INSTRUCTIONS FOR FILLING 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/information brochure carefully of the B.Sc. (Nursing) Entrance Test-2014 in pdf format available on www.hpuniv.in & www.hpuni.nic.in and also ensure her eligibility in terms of the conditions/provisions mentioned in the prospectus/information brochure.

Please read these instructions carefully before proceeding with the ONLINE filling of B.Sc (Nursing) Entrance Application Form 2014.

ELIGIBILITY CRITERION

1. **(i)** Female Children of Bonafide Himachali/Himachal Govt. employees and employees of Autonomous bodies wholly or partially financed by the Himachal Pradesh Government will only be eligible to apply for admission to 4 years B.Sc. Nursing Degree Course through Entrance Test to be conducted by H.P. University, Shimla in Sister Nivedita Govt. College of Nursing, IGMC, Shimla and for 50% State Quota Seats in Private un-aided B.Sc. Nursing Colleges/Institutions situated in the State of Himachal Pradesh.

    ii) For filling up of Management Quota Seats in Private un-aided B.Sc. Nursing Colleges in State of Himachal Pradesh, there will be no domicile condition. Under this quota, both Himachali and Non-Hmachali interested candidates can compete in the entrance test subject to fulfillment of minimum educational qualification and age etc. as prescribed in the prospectus.

2. The age of candidates should be between 17 to 35 years as on 31st December, 2014 i.e. the candidate should be born between 01.01.1980 and 1.1.1998. However, upper age can be relaxable by 5 years in the case of SC/ST candidates i.e. the candidate must born between 1.1.1975 and 1.1.1998. Age as recorded in the matriculation certificate will be entertained.

3. Admission to married candidates will be given/allowed subject to production of medical fitness certificate.

4. The candidates should have passed 10+2 or its equivalent examination from H.P. Board of School Education/AISSCE/CBSE/ICSE/SSCE/HSCE or other Board/University established by law in India with Physics, Chemistry, Biology and English Core/English Elective subjects with 45% aggregate marks in the above subject(s). For SC/ST/OBC candidates, the required percentage of aggregate marks will be 40%. This provision will also apply to Scheduled Castes/Tribes/Other Backward Classes candidates. The candidate shall be Medically fit.

5. The candidates who have appeared in 10+2 examination and whose result are not yet declared may also apply for this test, but their candidature shall only be considered in case they fulfill the minimum eligibility criteria as prescribed in the Prospectus at the time of Counselling.

6. The candidates who have passed their 10+2 examination from National Institute of Open School or appeared in 10+2 examination Science (Medical) conducted by National Institute of Open School can also apply to this test.

Important Dates

1. Online filling up of B.Sc Nursing Entrance Application Form commences from: **23.05.2014.**

2. Last date for filling up ONLINE B.Sc. Nursing Entrance Test Application Form: **20.06.2014**.

3. **Last date for submitting the computer generated confirmation copy/ hard copy of online Application Form** of B.Sc (Nursing) Entrance Test in the Office of Assistant Registrar (Entrance Tests) Room No.10 Admn. Block, H.P. University, Shimla -171005 by *registered post only* or by hand is **23.06.2014**.

4. **Admit Cards/Roll Nos. downloading** process begins from the University Website www.hpuniv.in & www.hpuniv.nic.in with effect from **28.06.2014**.

5. Date of Entrance Examination **06.07.2014(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 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 fee for applying B.Sc. (Nursing) Entrance Test is Rs. 1200/- for General/OBC & their sub-Categories and Rs.600/- for SC/ST & their sub-Categories.

(E) **PROCEDURE FOR FILLING UP ONLINE APPLICATION FORM FOR B.Sc. (Nursing) ENTRANCE TEST-2014**.

  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.

- Basic Details Form
- Upload Photo & Signature Form
- Fees Payment Form
- Payment Details Form
- Filled Form View Page Confirmation Button.
- 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 '**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 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 any one Payment Category to which applicant belongs:
<Select> **B.Sc Nursing General/OBC& its Sub-Categories**
<Select> **B.Sc Nursing SC/ST & its Sub-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. 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. After depositing the Cash, the bank will issue the receipt/ Journal No. on the Challan. In case of Net Banking and Card Payment, e-receipt will be generated. Then candidates are directed to take print out of that e-receipt for completing the application form and retained the same for his/her record for future reference also.

7. After depositing the fee in the bank, re-login to your account, *at least after 8 hours* to enter payment details, i.e. e-receipt/ Journal number as provided by the bank at the time of depositing the fee, in *Payment details page*.

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 the applicant click on the Submit button of his/her application page, 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 and then entered in the application form. Take the print out of the same page and *attach the photocopy of payment receipt along with the computer generated confirmation copy of the application form* retain a photocopies of the application form and the fee receipt be for future reference and then send it by **registered/Speed Post** with the quote on the envelope **"Application Form for B.Bc. (Nursing) Entrance Test – 2014" so as to reach on or before the prescribed date** at 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:

➢ 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.
➢ 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.
➢ Incomplete online Application Form will be summarily rejected. Any wrong or misleading entry including blank column(s) in the online application form will also lead to rejection thereof without assigning any reason.
➢ Before sending the form to University, the applicant must sure that he/she has signed the application form in original and photocopy of the said form be retained for future reference.
For any query with regard to filling online application, please contact- 0177-2831655, 2833582.
☞ For any pre-examination enquiry, please contact on Phone No.0177-2830891, 2833588. Any query related with this entrance examination must be settled by the candidate well before the commencement of the examination.