



----- EDUCATIONAL QUALIFICATIONS -----

22. Secondary (10<sup>th</sup> std) Examination: (a) Board   
 \*

(b) Year  \* (c) Total marks  \* (d) Marks obtained  \*

(e) Result type (Division/ Class/ Grade) code  \* (f) Result (Division/ Class/ Grade obtained)  \*

23. Higher Secondary Examination: (a) Board   
 \*

(b) Year  \* (c) Total marks  \* (d) Marks obtained  \*

(e) Result type (Division/ Class/ Grade) code  \* (f) Result (Division/ Class/ Grade obtained)  \*

(g) HS Examination taken after 11 standard  \* (h) Passed less than five subjects  \*

24. Graduation: (a) University   
 \*

(b) Year  \* (c) Total marks  \* (d) Marks obtained  \*

(e) Result type (Division/ Class/ Grade) code  \* (f) Result (Division/ Class/ Grade obtained)  \*

(g) Chosen subject NOT studied as elective  \* (h) Subject studied for years  \*

(i) Total marks for subject  \* (j) Marks obtained for subject  \*

25. Bridge Course in the Chosen Subject (if any): (a) University   
 \*

(b) Year  \* (c) Total marks  \* (d) Marks obtained  \*

(e) Result type (Division/ Class/ Grade) code  \* (f) Result (Division/ Class/ Grade obtained)  \*

26. Fees Payment Details: (a) Document code  \* (b) Document no.  \*

(c) Document date  \* (d) Amount  \*

(e) Issuing bank name  \*

(f) Issuing bank branch  \*

I declare that the information given above is true. I agree to abide by the regulations of the University and code of discipline.

27. Date:  \*

28. Signature of the Applicant (in full)

UNIVERSITY OF NORTH BENGAL  
DIRECTORATE OF DISTANCE EDUCATION  
Raja Rammohunpur, Darjeeling District, West Bengal, PIN 734013

INSTRUCTIONS FOR USING THE DOWNLOADED APPLICATION FORM FOR ADMISSION

General instructions:

The form (first 2 pages of this document) should be printed in color.  
This mode of application requires that you add the application fee (same amount that is charged for purchased form and prospectus) to the normal admission fee in bank draft. The form should be filled-up by hand or typewriter in black ink strictly as per instructions. Do not fold or mutilate the form.  
Do not pin/ staple the form. If anything needs to be attached, use plastic clip.  
Do not soil / smudge / spot/ mark the form anywhere, not even the margins and backside.  
Do not write anywhere other than the boxes provided for the purpose.

YOU APPLICATION CAN BE REJECTED IF YOU DO NOT FILL-UP THE FORM AS PER THE INSTRUCTIONS

Character Sets for Filling-Up the Form

Use only block capital alphabets from A to Z, numeric characters from 0 to 9 and symbols comma, slash and hyphen. For space, keep a blank box between words. Never write an asterix. Please note that some characters within this set may not be allowed for a specific field, for example, name field will only allow alphabets, pin code field will only allow numbers etc.

Writing on the Form:

Use a good quality black ballpoint pen and write carefully **matching the illustration for characters given below as perfectly as possible**. You can use pencil for drafting first, then write with the pen over that and erase the pencil marks cleanly later. You may also use 4 mm stencil for drafting. Use of white correction fluid is not recommended, as that will also erase the guiding boxes. It is permitted as long as the style, size, spacing, and alignment of characters is maintained.

ABCDEFGHIJKLMN OPQRSTUVWXYZ  
0123456789 , / -

Please note and maintain little differences between similar looking characters. O is circular but zero (0) is narrower (less in width than height). “1”, “l” and “/” have difference only in their serif and inclination. 5 and S, 2 and Z is also easy to confuse if not written properly. Two circles of 8 should be of same size, at least lower should not be bigger than upper. There are many other things that can lead to incorrect reading by the computer. So keep the above sample before you while filling up the form and write the required characters exactly matching the sample and exactly at the correct place in relation to underlying box. If you write exactly like the above sample, there should be no problem with recognition by the computer.

## Typewriting on the Form

Use of typewriter is encouraged, since typewritten characters provide greater standard and consistency. Use good quality black ribbon and type maintaining the baseline with the boxes provided. Different typewriters may have different character size, style or spacing and almost always they are smaller than the writing boxes provided in the form. You can type in smaller letters but the horizontal alignment should be same as the boxes and total numbers of characters should not exceed number of boxes. Printing on the form with a computer correctly is difficult. However, if you try, use courier new 16 font with character spacing expanded by 1 point.

## Field wise Explanations

Each field in the form has a corresponding section number (1 for Centre code, 15a for name of guardian etc.). Before filling-up read explanations for the field given below against corresponding section number. For some fields you may not fill-up anything to indicate a choice. In code lists "blank" indicates such a choice. You need not worry if there are more boxes than required for the code/ information, start from the left and keep extra boxes blank.

1. Study centre/ Extension Centre in which the candidate seeks admission. Choose from code list for centre.
2. Choose from code list for course.
3. Choose from code list for subject. Keep blank for BA-General
4. You need to fill up this field only if you are applying for Bachelor of Arts - General. In that case you need to indicate 3 elective subjects by choosing from code list of subject. Please note that you can not take more than 1 language subject in your combination.
5. You need to fill up this field only if you are applying for Bachelor of Arts - General. Indicate your choice for a Modern Indian Language by picking up a code from code list of subject.
6. Write 1 if you are employed, keep blank if unemployed.
7. Write 1 if you are female, keep blank if male
8. Write 1 for married, keep blank if single
9. Choose from code list of social categories. You must submit a copy of certificate if you belong to any category other than general.
10. Write 1 if you have a Below Poverty Level (BPL) certificate and submit a copy of the same, otherwise keep blank.
11. The photograph should be recent, unmarked, unsigned, color or black and white. Including margins, it should not be bigger than the box provided. It should be pasted in a straight way within provided box, not stapled or pinned.

**12 to 14.** Names should be without salutation. In other words there should NOT be any Sri/ Smt/ Kum/ Mr/ Mrs/ Ms etc. before the name. Write in normal order first name - middle name (if any) - surname.

**15 (a)** With or without salutation, normal order

**(b)** Write who is the person to you, e.g., MOTHER, GRANDFATHER, MATERNAL UNCLE etc.

**16 and 18.** You must fill up mailing address (16). If your permanent address is same as mailing address then keep all fields under 18 blank.

**(a)** Details of the address depending on where you live. If you live in a village it can be name of the village and block. If you live in a town it can be building no., street, locality etc. Comma, hyphen and slash are permitted but try to avoid them. You can continue to 2<sup>nd</sup> line if required.

**(b)** Write full name of your delivery post office.

**(c)** Write full name of district for India, name of province/district/other divisions for outside India.

**(d)** Write PIN code of your delivery post office

**(e)** Choose from code list of states and union territories

**(f)** Keep blank for India, Write for other countries.

**17.** Write only if you have a phone, otherwise keep blank. There is separate space for writing 2 numbers.

**19.** Keep blank if you are Indian, write your specific citizenship if you are a foreign national.

**20.** Write as per your birth certificate / secondary exam certificate etc. in the ddmmyyyy format. For example, if your date of birth is 9<sup>th</sup> July 1982, write 09071982.

**21.** Write only if you have a currently valid NBU registration certificate, otherwise keep blank and submit a migration certificate from your last university.

**22-25.** If you have not taken any board examination after 10<sup>th</sup> standard, keep section 22 completely blank.

**(a)** Keep blank if West Bengal Board of Secondary Education/ West Bengal Council of Higher Secondary Education/ University of North Bengal, otherwise write full name of board/ council/ university.

**(b)** Write all 4 digits of year of passing out.

**(c)** Write total marks for the examination.

**(d)** Write marks scored in the examination.

**(e)** Choose from code list of result type

**(f)** For first, second and third division/class write 1, 2 and 3 respectively. For other division/class write as it is written in the marksheet. If your grade includes a '+', substitute with '1', since + is not in the allowed character set, for example, A+ should be written as A1.

**23. (g)** If you have taken school final/ HS exam after 11<sup>th</sup> standard write 1 , otherwise keep blank.

**(h)** Write 1 if you have not passed at least five subjects, otherwise keep blank.

**24. (g)** Write 1 if you have NOT studied the subject chosen in section 3 as elective, otherwise keep blank.

- (h) Keep blank for 3, otherwise write 2 or 1 whichever applies.  
 (i) Write total marks for all papers for the chosen subject.  
 (j) Write aggregate marks scored for all papers in the chosen subject.

26. You need to fill-up this section only if you are paying through a document other than challan.

- (a) Choose from code list of document  
 (b) Identification number of document  
 (c) Date of issue of document  
 (d) Amount paid through the document  
 (e) Full/ Short name of issuing bank  
 (f) Full name of branch of issuing bank with code number if available.

27. Date of submission of application form. Procedure is same as date of birth (section 20).

28. Your full signature in black pen within the box. It should not touch the boundary of the box.

#### Code Lists

Centre	Code
NBU	blank
Siliguri College	1
Kurseong College Distance Education Centre	2
Surya Sen College, Siliguri	3
Kalimpong College	4
Darjeeling Government College	5
Salesian College, Sonada	6
Sonada Degree College	7
Ananda Chandra College, Jalpaiguri	8
Alipurduar College	9
Vivekananda College, Alipurduar	10
Saheed Khudiram College, Kamakhyaguri	11
Maynaguri College	12
Falakata College	13
University BT & Evening College, Cooch Behar	14
Dinhata College	15
Tufanganj College	16
Thakur Panchanan Mahila Mahavidyalaya, Cooch Behar	17
Islampur College	18
Raigunj Surendranath Mahavidyalaya	19
Raigunj University College	20
Balurghat College	21
Gangarampur College	22
Malda College	23
Malda Women's College	24
South Malda College, Pubaran	25
Samsi College	26

Chanchal College	27
Gour Mahavidyalaya, Mangalbari	28
Damber Singh Degree College	29
Namchi Government College	30

Course	Code
Post Graduate	blank
Bridge Course	1
Bachelor of Arts	2

Subject	Code
None	blank
Bengali	1
English	2
History	3
Philosophy	4
Political Science	5
Mathematics	6
Nepali	7
Sociology	8
Education	9

Social Category	Code
General	blank
SC	1
ST	2
OBC	3

State/ Union Territory	Code
Not within India	blank
Andhra Pradesh	1
Arunachal Pradesh	2
Assam	3
Bihar	4
Chhattisgarh	5
Goa	6
Gujarat	7
Haryana	8
Himachal Pradesh	9
Jammu & Kashmir	10
Jharkhand	11
Karnataka	12
Kerala	13
Madhya Pradesh	14
Maharashtra	15
Manipur	16
Maghalaya	17

Mizoram	18
Nagaland	19
Orissa	20
Punjab	21
Rajasthan	22
Sikkim	23
Tamil Nadu	24
Tripura	25
Uttaranchal	26
Uttar Pradesh	27
West Bengal	28
Delhi	29
Andaman and Nicobar Islands	30
Chandigarh	31
Daman and Diu	32
Lakshadweep	33
Pondicherry	34

<b>Result type</b>	<b>Code</b>
Division	blank
Class	1
Grade	2

<b>Document</b>	<b>Code</b>
Challan	blank
Demand Draft	1
Banker's Cheque	2





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For Office Use Only  
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APPLICATION FORM FOR ADMISSION

(This form will be read by computer, carefully study the separately provided instructions before use)

1. Centre Code □□□ \*      2. Course Code □□ \*  
3. Subject Code 2□ \*      4. Elective codes □□ \* □□ \* □□ \*  
5. MIL Code □ \*      6. Employment Status Code □ \*  
7. Sex Code 1 \*      8. Marital Status Code 1 \*  
9. Social Category Code 1 \*      10. Economic Category Code □ \*



12. Name NIRUPAMA BARMAN \*  
13. Father's Name BADAL CHANDRA ROY \*  
14. Mother's Name SHYAMALI ROY \*  
15. If father is not the guardian, name of the guardian and relationship of the guardian should be provided here  
(a) Name ANUP KUMAR BARMAN \*  
(b) Relationship HUSBAND \*  
16. Mailing address: (a) Street/ Area etc. VILL-SORUTOWA, \*  
BLOCK-BARIBHANGA \*  
(b) Post Office BEGUNBARI \*  
(c) District JALPAIGURI \* (d) PIN Code 735192 \*  
(e) State Code 28 \* (f) Country \*  
17. Phones with STD 035697425831 \* \*  
18. Permanent address: (a) Street/ Area etc. \*  
(b) Post Office \*  
(c) District \* (d) PIN Code \*  
(e) State Code \* (f) Country \*  
19. Nationality \* 20. Date of Birth 17051986 \*  
21. NBU Registration No. (if passed last exam from NBU) B-42951/2001-02 \* \*