

Instructions to fill the OMR Application form.

The candidates should fill in the application form legibly using a BLACK INK BALL POINT PEN in capital letters only. Before filling the original application form, the candidates are advised to take two or three photocopies of the original application form and practice on them in the prescribed manner.

The application form is a combination of both ICR and OMR concept. Candidates are required to fill in the application form using black ballpoint pen and also for some items candidates are required to fill in and shade the respective circles. For the benefit of the candidates, item-wise instructions are given against each item regarding writing the items and writing and shading the items. Wherever CODES are given, fill in the boxes in the application form with appropriate codes only:

PLEASE NOTE: The filled in application form submitted by the candidates will be scanned as it is. The details of the application form will be the candidate's data for all further processing in the KEA computers. Therefore, the candidates are advised not to make any stray marks on the application form and not to enclose any documents / papers in support of their claims to the filled in application form.

1. **Name of the Candidate:** Write your name as it is in the 10th Standard records. There should be no variation in the form or spelling.

For Example: If the name is VIVEK BHARADWAJ R then fill the boxes as shown below:

V	I	V	E	K		B	H	A	R	A	D	W	A	J		R			
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2. **College Code:** Write the respective college codes in the box provided and also shade the corresponding circles.

Note: Ask your college principal regarding the college code.

3. **Centre code:** Write the respective centre codes in the box provided and also shade the corresponding circles. Please ask your Principal for the center code or check online by www.cea.org.in

Note: Ask your centre coordinator regarding the centre code.

4. **Date of Birth:** Write your Date of birth as it is in the SSLC / 10th standard marks card and also shade the respective circles.

For Example: If the date of birth is 12-11-1991, then fill the boxes as shown below:

1	2		1	1		1	9	9	1
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5. **Percentage of marks in SSLC exam:** Write your Percentage of marks in SSLC exam in the box provided and also shade the corresponding circles.

6. **Religion:** Write the code of your religion given below and shade corresponding code.

For example: If you are belongs to Hindu religion then write 1 in the box and shade the circle in front of Hindu.

7. **Residential Address with full Name:** Candidates should carefully write their complete postal address within the box provided in BLOCK LETTERS to which all correspondence can be reached speedily. Name of the City and the correct Pin Code should be written compulsorily. If candidate has a email id please fill or else leave it blank.

8. **Photo of Candidate:** Paste a passport size photograph within the space provided on the application form USING GUM. The photograph should not cover the signature area below it. Do not staple or pin the photograph, as the scanner will reject the stapled photographs. Do not paste old photographs on the application form.

9. **Caste category:** Write the code of your caste given below and shade corresponding code.
For example: If you are belongs to SC caste then write 1 in the box and shade the circle in front of SC.s

10. **Sex:** Write the respective codes in the box provided and also shade the corresponding circles.

11. **Physically Challenged:** If you are a physically challenged person then, write the respective codes in the box provided and also shade the corresponding circles.

12. **Subject Combination:** Write the respective code in the box provided and also shade the corresponding circles.

13. **Name of the Father:** Write your Father's name as it is in your School / College records.
For Example: If the name is RAJENDRA BHARADWAJ, then fill the boxes as shown below:

R	A	J	E	N	D	R	A		B	H	A	R	A	D	W	A	J				
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14. **Contact Numbers:** Write your residence telephone number and the mobile phone number, invariably, along with the STD codes in the box provided. If the residence and mobile phone numbers are not available, then mention any available contact number.

15. **Batch Time-Table:** Select any one batch and shade the corresponding circle. If you are biology student, then you should also shade the circle corresponding to 'Biology' and if you are not a biology student, then leave that row.

16. **Declaration:** The students should obey the rules and regulations of the insput their signature in the given box only.

Please submit the filled OMR Application Form to the principal.