

15. **Steps for making B.Sc. Nursing Entrance Test Application fees payment.**
 - a) If you select online payment mode, click on “Make Payment”
 - b) On the next page select your payment gateway – Choose HDFC/SBI Bank.
 - c) Click on ‘Continue for Payment’
 - d) Choose among the given options (Debit Card, Credit Card, Net Banking etc., please check the available banks and card types)
 - e) Fill the required card details carefully and DO NOT PRESS REFRESH or BACK BUTTON, while making the payment.
 - f) If the payment is successfully done, you will receive a success message with all the details, below the message there is a button ‘Click here to go to Final Submit Page’. Click on the button, you will be redirected to finally submit the application.
 - g) Click on the ‘Submit Application Form’ button to get the form finally submitted.
16. Failure to complete any of the step of online application form and payment of fee as per requirement of online process, final submission of online application will remain incomplete and unsuccessful all modes of payment.
17. Generation of confirmation page confirms the correctness and final submission of application form. If confirmation page has not been generated, this means that application has not submitted successfully.

Important Notes:

- (i) Fee once remitted cannot be refunded under any circumstances; therefore, the candidates may remit the same very cautiously.
- (ii) If ineligibility of a candidate is detected at any stage, her admission will be cancelled without any notice.
- (iii) Do not send print out of confirmation page of online application form as well as fee receipt to the University, as the same are to be retained by the candidates in future reference safely.
- (iv) Candidate is herself responsible for any error or incomplete online application form.
- (v) Incomplete online application form is liable to be rejected without any notice.
- (vi) Candidature of the candidates will not be accepted if fee is not paid even after the successful submission of application form and issue of registration number.
- (vii) For any pre-examination query/clarification, please contact on 0177-2830891, 2833588. Any query related with this entrance examination must be settled by the candidate well before the Entrance Examination.
- (viii) **For any technical query with regard to filling the ONLINE Application form, please contact on 0177-2833648.**
- (ix) **While filling up the ONLINE form, if candidate face some technical query, she can click on the Help tab available on each and every web page and submit her query on the information required on the web page.**
- (x) The candidates may, please note that the Admit Cards for the Entrance Test will not be sent by post and the same will be downloaded by them from University website.

6. GUIDELINES FOR COMPLETING ONLINE APPLICATION FORM:

- (i) **Particulars to be filled in the Online Application Form:** The Candidate, before submitting the application form online, shall satisfy her eligibility to appear in the test. Candidate is required to go through the Prospectus carefully and acquaint

herself with all requirements with regard to submission of online Application Form.

- (ii) The candidate should fill each column of the online application form carefully in order to avoid any error.
- (iii) The candidate should fill her name, father's name, and date of birth exactly as per matriculation certificate. Any variation may lead to cancellation of the candidature whenever discovered.
- (iv) The information supplied by the candidate especially relating to **DATE OF BIRTH, CATEGORY, STATE OF DOMICILE, EXAMINATION CENTRE** and **QUALIFICAION** shall be treated as final and no change shall be allowed to be made in this regard at a later stage. The applications shall be scrutinized strictly according to the information supplied by the candidate and the responsibility with regard to the accuracy of the information shall lie with the candidate herself. The particulars to be filled in the online application form are as under:-

| | |
|--|-------------|
| Name of the Course | |
| Name of the Candidate (as per matric certificate) | |
| Father's Name | |
| Mother's Name | |
| Examination Centre for Entrance Test | |
| Address for Correspondence | |
| Mobile No. | |
| Permanent Home Address | |
| E-mail ID | Aaadhar No. |
| Date of Birth | |
| Age as on 31 st December of this year | |
| High School (Matric) Mark-Sheet No. | |
| Nationality | |
| Gender | Female only |
| Are you Bonafide Resident/ Domicile of Himachal Pradesh? | Yes/ No |
| Are you Child of H.P. Govt. Employees/ Employees of Autonomous Bodies wholly or partially financed by the Govt. of H.P.? | |
| 12 th or equivalent Status? | |
| Your Category | |
| Details of Fee Deposited | |
| Academic Qualifications | |
| Signature of the Candidate | |

- (v) The candidate should fill the name of one category for which he/she belongs. The details of the categories are as under:

| Sr. No. | Name of Category |
|----------------|--|
| 1. | Un-Reserved/General (Main) |
| 2. | UR (Widows/Wards of Defence Personnel/ Ex. Servicemen) |
| 3. | UR-(Economically Weaker Sections/IRDP/BPL) |
| 4. | UR (Physically Handicapped) |
| 5. | UR (Children/Grand Children of Freedom Fighter) |
| 6. | Scheduled Caste (Main) |
| 7. | SC (Widows/Wards of Defence Personnel/ Ex. Servicemen) |
| 8. | SC- (IRDP) |
| 9. | SC (Physically Handicapped) |
| 10. | SC(Children/Grand Children of Freedom Fighter) |
| 11. | Scheduled Tribe (Main) |
| 12. | ST (Widows/Wards of Defence Personnel/ Ex. Servicemen) |
| 13. | ST (IRDP) |
| 14. | ST (Physically Handicapped) |
| 15. | ST(Children/Grand Children of Freedom Fighter) |
| 16. | Other Backward Classes(Main) |
| 17. | OBC (Widows/Wards of Defence Personnel/ Ex. Servicemen) |
| 18. | OBC(IRDP) |
| 19. | OBC (Physically Handicapped) |
| 20. | OBC (Children/Grand Children of Freedom Fighter) |

- Note:** (i) The Widows/Wards of Defence Personnel/Ex-Servicemen shall be considered against the seats reserved for them in order of priority basis as per Appendix- 7.
- (iii) Category once filled will not be permitted to be changed under any circumstances after the declaration of result/merit. The category will remain the same under which the candidate has applied online.

- (vi) The candidate should fill the name of one Examination Centre where she wants to appear in the Entrance Test. The details of the Examination Centres are as under :

| Sr. No. | Name of Examination Centre |
|----------------|-----------------------------------|
| 1. | Bilaspur |
| 2. | Dharamshala |
| 3. | Kangra |
| 4. | Hamirpur |
| 5. | Mandi |
| 6. | Shimla |

Note : Examination centre once opted by the candidate shall not be changed under any circumstances. However, University reserves the right to allot any centre in view of the exigencies.

- (vii) No request for change of particulars once filled in by the candidate in the application form will be entertained under any circumstances after the given date of correction.

(viii) Print out of Computer Generated Application Form/ Confirmation page: The print out of the Online application form will be retained by the candidate and the same shall be submitted at the time of Counseling/ admission. Therefore, it will be the entire responsibility of the candidate concerned to supply correct and authenticated information on the online Application form. Application Forms not accompanied with “**Fee Details**” shall be treated as incomplete and will be summarily rejected without assigning any reasons. The Application Form of ineligible candidates will also be rejected. After the last date of receipt of the print out of the online application form, no request for change of category and examination centre once opted/filled in the application form will be entertained under any circumstances. It is further clarified that the candidates are allowed to appear in the entrance test provisionally and shall be taking the test at their own risk and responsibility as far as their final eligibility is concerned, the University shall, in no way be responsible, if they are found to be ineligible later, leading to cancellation of their result/merit or any other consequence emanating from the same. The final scrutiny of the application form with reference to original documents will be done at the time of counselling/admission by the Counselling Committee. The Principal of the college concerned before admitting the candidate to the course shall also check the final eligibility of each candidate as per provisions of the prospectus. Any wrong or misleading entry or documentation in