for PG Term-End Examination June'2023/December -2023 without full payment (have paid less than actual fees), are advised to follow the below mentioned four steps one by one to download their ADMIT CARD.

Step. 1.   In the Admit card download portal candidate will enter Enrolment Number and Submit.

Step. 2.   Disputed one will get a " You have form submission due amount of Rs <Pending Amount> Please Click Here to Clear due payment."

Step. 3.   After Clicking one will get the form with papers he/she has chosen. At the bottom " Payment Paid : ₹ <Paid Amount>" and payment Due : ₹ <Due Payment>. A button "Pay Dues ONLINE".

Step. 4.   After Clicking this button candidate will enter in the payment gateway and in normal process one will pay the amount and then he/she will be eligible to download the Admit Card.

Controller of Examinations