

## INSTRUCTIONS FOR FILLING ONLINE B.Ed EXAMINATION FORM

This application is compatible with Internet Explorer 7 or above, Google Chrome & Mozilla Firefox.

Dear Student:

All the students are advised to read these instructions carefully before filling up the B.Ed ONLINE Examination Form.

### Important Dates

1. Online filling up of B.Ed Examination Form commences from: 09.02.2016
2. Last date for filling up ONLINE B.Ed Examination Form without Late Fees: 27.02.2016
3. **Last date for submitting the computer generated confirmation copy/ hard copy of online B.Ed Examination Form** in the B.Ed Examination Branch, H.P. University, Summer Hill, Shimla – 5 by *speed post only* or by hand is 05.03.2016.
4. **Admit Cards/Roll Nos. downloading** process begins from the University Website [www.hpuni.v.in](http://www.hpuni.v.in) with effect from: 08.03.2016 from 7:00 pm onwards.

### 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 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 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 guardian's mobile number for any further information in this regard.

(D) The Examination fee for applying B.Ed Examination-2016 is Rs. 1400/- (Regular-ICDEOL) & Rs. 1600.00 (Re-appear/Improvement) upto 27.02.2016 and thereafter Late fee of Rs. 1200/- will be charged in addition to examination fees upto 13<sup>th</sup> March 2016.

(E) **PROCEDURE FOR FILLING UP ONLINE B.Ed EXAMINATION FORM**

1. Click on "**Register Now**" to create a new account. Once the new account is created online system *will generate the unique Examination form number*. Candidates are advised to *note down the examination form number for all future references*.
2. After account creation, click **login** to complete the ONLINE Examination Form. Online Examination form has following subsequent information.

- Payment Details
  - Basic Details Form
  - Exam Details Form
  - Subject Details Form
  - Upload Documents Form
  - Filled Form View Page Confirmation Button with Edit Option.
  - Filled Form Downloaded Page.
3. Candidate's are required to fill their information in above mentioned web pages. All mandatory fields are marked with red star.
  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 '**Save and Continue**' button at the bottom of each screen before proceeding further.

#### **6. Steps for making B.Ed Examination Fees Payment**

- a) Once you click on the text written **Click here for Fees 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 One Payment Category (*whichever is applicable to the candidate*):  
<Select> **B.Ed. Exam Fees (Reappear/1<sup>st</sup>/2<sup>nd</sup> ICDEOL)-2016**  
<Select> **B.Ed. Exam Fees (2<sup>nd</sup> ICDEOL Regular)-2016**

##### **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 B.Ed Examination fee payment. *While entering the Form No. & Mobile No. be sure that you are entering the right examination form no. which was being allotted to you while doing Online registration on the H.P. University website & right Mobile no. which is already provided by you on the HPU Website.* If you have entered the wrong form number or Mobile No., 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.

7. After depositing the fee in the bank, candidates can continue to fill up the ONLINE examination form and then uploading the photograph & signatures 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 Examination

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 Examination form will only be generated, if the candidates payments are confirmed and also retain the payment slip for future references after making the payment.

8. Once the payment will be confirmed, Complete Examination 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. Take the print out of the Examination form on single page both side and then **attach the photocopy of payment receipt with the print-out of the confirmation copy of the examination form**. You must retain the photocopy of the online examination form and the fee receipt for future reference also.
10. **Please ensure before sending the print out of the confirmation copy of online examination form that:-**
  - (i) The application form is duly attested by the attesting authority with seal.
  - (ii) The candidate has written his/her name/parent name in hindi in the appropriate space provided in the examination form.
  - (iii) Regular/ICDEOL Candidates will submit the hard copy of the examination form in their respective colleges/institution and in case of reappear/Compartment candidates will post their examination form on the address mentioned at Sr. No. 11.
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 **"B.Ed. Examination Form -2016"** and then send it by **Speed Post only, so as to reach on or before 05.03.2016 upto 5:00 p.m.** to the following address :

**Section Officer (Exam-III)**  
**B.Ed. Examination Branch,**  
**H.P. University, Summer Hill, Shimla – 171 005**

**Note:-** Alternatively, it can be submitted in person in the office of the B.Ed Examination Branch as mentioned above.

#### **Important Notes**

- **The candidates may, please note that the Admit Cards/Roll Nos. for the B.Ed Examination will not be sent By post and the same will be downloaded by the candidates from University website i.e. [www.hpuniv.in](http://www.hpuniv.in) with effect from 08.03.2016 from 7:00 pm onwards.**
- *In case, any candidate sends his/her examination form to the Officer other than the designated i.e. Section Officer (Exam-III), B.Ed Examination Branch, HPU, Shimla - 171005, the University will not be held responsible for any consequences.*
- Incomplete online examination form due to any error committed by the applicant, which does not generate the print out of the application form will summarily rejected. Any wrong or misleading entry including blank column in the online examination 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.0177-2831655, 2833582.

**Controller of Examinations**