

**INSTRUCTIONS TO CANDIDATES FOR FILLING THE
APPLICATION FORM**

1. All entries except the signature in the application should, as far as possible, be typewritten or in block letters.

2. Five copies of application, properly tagged, should be submitted.

3. All five copies of the application should be accompanied by the following documents

i. A recent passport size photograph (taken not earlier than a year before the date of the application) should be pasted on the application form in the space provided for the purpose. The name should be written on the photograph for purpose of identification.

ii. Certified photostat copies of official records from Secondary School, Universities or Professional School, etc. attended.

iii. A certificate of physical fitness in the prescribed form.

iv. One certified copies of the syllabi, curricula, etc. of courses covered in schools, colleges, universities attended (except the Senior Cambridge, High Cambridge and London General Certificate of Education examination) with full details. If this information is not supplied, your application will not be considered.

v. Certified photostat copies of Certificate, Diplomas, or Degrees of Examination passed.

ORIGINAL DOCUMENTS SHOULD NOT BE SENT WITH THE APPLICATION AS THESE WILL NOT BE RETURNED TO THE APPLICANT.

vi. Certified copies of relevant pages of candidates valid passport.

vii. Recommendations / character certificates as required under S. No.15 of this form.

4. One additional photograph not pasted to any form.

5. In addition to the above documents, please ensure that certified copies of documents showing specific qualifications required for the course of your choice (such as G. Mat scores for admission in MBA) are also attached. The requirements can be checked from the UGC website / Handbook or from the website of the institution concerned.