

IMPORTANT INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

(This application is compatible with internet explorer 7 or above, Google Chrome & Mozilla Firefox)

Dear Applicant

Log on to website www.hpuniv.in and download the Post-Basic B.Sc. Nursing prospectus and replica of ONLINE application form to read it carefully to satisfy her eligibility criteria and other requirements for submission of ONLINE application for appearing in the entrance test.

Please read the following instructions carefully before proceeding with filling up of Post Basic B.Sc Nursing Entrance Test ONLINE Application Form 2016.

ELIGIBILITY CRITERIA AND OTHER CONDITIONS FOR ADMISSION

1. Admission to Post-Basic B.Sc. Nursing Degree course shall be made on the basis of merit of the Entrance Test to be conducted by the Himachal Pradesh University for which the female candidates must fulfill the following conditions:-

- a. The candidates should be registered as registered Nurse/Midwife (RN/RM) with H.P. State Nurses Registration Council, Shimla at the time of counseling.
- b. 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%.
- c. The candidate must have obtained 50% marks in General Nursing & Midwifery from the School/Institution recognized by the Indian Nursing Council/Himachal Pradesh Nurses Registration Council.
- d. The distribution of seats between In-Service and Direct candidates will be made in the ratio of 70:30. However, 200 point vertical reservation roster will be applied afresh for distribution of seats among General, SC, ST and OBC categories and no horizontal reservation roster will be applied.

2. For In-Service Quota Seats:-

- a. In-service quota seats to be filled up by in-service regularly 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 53 years of age as on 31st December, 2016.
- c. The Counseling-cum-Admission Form along with required documents in respect of In-Service candidates shall be routed/submitted through their respective Head of Departments well within the stipulated date along with service certificate-cum-NOC at the time of counseling.

3. For Direct Quota Seats: Direct quota seats will be available for open competition from amongst:-

- a. The Bonafide Himachali/Domicile candidates/Children of H.P. Govt. employees and employees of Autonomous Bodies wholly or partially financed by the Himachal Pradesh Government, who have done their GNM course from GNM Schools/Institutions anywhere in India duly recognized by the Indian Nursing Council/H.P. State Nurses Registration Council.

OR

The candidates should be GNM trained from the recognized Govt./Private GNM Schools/Institutions situated in the State of Himachal Pradesh.

Note: For filling up Direct Seats under Management Quota in Private Nursing Colleges in State of Himachal Pradesh, there will be no domicile requirement. Under this quota, both Himachali and

Non-Himachali interested candidates can compete in the entrance test subject to fulfillment of eligibility criteria as prescribed in the prospectus.

- 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 1.1.2000. However, upper age can be relaxable by 5 years in the case of SC/ST candidates i.e. the candidate must be born between 1.1.1977 and 1.1.2000. The candidates will ensure that they fulfill the above condition. Age as recorded in the matriculation certificate will be entertained.

Important Dates

1. Online filling up of Post Basic B.Sc Nursing Entrance Application form commences from: **02.06.2016**
2. Last date for filling up ONLINE Post- Basic B.Sc. Nursing Entrance Application Form: **30.06.2016**.
3. Last date for submitting the computer generated confirmation / hard copy of online Application Form of Post Basic B.Sc Nursing Entrance Test in the Office of Deputy Registrar (Entrance Tests) Room No.10 Admn. Block, H.P. University, Shimla -171005 by *registered post* or by hand is **05.07.2016**.
4. Date of Uploading the Admit Cards/Roll Nos. on the University Website www.hpuniv.in with effect from **11.07.2016**.
5. Date of Entrance Examination: **17.07.2016 (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 entrance examination fee for applying Post-Basic B.Sc. Nursing Entrance Test is Rs. 2000/- for General/OBC/OBC-PH and Rs.1000/- for SC/ST Categories.

(E) PROCEDURE FOR FILLING UP ONLINE APPLICATION FORM FOR Post-Basic B.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.
 - Fee Payment
 - Basic Details
 - Upload Photograph & Signature
 - Filled Form with Edit Option & 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> **Post-Basic B.Sc Nursing General/OBC/OBC-PH Categories**
 - <Select> **Post-Basic B.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 Post-Basic B.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 Post-Basic B.Sc. Nursing Entrance Test-2016**" so as to reach on or before the prescribed date at following address:

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

Important Notes:

- Candidate should fill up 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 error, the same may be intimated in writing to the Assistant Registrar, Entrance Tests, H.P. University, Summer hill, Shimla – 171 005 alongwith a Correction Fee of Rs. 100/- to be drawn in favour of Finance Officer, H.P. University latest by 16.07.2016.
- 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 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.
- Fee once paid will not be refunded under any circumstances. Therefore, the candidates are advised to remit the fee very cautiously while filling up the ONLINE application form.
- 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.

CONTROLLER OF EXAMINATIONS