

Guidelines for Filling in the Form
(Use Black Ink only for making entries)

1. **CANDIDATE'S NAME:** Names are to be written in CAPITAL LETTERS and in the order, as they are to appear on Certificates, with one letter in each box and only one box left blank between each word or initial. **Incase the name does not fit in the first row of the boxes it should be continued on to the second row of boxes without leaving any box blank. A box has to be left blank only after a word has been completely entered.** Any name which with its intervening boxes would occupy more than the 35 boxes provided for the purpose must be reduced by the candidate to fit in 35 boxes.

The name should begin with the first fore name followed by initial or other fore-names and by the surname. (e.g. JOHN SMITH DEVINDER D SHARMA). Full stops, hyphens, commas and special characters like apostrophe must not be used.
2. **GENDER:** Darken ● the relevant circle completely.
3. **NATIONALITY:** Darken ● the circle against 'I' if the candidate of Indian Nationality.
4. **SCD:** Enter 0 for OBC candidates. Enter 1 for Scheduled Caste candidates. Enter 2 for Scheduled Tribe candidates. Enter 3 for others who do not come under the categories of OBC, Scheduled Caste and Scheduled Tribe.
5. A recent passport size photograph (36 X 48 mm) of the student **in uniform** should be pasted within the box frame. The candidate name and the school Code should be written on the reverse side of the photograph. **PLEASE DO NOT STAPLE THE PHOTOGRAPH.** Another passport size photograph (36X48 mm) must be submitted along with the form.
6. **DATE OF BIRTH :** This has to be stated numerically, indicating the year by the last two figures only e.g. 26 12 80 (for 26th December 1980)
7. **MOTHER'S NAME:** Write the name of candidate's mother. Any name which with its intervening boxes would occupy more than the 35 boxes provided for the purpose must be reduced to fit within 35 boxes.
8. **FATHER'S NAME:** Write the name of candidate's father. Any name which with its intervening boxes would occupy more than the 35 boxes provided for the purpose must be reduced to fit within 35 boxes.
9. **GUARDIAN'S NAME:** Please note that the column of the guardian's name should be filled in **only if the candidate is not residing with his/her natural parents or if he /she is an orphan.**
10. **SUBJECTS :** Subject Codes of Group II have been already entered. Enter the subject code of the Language you opted for in Group I and the Subject you opted for in Group III with the total number of Subjects.