

SCHOOL OF MANAGEMENT STUDIES
PUNJABI UNIVERSITY, PATIALA
(Established Under Punjab Act No. 35 of 1961)

M.B.A. (CORRESPONDENCE COURSE)
ADMISSION GUIDELINES

NUMBER OF SEATS

- **Category-I Employee & Others** : 50 Seats
- **Category-II Defence Officers** : 50 Seats

In case of vacant seats in any category the seats may be shifted from one category to another with the permission of Competent Authority.

- The Last Date of Application is **27 August, 2022**.
- The duly filled Application Form (Hard Copy) along with testimonials, Bank Draft/Cash Deposit receipt should reach the Department of School of Management Studies latest by below Schedule:-

| Last Date of Fee Deposit | Last Date of Hard Copy Deposit in Department |
|---|---|
| Without late fee : 27.08.2022 | 29.08.2022 |
| With late fee of Rs. 1000/- : 02.09.2022 | 05.09.2022 |
| With late fee of Rs. 2500/- : 09.02.2022 | 12.09.2022 |
| With late fee of Rs. 5000/- : 15.09.2022 | 17.09.2022 |

ELIGIBILITY CRITERIA

1. Candidates who have passed Bachelor's Degree or Master's in any discipline from any recognized University or an examination recognized there to or has passed the final examination conducted by the Institute of Chartered Accountants of India or equivalent or institute of Cost and Works Accountants of India. The candidate should have at least 50% marks in Graduation/Post Graduation. For Candidate SC/ST 45%.
2. Bank draft of Rs. 1500/- (Correspondence Course) in favour of Registrar, Punjabi University, Patiala (Payable at Patiala) or cash deposited at Enquiry Main Gate, Punjabi University, Patiala along with Application Form should be submitted to Head, School of Management Studies, Management & Technology Bhawan, Punjabi University, Patiala-147002 as per schedule given below:-

INSTRUCTIONS FOR ALL CATEGORIES

List of Certificates to be attached with Application Form (as copy)

1. Copy of B.A./B.Sc./B.E./M.A./M.Com/M.E./or equivalent examination, marks and degree for candidates claiming admission on the basis of academic qualifications.
2. The candidate who will be selected for admission to the course will have to submit migrate certificate/No objection certificate from the University/Institution last attended.
3. Copy of certificate of NDA/IMA or any other equivalent course, viz OTS/OTA Indian Air Force Academy/Naval Academy with a copy of one of the seven courses mentioned that
 - a) Defence Service Staff College Course
 - b) Technical Staff Officers Course
 - c) Long Defence Management Course
 - d) Senior Defence Management Course
 - e) High Command Course
 - f) Advanced Air Armament Staff Officers Course
 - g) Specialized Advanced Course of various Armed Services
4. In case of Defence Officers, it is to be submitted through the Director General (Resettled) Ministry of Defence, Govt. of India, West Block IV, Sector-I, R.K. Puram. New Delhi.
Or
Approval of Serving Formation Head
5. No objection certificate from the employer.
6. Copy of Aadhar Card.

Note: Incomplete forms shall be rejected straightway.

Candidates should follow below-mentioned steps in order to apply:

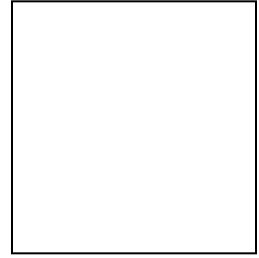
| | |
|---------------|---|
| Step-1 | Download & Print Application Form |
| Step-2 | Fill with own handwriting |
| Step-3 | Pay Fee On University Cash Counter/ Bank Draft |
| Step-4 | Deposit Application Form along with application fee by hand or through speed post on the following address |

Postal Address:-

**Superintendent
School of Management Studies
Management & Technology Bhawan (New Building)
Punjabi University, Patiala-147002
Phone No: 01755136207**

APPLICATION FORM

PUNJABI UNIVERSITY, PATIALA
(Established under Punjab Act No. 35 of 1961)
(SCHOOL OF MANAGEMENT STUDIES)



Roll No.....(To be allotted by the office)
University Receipt No./Draft No.....

Paste Passport Photo

Personal Particulars

1. **Name** (in block letters): _____
Name (in Punjabi): _____
2. **Father's Name** (in block letters): _____
Father's Name (in Punjabi): _____
3. **Mother's Name** (in block letters): _____
Mother's Name (in Punjabi): _____
4. **Date of Birth** _____ **Religion** _____ **Category** _____
5. **Nationality** _____
Aadhar No. _____
6. (a) **Permanent Home Address:** _____
_____ **Pin code** _____
Whatsapp No _____ **Mobile** _____
(b) **Correspondence Address:** _____
_____ **Pin Code** _____
(c) **Email Id:** _____

7. Educational Qualifications:

| <i>Name of Exam</i> | <i>University & Passing Year</i> | <i>Total Marks obtained</i> | <i>Maximum Marks</i> | <i>% age of Marks Obtained and Division</i> |
|--|--------------------------------------|-----------------------------|----------------------|---|
| Graduation/ Post Graduation | | | | |
| Any other (Please Specify) | | | | |

8. Previous and Present Employments: (If you in job)

| Name of Organization | Position held | Period From to | Nature of Work |
|-----------------------------|----------------------|-----------------------|-----------------------|
| | | | |

8. Certificate by the applicant

I hereby certify that the particulars furnished above are correct to the best of my knowledge and belief. I undertake to abide by the rules and regulations laid by the Department/ University.

Signature of Applicant