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## 9. INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM FOR ENTRANCE TEST CUM ADMISSION - 2018

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Please read the following instructions carefully before filling in the application form for admission enclosed in the envelope.

- (A) **Submission of the Application for Entrance Test cum Admission form** : The candidates will be required to submit only the filled-in application form with all attested documents as mentioned in the Entrance cum Admission Form at the concerned Regional Centre. However, in case of downloaded forms. A fee of ₹ 1050/- in the form of demand draft payable at the city of concerned Regional Centre may please be submitted alongwith the application form.
- (B) Please write the relevant code in the boxes provided in the Application Form.
- (C) **For State code, Board code, refer pages 28 to 32.**
- (D) Please note that any request for change of category code shall not be entertained after the submission of Entrance Test cum Admission form at RC's.

### Submission of Documents during Counselling

The learners are requested to submit the following **original Documents alongwith alongwith the offer letter for admission to the concerned Regional Centre** only at the time of counseling.

1. Higher Secondary/Sr. Secondary School Certificate indicating the date of birth, along with marksheet.
2. Original Hall Ticket
3. Degree and marksheet of graduation/post-graduation.
4. Mark Sheet and Certificate of NCTE Recognized Teaching Programme completed through Face to Face mode.
5. Certificate issued by the Institution where the candidate has pursued his/her teacher education programme stating that the institute is recognized for offering the teacher education programme through face to face mode by NCTE, along with a copy of recognition letter issued by NCTE to that institution. If the recognition letter is not available, then the Certificate issued by the institution should contain the details of letter no. and date of recognition to the institution granted by NCTE.
6. Original Certificate from the reconized Secondary/Senior Secondary schools to provide facilities for Practical Work including Internship, for per the format enclosed.
7. Category certificate, if applicable as mentioned in the Entrance cum Admission form..
8. Original Experience-cum-Employment certificate (if applicable) in a letterhead of a recognised school as per format given in Annexure 1.
9. Certificate to provide facilities for **B.Ed. practical Work including internship (Four weeks in B.Ed. First Year and Sixteen weeks in B.Ed. Second Year)** from a Secondary/Higher/Sr. Secondary school in the format given in the prospectus at Annexure 1.
10. Affidavit by Student/Parents/Guardian (Annexure 7 & 8).

### Address for Correspondence

Your address must be completed in all respects. The university will correspond with you at this address. If you change your address, you should inform the Regional Centre about your new contact address at once.

### INSTRUCTIONS

1. Please read the instructions in the information brochure before filling up the form.
2. Use **BLACK BALL POINT PEN** in boxes using English capital letters or English numerals.
3. Do not make any stray marks on this sheet.
4. Do not staple, pin, wrinkle scribble, tear or wet this sheet.
5. Write in **CAPITAL LETTERS** only within the box without touching the lines as shown in the Sample below.

0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
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**CONTROL NUMBER :**

<b>1. Regional Centre Code</b> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<b>2. State Code</b> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<b>3. Category</b> (Write the relevant code in the box) A1 - GEN C3 - ST B2 - SC D4 - OBC 3(b) In case of OBC student, Please also indicate code either D4A or D4B i) Creamy Layer - D4A ii) Non-Creamy Layer - D4B	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>													
<b>4. Nationality</b> (Write the relevant code in the box) A1 - Indian B2 - Others	<b>5. Gender</b> (Write the relevant code in the box) A1 - Male B2 - Female C3 - Other	<b>6. Marital Status</b> (Write the relevant code in the box) A1 - Married B2 - Unmarried	<b>7. Whether Minority :</b> (Write the relevant code in the box) A1 - Yes B2 - No	<b>8. Religion</b> (Write the relevant code in the box) A1 - Hindu D4 - Sikh G7 - Paris B2 - Muslim E5 - Jain H8 - Jews C3 - Christian F6 - Buddhist I9 - Others												
<b>9. Date of Birth</b> Date                          Month                          Year <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<b>10. Social Status</b> (Write the relevant code in the box) A1 - Ex-service man B2 - War widow C3 - Not applicable	<b>11. Whether Kashmiri Migrant ?</b> (Write the relevant code in the box) A1 - Yes B2 - No	<b>12. Territory</b> A1 - URBAN B2 - RURAL C3 - TRIBAL													
<b>13. Employment Status</b> A1 - Unemployed B2 - IGNOU Regular Employee C3 - Employed D4 - KVS Employee	<b>14.a. Whether a person with disability, Please write relevant code in the box.</b> A1 - Yes B2 - No	<b>14.b. If yes kindly provide details of disability (Please write relevant code in the box). If E5, tick relevant box as well.</b> A1 - Speech and Hearing Impairment B2 - Locomotor Impairment C3 - Visual Impairment D4 - Low Vision E5 - Any other, Please specify	<input style="width: 50px; height: 20px;" type="text"/> Leprosy Cured <input style="width: 50px; height: 20px;" type="text"/> Mental Retardation <input style="width: 50px; height: 20px;" type="text"/> Mental Illness													
<b>15.a. Are your registered with (Ignou)</b> (Write the relevant code in the box) A1 - Yes B2 - No	<b>15.b. If yes write the Enrol. No. &amp; Program Code in the boxes below :</b> Enrolment No. <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> Programme Code <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>	<b>16. Medium Code</b> (Write the relevant code in the box) A1 - English B2 - Hindi C3 - Others Please Specify : <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>														
<b>17. Details of Scholarship being received if any</b> (a) Annual Scholarship Amount <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>	(b) Dept. Offering (Write the relevant code in the box) A1 - Govt Deptt. Scholarship B2 - Other	(c) Family income (yearly) <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>	(d) Please indicate in case of below poverty line A1 - Yes B2 - No	(e) In case of Jail inmates (Write the relevant code in the box) A1 - Yes B2 - No												
<b>18. Name of the Candidate</b> (Leave one box empty between First Name, Middle Name & Surname) <input style="width: 100%; height: 25px;" type="text"/>																
<b>19. Name of Father/Mother/Husband</b> (Strike out whichever not applicable) <input style="width: 100%; height: 25px;" type="text"/>																
<b>20. Educational Qualifications : (Graduation and onwards)</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 16%;">(a) Qualification</th> <th style="width: 16%;">(b) Main Subjects</th> <th style="width: 16%;">(c) Year of Passing</th> <th style="width: 16%;">(d) Division</th> <th style="width: 16%;">(e) % of marks</th> <th style="width: 16%;">(f) Board Code</th> </tr> <tr> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="text"/> Code</td> <td></td> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="text"/> (last 2 digit only)</td> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="text"/> (01, 02, 03 or 04 for pass)</td> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="text"/> (Do not use decimal)</td> <td style="text-align: center;"><input style="width: 40px; height: 20px;" type="text"/> (Wherever required)</td> </tr> </table>					(a) Qualification	(b) Main Subjects	(c) Year of Passing	(d) Division	(e) % of marks	(f) Board Code	<input style="width: 40px; height: 20px;" type="text"/> Code		<input style="width: 40px; height: 20px;" type="text"/> (last 2 digit only)	<input style="width: 40px; height: 20px;" type="text"/> (01, 02, 03 or 04 for pass)	<input style="width: 40px; height: 20px;" type="text"/> (Do not use decimal)	<input style="width: 40px; height: 20px;" type="text"/> (Wherever required)
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<b>21. Professional Qualification</b> (NCTE Recognised teacher education programme through face-to-face mode) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">Name of Programme</th> <th style="width: 15%;">Year</th> <th style="width: 15%;">Division</th> <th style="width: 15%;">% of marks</th> <th style="width: 30%;">Whether NCTE Recognized</th> </tr> <tr> <td><input style="width: 90%; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td><input style="width: 20px; height: 20px;" type="text"/></td> <td style="text-align: center;">Yes      No</td> </tr> </table>					Name of Programme	Year	Division	% of marks	Whether NCTE Recognized	<input style="width: 90%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	Yes      No		
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**22. Write name & Complete Mailing Address**  
(in BLACK BALL Point Pen only)

Name :

Address :

PIN CODE :

**23. For Office Use**  
Exam Centre Code :

Exam Centre Code :

**24. Candidate's Signature**

**25. Photograph**

Affix your latest passport size photograph (4cm x 5cm) duly attested by you

26. **Address for Correspondence** (Do not give Post Box No. Leave a box between each unit of address like House No., Street Name, P.O., etc.) Do not repeat Student's Name/Father's Name


City

District

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State

Pin Code

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27. **Telephone Number** (if any) with STD Code/Mobile No.  
STD Code Telephone No.

28. **Mobile No.** (if any) with STD Code  
STD Code Telephone No.

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29. **E-mail address/ID** (if any).....

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30. **In-Service Teaching Experience as Trained Elementary Teacher**

Name of the school with address	Nature of post (temporary/Permanent) with years	Type of School (Govt./Govt aided/unaided)	Registration No. of the School	Teacher Training Diploma / Degree	No. of years
(i)					
(ii)					
(iii)					
<b>Total Teaching Experience</b>		<input type="text"/>	Years	<input type="text"/>	Months

31.

<b>Details of Fee remittance</b>	
a) <b>Mode of payment:</b> (Please write relevant code in the BOX) A1 Demand Draft <input type="text"/>	b) <b>Amount: Rs.</b> <input type="text"/>
c) <b>Demand Draft Number</b> <input type="text"/>	d) <b>Date of Demand Draft :</b> <input type="text"/>
e) <b>Bank Name:</b> <input type="text"/>	

**INSTRUCTIONS FOR CANDIDATES**

1. Please send your Application form by Regd. Post/Speed Post to the concerned Regional Centre. List of Regional Centres is given in Annexure-I in the student handbook and prospectus.
2. Application form submitted to any office other than the concerned Regional Centre will not be entertained.
3. No change of category shall be entertained after the submission of application form.
4. The last date for the receipt of filled in application form at the concerned Regional Centre will be the date as mentioned in the advertisement. Application received after this date will not be accepted.
5. Please retain the photocopy of the form for future reference.
6. Copy of documents mentioned at (i), (ii) & (iii) under employment certificate are to be attached with this application form.
7. Application form received without self attested copies of educational qualifications and professional qualification (i.e. completion of NCTE recognised teacher education programme through face-to-face mode) will be summarily rejected.
8. Application form with overwriting/fluid will be summarily rejected.

## DECLARATION OF THE APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the B.Ed. programme for which I seek admission. **I fulfill the minimum eligibility criteria on last date of submission of this application form** and I have provided necessary information in this regard in the application form. I shall provide proof of my eligibility along with the original certificates in the event of qualifying for admission after Entrance Test at the time of counselling. I have carefully studied the rules of the University as printed in the prospectus and I accept them and shall not raise any dispute in future over the same rules. In the event of any information being found blank, incorrect or misleading, my candidature shall be liable to cancellation by the University at any time and I shall not be entitled to refund of any fee paid by me to the University.

Date: .....

(Signature of Applicant)

## FOR OFFICIAL USE

Mentioned at (i), (ii) & (iii)

Checked & Verified all necessary documents and the student is Eligible/not-eligible for appearing in the Entrance Examination in 2017.

Hall Ticket	
Issued	Not Issued

Signature of the Official .....

Name of the Official .....

Designation .....

Name of the Regional Centre/Division .....

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