

Appendix 5

GUIDELINES FOR FILLING UP THE APPLICATION FORM FOR CET-2008

- (i) The candidates are advised to go through the Admission Brochure carefully and acquaint themselves with all requirements in respect to filling up of the Application Forms for CET -2008.
- (ii) It will be the sole responsibility of the candidate to make sure that he/she is eligible and fulfills all the conditions prescribed for admission.
- (iii) If ineligibility of a candidate is detected at any stage before or after examination/declaration of result or during any stage of the programme, his/her candidature/admission will be cancelled without any notice, disciplinary action will be taken against him/her and entire fee will also be forfeited. The Vice Chancellor, Guru Gobind Singh Indraprastha University may cancel the admission of any student for specific reasons at any stage.
- (iv) The candidate must fill the application form in his/her own handwriting, clearly, legibly and in block letters.
- (v) The Application Form should be filled in English only.
- (vi) Incomplete application form will be summarily rejected and no request will be entertained in this regard.
- (vii) First, write in capital letters the required information with a **black ball point pen** in the boxes (wherever provided) and then darken with **HB pencil**, the appropriate ovals (indicating the relevant alphabet/numeral) underneath each letter. What you write in the boxes is only for your guidance and for verification that you are darkening the correct alphabet/numeral in ovals.
- (viii) **Test Code** : Please darken the ovals pertaining to test code, in the application form, indicating the code of the test for which the candidate wants to appear. **If more than one oval is darkened, the Application Form will be rejected.** If the candidate is desirous of appearing in more than one Test, separate Application Form should be submitted for each test. Photocopy of the Application Form will NOT BE ACCEPTED. Test code should match with the name of programme filled in Column. 1. In case of mismatch only Test Code will be taken into consideration for issue of Admit Card and any request/application for change of Test Code will NOT be entertained.
- (ix) **Name of the Candidate:** Candidate should write his/her Name in CAPITAL LETTERS as given in Class X or equivalent certificate. Write a single letter in a box. Do not leave any blank box within any word of your name. Leave only one blank box between consecutive words of your name. If your name has several initials, leave one blank after each of them.
- (x) **Name of Father/Mother:** Write the name of your Father or Mother exactly as in your Class X or equivalent certificate. Leave one and only one blank box between consecutive words of your father's/mother's name.
- (xi) **Date of Birth:** Enter the date, month and year of your birth as per English calendar and as recorded in your School/Board (Class-X)/Pre-University examination certificate. Use numerals 01 to 31 for Date, 01 to 12 for Month and four digits for Year of birth. For example, if born on 16th August 1990, the date should be entered as follows: 16.08.1990. Darken the appropriate ovals for date, month, and year in each column.
- (xii) **Category:** Darken the appropriate ovals for your categories - SC, ST, OBC, Physically Handicapped, Defence and J&K Migrant. Categories once declared by the candidate, cannot be changed at a later date (at the time of counselling/admission). **If no category is specified, you would be considered as falling under 'General' category only. And, no claim whatsoever shall be entertained thereafter.** If a candidate falls in more than two categories, he/she can darken more than one oval, e.g., if a candidate falls in SC & Physically Handicapped Categories then he/she should darken the ovals for SC and PH Categories.
- (xiii) **Gender:** Darken the appropriate oval indicated for 'Male' or 'Female'.
- (xiv) **Region:** Darken the oval titled "Delhi Region" if you have passed your qualifying examination from any school/college located in Delhi or from any institution affiliated to GGSIP University. Darken the oval titled "Outside Delhi" if you have passed your qualifying examination from any school/college located in any other part of the country (India) excluding the institutions affiliated to GGSIP University. If no region is specified, it will be considered as 'Delhi Region'.

- (xv) **Qualifying Exam :** Darken the oval titled “**PASSED**” if you have already passed the 10+2 or any other specified qualifying examination, which makes you eligible for the Entrance Test. Darken the oval titled “**APPEARING**” if you are appearing for the examination, which makes you eligible. The title “**APPEARING**” covers the cases of “**APPEARED**” candidates also.
- (xvi) **Religion:** Darken the appropriate oval.
- (xvii) **Nationality:** If your nationality is Indian, darken the oval indicated for “**INDIAN**”. If your nationality is not Indian; darken the oval indicated for “**OTHERS**”.
- (xviii) **Mailing Address:** Write your name and complete mailing address IN CAPITAL LETTERS including the PIN CODE along with Telephone/Mobile numbers with relevant STD Code at which the communication is to be sent.
- (xix) **Photograph of the Candidate:** The candidate should affix his/her recent passport size photograph (without attestation) taken on or after 1st January 2008. The photograph should be pasted (NOT STAPLED) in the space marked for it.

Instructions for photograph:

- Photograph should not have cap, goggles etc. (spectacles are allowed). The photo should not be hazy ;
 - The candidate should keep two identical photographs with him/her, in reserve which may have to be used at the time of Entrance Test / Counselling/Admission, in case of doubt regarding the identity.
- (xx) **Visible Mark of Identification:** Candidate should mention visible mark of identification.
- (xxi) **Centre of Test**
- Refer to the list of Centres of Common Entrance

Test- 2008 for the Academic Programmes and Test Codes mentioned in this Admission Brochure.

- Examination Centre once allotted by the University will not be changed and no request in this regard will be entertained under any circumstances.
- (xxii) **Verification and Countersignatures:** While filling up of the application form, the candidate must verify the correctness of the all the particulars furnished by him/her by putting his/her signature at the appropriate spaces provided for the purpose in the application form. Signature is also required to be put within the box provided in the Admit Card. The candidate must also get his/her application form countersigned by the parent/guardian. Relationship of the person countersigning the application form with the candidate should also be specified in the box meant for the purpose. In case any candidate is found to have furnished false information or is found to have concealed any material information in his/her application, he/she will be debarred from admission. Further, such a candidate shall also be liable for punishment.
- (xxiii) **Be Careful while handling of Application Form**
- There should be no over-writing
 - Do not write or mark on the Barcodes
 - Refold the form only where it was originally folded. Do not put any pin or staple. Paste the photograph only with Fevistick/Gumstick
 - Do not scribble, smudge, cut, tear or wrinkle the application form. Do not put any stray pencil/pen marks anywhere on the application form.
 - The candidate will be solely responsible for all the consequences arising out of any error or omission in the Application Form.
 - No request for change/correction/modification in the particulars of Application Form will be entertained.