

SCHOOL OF MANAGEMENT STUDIES

MBA 2010-2012 Batch

INSTRUCTIONS TO THE CANDIDATES FOR FILLING THE APPLICATION FORM

- I. The candidates need not submit any enclosure such as copies of certificates, mark sheets, etc., along with the application. However, candidates belonging to SC/ST/OBC/PH/Wards of Defence personnel categories and those seeking weightage for distinctions achieved in sports and cultural activities are required to submit copies of the relevant certificates of their claim. Foreign nationals having their qualifying degree from abroad are required to submit copies of all relevant certificates of their academic qualifications with English version of these certificates (if they are in a different language). SC/ST candidates belonging to the state of Andhra Pradesh must submit Integrated Community Certificate introduced by the State of Andhra Pradesh.
- II. Application for MBA for 2010-2012 Batch is required to be submitted in the prescribed form.
- III. One set of Prospectus-cum-Application form is priced as follows (including Registration Fee):

A) FOR GENERAL/OBC CATEGORY — RS.400/- B) FOR SC/ST/PH — RS.150/-

Note: Rs.50/- extra to be paid towards postal charges for obtaining the Prospectus-cum-Application form by ordinary post.
- IV. The Prospectus-cum-application form can also be downloaded from the UoH - website (www.uohyd.ernet.in). Candidates using the downloaded or Xeroxed application forms are required to pay the prescribed entrance examination fee of Rs. 200/- in the case General / OBC category and Rs. 75/- in the case of SC/ST/PH category in the form of DD drawn in favour of the Finance Officer, University of Hyderabad, on State Bank of India, Hyderabad Central University Branch, Hyderabad (Code 5916) or on Andhra Bank, Nampally Branch, Hyderabad (code 378).
- V. Please write on the top of the application, in the box provided for, your CAT WINDOW - 2009 Registration Number and Test Centre Code where you opted for the examination.
- VI. Before filling the Application Form, please read carefully and follow strictly the instructions given below:

The Application Form must be filled in English only, using **CAPITAL** letters as far as possible. Where the information is required to be filled in boxes, only one alphabet or number is to be written in each box.

 - 1. **Name:** Write your name in **CAPITAL** letters as given in the CAT WINDOW-2009 Application form. One box should be left blank between two parts of the name. In case the name is long and cannot be accommodated within the boxes provided, add additional boxes.

Father's and Mother's name: Write your father's and mother's name in **CAPITAL** Letters.

 - 2. (a) **Date of Birth:** Indicate your date of birth in terms of Day, Month and Year. Use numerals 01, 02, ... 31 for day and 01,02,...12 for month, (January, February December respectively). Use the last two digits of the year for the year of birth. For example, 9th of March, 1982 is to be written as

09	03	82
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 - (b) **Nationality:** Indicate your nationality using the Code [I] for Indian National and [F] for Foreign National.
 - (c) **Sex:** Write [M] for Male; [F] for Female.
 - (d) **Marital Status :** Write [U] for Unmarried; [M] for Married.
 - (e) **State of Domicile :** Mention code of the State/Union Territory to which you belong.

State Codes

Andhra Pradesh	AP	Jammu & Kashmir	JK	Punjab	PN	Chandigarh	CH
Arunachal Pradesh	AL	Jharkhand	JH	Rajasthan	RJ	Diu and Daman	DD
Assam	AS	Karnataka	KN	Sikkim	SM	Dader & Nager Haveli	DN
Bihar	BH	Kerala	KL	Tamil Nadu	TN	Lakshadweep	LD
Chattisgarh	CG	Madhya Pradesh	MP	Tripura	TR	Manipur	MN
Delhi	DL	Nagaland	NG	Uttaranchal	UA	Pondicherry	PO
Goa	GA	Maharashtra	MT	Uttar Pradesh	UP		
Gujarat	GT	Manipur	MN	West Bengal	WB	Foreign National	FN
Haryana	HN	Meghalaya	MG	Union Territories			
Himachal Pradesh	HP	Mizoram	MZ	Andaman & Nicobar	AN		
		Orissa	OR				



(f) **Reserved Categories** : If you belong to any of the reserved categories viz., **SC, ST, OBC, PH** or wards of Defence Personnel (**DP**) indicate the code corresponding to your category in the boxes provided.

Scheduled Caste

S	C
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 Scheduled Tribe

S	T
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 Other Backward Classes

O	B	C
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Physically Challenged

P	H
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 Wards of Defence Personnel

D	P
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Candidates belonging to the general category should not write anything in these boxes.

Note : *The claim of any reserved candidate - SC, ST, OBC, PH or Ward of a Defence personnel will be considered as per the claim made in their application for Entrance Examination for admission duly supported by a valid certificate. No subsequent claims will be entertained.*

3. **Foreign National**: If you are a foreign national, write the name of your country in the space provided.

4. Details of enclosed payment need to be provided.

5. **Academic Record**: Information relating to your academic record from Matriculation onwards should be furnished under this column indicating clearly name of the Board/University, month & year of passing, subjects studied and passed etc. In case the result of the final examination is not declared or the final examination is yet to be held, the result of the previous years/semesters should invariably be given in the relevant subcolumns. Percentage of marks must be clearly written in the prescribed column.

6. If you have already passed the qualifying degree examination, write

E	P
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If you have appeared for the said examination and are waiting for the result, write

R	A
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If you are appearing in the said examination by the time of the entrance

examinations and expecting results and certificates by 31/07/2010, write

N	A
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7-11 Provide the relevant information.

12. **Declaration by the Applicant** : It should be signed by the candidate himself/herself. If the signature found to be fake at any time will lead to automatic cancellation of the student's admission in the University in addition to appropriate action as the University may deem fit.

13. **Declaration by the Father/Mother/Guardian** : This should be signed strictly by the Father or Mother of the candidate, or by the Legal Guardian, if both the parents are not alive. The signature of Parent(s) / Legal Guardian appearing in the respective application form submitted by the student during the admission procedure will be used for all purposes as record for verification by State/Central Governments or other organizations as the case may be, during the period of the studies in the University. If the signature of Parent(s) / Legal Guardian are found to be fake at any time, the discovery may lead to automatic cancellation of admission of his/her ward including appropriate action as the University may deem fit.

Note: Write your permanent address and present mailing address in the space provided

VII. Application forms complete in all respects along with the following should reach the Deputy Registrar (Acad & Exams), University of Hyderabad, P.O. Central University, Hyderabad – 500 046, on or before **November 30, 2009**.

VIII. The application and other relevant papers are to be pinned/stapled in the following order.

i) Application form

ii) Attested copy of the relevant certificate in respect of SC/ST/OBC/PH/DP candidates and those who are claiming weightage for sports and cultural activities.

iii) Self-addressed and unstamped envelop.

iv) Two self-addressed slips

IX. **Incomplete applications, applications not accompanied by the requisite enclosures and those received after the closing date will not be entertained.**