

INSTRUCTIONS FOR FILLING THE OMR APPLICATION FORM

(USE H.B. PENCIL OR BALL POINT PEN FOR DARKENING THE OMR CIRCLES)

IMPORTANT NOTE

THE OMR APPLICATION FORM IS COMMON FOR VARIOUS ENTRANCE EXAMINATIONS. ONLY THOSE COLUMNS SHOULD BE FILLED UP, WHICH ARE RELEVANT AS PER PROSPECTUS

1. In addition to the application form attached in the Prospectus, the candidates are required to fill up the OMR (Computerised) Application Form also. This OMR application form may be placed in the envelope supplied for the purpose. The another application form (available in the prospectus) alongwith requisite documents may also be placed in the same envelope as a separate set.

THE OMR APPLICATION FORM SHOULD NOT BE TAGGED/PINNED/STAPLED WITH OTHER FORM/ DOCUMENTS.

2. Do not make stray marks on OMR APPLICATION FORM. Any additional marks on the form may result in rejection.
3. Do not tear, fold, staple, pin, wrinkle or scribble any thing on the OMR APPLICATION FORM.
4. Options once filled by the candidate in the form can not be changed at a later date.
5. Do not write anything in the columns if it is not applicable to you.
6. Incomplete/improperly filled in applications will be rejected without further consideration.
7. Candidate should write in BLOCK LETTERS the relevant information in the boxes provided at the top with ballpoint pen and darken the corresponding circles completely using H.B. PENCIL only.
8. Photograph, signature and address etc will be scanned by a machine which reads only dark black images only from the specified areas of the form. Therefore please ensure that you sign and give mailing address in the block number 15 & 16 with black ballpoint pen and only inside the boxes. Paste a recent colour photograph inside the box in block 14 trimmed to the size of 3.5 cm. X 4.5 cm.

COLUMN-WISE INSTRUCTIONS FOR FILLING THE OMR APPLICATION FORM:

- SNo.1. **Name of the Candidate:** Write your name in BLOCK LETTERS as given in the records of the Secondary Education Board/University and darken the corresponding circles. Start with the First Name, Middle name (abbreviate if necessary) and last name in full e.g. an applicant Abhishek Singh Shekhawat.
- SNo.2. **Diary No. & Date of Receipt and dealing set Code No.:** (To be assigned by the Office)
- SNo.3. **Gender:** Write MALE if male and FEMALE if female in the box provided and darken the appropriate circle.
- SNo.4. **Date of Birth:** Fill in your date of birth as recorded in Secondary School Leaving Certificate or equivalent examination and darken the corresponding circles.
- SNo.5. **Name of Course applied for:** Darken the relevant circle indicating the name of course applied for. Separate application form should be filled for each course.
- SNo.5a. **Seat Quota:** Write the category under which applying in the box and darken the appropriate circle. (Only for MD / MS / PG Dip. & M.D.S. Courses)
- SNo.5b. **Group:** Write the Group under which applying in the box and darken the appropriate circle. (Only for B.Ed. Courses)

- SNo.6. **Option for Math or Biology (Only for B. Pharmacy):** This column may be filled up for B. Pharmacy course only.
- SNo.7. **Claims:** If you are applying against open seats and claiming 5 preferential marks for weightage darken the appropriate circle and if applying claim for 10 preferential marks for weightage, darken the relevant circle. (Only for MD / MS / PG Dip. & M.D.S. Courses)
- SNo.8. **Do you belong to Reserved Category:** Write in the box Yes or No and Darken the corresponding circle.
- SNo.9. **Residential Status:** If you belong to Haryana, darken the corresponding circles otherwise Darken the Outside Haryana.
- SNo.10. **Option for Reserved Category:** In case you belong to any of the reserved categories, darken the appropriate circle. For example, if you belong to SC Category, darken circle. If you belong to any other category also darken the another relevant circle also. If you don't have any claim for reserved categories, leave the columns blank.
- SNo.11. **Grade for claiming weightage for sports, if applicable:** Write the Grade in the box & darken the appropriate circle, if weightage for sports is specified in the prospects
- SNo.12. **Pin Code:** Write the Pin code of mailing address as mentioned in point no. 16 in the box & darken the appropriate circles.
- SNo.13. **Percentage of Marks:** Write the percentage of marks in the boxes & Darken the corresponding circles. If the result of qualifying exam is awaited, leave it blank.
- SNo.14. **Photograph:** Affix firmly a recent passport size colour photograph in the space provided. The photo should be pasted. Do not pin or staple on the photograph. Do not attest the photograph. **DRY THE PHOTOGRAPH BEFORE PUTTING APPLICATION IN THE ENVELOPE.**
- SNo.15. **Signature:** Put your full signature in the space provided with **BLACK PEN ONLY**. The signature should be clear and strictly within the box provided. Unsigned applications will be rejected.
- SNo.16. **Name and address:** Write your name in the first line, and complete mailing address, PIN Code and the contact telephone number with STD Code in the box, clearly & legibly, in **CAPITAL LETTERS** and within the space provided because the facsimile of the name and address written by you in this column will be printed on your Admit Card.
- SNo.17. **Father's Name:** Write Father's name in the boxes and darken the corresponding circles. Start with First name then leave one blank box each between the First name, Middle name (abbreviate, if necessary) and Surname.
- SNo.18. **Mother's Name:** Write your Mother's name in the boxes and darken the corresponding circles. Start with First name then leave one blank box each between the First name, Middle name (abbreviate, if necessary) and Surname.
- SNo.19. **Option for Test Centre:** This column may be filled only if the test is conducted outside Rohtak also.
- SNo.20. **Sr. No. of Prospectus:** Write the Sr. No. of the prospectus in the boxes & darken the appropriate circles.
- SNo.21. **Particulars of Qualifying Exams:** Write in the boxes the required details.

DECLARATION: Read the certificate carefully and put your signatures in the space provided. Write the date and place of submitting the application form. If you do not put your signatures in the space provided your application is liable to be rejected.

17. Father's Name

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| A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | |
| B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B |
| C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | |
| D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | |
| E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | |
| F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | |
| G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | |
| H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | |
| I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | |
| J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | |
| K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | |
| L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | |
| M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | |
| N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | |
| O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | |
| P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | |
| Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | |
| R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | |
| S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | |
| T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | |
| U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | |
| V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | |
| W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | |
| X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | |
| Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | |
| Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | |

18. Mother's Name

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| A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | |
| B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B |
| C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | |
| D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | |
| E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | |
| F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | |
| G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | |
| H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | |
| I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | |
| J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | |
| K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | |
| L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | |
| M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | |
| N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | |
| O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | |
| P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | |
| Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | |
| R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | |
| S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | |
| T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | |
| U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | |
| V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | |
| W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | |
| X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | |
| Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | |
| Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | |

19. Option for test centre (if the test is conducted outside Rohtak also see prospectus) 20. Serial Number of Prospectus

Code

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|

| | |
|---|---|
| 1 | 1 |
| 2 | 2 |
| 3 | 3 |
| 0 | 4 |
| | 5 |
| | 6 |
| | 7 |
| | 8 |
| | 9 |
| | 0 |

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|

| | | | |
|---|---|---|---|
| 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 |
| 0 | 0 | 0 | 0 |

21. Particulars of qualifying Exam

Name of Exam

| |
|--|
| |
|--|

Name of University / Board

| |
|--|
| |
|--|

Name of College / Institute last attended

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DECLARATION

I solemnly declare that I have filled in the application form in my own hand writing and the information given therein is correct. I understand that if this information is found to be incorrect at any stage, my candidature for the Entrance Test and subsequent admission to the course shall stand cancelled.

Date : _____

Place : _____

Signature of the Candidate

Signature of Parent/Guardian

17. Father's Name

| | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| H | V | A | G | E | Y | A | | | | | | | | | | | | |
| A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B |
| C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C |
| D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D |
| E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E |
| F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F |
| G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G |
| H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H |
| I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I |
| J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J |
| K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K |
| L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L |
| M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M |
| N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q |
| R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R |
| S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S |
| T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U |
| V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V |
| W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W |
| X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z |

18. Mother's Name

| | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | N | J | A | N | A | | | | | | | | | | | | | |
| A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A | A |
| B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B | B |
| C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C | C |
| D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D | D |
| E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E | E |
| F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F | F |
| G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G | G |
| H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H |
| I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I |
| J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J | J |
| K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K | K |
| L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L | L |
| M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M | M |
| N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N | N |
| O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O | O |
| P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P | P |
| Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q | Q |
| R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R | R |
| S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S |
| T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U | U |
| V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V | V |
| W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W | W |
| X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y | Y |
| Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z | Z |

19. Option for test centre (if the test is conducted outside Rohtak also see prospectus)

| | |
|-----------------------|-----------------------|
| Code | |
| 1 | 2 |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
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| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> |

20. Serial Number of Prospectus

| | | | | |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 2 | 1 | 5 | 0 | 0 |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
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| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
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21. Particulars of qualifying Exam

Name of Exam

Name of University / Board

Name of College / Institute last attended

DECLARATION

I solemnly declare that I have filled in the application form in my own hand writing and the information given therein is correct. I understand that if this information is found to be incorrect at any stage, my candidature for the Entrance Test and subsequent admission to the course shall stand cancelled.

Date : _____

Place : _____

Signature of the Candidate

Signature of Parent/Guardian