

COLUMN WISE INSTRUCTIONS FOR FILLING OMR APPLICATION FORM

Column No.1 : The candidate is required to enter his/her name in **CAPITALS LETTERS** (as given in the Matriculation Certificate) in the rectangles provided in this column. In case a candidate's name exceeds the number of rectangles given then the candidate should fill in only given rectangles and should ignore the rest of the name. In case of a gap in the first name, middle name and the last name, one space should be left blank.

Column No. 2&3: The candidate must fill his/her father's/mother's name as given in the matriculation certificate. Rest of the instructions are same as per column No.1.

Father's &

Mother's name

Column No. 4 : The candidate must select a category code from the category codes given below & fill in the appropriate ovals.

Category code

	Categories	Code
i)	General Category	11
ii)	Scheduled Castes/Tribes	12
iii)	Backward Classes	13
iv)	Wards of Political sufferers/Freedom Fighters	14
v)	Border Area	15
vi)	Backward Area	16
vii)	Sportsperson	17
viii)	Children/Widows of Defence Personnel killed or disabled to the extent of 50% or more in action, wards of Gallantry awardees and children of serving Defence Personnel/Ex-servicemen	18
ix)	Children/Widows of Para-Military forces personnel, Punjab Police, PAP and Punjab Home Guards killed or disabled in action to the extent of 50% or more and Children of serving para military forces personnel/Ex-para military forces personnel	19
x)	November 1984 Riot affected displaced persons, children of army deserters killed /100% physically disabled, the children of the families of persons killed as a result of terrorist violence or by security forces acting in aid of civil power and the children of innocent civilians who have sustained 100% disability in terrorist violence or during operation by security forces acting in aid of civil power.	20
xi)	Disabled Persons (Blind, Deaf & Dumb and other categories)	21
xii)	The reservation for T-Sunami affected person	30

Column No.5 : The candidate can choose **one of the cities/towns** given below and fill in the appropriate ovals/Circles in this column. Exact location of the centres will be intimated to the candidate in the Admit Card.

Code	City/Town	Code	City/Town	Code	City/Town	Code	City/Town
31	Amritsar	38	Gurdaspur	45	Moga	52	Sangrur
32	Bathinda	39	Hoshiarpur	46	Muktsar	53	Patti
33	Batala	40	Jalandhar	47	Nawanshehr	54	Fazilka
34	Chandigarh	41	Kapurthala	48	Pathankot	55	Ajitwal
35	Faridkot	42	Ludhiana	49	Patiala	56	Kot-Ise-Khan
36	Fateh Garh Sahib	43	Malout	50	Phagwara	57	Abohar
37	Ferozepur	44	Mansa	51	Ropar		

Column No. 6 : The candidate should fill up the date of birth as per matriculation certificate. **The candidate must prefix zero before single digit dates.** For example the candidate having date of birth as 4th May, 1988 shall write it as 04 May 1988.

Column No. 7 : The candidate should fill the Application Number as given on the OMR Sheet. Forms received with incorrect Application No. filled will be rejected .

Column No. 8&9 Sex & Pb. Domicile Column No. 8 & 9 are self explanatory. These columns may be filled as per instructions given in relevant columns of the OMR Application Form.

Column No. 10 Photograph

- Candidate must paste a recent **passport size photograph** of size 4cm x 5cm in this box. Photograph is not to be stapled/pinned but pasted only, preferably with a gluestick.
- Photograph must not be larger than specified box and nothing should be written on it.
- Photographs should be clear, preferably with a light background.
- Proof photos, negatives, polaroid type photos are not acceptable.
- Photograph must have been taken within the last 60 days.
- Any form without photograph is liable to be rejected.

Column No. 11 : Candidate should fill the column No. 11 with the name and correspondance address **in capital letters in bold handwriting.**

Column No. 12 Sign. of Candidate Put your **signature** in this column. Signatures should remain inside the box only. Any form without the signatures of candidate is liable to be rejected. Put your signature in English Only.

Column No. 13 & 14 Column No. 13 and 14 are self explanatory. These columns may be filled as per instructions given in relevant columns of the OMR Application Form.