

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM FOR MCA ENTRANCE TEST-2016
(This application is compatible with Internet Explorer 7 or above, Google Chrome & Mozilla Firefox.)

All the applicants are advised to read the Prospectus/information brochure of Computer Science Department, H.P. University, Shimla-171005 in pdf format available on www.hpucs.ac.in or www.hpuniv.in, carefully and also ensure their eligibility in terms of the conditions/provisions mentioned in the information brochure. Please read these instructions carefully before proceeding with the ONLINE filling of MCA Entrance Application Form 2016.

ELIGIBILITY

Bachelor's degree in any discipline with at least 50% marks (45% in case of SC/ST) from a University established by law in India, with Mathematics at +2 level

OR

BCA/B. Sc. (IT)/ B. Sc. (Computer Science)/any graduate with computers as one of the subject in all the three years of graduation with at least 50% marks (45% in case of SC/ST) from a University established by law in India.

Age Limit:

Maximum age limit for admission to MCA course is **26 years for General Category, 29 years for SC/ST Category and 28 years for girl candidates**, as on the 1st July of the year concerned. The Vice-Chancellor may permit age relaxation up to a maximum of six months.

Other Details:

For other details such as reservation/distribution of seats, basis of admission to MCA course, Fee Structure etc. kindly refer to the prospectus uploaded on the website.

Important Dates:

1. Online filling up of MCA Entrance Application form commences from: **26.03.2016**
2. Last date for filling up the ONLINE MCA Entrance Application Form: **25.04.2016**
3. Last date for submitting the hard copy of MCA Entrance Application Form in the office of Computer Science Department by post (*through registered post only*) or by hand is: **30.04.2016**.
4. Admit Cards download begins on www.hpucs.ac.in, www.hpuniv.in with effect from : **10.05.2016**
5. Date of Entrance Examination: **20.05.2016**.

Important Steps

(A) **Before proceeding to apply, please ensure that you have:**

(i) **Scanned copy of applicant's recent photograph with following specifications.**

- Photograph must be a passport size color picture.
- Photograph must be taken in full face view directly facing the camera.
- Photograph should have no shadows and red eyes.
- Maximum size **50 KB**.

- Photo format should be jpg. only.
- (ii) **Scanned copy of applicant’s signature with following specifications.**
- Applicant should sign with black ink on a white paper and get the signature scanned.
 - The signature must be signed only by the applicant and not by any other person.
 - Maximum size **30 Kb**.
 - Scanned signature format should be jpg. only.
- (B) Create an email account if you already don’t have one.
- (C) You must give a mobile number in basic details. If you don’t have mobile number, please enter your guardian’s mobile number for any further correspondence in this regard.
- (D) **Instructions for filling the ONLINE APPLICATION FORM FOR MCA Entrance Test:**
1. Click on “**Register Now**” to create a new account. Once the new account is created online system *will generate the unique application form number*. Applicants are advised to *note down the application form number for all future references*.
 2. After account creation, click **login** to complete the Entrance Examination application online. Online Entrance Application form has following subsequent web pages for filling up.
 - Fee Payment
 - Basic Details
 - Upload Documents
 - Confirmation
 3. Applicants are required to fill their information in above mentioned web pages. All the fields are mandatory.
 4. Upload photo and signature. Photo and signature uploaded should be as per specifications and size listed in step (A).
 5. To save the data please click on ‘**Continue and Save**’ **button** at the bottom of each screen before proceeding further.
6. **Steps for making Application Fees Payment**
- a) Once you click on **Fees Payment Button** new window of **SBI-Collect** will open on your screen in which you have to complete the following steps for making the payment:

Step 1

- a) State of Corporate/ Institution : <Select> **Himachal Pradesh**
- b) Type of Corporate/Institution: <Select> **Educational Institution**

Then click on **Go** button

Step 2

- a) Educational Institution Name: <Select> **DEPTT.OF COMP. SCIENCE HPU**
Then click on **Submit** button

Step 3

- a) Select Payment Category: <Select> **MCA Entrance Exam Fee-2016(General/PH)**
MCA Entrance Exam Fee-2016 (SC/ST/IRDP/ANTODAYA)

Step 4

Enter all the details of payment as per the fields given on the screen, all these fields are mandatory to fill for making the Entrance Exam Application fee payment. Then press the **Submit** button.

Step 5

Once you **Confirm** the 'payment details', a new window will appear on your screen in which three modes of payment are there i.e. 1) **Net Banking** 2) **Card Payment** (By Using Debit/Credit Card) 3) **Other Payment modes** in which Challan is generated and the applicant has to take the print out of that Challan to the nearest SBI Branch for depositing the Cash. In case of Net Banking and Card Payment, e-receipt will be generated. Then applicants are directed to take print out of that e-receipt for completing the application form and retained for his/her record purpose also.

7. After depositing the fee in the bank, re-login to your account, at least after 12 hours to confirm the application form of entrance exam.
8. Click on **Save & Continue** to see your filled application details on the computer, before proceeding further please make sure that all the fields are filled in correctly in the confirmation screen before clicking the **Submit** Button. **Once you click on the Submit button of your application page, you cannot Edit/Change the details entered.**
9. After clicking on **Submit button** new window will appear on the Screen displaying full details of the applicant which you have entered in the application form. Take the print out of the same page and ***attach the photocopy of payment receipt along with the application form*** and after getting it signed by parent/guardian in original send it by registered post with the quote on the envelope "**Application for MCA Entrance Test, 2016**" at following address:

**O/o The Chairman,
Computer Science Department,
H.P. University, Gyan Path,
Summer Hill, Shimla – 171 005 (H.P.)**

Important Notes:

- **Do not make any changes with the pen on the details printed on the print out of your application form; otherwise your application form will be rejected straightforward.**
- **Before sending the form to the Computer Science Department, the applicant should make sure that Parent/Guardian has countersigned the application form in original on space provided in the application form.**
- **For any queries regarding eligibility etc. please contact- 0177-2832569 & for technical query contact on 0177-2831655, 2833582.**

Chairman (Computer Science)

