

INSTRUCTIONS FOR CANDIDATES

1. Application Form is of two pages. Those downloading the Application Form must ensure that they print the Application Form on both sides of the same page.
 2. **All entries in the Application Form must be made in the candidates's own handwriting. Each entry must be clear and legible. INCOMPLETE FORMS SHALL BE SUMMARILY REJECTED. If any column in the form is left unfilled or the form is unsigned or any information sought is incomplete or the form is not accompanied by the requisite fee or if a candidate applies on an Application Form not relevant to his category (e.g., if an applicant of General Category applies on an Application Form meant for SC/ST category) or the copies of requisite certificate(s) is/are not annexed, the Application Form will be straightway rejected and no claim will be entertained later on.**
 3. Application Form complete in all respects, should be submitted to **The Deputy Registrar, Panjab University Regional Centre, Ludhiana**, on or before November 26, 2010 (Friday) by 5.00 pm. Application Form received after this stipulated date and time shall be summarily rejected.
 4. No column of Form should be left unfilled. If any information sought is not applicable to the candidate, the word 'N.A.' should be entered against column.
 5. **Candidates applying only in General Category are not required to attach any certificate/ copies of certificate. Original certificates, along with self-attested photocopies, have to be produced at the time of Group Discussion and Personal Interview. However all candidates, irrespective of the category, will submit self attested copy of their CAT-2010 admit card.**
 6. All the Candidates will be considered first for admission in the General Category. The candidates wanting to be considered under any other category also, must tick boxes against the categories in column 8 of the Application Form. No candidate will be considered for any category not ticked by him/her even if belonging to unticked category.
 7. Candidates, who tick one or more categories other than General Category, will have to send additional set(s) of self-attested photocopied Application Form and relevant certificates equal to number of categories ticked over and above the General Category. Candidates who tick only General Category need to send the Application Form only. For example, if you tick two categories other than General Category also, then two additional sets of self-attested photocopied Application Form and relevant certificates have to be sent along with the original application Form.
 8. The candidates applying under a category other than the General Category must attach self-attested copies of the below mentioned documents/ certificates:
 - (a) i) Relevant Certificates to claim a seat in Scheduled Caste/ Scheduled Tribe/ Backward Class / Defence/ Physically Handicapped/ Riot or Terrorism Victim/ Freedom fighter/ Foreign National – NRI/ only (Single) Girl Child/ Cancer- AIDS Patient/ Wards of Kashmiri displaced Persons.
 - ii) Each applicant applying for admission in SPORTS Category shall along with Application Form submit self-attested photocopy of sports certificates. Class X and Class XII detailed marks certificates showing Date of birth. Applicants are to appear for interview with all original sports certificates. No certificates on letter pad/ letter head shall be accepted. Affidavits (Annexure III & IV) on stamp paper of Rs. 5/- each duly attested by Notary/ Magistrate Class I/ II has to be submitted.
 - iii) Students applying for admission in Sports Category under the 'Guidelines for admission to the Reserved Category of Sports' and availing of Clause 11 should give a separate application on plain paper along with the application form failing which his/ her claim shall not be entertained.
 - (b) An Affidavit concerning not having been involved in any offence/ unlawful activities, attested by Magistrate 1st class / Notary, is required only in case of gap of one or more years between passing the last examination and the year of admission at present.
 - c) Foreign Nationals/ NRI candidates not in India at the time of CAT-2010 are required to submit valid score of GMAT.
 - d) Foreign Nationals/ NRI candidates are required to submit a certificate, listed in Handbook of Information-2011 at the time of admission.
9. Foreign students should submit Application Form to University Business School, PU Regional Centre, Ludhiana through office of the Dean International Students, Panjab University, Chandigarh.
10. The admission shall be governed by the rules/ regulations of the Panjab University and Handbook of Information & Rules for Admission-2011 of the Panjab University. The candidate should note that the admission granted by the University is provisional and subject to confirmation by the Dean of University Instruction, Panjab University, Chandigarh.
11. The filling of Application Form for admission in no way confirms eligibility. The admission shall be provisional throughout till the candidate gives proof of eligibility.
12. The candidate must fill address and affix postage stamps worth Rs. 6/- on the Acknowledgment Card attached with the Application Form. Those who are applying on downloaded form are advised to attach self-addressed duly stamped post card.