

Roll No. ....  
(To be filled by the University)



**HIMACHAL PRADESH UNIVERSITY**  
SUMMER HILL, SHIMLA – 171005  
**FOR PRIVATE AND RE-APPEAR CANDIDATES**

For the Examination to be held in Month ..... Year 201.....

**Note : Candidate must quote his/her pervious Exam. Roll No. in column No. 11**

**Rate of Fee:**

M.A./M.Com. Rs. 80/- per semester  
M.A./M.Com. Rs. 40/- Single Paper  
All Subjects Rs. 10/- For Practical

Cash Stamp

Affix latest  
attested  
photograph duly  
attested for all

**For use in the University Office:**

Eligible / ineligible

Eligible subject to the production of (.....)

M.A./M.Sc./M.B.A./M.Com/M.Ed./LL.B./B.Ed./PGDPM&LW/DMM and  
Diploma / certificate in .....

**N.B. 1 PLEASE FILL IN SEPARATE FORM FOR EACH SEMESTER**

**2 PLEASE READ INSTRUCTIONS CAREFULLY BEFORE FILLING THE EXAMINATION FORM IN WHICH APPEARING**

1. Examination Centre opted (i) ..... (ii) .....

Class ..... Subject ..... Semester .....

2. Name of Candidate .....

(in capital letters) in English .....

In Hindi .....

3. Father's / Mother's Name (in capital letters) in English .....

In Hindi .....

4. Registration (Enrolment) No. .... 5. Sex ..... Male/Female.....

(of this University) (Attested Copy should be enclosed)

6. Date of Birth ..... in words and in figures .....

7. (i) SC/ST ..... (ii) Blind or permanently handicapped .....

(Attach and attested copy of the certificate from competent authority )

8. Course/Subject in which appearing : 1. .... 2. .... 3. .... 4. ....

8a. Capacity in which appearing: 1. Late College student 2. Private 3. ICDEOL

9. Are your appearing for the improvement of Score / Division ?

9a. Medium of Instructions : Hindi or English

10. Particulars of the last examination passed/appeared (for fresh candidates of I Semester and Direct II Semester's candidates only) :

(Attested copies should be enclosed)

Examination	Subject	Subject concerned		Roll No.	Year	University
		Marks obtained	Maximum marks			
B.A./B.Sc./B.Com.I	.....	.....	.....	.....	.....	.....
B.A./B.Sc./B.Com.II	.....	.....	.....	.....	.....	.....
B.A./B.Sc./B.Com.III	.....	.....	.....	.....	.....	.....
M.A./M.Sc./M.Com.	.....	.....	.....	.....	.....	.....
M.B.A./B.Ed./LL.B.M.Ed.	.....	.....	.....	.....	.....	.....

11. Earlier / last appeared / re-appear : Subject ..... Exam. .... Roll No. ....  
 month ..... year ..... in ..... class..

(ATTACH ATTESTED COPEIS OF CERTIFICATE)

12. Whether simultaneously appearing in other examination, if so state :

Roll No. .... Class ..... Subject ..... Semester ..... Session .....

13. Have you ever been disqualified in any examination, if yes, please indicate the examination .....

Paper ..... Year ..... Roll No. ....

Period of disqualification ..... University / Board .....

14. Permanent Home Address .....

.....  
 and the State to which belongs .....

15. Correspondence Address .....

.....

16. Particulars of fee sent through (i) Bank Draft / P.O.s No. ....

(ii) By cash University Receipt/Bank Journal No. .... Dated .....

I solemnly declare that the above particulars filled in by me are correct/true and nothing has been concealed. In the event of anything found incorrect and for rejection of incomplete examination form, I shall be liable for action under University Rules.

Place .....

Dated .....

**Signature of Student**

**CERTIFICATE**

**Certified that :**

- a) The candidate has passed /appeared in ..... Examination in ..... under Roll No. .... from ..... University as per particulars given by the candidate above. (Attach attested copies of certificate)
- b) The candidate is a resident of the areas within the territorial jurisdiction of H.P. University for the last 12 months preceding the date of examination and the particulars given above are correct.
- c) That the candidate is a blind/permanent handicapped from writing and the particulars given by him/her are correct.
- d) The candidate is in the service of this office for the last three years (as on 30th November of the preceding year) and that particulars given by him/her are correct. (Attach attested copies of certificate)
- e) The candidate is an ex-serviceman having served as ..... in Armed Force ..... from..... to..... and particulars given by him / her are correct.
- f) The candidate is serving personnel of Indian Armed Force.

Place .....

Dated .....

**Signature of Attesting Authority  
With stamp**

**N.B.**

- 1. Strike off the certificate not applicable.
- 2. The relevant certificate is to be signed/attested by the competent/concerned authority only.
- 3. The authorities competent to attest the admission forms of private candidates :
  - (a) The Head of Office in case of employees/teachers/service personnel.
  - (b) The Head of Institution/Departments/Principals/Gazetted Officers of State/Central Govt./Officers of the H.P. University of the rank of Assistant Registrar and above, E.C. Members/Magistrate 1st Class.

## GENERAL INSTRUCTIONS

1. Incomplete forms are liable to be rejected straightway i.e. without full fee / late fee (if any) and without copies of certificate etc. Private candidates appearing 1<sup>st</sup> time in the subject in which practical is involved will enclose a certificate from the Principal of an affiliated college that he / she has completed prescribed course of the practicals in his college.
2. Examination admission fee will be charged at the rates prescribed from time to time in the form of Bank Draft/IPOs/Cash on-line receipt drawn in favour of Finance Officer, H.P. University, Shimla – 171 005. The late fee will be charged at the rate as indicated in the examination schedule of notification. Fee sent through Money Orders shall not be accepted. Procuring of form in time shall be the sole responsibility of the candidate
3. All failed candidates shall appear according to the syllabus in vogue and get their form attested by the competent authorities.
4. Admission fee once paid is neither refundable nor adjustable in any subsequent examination, unless the office finds the candidate ineligible to appear in the examination.
5. The candidate must paste two copies of passport size photographs at the appropriate space provided on the form and Roll number slip.
6. The candidate must submit three self-addressed envelopes and pin code number with the Examination Form.
7. Application for change of centre shall be entertained only if received complete in all respects alongwith prescribed fee within twenty one days before the commencement of the examination (on compelling circumstances only) e.g. illness of the candidate, transfer of parents/guardian supported by the required certificate.
8. Candidate appearing for the first time from this University must get himself/herself registered as a student of the University for which he/she should fill up the prescribed form and send to the Deputy Registrar (Regn. Migration & eligibility).
9. THE REGISTRATION/ENTROLMENT NO. IS ALSO TO BE INTIMATED TO THE ASSISTANT REGISTRAR (EXAM-II).

Price Rs. 10/-

CONTROLLER OF EXAMINATIONS

### RATE OF FEE

LL.B./LL.M./M.Ed. Rs. 60/- Per semester

Physical Education Rs.150/- Per semester

Diploma/Certificate Rs. 80/- per semester

B.Ed. Rs. 150/- Per semester

PGDGC Rs. 80/- Per semester

Adult Education Rs. 50/- Per semester

B.J.M.C./M.J.M.C. Rs. 50/- Per semester

M.A./M.Com. Classes Rs. 80/- Per semester (Rs.10/- for practical)

M.Sc. Classes Rs. 80/- Per semester (Rs.40/- for per practical)

### **Additional fee for those opting to appear outside the Himachal Pradesh.**

Full Subject/Paper Rs. 100/-

Single Paper Rs. 50/-

### **NOTE :**

- i) The candidates who are appearing privately for the first time in MA First Semester or direct second semester may enclose attested copies of BA/B.Sc. (I,II,III) for ascertaining their eligibility of 45% in the subject concerned (or for SC/ST 40%) or second division in BA/B.Sc. failing which their candidature shall stand rejected automatically.
- ii) The candidates doing MA from direct II Semester are supposed to do first semester appearing in IV Semester examination **CLOCK WISE**.
- iii) Successive exams are only for re-appear candidates and not for those who declared as absent in their regular semester exam.

**THREE SELF ADDRESSED ENVELOPES SHOULD BE ENCLOSED WITH THE FORM**