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## 8. INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM FOR ENTRANCE TEST CUM ADMISSION - 2016

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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 alongwith Demand Draft of Rs. 1000/- as application fee in favour of IGNOU payable at the concerned Regional Centre.
- (B) Please write the relevant code in the boxes provided in the Application Form.  
Please fill the RC Code (Column 1) carefully as it will be considered for allotment of examination centre.
- (C) **For State codes, Board codes, qualification codes, please refer pages 21 to 24.**
- (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.

Under any circumstances, Exam Centre for entrance test will not be changed.

### **Submission of Documents during Counselling**

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

1. High and 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 and professional qualification (degree/diploma).
4. Category certificate, if applicable as mentioned in the Entrance cum Admission form..
5. Original Employment certificate in a letterhead of a recognised school as per format given in Annexure I.
6. Affidavit by Student/Parents/Guardian (Annexure II & III).
7. Certificate to provide facilities for conducting B .Ed. practicals from Secondary/Higher/ Sr. Secondary school in the format given in the prospectus.

### **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: 40px; height: 20px;" type="text"/>	<b>3. State Code</b> <input style="width: 40px; height: 20px;" type="text"/>	<b>3(a) Category</b> (Write the relevant code in the box) <b>A1 - GEN C3 - ST</b> <b>B2 - SC D4 - OBC</b> 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: 40px; height: 20px;" type="text"/>  <input style="width: 40px; 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 B2 - Muslim C3 - Christian D4 - Sikh E5 - Jain F6 - Buddhist G7 - Parsi H8 - Jews 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"/>	<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</b> (write the relevant code) A1 - Yes B2 - No	<b>14.b. If a person with disability (nature of disability)</b> (Write the relevant code in box) A1 - Hearing Impairment B2 - Locomotor Impairment C3 - Visual Impairment D4 - Reading Disability E5 - Any other, Please specify												
<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;" type="text"/>		<b>16. Medium Code</b> (Write the relevant code in the box) A1 - English B2 - Hindi If other please specify: <input style="width: 40px;" type="text"/>												
<b>17. Details of Scholarship being received if any</b> (a) Annual Scholarship Amount <input style="width: 40px;" type="text"/>	(b) Dept. Offering (Write the relevant code in the box) A1 - Govt Dept. Scholarship B2 - Other	(c) Family income (yearly) <input style="width: 40px;" type="text"/>	(d) Please indicate in case of below poverty line A1 - Yes B2 - No	(e) In case of Jail Inmates 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: 20px;" type="text"/>															
<b>19. Name of Father/Mother/Husband</b> (Strike out whichever not applicable) <input style="width: 100%; height: 20px;" 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: 20%;">(a) Qualification</th> <th style="width: 20%;">(b) Main Subjects</th> <th style="width: 15%;">(c) Year of Passing</th> <th style="width: 15%;">(d) Division</th> <th style="width: 15%;">(e) % of marks</th> <th style="width: 15%;">(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; margin-top: 5px;"> <tr> <th style="width: 30%;">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: 25%;">Whether NCTE Recognized</th> </tr> <tr> <td><input style="width: 90%; height: 20px;" type="text"/></td> <td><input style="width: 40px; height: 20px;" type="text"/></td> <td><input style="width: 40px; height: 20px;" type="text"/></td> <td><input style="width: 40px; height: 20px;" type="text"/></td> <td style="text-align: center;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">No</td> </tr> </table> </td> </tr> </table>				Name of Programme	Year	Division	% of marks	Whether NCTE Recognized	<input style="width: 90%; 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"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">No</td> </tr> </table>	Yes	No
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Yes	No														

**22. Write name & Complete Mailing Address** (in BLACK BALL Point Pen only)

Name :
Address :
PIN CODE : <input style="width: 40px;" type="text"/>

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

Exam Centre Code :

**24. Candidate's Signature**

**25. Photograph**

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



**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 the date of submission of application form. 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)

**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 proper filling of employment certificate and other documents will be summarily rejected.
8. Application form with overwriting/fluid will be summarily rejected.

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**FOR OFFICIAL USE**

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

Checked & Verified all necessary documents and the student is 

<b>Eligible/not-eligible</b>
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 for appearing in the Entrance Examination in 2015.

Hall Ticket	
Issued	Not Issued

Signature of the Official .....

Name of the Official .....

Designation .....

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