

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

1. **CANDIDATE'S NAME:** Names are to be written in CAPITAL LETTERS and in the order, as they appear on the ICSE or Equivalent Certificate, with one letter to a box and with only one box left blank between each word or initial. In case the name does not fit in the first row of the boxes provided 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.

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 is 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. **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.
7. **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.
8. **GUARDIAN'S NAME:** Only in the event of absence of parents, the guardian's name has to be provided & written correctly.
9. **ICSE INDEX NUMBER:** Enter the candidate's Class X Index Number who has passed Class X Examination from ICSE.
10. **YEAR OF PASSING ICSE:** Enter the year of passing ICSE Examination. The year has to be indicated by four figures.
11. **ELIGIBILITY NUMBER:** In the cases of candidates from Boards other than the Council, the Eligibility Certificate Number (E.C. No.) issued by the Council must be entered.
12. **SUBJECTS:** Enter Subject code of the subjects to be taken by each candidate.