

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 for admission to D.M. (Cardiology) and M.Ch. (CTVS) courses 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 of D.M. (Cardiology) and M.Ch. (CTVS) Entrance Tests Application Form 2016.

Eligibility Criteria (For details pl check the prospectus):

- Out of total number of seats, 50% seats will be filled-up from bonafide Himachali candidates and In-Service candidates of Himachal Pradesh. 50% seats will be filled-up on all India basis in order of merit.
- The candidate must be an Indian National.
- The candidate must have passed MBBS and MD/MS in the relevant subject. For D.M. (Cardiology) candidate must have MD in Medicine or Paediatrics and for M.Ch.course candidates have MS in General Surgery or its equivalent degree recognized by the Medical Council of India.
- The candidate must be registered with the Central/State Medical Registration Council.
- The candidates who have passed MD/MS in 2015 shall be eligible only if they produce a passing out certificate at the time of counselling.
- There will be no reservation of seats for any category or group.
- The candidate must satisfy himself/herself of their eligibility before applying.
- Admission to selected candidates shall be subject to verification of eligibility testimonials by the appropriate authority.
- The eligibility conditions regarding mandatory period of service (area-wise) in respect of in-service candidates appointed through Rogi Kalyan Samitites will be as under:-

Category	Area	Mandatory service period
I	Chamba –Pangi & Bharmour, Tissa. Lahaul & Spiti –All Medical Blocks. Kinnaur Sangla & Pooh , Nichar (Except Bhabanagar). Shimla- Chirgaon, Nerwa & Tikker. Mandi-Chohar Valley of Padhar Block.	2 years
II	Kinaur-Bhabanagar of Nichar Block. Kullu-Nirmand & Ani. Mandi-Karsog & Janjelhi. Chamba-Phukhari, Choori, Kihar, Samote.Sirmour-Shillai & Sangarh. Kangra- Mahakal. Shimla-Nankhari, Matiana, Kotkhai & Kumarsain	3 years
III	Other Medical Blocks of the State (excluding the above and below) and NRHM Office.	4 years
IV	Within the limits of Shimla Municipal Corporation, within the limits of Solan Municipal Corporation and within Baddi-Brotiwala-Nalagarh notified area.	5 years

NB: In case a Medical Officers has served in more than one category of area, the mandatory service period will be calculated on pro-rata basis

- The upper age limit as on 1st July, 2016 for direct group candidates shall be 40 years and for sponsored (GDO In-service) candidates will be 45 years.
- Incomplete application-form will be rejected. Photograph should be coloured without goggles & cap, Identifiable and recent i.e. within three month (March, April, May) bearing name and date.

Note: Ineligible candidate(s) need not to apply. The candidate(s) found ineligible at any stage shall have no claim for admission or continuation of D.M./M.Ch.course even if he/she qualifies in the Entrance Test.

Important Dates

- Online filling up of admission forms to D.M. (Cardiology) and M.Ch. (CTVS) courses commences from: **20.05.2016**.
- Last date for filling up ONLINE admission forms to D.M. (Cardiology) and M.Ch. (CTVS) courses: **13.06.2016**.

3. **Last date for submitting the computer generated confirmation copy/ hard copy of online Application Form** of D.M. (Cardiology) and M.Ch. (CTVS) courses 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 **18.06.2016**.
4. **Admit Cards/Roll Nos. downloading** process begins from the University Website www.hpuniv.in with effect from **21.06.2016**.
5. Date of Entrance Examination **26.06.2016 (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 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.

(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 to ONLINE admission forms to D.M. (Cardiology) and M.Ch. (CTVS) courses is Rs. 6000/- for all the categories.

(E) PROCEDURE FOR FILLING UP ONLINE APPLICATION FORM FOR D.M. (Cardiology) and M.Ch. (CTVS).

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- I
 - Basic Details-II
 - Upload Applicant Photo
 - Filled Form View Page Confirmation Button with Edit Option.
 - Filled Form Downloaded Page in pdf format.
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 then press upload Photograph button. Photo 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> **D.M.(Card.)/M.Ch. (CTVS) Courses**

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. & Mobile 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 & right Mobile no. which is already provided on the HPU Website while registration process.* 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.

Last Date for Submitting the ONLINE FEES: 13.06.2016

- 7 After depositing the fee in the bank, candidates can 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 applicant at the placed specified.

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 D.M. (Cardiology) and M.Ch. (CTVS) Entrance Test-2016**” and then send it by **Speed Post only, so as to reach on or before 18.06.2016 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 21.06.2016 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, 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 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