# INSTRUCTIONS FOR FILLING UP ONLINE APPLICATION FORM
### This application is compatible with Internet Explorer 7 or above, Google Chrome & Mozilla Firefox

## Dear Applicant:

All the applicants are advised to read the Prospectus for BAMS/BHMS Entrance Test-2016 carefully before filling up the online Application Form which is available on H.P. University Website www.hpuniv.in in pdf format and also ensure that he/she is eligible in terms of the conditions/provisions mentioned in the Prospectus. The copy of the Prospectus may also be downloaded from the said website for ready reference. Please read these instructions carefully before proceeding with the ONLINE filling up of BAMS/BHMS Entrance Test Application Form 2016.

### Eligibility Criteria:

### A. BAMS COURSE :

**Educational Qualifications and Other Conditions:** Candidates should have passed/appeared in any one of the qualifying examination at the time of applying for the entrance test :-

a) 10+2 new Course Examination of a University/Board established by law in India, or an equivalent examination with Physics, Chemistry and Biology subjects which shall include a practical test in Science subjects with 50% marks in aggregate (40% marks for Scheduled Castes/Scheduled Tribes/Other Backward Classes) and has also qualified the subject of English.

<div align="center">OR</div>

The B.Sc. Degree with 50% marks (40% marks for Scheduled Castes/Tribes/Other Backward Classes) of a University established by law in India with any three subjects out of Botany, Zoology, Chemistry, Physiology, Physics, Human Anatomy and Bio-Chemistry; provided that such a candidate must have passed the Pre-Medical or an equivalent examination with English as compulsory subject of Board/University established by law in India.

<div align="center">OR</div>

Any examination of a University/Board/College or School in a foreign country, recognized as equivalent for the purpose by the Association of Indian Universities, New Delhi.

b) The candidates who have appeared/appearing in Plus two examination or its equivalent examination and the result of the same has not yet been declared can also apply for the Combined BAMS/BHMS Entrance Test, but the admission will be subject to the production of passing the plus two examination or its equivalent examination with required percentage of marks as per eligibility clause in the Prospectus at the time of first round of counselling.

c) The above qualifications will only determine the eligibility of a candidate for admission but the admission shall be based on the performance in the Entrance Test in the subjects of Physics, Chemistry and Biology.

d) The minimum qualifying marks for admission to BAMS/BHMS Course shall be 50% for General category, 45% for General Physical Handicapped and 40% for Scheduled Castes/Scheduled Tribes/Other Backward Classes/Physically Handicapped candidates respectively.

e) The Candidate should have already completed or should complete the age of 17 years and must not have completed 25 years of age on 31st December of the year of the concerned competitive examination. Date of birth as recorded in the Matriculation/Higher Secondary Certificate/Indian School Certificate will only be valid.

### B. BHMS COURSE :

1. The candidate should have passed 10+2 from H.P. Board of School Education or from a recognized Board or equivalent degree/examination passed with Science [Medical group with Physics, Chemistry & Biology] of the University/H. P. Board of School Education in Science subjects.

2. Should have attained the age of 17 years on or before 31st December of the year of admission to the first Prof. of the course.

3. Blind [including colour blind], deaf and/or dumb candidates shall not be allowed for admission to the course.

### Important Dates

1. Online filling up of BAMS/BHMS Entrance Application Form commences from: **27.05.2016.**

2. Last date for filling up ONLINE BAMS/BHMS Entrance Application Form: **27.06.2016**.

3. **Last date for submitting the computer generated confirmation copy/hard copy of online Application Form** of BAMS/BHMS Entrance Test in the Office of Assistant Registrar (Entrance Tests), Room No.10 Admn. Block (Ground Floor), H.P. University, Shimla -171005 by *speed post* or by hand is **05.07.2016**.

4. **Admit Cards/Roll Nos. downloading** process begins from the University Website www.hpuniv.in with effect from **11.07.2016**.

5. Date of Entrance Examination **17.07.2016 (Sunday)**

**Important Steps**

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

   (i) **Scanned copy of candidate's recent photograph with following specifications**.
  - ➢ Photograph must be a passport size colour 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 Candidate's signature with following specifications**.
  - ➢ Candidate with black ink on a white paper and get the signature scanned.
  - ➢ The signature must be signed only by the Candidate and not by the 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 correct mobile number in basic details. If you don't have mobile number, please enter your parent's/guardian's mobile number for any further information in this regard.

(D) The fee for applying BAMS/BHMS Entrance Test is Rs. 1600/- for General & Other Categories and Rs.800/- for SC/ST Categories.

(E) **PROCEDURE FOR FILLING UP ONLINE APPLICATION FORM FOR BAMS/BHMS ENTRANCE TEST-2016**.

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*. Candidates 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 information.

- Fee Payment Form
- Basic Details
- Upload Applicant Photo & Signature
- Filled Form View Page Confirmation Button.
- Filled Form Downloaded Page in pdf format.

3. Candidate's are required to fill up their information in above mentioned web pages. All mandatory fields are marked with red star.

4. Upload photo & signature and then press upload document button. Photo & 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.

1. **Steps for making Application Fees Payment**

   a) Once you click on the text **"CLICK HERE FOR FEE PAYMENT"** new window of **SBI-Collect** will be 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> **F.O., HPU** |

   Then click on **Submit** button

   **Step 3**
   |   |   |   |
   |---|---|---|
   | a) | Select Payment Category: | \<Select>**BAMS/BHMS (Gen. and Other Categories)** |
   |   |   | \<Select> **BAMS/BHMS (SC/ST Categories)** |

   **Step 4**

   Enter all the details of payment as per the fields given on the present screen, all these fields are mandatory to fill for making the Application fee payment. *While entering the Form No. be sure that you are entering the right form no. which was being allotted to you while doing registration on the H.P. University website.* If you have entered the wrong form number, your payment will not be confirmed on the H.P. University website.

   **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 on the website only in pdf format. Applicants are directed to take print out of that e-receipt and retained for his/her record purpose also.
   **Last Date for Submitting the ONLINE FEES:    27.06.2016**

7. Once the candidate click on the fee payment text a new button will appear under that text stating that "Click here to Continue for Applying". After depositing the fee in the bank, candidates will continue to fill up the ONLINE application form and then uploading the photograph on the website. Thereafter, candidates have to confirm the payment by clicking on the payment confirmation button. If the payment is not confirmed wait at least for *12 hours* after making the payment to complete the Application Form. If after 12 hours of depositing the fee payment is not confirmed, please contact on **0177-2831655 or 0177-2833582**. Candidates must ensure that the print out of the ONLINE application form will only be generated, if the candidates payments are confirmed.

8. Once the payment will be confirmed, Complete Application Form which will be opened on the screen with edit option. Before proceeding further, please make sure that all the fields of the form are filled in correctly in the confirmation screen only then click on the **Submit Button**. **Once the applicant click on the Submit button of his/her application page, he/ she 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 on the pdf format. Take the print out of the application form and then *attach the photocopy of payment receipt with the print-out of the confirmation copy of the application form.* You must retained the photocopy of the online application form and the fee receipt for future reference also.

10. **Please ensure before sending the print out of the confirmation copy of online application form that:-**
    (i)   The application bears the signature of Parent/Guardian at the place specified.
    (ii)  The applicant has been affixed the passport size photograph as already uploaded on the space provided on the application form duly attested.

11. For sending Computer Generated Confirmation Copy, use any good quality White Envelope and write the address on it of the concerned authority of the University with the quote on the envelope **"Application Form for BAMS/BHMS Entrance Test-2016"** and then send it by **Speed Post only, so as to reach  on or before 05.07.2016 upto 5:00 p.m.** to the following address :

> **The Assistant Registrar (Entrance Tests)**
> **Room No. 10  Admn. Block (Ground Floor),**
> **H.P. University, Summer Hill, Shimla – 171 005 (H.P.)**

> *Note:-* *Alternatively, it can be submitted in person in the office of the Assistant Registrar(Entrance Tests) as mentioned above.*

**Important Notes**
- **The candidates may, please note that the Admit Cards for the Entrance Test will not be sent By post and the same will be downloaded by the candidates from University website i.e. www.hpuniv.in with effect from 11.07.2016 onwards.**
- *In case, any candidate sends his/her application form to the Officer other than the designated i.e. The Assistant Registrar (Entrance Tests) H.P. University, Shimla-5, the University will not be held responsible for any consequences.*
- It will be the entire responsibility of the applicant to fill up the online application form as well as depositing the prescribed fee by way of computer generated challan in any branch of State Bank of India or by using debit/credit card of any bank within the prescribed period and obtain the print out of the online application form which must reach within the prescribed period in the office of the Assistant Registrar (Entrance Tests) H.P. University, Shimla-5.
- Incomplete online application form due to any error committed by the applicant, who does not generate the print out of the application form will summarily rejected. Any wrong or misleading entry including blank column in the online application form or form having without fee will also lead to rejection thereof without assigning any reason.

        For any other query, please contact on Phone No.0177-2830891, 2833588.

**Controller of Examinations**