

## Instructions for filling up the Application Form for Admission 2016–17

Learners seeking Online admission through AI (Study Centre)/Regional Centre may fill the particulars such as Name, Father's Name, Address etc. in the form and give it to Study Centre/Regional Centre for On-line registration as per instructions given below.

### General Instructions:

- Before filling up the application form, please ensure your eligibility for admission as given in **Table-3** in the Prospectus. Otherwise the Application Form will be cancelled and the fee paid by you will not be refunded. Neither any intimation will be sent to you, nor any correspondence will be entertained in this regard.
- One Application Form for admission has been given at the end of this prospectus.
- Information in the admission form should be filled in **English** only.
- Please put your signature and paste a passport size photograph on the original Application Form. Attach the attested documents with Form and get the photographs attested on the photocopies from Principal/Co-ordinator or Gazatted Officer/Tehsildar/District Magistrate.
- You should ensure that the particulars filled in the Application Form are correct. **Don't leave any column blank** in the Admission Form. **You have to submit original Form, photographs and signatures on the Form for admission at the AI (Study Centre) along with the duly filled in Provisional Admission Letter-cum-Receipt.**
- Writing should be legible. Any cutting should be attested.

### Other Instructions:

**Your Reference Number:** It will be given by the Regional Centre.

- Name of Candidate:** Write your name in **block letters, in English**. Each letter should be written in a separate column, as per specimen given below, leaving one space between name, middle name and surname.

S	U	S	H	I	L	C	H	A	N	D	E	R	J	O	S	H	I
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

You should mention your name as already recorded in your previous school or Board certificate.

- 2 and 3. Father's Name and Mother's Name:** Write your father's and mother's names in **block letters, in English** as per specimen given below. Do not write Shri, Smt., Mr. or Mrs. before the name.

K	A	M	A	L	C	H	A	N	D	E	R	J	O	S	H	I
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Your father's and mother's name should tally with your previous records. This will be recorded in the Certificate. **No change will be permitted later on. The students who don't want their father's/mother's name to be printed on the certificate, kindly put cross xxxxxx upto 15 boxes given for father's or mother's name.**

- Guardian's/Institution's Name :** Write Guardian's/Institution's **name in case of Orphan**.
- Postal Address :** Please write your complete address in **block letters in English** with e-mail Id, telephone number and the mobile number for SMS alerts. Attach proof of residential address. Do not quote AI or any coaching centre for address proof.
- Date of Birth:** Mention your Date of Birth correctly. Attach the attested copies of documents as proof of date of birth as per the **Table-3** in the Prospectus. If, for example, your Date of Birth is 17<sup>th</sup> April 1986, it should be written as under.

1	7	0	4	1	9	8	6
DATE		MONTH		YEAR			

- Gender:** Write 1 for Male, 2 for Female and 3 for Third Gender in the box provided.
- Category:** Write 1 for General, 2 for SC, 3 for ST, 4 for Ex-Servicemen and 5 for Handicapped, 6 for OBCs (Others Backward Classes) in the box provided.
- Disability:** Write 1 for Locomotor Disability, 2 for Visually Impaired, 3 for Hearing Impaired, 4 for Leprosy Cured, 5 for Mentally Retardation, 6 for Mental Illness, 7 for Multiple Disabilities, 8 for Cerebral Palsy, 9 for Learning Disabilities, 10 for Autism and 11 for Not Applicable, in the box provided.
- Disadvantaged Group:** Write 1 for Street Children, 2 for Working Children, 3 for Rural Women, 4 for Slum Dwellers and 5 for Not applicable, in the box provided.
- 10a. Orphan** Write 1 for Orphan, 2 for Institute for Orphan, 3 for Not Applicable.
- 11. Course Applied for:** Write 1 for Secondary and 2 for Senior Secondary in the box provided.
- 12. Medium of Study: (For Sr. Secondary):** Write 1 for Hindi Medium, 2 for English Medium, 3 for Urdu, 4 for Odia and 5 for Bengali Medium in the box provided.
- 12a. (For Secondary):** Write 1 for Hindi Medium, 2 for English Medium, 3 for Urdu Medium, 4 for Marathi Medium, 5 for Telugu Medium, 6 for Gujarati Medium, 7 for Malayalam Medium, 8 for Odia Medium in the box provided.
- 13. Mother Tongue :** Write 1 for Hindi, 2 for Urdu, 3 for Assamese/Asomiya, 4 for Bengali/Bangla, 5 for Bodo, 6 for Dogri, 7 for Gujarati, 8 for Kannada, 9 for Kashmiri, 10 for Konkani, 11 for Maithili, 12 for Malayalam, 13 for Manipuri, 14 for Marathi, 15 for Nepali, 16 for Odia, 17 for Punjabi, 18 for Sanskrit, 19 for Santhali, 20 for Sindhi, 21 for Tamil, 22 for Telugu, 23 for any other language.

14. **Nationality:** Write 1 for Indian and 2 for any other, in the box provided.
15. **Religion :** Write 1 for Hindu, 2 for Muslim, 3 for Christian, 4 for Sikh, 5 for Jain, 6 for Budhist, 7 for Parsi, 8 for Jews.
16. **Your previous qualification:** Write V, VI, VII, VIII, IX, X, XI, XII and above in the column. If you have not gone to the school write N in the box.
17. **Father's Educational Qualification :** Write 1 for No Education, 2 for upto Primary, 3 for upto Middle, 4 for upto Secondary and 5 for Graduate, 6 for Post Graduate.
18. **Mother's Educational Qualification :** Write 1 for No Education, 2 for upto Primary, 3 for upto Middle, 4 for upto Secondary and 5 for Graduate, 6 for Post Graduate.
19. **Where do you live:** Write 1 for Metropolitan City (Mumbai, Kolkata, Chennai, Delhi), 2 for other Cities, 3 for Rural and 4 for Semi-rural in the box provided.
20. **Your Geographical Area :** Write 1 for Hill Area, 2 for Remote Locality, 3 for Border Area, 4 for Tribal Area, 5 for Island, 6 for North-Eastern Region including Sikkim and 7 for Not Applicable, in the box provided.
- 21a. **Employment :** Write 1 for Employed and 2 for Unemployed in the box provided.
- 21b. **Extra Curricular Activities :** Write 1 for Fine Arts, 2 for Performing Arts, 3 for Sports and 4 for any other cultural activities in the box provided.
22. **Annual family income :** Write 1 for upto Rs. 50,000, 2 for upto Rs. 1, 00,000, 3 for upto Rs. 1,50,000 and 4 for Above 1,50,000.
- 22a. **Economically Backward Class (EBC) :** Write 1 for EBC for those whose family Annual income from all sources does not exceed Rs. 1.5 lakh per year. 2 for Not Applicable.
23. **Subject choices:** Write code No. of the subjects chosen as per the Table-1 in the Prospectus.
- 23a. **Part or Dual Enrolment:** Write 1 for yes or 2 for no. If you have opted for 'yes', please note that number of subjects will be restricted to 4 or less and no TOC is applicable.
24. **Details of X<sup>th</sup> board examination:** If you are seeking admission to the Senior Secondary Course, you should mention the following
  - a) the year when you have passed the Secondary Examination,
  - b) the Roll Number of the Board,
  - c) the code of the Board from where you have passed the Secondary Examination as given in the **Appendix-A** in the Prospectus.
25. **Amount of Fee paid:** The admission fee is to be paid as per Table 4 & 6 *through Bank draft only in favour of the Secretary, NIOS* payable at the concerned Regional Centre. No fee should be paid through cash.
  - a) Write the amount of admission fee, additional subject fee, TOC fee and total fee paid
  - b) Write Bank Draft No.
  - c) Write date of Bank Draft, d) Write the name of Bank for issuing Bank Draft, e) Write the unique number of Bank Challan
26. **Whether you are applying for Transfer of Credit (TOC):** Write 1 for Yes and 2 for No.
27. **Details for TOC Board:** Write a) Enrolment No. of examination for which TOC is required, b) Year of passing the subjects, c) Code of the TOC Board as per **Appendix-A** and section 2.5 & 2.6 of the Prospectus.
28. **Details of TOC subjects:** Please see section 2.5 & 2.6 and the Table-1 of the Prospectus.
29. For claiming refund of fee in the event of not confirmation of admission as per policy, please provide details of Account Number, IFSC Code of the Bank and Name and address of the Bank.
30. **Whether you wish to get admission in the Secondary Course of NIOS on the basis of Self Certificate :** Write 1 for yes and 2 for Not Applicable

### IMPORTANT NOTE:

- **Signature of the learner and Counter Signature of Parent/Guardian:** Learner and Parent/Guardian are requested to sign the Declaration with date as per column provided on back of the Application Form for admission.
- **Instructions for affixing Photograph:** Candidates are advised to strictly follow the following instructions:
  1. Photograph affixed on the application should not be more than six month old. **The date on which photograph is made along with Name of candidate and date should be reflected.**
  2. Write NIOS registration number and name of the candidate on the back of the photo before it is being affixed.
  3. Ensure that photograph is not deshaped.
  4. Candidate should affix Passport size (4 cm × 3 cm) photographs on all the Forms. Photograph affixed on the photocopies for Regional Centre and the Study Centre should be duly attested by any one of the following:
 

(a) Co-ordinator of NIOS Study Centre	(b) Principal of recognised School/College
(c) District Magistrate	(d) Gazetted Officer
	(e) Tehsildar



*Form to register for appearing in Secondary / Senior Secondary Public Examination of NIOS and Depositing Examination Fees [to be submitted in the AI (Study Centre)/Regional Centre alongwith the requisite Examination fees]*

Please fill correctly the subjects in which you desire to appear in the Examination.

1. Enrolment No.

[illegible]

2. Name in full (Block Letters)

[illegible]

3. Address .....

PIN CODE

Tel. No. ....

<i>Code No.</i>	<i>Subject</i>			
1. <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 30px; height: 30px;"></td><td style="width: 30px; height: 30px;"></td><td style="width: 30px; height: 30px;"></td></tr></table>				.....
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6. <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 30px; height: 30px;"></td><td style="width: 30px; height: 30px;"></td><td style="width: 30px; height: 30px;"></td></tr></table>				..... (Additional subject if any)
7. <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 30px; height: 30px;"></td><td style="width: 30px; height: 30px;"></td><td style="width: 30px; height: 30px;"></td></tr></table>				.....

Exam. fee Rs. 250/- per subject. Additional fee of Rs. 120/- per subject involving practicals and late fee as applicable.

(Signature of the Candidate)

- + Candidates whose AIs stand cancelled or not functioning can deposit their examination fees at the respective Regional Centre by submitting Examination Form alongwith Bank Draft drawn in favour of "Secretary". NIOS, payable at respective Regional Centres.
- \* The Application Forms will not be accepted after the prescribed dates.
- The students may contact their AI/RC or NIOS for information regarding their Examination Centres. If a candidate appears from an Exam. Centre other than the one allotted to him/her on his/her own, his/her result will be withheld.
- a) Candidate applying for with additional subjects/change of subjects may please attach photocopy of the permission letter of NIOS along with the examination fee paid.
- b) The Sr. Secondary candidates, before depositing the examination fee, should ensure that there is two years gap after passing Secondary exam. in their cases. If they do not have requisite gap of two years, they will not be allowed to sit in more than four subjects. Then the registration for examination will be done only for the first four subjects in Examination and their fee for fifth subject will be forfeited as stated in the Prospectus.
- NOTE. i) Examination Form with incomplete/wrong information shall be rejected.
- ii) Strike off whichever is not applicable.
- iii) Please see the Subject Code (s) on the reverse of the form.

### RECEIPT (TO BE ISSUED TO THE STUDENT)

Received the Examination Form with fee of Rs. .... from ..... Enrolment No. ....  
for the ..... Secondary/Sr. Secondary Examination of National Institute of Open Schooling in the following subject Codes:

[illegible]

Date.....

Signature  
Coordinator  
AI No./Regional Centre

## Subject Codes

Secondary Examination			Senior Secondary Examination		
S.No.	Code	Subject	S.No.	Code	Subject
1.	201	Hindi	1.	301	Hindi
2.	202	English	2.	302	English
3.	203	Bengali	3.	303	Bengali
4.	204	Marathi	4.	304	Tamil
5.	205	Telugu	5.	305	Odia
6.	206	Urdu	6.	306	Urdu
7.	207	Gujarati	7.	309	Sanskrit
8.	208	Kannada	8.	307	Gujarati
9.	209	Sanskrit	9.	310	Punjabi
10.	210	Punjabi	10.	311	Mathematics
11.	228	Assamese	11.	312	Physics
12.	231	Nepali	12.	313	Chemistry
13.	232	Malayalam	13.	314	Biology
14.	233	Odia	14.	315	History
15.	235	Arabic	15.	316	Geography
16.	236	Persian	16.	317	Political Science
17.	237	Tamil	17.	318	Economics
18.	211	Mathematics	18.	319	Commerce / Business Studies
19.	212	Science and Technology	19.	320	Accountancy
20.	213	Social Science	20.	321	Home Science
21.	214	Economics	21.	328	Psychology
22.	215	Business Studies	22.	330	Computer Science
23.	216	Home Science	23.	331	Sociology
24.	222	Psychology	24.	332	Painting
25.	223	Indian Culture and Heritage	25.	333	Environmental Science
26.	224	Accountancy	26.	335	Mass Communication
27.	225	Painting	27.	336	Data Entry Operations
28.	229	Data Entry Operations	28.	338	Introduction to Law
			29.	339	Library and Information Science



26. क्या आप क्रेडिट स्थानान्तरण (TOC) के लिए आवेदन कर रहे हैं? / Please Tick (✓) Whether you are applying for Transfer of Credit?

Yes

No

27. मात्र राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान / सीबीएसई / सीआईएससीई / राज्य मुक्त विद्यालय / भाग 2.6 में दिए गए राज्य शिक्षा बोर्ड के पूर्व शिक्षार्थियों के लिए  
For Ex-Students of NIOS /CBSE /CISCE /State Open School/State Board of Education as per **section 2.6** only

(क) नामांकन संख्या

(ख) परीक्षा का वर्ष

(a) Enrolment No.

(b) Year of Exam.

(ग) टीओसी बोर्ड का कोड / (c) Code of the TOC Board

Write the code as per instructions mentioned in **Appendix-A** and section 2.5 & 2.6.

28. उत्तीर्ण किए गए विषयों का विवरण जिनके क्रेडिट स्थानांतरण चाहते हैं / Details of Subjects passed for which transfer of credit is opted

क्र. सं. S.No.	विषय / Subjects(s)	एनआईओएस का विषय कोड Subject Code of NIOS	प्राप्तांक / Marks Obtained		
			सिद्धांत / Theory	प्रयोग / Practical	कुल / Total
1.					
2.					
3.					
4.					

29. शुल्क लौटाने के मामले में बैंक का विवरण दें / Provide Bank details in case of refund of fee: खाता धारक का नाम / Name of the Account Holder : ..... Saving Account Number / बचत खाता संख्या ..... IFSC Code of the Bank / बैंक का आईएफएससी कोड ..... Name and address of the Bank / बैंक का नाम और पता .....

30. क्या आप स्व-प्रमाण पत्र के आधार पर एनआईओएस के माध्यमिक पाठ्यक्रम में प्रवेश लेना चाहते हैं? यदि हाँ तो स्व-प्रमाण पत्र पर हस्ताक्षर करें। / Whether you wish to get admission in the Secondary Course of NIOS on the basis of Self Certificate. If yes, please sign the Self Certificate.

स्व-प्रमाणपत्र उन सभी के द्वारा हस्ताक्षर किया जाएगा जो विद्यालय छोड़ने का प्रमाणपत्र संलग्न नहीं कर रहे हैं  
SELF CERTIFICATE (to be filled by all those not enclosing School Leaving Certificate)  
मैं सत्यापित करता हूँ कि मैं माध्यमिक स्तर के पाठ्यक्रम पढ़ने में समर्थ हूँ  
Certified that I have studied enough to be able to pursue the Secondary level course.

शिक्षार्थी के हस्ताक्षर / Signature of the Candidate

आवेदक की घोषणा (सभी आवेदकों द्वारा भरा जाएगा) / DECLARATION BY APPLICANT (TO BE FILLED BY ALL APPLICANTS)

I hereby declare that I have read and understood the conditions of eligibility and I fulfill the criteria for the course for which I seek admission. I have furnished all the necessary documents and information correctly. I have filled this form in my own handwriting. I understand that my candidature is liable to be cancelled by NIOS in the event of any information or document is found misleading or incorrect at any stage. I accept the rules as laid down in the Prospectus. मैं घोषणा करता / करती हूँ कि मैंने वे सभी योग्यता शर्तें पढ़कर समझ ली हैं जिस पाठ्यक्रम के लिए मैं आवेदन कर रहा / रही हूँ। मैंने सारी जरूरी सूचनाएँ और दस्तावेज सही-सही दिए हैं। मैंने यह आवेदन फॉर्म स्वयं भरा है। मैं जानता / जानती हूँ कि यदि ये सूचनाएँ गलत या भ्रम में डालने वाली होती हैं तो राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान द्वारा मेरी उम्मीदवारी समाप्त की जा सकती है। मैं विवरणिका में दिए गए सभी नियमों का पालन करूँगा / करूँगी।

तिथि / Date.....

माता-पिता / अभिभावक के प्रतिहस्ताक्षर / Countersignature of Parent/Guardian..... शिक्षार्थी के हस्ताक्षर / Signature of Candidate

स्थायी पता / Permanent Address .....

Bank details for Dr.Ambedkar National Scholarhsip (applicable for SC and ST only). For details please see **section 4.11** .....

बैंक का नाम / Bank Name : ..... बैंक का पता / Bank Address : .....

पिन / Pin .....

समन्वयक का प्रमाण पत्र / Certificate From the Coordinator

उपरोक्त तथ्यों को एनआईओएस / सी.बी.एस.ई. / सी.आई.एस.सी.ई. / संबंधित राज्य बोर्ड / राज्य मुक्त विद्यालय द्वारा जारी मूल अंकसूची / प्रमाणपत्र से सत्यापित कर लिया गया है।  
Above Statements have been verified with the original Marksheet/Certificate issued by NIOS/CBSE/CISCE/concerned State Board/SOS.

संलग्नकों की जांच कीजिए, सही का निशान (✓) लगाएँ / CHECK THE ENCLOSURES, Please Tick (✓)

1. मूल प्रवेश-पत्र  
Original Admission Form

2. प्रवेश पत्र की दो प्रतियाँ दस्तावेजों के साथ  
Two photocopies of Admission Form alongwith enclosures

3. जन्म तिथि प्रमाणपत्र  
Certificate of Date of Birth

4. अनुसूचित जाति / अनुसूचित जनजाति प्रमाणपत्र  
Certificate for SC/ST

5. पिछले विद्यालय का स्थानांतरण प्रमाणपत्र  
Transfer Certificate from the last school attended

6. निवास स्थान के पते का प्रमाण-पत्र  
Proof of Residence

7. शैक्षिक योग्यता संबंधी स्व-प्रमाणपत्र  
Self Certificate regarding educational qualifications

8. दसवीं परीक्षा उत्तीर्ण करने की अंक तालिका की प्रति  
Photocopy of Marksheet of Class X Board Examination

9. भूतपूर्व सैनिकों के लिए नियोक्ता से प्रमाण पत्र  
Certificate from the Employer for Ex-Servicemen

10. विकलांग व्यक्ति के लिए सरकारी अस्पताल से प्रमाण पत्र  
Certificate from a Government Hospital for a handicapped person

11. टी ओ सी के लिए कक्षा दसवीं या बारहवीं बोर्ड फेल / कम्पार्टमेंट की मूल अंक तालिका और लेमिनेट की गयी अंक तालिका स्वीकार नहीं की जायेगी  
Original failure/compartament Marksheet of class X or XII for TOC and Laminated Marksheet are not acceptable

प्रमाणित किया जाता है कि उपर्युक्त संलग्नकों सहित शुल्क के साथ आवेदन फॉर्म सीधे शिक्षार्थी से प्राप्त हुआ है। / It is certified that Application Form with fee is received directly from the learner alongwith the above mentioned enclosures.

शुल्क का विवरण / FEE STRUCTURE (In Rupees)

पाठ्यक्रम Course	सामान्य वर्ग General Category		छूट प्राप्त वर्ग Exempted Category
	पुरुष Male	महिला Female	अनु जाति / अनु जनजाति / भूतपूर्व सैनिक / विकलांग SC/ST/Ex-Servicemen/ Handicapped
माध्यमिक पाठ्यक्रम Secondary Course			
(i) पांच विषयों के लिए For 5 subjects	1485/-	1210/-	990/-
(ii) प्रत्येक अतिरिक्त विषय के लिए For each additional subject	600/-	600/-	600/-
उच्चतर माध्यमिक पाठ्यक्रम Senior Secondary Course			
(i) पांच विषयों के लिए For 5 subjects	1650/-	1375/-	1075/-
(ii) प्रत्येक अतिरिक्त विषय के लिए For each additional subject	600/-	600/-	600/-

समन्वयक के मुहर सहित हस्ताक्षर  
Signature with seal of the Co-ordinator

पूरा नाम / Full Name .....

दोहरा नामांकन/आंशिक प्रवेश  
Dual Enrolment/Part Admission

पाठ्यक्रम का स्तर Course level	नामांकन शुल्क Registration fee	प्रत्येक विषय के लिए पाठ्यक्रम सामग्री शुल्क Course Material fee for each subject	टीओसी के लिए शुल्क Fee for TOC
माध्यमिक स्तर Secondary	400/- per subject	300/-	150/- per subject
उच्चतर माध्यमिक स्तर Sr. Secondary	400/- per subject	330/-	150/- per subject





## Provisional Admission Letter-cum-Receipt for 2016

### National Institute of Open Schooling

A-24/25, Institutional Area, Sector-62, NOIDA-201309, Uttar Pradesh

Form No. \_\_\_\_\_

(To be filled in by the Accredited Institution)

Received Application Form from \_\_\_\_\_ for admission to Secondary/Sr. Secondary on \_\_\_\_\_  
alongwith a fee of Rs. \_\_\_\_\_ through Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_.

We are happy to inform you that you have been offered provisional admission in the Secondary/Sr. Secondary Course of NIOS in the current academic session *i.e.*, 2016-17 in the following subjects, subject to the confirmation and verification of your records/documents.

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Your Reference No. is 

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 Please note this number carefully as you have to quote this for communication with your AI (Study Centre)/concerned NIOS Regional Centre.

Dated \_\_\_\_\_

Signature \_\_\_\_\_

Name of the Official \_\_\_\_\_

Seal of AI (Study Centre) with AI. Code No.

### Cancellation of Admission

Your admission will be cancelled :

- ❖ if the **Admission Form is incomplete,**
- ❖ if the **fee paid is short,**
- ❖ if the **supporting documents are not complete,**
- ❖ if **false documents have been submitted,**
- ❖ if **required educational qualifications are not fulfilled,**
- ❖ if **the minimum age criteria is not fulfilled,**
- ❖ if **incorrect or wrong information is given,**
- ❖ if **the secondary examination is not passed from a recognised Board.**
- ❖ if **proof of residential address is not attached.**

**Note:** (i) Admission once cancelled will not be re-considered.  
(ii) If any discrepancy is noticed at any stage of admission even if the Identity Card is issued, the admission will be cancelled and result will not be declared even if appeared in examination.

