

# GUIDELINES FOR FILLING-UP THE APPLICATION FORM FOR ADMISSION

Here are some specific instructions that will help in filling-up the **APPLICATION FORM FOR ADMISSION**. The instructions are aimed at getting the correct and accurate information from you so that you do not face the risk of rejection of your candidature when the computer processes the information.

**Please fill up the Application Form and submit to IGNOU** along with self attested copies of certificates to the address given at the top of the Application Form. Incomplete application and the application received after the last date as notified are summarily rejected without giving any intimation to the candidate.

## Instructions for filling-up of Application Form are given below :

1. The Programme Code for Post Graduate Certificate in Project Management is PGCPM. It is already filled in the Application Form.
2. Leave it blank. University will allot the Enrolment No.
3. Please attach a Bank Draft amounting Rs. 7,300 with the Application Form. The draft can be made from any bank. The Demand Draft should be in favour of "IGNOU" payable at New Delhi. You must fill the Draft No., date and name of the bank on Application Form carefully. Please also write your Name, Father's Name and Programme Code at the back of the Demand Draft.
4. Fill up the name of city from where you want to take the Term End Examination. This has to be among the 24 selected cities of Regional Centres given below.

Centre	Code	Centre	Code	Centre	Code
Ahemdabad	09	Jaipur	23	Pune	16
Bangalore	13	Jammu	12	Raipur	35
Bhopal	15	Karnal	10	Ranchi	32
Bhubaneswar	21	Khanna	22	Shimla	11
Chennai	25	Kolkata	28	Srinagar	30
Cochin	14	New Delhi	07	Guwahati	04
Dehradun	31	Patna	05	Lucknow	27
Hyderabad	01	Port Blair	02	Jabalpur	41

5. Write your name here as given in your certificates. Please leave one blank space after each word. If your name is MUKESH KUMAR SHARMA, then write it as follows :

M	U	K	E	S	H		K	U	M	A	R		S	H	A	R	M	A
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6. Please write your Father's/Husband's/Mother's name. If the name is RAKESH KUMAR SHARMA, then write it as follows :

R	A	K	E	S	H		K	U	M	A	R		S	H	A	R	M	A
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7. Put A1 for YES and B2 for NO. If you are already registered with IGNOU, give Programme Code and Enrolment No. in the space provided.
8. Fill in your full and correct address for correspondence where you would like to receive your study materials and all other correspondence. Do not give Post Box No. as your address. Leave one box blank between each unit of address like House No., Street Name, P.O., etc. Please do not repeat your name along with your address.
9. Write down your telephone no. with STD code (11 digits). It is a mandatory field.
10. Write down your mobile no. It is a mandatory field.
11. Write down your E-mail Address neatly in capital letters. It is a mandatory field.
12. Please follow the rule of Date/Month/Year, e.g. 1st February 1965 should be written as

0	1	0	2	1	9	6	5
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13. For Sex, put A1 for Male or B2 for Female.
14. For Nationality, put A1 for Indian and B2 for Any Other.
15. For Territory, put A1 for Urban, B2 for Rural and C3 for Tribal.
16. For Category, put A1 for General, B2 for SC, C3 for ST and D4 for OBC.
17. For Employment Status, put A1 for Unemployed, B2 for IGNOU employee, C3 for Employed and D4 for KVS Employee.
18. The qualification code for graduates is 005 (already filled-in for you). Please give the desired details of Bachelor Degree Examination passed which makes you eligible for PGCPM programme.
19. Highest Qualification codes 006 and 007 may be entered for Post Graduate degree/diploma and Doctoral degree respectively as your highest qualification code. Also write the name of the degree in the space provided for the same. For any other degree, enter 012 in the boxes while giving the name of the degree in the space provided.