

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

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

Dear Applicant,

Applicants are advised to read the Counselling Prospectus carefully in pdf format available on www.hpuniiv.in & www.hpuni.nic.in and also ensure their eligibility as per provisions mentioned in the Prospectus before online submission of application form for admission to MBBS/BDS courses on the basis of State/All India Merit of AIPMT-2014. However, complete copy of the said Prospectus be downloaded from the University Websites and keep it for ready reference.

Please read these instructions carefully before filling-up online application form.

ELIGIBILITY AND QUALIFICATIONS

(A) For State Quota Seats :

1. 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 MBBS/BDS Courses through Counselling on the basis of State merit of AIPMT-2014 in Government Medical/Dental Colleges including 50% State Quota seats in Private un-aided Dental Colleges situated in Himachal Pradesh. They should have passed atleast two out of the following examinations from the recognized schools or colleges situated in the State of Himachal Pradesh and affiliated to ICSE/CBSE/H.P. Board of School Education or equivalent Boards/Universities established by law in India.
 - (a) Middle or equivalent
 - (b) Matric or equivalent
 - (c) 10+1 or equivalent
 - (d) 10+2 or equivalent
2. The Bonafide Himachali students who are admitted to Navodya Schools situated in Himachal Pradesh and who have passed matric or +2 examinations under the exchange programme from other Navodya Schools in the Country shall also be eligible for admission to the above courses.
3. Following categories of candidates are exempted from the condition of passing the examinations from recognized schools affiliated to ICSE/CBSE/HP Board of School Education and situated within Himachal Pradesh **provided that the candidates of these categories should be Bonafide Himachali and their parent are living outside Himachal Pradesh on account of their service/posting /private occupation** . In such cases, non-schooling in Himachal Pradesh shall not debar them from competing against any of the seats whether reserved or otherwise (except backward area seats):-
 - (i) Children of Defence Personnel/Ex-Servicemen
 - (ii) Children of serving /retired Employees of Central Government/U.T./Other State Governments and Children of Employees of the Autonomous Organizations/Semi Government Bodies of Central Government/U.T./Other State Governments.
 - (iii) Children of employees of Himachal Government/H.P. Govt. Undertaking/ Autonomous Bodies wholly owned H.P. Govt.
 - (iv) Children of employees of Private Sector / Private occupation.

- Note :** (1) *The candidates claiming exemption for passing two examination from the schools situated in Himachal Pradesh under the category (iv) mentioned above, should have passed their schooling from the schools situated in the place /station where their parents are residing .*
- (2) *The Candidates claiming exemption from passing two exams from H.P School(s) under the categories as mentioned in sub clauses (ii) & (iv) above of Clause 3 shall also submit a certificate on the prescribed format as given in the prospectus at **Appendix A-11, A-12, A-13 & A-14 with the application form in original, as applicable.***

(B) For Management Quota Seats

For filling up of Management Quota Seats in Private un-aided Dental Colleges in the State of Himachal Pradesh, there will be no domicile and schooling conditions. Under this quota, both Himachali and Non-Himachali interested candidates who qualified AIPMT-2014 can also apply for Counselling /admission subject to fulfillment of minimum educational qualification and age etc. as prescribed in the prospectus.

Note: *Candidates who do not fulfil the eligibility criteria prescribed for State Quota Seats, will be considered only for Management Quota seats.*

4. Educational Qualifications and Other Conditions: Candidates should have passed in any one of the following qualifying examination at the time of Counselling:-

- a) 10+2 new Course Examination of a University/Board established by law in India with Physics, Chemistry, Biology/Bio-technology and English individually and must have obtained a minimum of 50% marks taken together in Physics, Chemistry and Biology/Bio-technology at the qualifying examinations. In respect of candidates belonging to Scheduled Caste/Scheduled Tribes or other Backward Classes, the marks obtained in Physics, Chemistry and Biology/Bio-technology taken together in qualifying examinations be 40% instead of 50% as prescribed for General candidates. Further for persons for locomotory disability of lower limbs, the minimum of 45 % marks for General PH and 40% marks for SC-PH/ST-PH/ OBC-PH are required.

OR

B. Sc . Examination of an Indian University established by law in India; provided that he/she has passed the B.Sc. Examination with not less than two out of Physics, Chemistry, Biology(Botany) , Zoology) subjects securing 50% marks (40% marks for SC/ST/OBC) and further that he/she has passed the earlier qualifying examination with the Physics, Chemistry, Biology/Bio technology and English subjects securing minimum required percentage of marks .

OR

Any other examinations which, in scope and standard is found to be equivalent to the 10+2 (Medical Group) of an Indian University/Board taking Physics, Chemistry and Biology including practical test in each of these subjects with the required percentage of marks

Note: *Any examination of a University/Board/College or School in a foreign country recognized, as equivalent to 10+2 (Medical group) by the Association of Indian Universities, New Delhi will be considered.*

- (b) The above qualifications will only determine the eligibility of a candidate for admission but the admission shall be made through Counselling Committee as per merit drawn by the H.P. University of those qualified candidates of AIPMT-2014 who have submitted online application form within stipulated period.

- (c) Passing of English Examination in Pre-medical or other equivalent examination is compulsory, at the time of Counselling. No permission for passing English after admission into the course(s) will be granted.
- (d) 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. The Applications of candidates who do not fulfil the age requirements will be summarily rejected. Date of birth as recorded in the Matriculation/Higher Secondary Certificate/Indian School Certificate will only be valid.

Important Dates

1. Schedule for submission of online application forms: **4.6.2014 to 14.6.2014**
2. Last date for submission of computer generated confirmation copy/ print-out of online Application Form for admission for MBBS/BDS courses along with required relevant documents/Certificates in the Office of **Assistant Registrar(Entrance Tests) Room No.10 Administrative Block, H.P. University, Shimla -171005** by **speed post only or by hand is 17.06.2014** .

Note:- In case, any document/certificate is left to attach with the form, the same be brought on the day of counseling and the applicant may send the print-out of online application form to the designated officer without any delay.

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) 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.
- (C) The fee for applying for MBBS/BDS courses is **Rs. 1000 - for General and other categories** and **Rs. 500/- for SC/ST Categories.**

(D) PROCEDURE FOR FILLING UP ONLINE APPLICATION FORM :-

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 application online. Online Application form has following subsequent information.

- Fee Payment Form
- Basic Detail-I
- Basic Detail-II
- Upload Photo
- Filled Form View Page Confirmation Button.
- 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. 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> **MBBS/BDS (Gen. and Other Categories)**
<Select> **MBBS/ BDS (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 100 percent 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.

Important Note: Fees once deposited will not be refunded/adjusted under any circumstances.

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 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:

- **Through Challan:** Upto 12.00 Noon only on 14th June 2014 (Saturday)
- **Through Net Banking/Card Payment:** Upto 5:00 P.M. only on 14th June 2014 (Saturday)

7. 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 *8 hours* after making the payment to complete the Application Form. If after 8 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 all the three pages of the application form and then ***attach the photocopy of payment receipt with the print-out of the confirmation copy of the application form*** along with other required relevant documents/certificates. 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 applicant has signed in original the Form at specified place.
 - (ii) The application bears the signature of Parent/Guardian at the placed specified.
 - (iii) The application has been duly attested /signed with seal by the Gazetted Officer.
 - (iv) The applicant has been affixed the passport size photograph as already uploaded on the space provided on the application form.
11. For sending Computer Generated Confirmation Copy, use any good quality Envelope and write the address on it of the concerned authority of the University with the quote on the envelope **"Application Form for Admission to MBBS/BDS courses-2014"** and then send it by **Speed Post only, so as to reach on or before 17.06.2014 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:

- ✓ *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