

**INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM FOR M.Sc NURSING ENTRANCE TEST-
2016 (2 YEARS DEGREE COURSE)**

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 M.Sc. (Nursing) Entrance Test-2016 in pdf format available on www.hpuniv.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 M.Sc (Nursing) Entrance Application Form 2016.

ELIGIBILITY CRITERION

- 1) Admission to M.Sc. Nursing Degree course shall be made on the basis of merit of the Entrance Test to be conducted by the Himachal Pradesh University Shimla for which Male & female candidates are eligible subject to fulfilment of the following conditions :-
 - a) The candidate must have passed 10+2 and its equivalent examination from recognized Board/University established by Law in India with minimum 45% aggregate marks. For SC/ST/OBC candidates the required percentage of aggregate marks will be 40%.
 - b) The candidates should be registered as registered Nurse/Midwife (RN/RM) B.Sc/Post Basic B.Sc Nursing with H.P State Nurses registration council Shimla/ any State Nursing Registration council at the time of counselling.
 - c) The candidates should be B.Sc. Nursing /Post Basic B.Sc. Nursing /B. Sc Hons. Nursing trained from the recognized Institutions not less than 55% aggregate marks.
 - d) Minimum one year of work experience after Basic B.Sc. Nursing
 - e) Minimum one year of work experience prior or after Post Basic B.Sc. Nursing.
2. **For In-Service Quota Seats:**
 - a) In-service quota seats to be filled up by in-service regular appointed Nursing Cadre candidates of Govt. of H.P. However, adhoc & contractual appointees including appointees of Rogi Kalyan Samities will also be considered under this quota. The candidates must have completed minimum 5 years service on the last date of submission of application form.
 - b) The candidates should not have attained maximum of 50 years of age as on 31st December, 2016.
 - c) The Counselling –cum-Admission form along with required documents in respect of In-Service candidates shall be submitted through their respective Head of Departments well within the stipulated date along with service certificate-cum-NOC at the time of counselling.
3. **For Direct Quota Seats:** Direct quota seats will be available for open competition from amongst:-
 - a) The Bonafide Himachali/Domicile candidates/Children/spouse of H.P. Govt. employees and employees of Autonomous Bodies wholly or partially financed by the Himachal Pradesh Government, who have done their B.Sc. Nursing and Post Basic B.Sc. Nursing schools/Institutions anywhere in India duly recognized by the Indian Nursing Council/H.P. State Nurses Registration Council.
 - b) The age of candidates should be between 17 to 35 years as on 31st December, 2016 i.e. the candidate should be born between 01.01.1982 and 01.01.2000. However, upper age can be relaxable by 5 years by in the case of SC/ST candidates i.e. the candidate must born between 01.01.1977 and 01.01.2000. The candidates will ensure that they must fulfil the above condition. Age as recorded in the matriculation certificate will be entertained.

Important Dates

1. Online filling up of M.Sc. Nursing Entrance Application Form commences from: **25.07.2016**.
2. Last date for filling up ONLINE M.Sc. Nursing Entrance Test Application Form: **18.08.2016**.
3. **Last date for submitting the computer generated confirmation copy/ hard copy of online Application Form** of M.Sc. (Nursing) Entrance Test in the Office of DeputyRegistrar (Entrance Tests) Room No.10 Admn. Block, H.P. University, Shimla -171005 by *registered post only* or by hand is **22.08.2016**.
4. **Admit Cards/Roll Nos. downloading** process begins from the University Website www.hpuniv.in with effect from **26.08.2016**.
5. Date of Entrance Examination **04.09.2016(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.

(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 M.Sc. (Nursing) Entrance Test is Rs. 2500/- for General Category and Rs.1250/- for SC& ST Categories.

(E) **PROCEDURE FOR FILLING UP ONLINE APPLICATION FORM FOR M.Sc. (Nursing) 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.
 - Basic Details
 - Upload Photograph & Signature
 - Fee Payment

- Filled Form with Edit Option & Confirmation Button.
 - Filled Form Downloaded Page (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 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> **M.Sc Nursing General Category**
<Select> **M.Sc Nursing SC& ST Categories**

Step 4

Enter all the details of fee payment as per the fields given on the present screen, all these fields are mandatory to fill for making the M.Sc. Nursing Entrance 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 the 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 entrance application 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 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 candidate's payment is confirmed.

8. Once the payment will be confirmed, Complete Entrance Application Form 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 and then entered in the application form. Take the print out of the same page and **attach the copy of payment receipt along with the computer generated confirmation copy of the application form**. The photocopies of the application form and the fee receipt be retained for future reference and then send it by **Registered/Speed Post or in person** with the quote on the envelope "**Application Form for M.Sc. Nursing Entrance Test-2016**" so as to reach on or before the prescribed date at following address:

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

Important Notes:

- *The candidate should fill each column of the online application form carefully in order to avoid any error.*
- *Do not make any changes with the pen on the details printed on the print out of your application form. In case of any changes/errors, the necessary application alongwith fee of Rs.100/- in the shape of IPO/Bank Draft to be drawn in favour of the Finance Officer, HPU be sent with the print out of the online form, failing which the particulars as filled in the form will be treated as final.*
- *Fee once remitted can not be refunded under any circumstances, therefore, the candidates are advised to remit the same very cautiously.*
- *The candidates may, please note that the Admit Cards for the Entrance Test shall not be sent by post and the same will be downloaded by the candidates from the University website: www.hpuniv.in*
- *Incomplete online Application Form due to any error committed by the candidate which does not generate the print out of the 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.*
- *Online application form registered within due date without successful submission of computer generated print out, the application form of such candidate would remain cancelled.*
- *Before sending the form to University, the applicant must sure that she has been affixed the original uploaded photo in the print out of the computer generated application form on the space provided and photocopy of the said form with fee receipt has also been retained for future reference.*
- *For any query with regard to filling online application, please contact- 0177-2831655, 2833582.*
- *For any pre-examination query, 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.*

Deputy Registrar (Entrance Tests)