

GUIDELINES FOR FILLING IN THE APPLICATION FORM

Here are some specific instructions that will help you in filling-up the APPLICATION FORM for admission. The instructions are aimed at getting correct and accurate information from you so that you do not face problems.

please fill up the form and mail or submit in person the same, along with copies of attested certificates, to your Regional Centre, so as to reach on or before the last date. Incomplete application forms & those received after the last date will be rejected.

Instructions for filling-up of application form:

1. For Programme Code, Programme name refer to your booklet.
2. For fee details. refer to relevant programme in this Prospectus and make a draft in favour of V.M.O.U. payable at the city where your Regional Center is situated.
3. Code numbers of Regional Centres are given in appendix-A. You have to write the code of that Regional Centre under which your Study Centre falls. List of Study Centres is also given in appendix-A. For study center code, refer appendix - A.
4. If your name is MAHENDRA KUMAR JAIN, then write as follows in the boxes provided for

| M | A | H | E | N | D | R | A | | K | U | M | A | R | | J | A | I | N |

5. Write your name in Hindi Language.
6. Please write your Father's name. Married women are also required to write their father's name. If the name is GAJENDRA SINGH JAIN, then write it as follows :

| G | A | J | E | N | D | R | A | | S | I | N | G | H | | J | A | I | N |

7. Please Write Mother's name in the boxes in English.
8. Fill in your address for correspondence where you would like to receive your study material and all other letters. Do not repeat your name and father's name here. Write down your telephone No. E-Mail address, if any.
9. Give information put code in the first box. Write in words in the second box.
10. Write code in the first box. Write in words in the second box.
11. Write code in the first box. Write in words in the second box.
12. Write code in the first box. Write in words in the second box.
13. Please follow the rule of Date/Months/Year e.g. 28th July 1952 should be written as.

| 28 07 1952 |

14. If you are handicapped person fill code 1. in the relevant box.
15. Fill in your social status in the first box. Write code and in second write in words.
16. Give your employment status. Write code and in second write in words.
17. If you are ex-army personnel or Kashmiri Migrant give information in code No. in the first box. and in words in the second box.

18. Please fill in the courses you like to study this year. Remember in open education system you are at liberty to choose as many courses as you wish to study from the given list of courses in your programme of study. For details of courses available see prospectus. The students of first year Arts and first year commerce will have to indicate the elective courses of 8 credits in the space given in this column. Remember the courses of 24 credit in first year foundation are compulsory you have a choice in choosing any one language from either English or Urdu.
19. Students of first year Arts (Foundation) course will give the names of any three subjects they intend to study over the three years period.
20. Give information write code No. in the first box. write in words in the second box.
21. Give relevant information in boxes Look at tables given on page No. 70-71 of your prospectus for codes.
- (a) Qualification code you have to write only highest qualification code.
- (b) Write your main subjects in short form.
- (c) Fill in the year of passing examination.
- (d) Write Division-01, 02 or 03. If you have simply passed examination without any of the three divisions, write 04.
- (e) Write down aggregate percentage obtained by you at the highest level of your qualification and round off to the nearest integer (i.e. 61.3 should be 61 and 65.7 should be 66) while filling in the form.
- (f) Fill in the name of board in appropriate box.
22. Write scholar No. if you doing or have done any programme as a student of V.M.O.U., Kota

CHECKLIST

Before submitting the filled form VMOU, please check whether you have :

- (a) Affixed your **photograph** and **sign** over it.
- (b) Enclosed the following certificates,
- i) Certificates in support for your **education qualification(s)**.
- ii) Experience certificate wherever required
- iii) Category certificate for SC/ST/OBC candidates
- iv) Age certificate where required
- v) Acknowledgement letter having required the postage stamp affixed on it.
- vi) Physically handicapped Certificate.
- vii) Widow/Divorcee Certificate.
- viii) Ex Army Serviceman
- ix) Any other Certificate you wish to add.
- (c) Demand Draft as first installment of programme fee.

The Fee is to be paid only by way of Demand Draft drawn in favour of VMOU and payable at the city where your Regional Center is situated. Write your name and the name of the programme on the back of your Demand Draft.

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fo | kFkhZ I q' kB-; v {kjka ea QkeZ vi uh gLrfyfi ea Hkjs rFkk I çf/kr dkye eq?) I gh dk fplg yxkoa

QkeZ ea

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1. Programme Code : Refer Programme at a Glance on Page No. 4 to 7
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Session : If seeking admission in July Batch write month 07, if seeking admission
I = % ; fn tykbZ çp ea iDsk ys jga gâ rks ekg 07 fy[ka ; fn
tuojh çp ea iDsk ys jgs gka rks ekg 01 fy[ka
03. Regional Centre Code : Refer Appendix - A
{k=h; dñnz dkM % ifjf'k"B & v
Study Centre Code : do
v/; ; u dñnz dkM % mi jkDRkkud kj
09. Sex : Male 1 Female 2
fyx % iq "k efgyk
10. Nationality : Indian 1 Foreign 2
ukxfj drk % Hkkj rh; fons kh
11. Medium : Hindi 1 English 2
ek/; e % fglrh vaxst h
12. Category : SC 1 ST 2 OBC 3 Others 4
tkfr oxZ % , I I h , I Vh vkchl h vl;
14. Handicapped : If handicapped 1
fodykx % ; fn gS rks
15. Social Status : Married 1 Unmarried 2 Widow 3 Divorcee 4
I kekftd fLFkfr fookfgr vfookfgr fo/kok i fjR; Drk
16. Employment Status : Employed 1 Unemployed 2 V.M.O.U. Employee 3
jkst xkj fLFkfr % jkst xkj 'knpk çjkst xkj o-e-[kfo- deçkj h
17. Others : Ex - Army 1 Kashmiri Migrant 2
vl; % HkriDZ I çud d'ehjh foLFkfi r

18. Paper Code : The list of the courses offered in the programme and their course are given in the details given in respective programmes. Refer your prospectus
 i s j d k M % i R; d i k B; Øe ea mi y C/k izu&i =ka dh foLr r tkudkj h i "B----- ij n s [kA
19. For BA Students : Refer prospectus
 three optional Subjects
 ch- , - ds fo | kFkhz ka % foojf.kdk ea i "B 33 ij l kj .kh 4 n s [ka
 dks rhu o s f y i d fo "k; Hkj us gā
20. Region : Urban Rural
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21. Qualification :
 ; k k ; r k
 Metriculation/SSC Sr. Sec.
 l d .Mjh@, l , l l h l hf u; j l s d s Mjh
 Graduate Post Graduate
 Lukrd Lukrd k k j
 Ph.D. Professional Degree
 i h, p-Mh- 0; kol kf; d mi kf/k
- Division : 1st Div. IInd Div. III Div. Pass
 J s kh % i Fke J s kh f } rh; J s kh r r h; J s kh m U kh. k z