



BANARAS HINDU UNIVERSITY

(Established by Parliament by notification No. 225 of 1916)
VARANASI – 221 005

Website: www.bhu.ac.in
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NOTIFICATION FOR ADMISSIONS TO DIPLOMA /CERTIFICATE COURSES-2012

The University invites applications, on prescribed format, for admission to Diploma/Certificate Courses in the Session 2012-2013, namely, (i) One Year (Full-Time) PG Diploma Course in Translation Skills for Varied Competencies; (ii) Proficiency Certificate Course (4 Months) in Bhojpuri Language; (iii) 2-Year (04-Semesters) Integrated Post-Graduate Diploma course (Part Time) in Actuarial Science (PGDAS) and (iv) 1 Year (2- Semester) PG Diploma in Industrial & Intellectual Property Laws (Full Time). There will be no sale of Application Form which can be downloaded from the BHU Website. Visit the BHU website www.bhu.ac.in for further procedural details (*viz., eligibility conditions, duration of course, fee structure, admission procedure etc.*).

IMPORTANT DATES:

Last date for receipt of duly completed application form both by hand and by post - : 24.08.2012
Date of Counseling/ Admissions : 27.08.2012

REGISTRAR

BANARAS HINDU UNIVERSITY
(Established by Parliament by notification No. 225 of 1916)
VARANASI – 221005

The Banaras Hindu University offers admission to following Diploma and Certificate Course under Special Courses of Study. Name of the course, eligibility requirements, number of seats and fee etc. are given as under:

A. COURSE OF STUDY, DURATION, ELIGIBILITY REQUIREMENTS, NUMBER OF SEATS AND FEES

Sl. No.	Name of the Course	Eligibility Requirements qualifying examination	Department/Centre where the course is available	No. of Seats	Course Fee
(1)	(2)	(3)	(4)	(5)	(6)
1.	1-year (Full-Time) PG Diploma Course in Translation Skills for Varied Competencies	Post-graduate in any discipline with 50% marks in aggregate or equivalent grades.	Department of Telugu, Faculty of Arts	Max. 30	Rs. 2500/- per annum
2.	Proficiency Certificate Course (4 Months) in Bhojpuri Language	Passed +2 Examination or equivalent examination from a recognized Board/ University	Bhojpuri Adhyayn Kendra, Faculty of Arts	Min.05 Max.30	Rs.1,200/- 100\$ for foreign students (for the course period)
3.	2-Year (04-Semesters) Integrated Post-Graduate Diploma course (Part Time) in Actuarial Science (PGDAS)	Any graduate under 10+2+3 pattern securing minimum 50% marks in aggregate and having mathematics as one of the subject at the 10+2/Intermediate level.	DST-Centre for Interdisciplinary Mathematical Sciences (CIMS), Faculty of Science	Min.10 Max.30	Rs.20,000/- per semester
4.	1 Year (2-Semester) PG Diploma in Industrial & Intellectual Property Laws (Full Time)	Graduate Degree from a recognized Indian University or equivalent degree from Foreign University	Faculty of Law	Max. 60 Min. 30	Rs.20,000/- per annum

NOTE: (i) *In addition to the above fee, a student has to pay the regular fee. Details of fees payable by foreign nationals may be found from the Office of the International Centre as mentioned in Section D.*

(ii) *Preference will be given to candidates with post-graduation in language, literature and Linguistic for Sl.No.1 Diploma Course.*

B. RELAXATION IN MINIMUM ELIGIBILITY FOR SC/ST/OBC/OBC MINORITIES/PC CANDIDATES:

- (i) In the case of SC/ST candidates, there will be no requirement of minimum percentage of marks in the aggregate in the qualifying examination except that they must have passed the qualifying examination.
(ii) For OBC and PC candidates, there will be a relaxation of 5% marks in aggregate in the qualifying examination in minimum eligibility requirements, in comparison to general candidates.

C. RESERVATIONS

- (i) Seats shall be reserved for scheduled caste (15%) and Scheduled Tribe (7.5%) candidates in each course. The SC/ST candidates shall have to submit a certificate, issued by competent authority, stating that the candidate belongs to SC/ST. Such certificates shall be subject to verification from the concerned District Magistrate.
- (ii) There exists reservation of seats (3%) under physically Challenged category (Horizontal basis) (i) 1% for Visually Impaired. (ii) 1% Hearing Impaired & (iii) 1% for Orthopaedically Handicapped for admission to the above Courses. Such candidates will have to submit a self attested copy of Disability Certificate issued by the District CMO with the Application Form. The candidates called for counseling for possible provisional admission will be examined by a Medical Board constituted by BHU and if necessary, will be referred by the Medical Board to other recognized bodies for the purpose, as per criteria fixed by the University. The decision of the Medical Board constituted by BHU will be final.
- (iii) There is age relaxation of 5 years for 'Physically Challenged' candidates in upper age limit wherever upper age limit is prescribed.
- (iv) 27% Reservation to candidates belonging to OBC category (excluding under creamy layer) will be provided in different courses. The caste in the OBC certificate will be those only which are in the list of Central Govt. Further, the OBC Certificate should clearly mention that the candidate is not under creamy layer.

D. ADMISSION OF FOREIGN NATIONALS

Provision to the extent of 15% supernumerary seats for Foreign Nationals exists: Out of which 5% seats shall be filled up by children of NRI's [Persons Indian origin (PIO)] and 5% by children of India workers in the Gulf region and South Asian Countries. The details about this may be obtained from the Office of the International Centre, C/3/3, Tagore House, Banaras Hindu University, Varanasi-21005 (visit our website www.bhu.ac.in)

E. APPLICATION FORM

- a) The **Application Form** for the aforesaid course is given at Appendix A to this notification.
- b) **Application Form can be downloaded from the BHU Website (www.bhu.ac.in).** There will be no sale of application form from the Office of the Controller of Examinations, BHU.
- c) The candidates shall submit the duly filled up application form, alongwith prescribed enclosures and application processing fee, to (i) the Head, Department of Telugu, Faculty of Arts (for Diploma Course at Sl.No.1 in Section A above); (ii) the Coordinator, Bhojpuri Adhyayn Kendra, Faculty of Arts (for Certificate Course at Sl.No.2 in Section A above); (iii) the Coordinator, DST-Centre for Inter-disciplinary Mathematical Sciences (CIMS), Faculty of Science (for Diploma Course at Sl.No.3 in Section A above); and (iv) the Dean, Faculty of Law (for P.G. Diploma Course at Sl.No.4 in Section A above), respectively, on or before 24.08.2012.

F. APPLICATION PROCESSING FEE

The Candidate shall pay the following Application Processing Fee along with the Application Form:

COURSE	Processing Fee	
	Others	SC/ST
All the Courses in Section A	Rs.700.00	Rs.300.00

The **Application Processing** Fee shall be paid by a candidate through a crossed **MICR** (Magnetic Ink Character Recognition) Demand Draft/Banker's Cheque issued by any Nationalized/Scheduled Bank, in favour of the "**Controller of Examinations, Banaras Hindu University**" **payable at Varanasi**. Candidates to note that only MICR Demand Draft/Banker's Cheque (issued by a Bank) shall be accepted. The applicant is advised to write his/her (a) Name, (b) Name of the Course on the reverse of the **MICR** Demand Draft/Banker's Cheque. The **Application Processing** Fee paid shall neither be refunded nor transferred to another course and shall also not be reserved for any subsequent year, in any case.

G. IMPORTANT DATES:

Last date for receipt of duly completed application form both by hand and by post : 24.08.2012
Date of Counseling in the concerned Department/Centre (for admission) : 27.08.2012

NOTE:

- (i) The candidates shall submit the duly filled up application form, alongwith prescribed enclosures and application processing fee, to (i) the Head, Department of Telugu, Faculty of Arts, Banaras Hindu University, Varanasi 221005 (for Diploma Course at Sl.No.1 in Section A above); (ii) the Coordinator, Bhojpuri Adhyayn Kendra, Faculty of Arts, Banaras Hindu University, Varanasi 221005 (for Certificate Course at Sl.No.2 in Section A above); (iii) the Coordinator, DST-Centre for Interdisciplinary Mathematical Sciences (CIMS), Faculty of Science, Banaras Hindu University, Varanasi 221005 (for Diploma Course at Sl.No.3 in Section A above), and (iv) the Dean, Faculty of Law, Banaras Hindu University, Varanasi 221005 (for P.G. Diploma Course at Sl.No.4 in Section A above), respectively, BY THE LAST DATE, i.e., 24.08.2012.

H. INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

The application form is required to be filled in by the candidate in capital letters (except signature) in HIS/HER OWN HANDWRITING by either ink pen or ballpoint pen. Where information is required to be filled in boxes, only one alphabet is to be written in each box. While writing name, leave one box blank between your first and middle name and also between your middle and last name or initials of the name.

- (a) **Name of the Course:** The name of the course should be written legibly in the CAPITAL letters.
- (b) **Candidate's Name:** The name be written in Capital letters and should confirm to the name as given in last Board/University Examination.
- (c) **Father's Name:** The name of the father be written in capital letters.
- (d) **Mother's Name:** The name of the mother be written in capital letters.
- (e) **Date of Birth:** Enter the date, month and year of your birth as per English Calendar and as recorded in your High School/School Certificate.

EXAMPLE : If you are born on 18th May 1985 write

1	8
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0	5
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1	9	8	5
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- (f) **Sex** : Put tick mark (✓) in the appropriate box.
- (g) **Address** : Write your complete postal address in Capital Letters, including Pin Code at which the communication is desired. Write your telephone number, if any.
- (h) **Nationality** : Write I for Indian and F for Foreigner. In case of a foreign national, mention the name of the country as well. If Indian, mention the state/union territory to which you belong. If you are a non-resident Indian mention NRI.
- (i) **Photograph** : Paste your recent (of the current year) photograph at the appropriate place in the Application Form duly self signed. Application form with xerox copy of photograph shall be rejected outright. Keep sufficient number of extra copies of the same photograph (at least 4 numbers) for future use in case you are admitted.

Candidate must fill in all columns given in the application form in his/her own handwriting. They must also fill the list of enclosures submitted along with each application form.

I. LIST OF DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION FORM

(A) An applicant must enclose the following documents with his/her Application Form:

1. Self attested copies of mark sheets and certificates of examinations passed/qualifying examination.

2. Self attested copy of the Certificate in support of SC/ST/OBC category claimed for in the application form.
3. Self attested copy of the Certificate in support of PC category claimed for in the application form.

(B) Candidates are required to arrange the application and enclosures thereto in the following order:

1. Main application form
2. Attested copies of all mark-sheets and certificates;

(X) Staple your application form with all the enclosures very securely at the upper left corner keeping the order of documents enclosed as detailed in H above.

J. REASONS FOR REJECTION OF APPLICATION FORMS

- (i) Non-submission of photocopy of certificates/marksheets of the qualifying examination/examinations passed. Non-submission of Photocopy of Higher Secondary examination mark sheet.
- (ii) Non-submission of self-signed recent (current year) photograph at appropriate place. **(Xeroxed copy of photograph shall not be accepted).**
- (iii) Lack of signature of the candidate at appropriate place (under the declaration) in the form.
- (iv) Tampering of any kind in the application form and/or the supporting documents.
- (v) Submission of application form by a candidate after erasing the entries made earlier by any other candidate on the same form.

NOTE: All supporting documents may be attested by the candidate himself/herself.

K. COUNSELING/SELECTION PROCEDURE

K.1: 1-year (Full-Time) PG Diploma Course in Translation Skills for Varied Competencies

Admissions shall be made strictly in order of merit which will be based on weighted marks in the qualifying Examination and interview in the ratio of 60:40.

K.2: (i) Proficiency Certificate Course (4 Months) in Bhojpuri Language; (ii) 2-Year (04-Semesters) Integrated Post-Graduate Diploma course (Part Time) in Actuarial Science (PGDAS); and (iii) 1 Year (2- Semester) PG Diploma in Industrial & Intellectual Property Laws (Full Time)

Admissions shall be made strictly in order of merit which will be based on weighted marks in the qualifying Examination/ other Examinations/ written test/ interview/ any other criteria as per the decision of concerned Faculty/ Department/Centre.

K.1; K.2 (i), (ii) & (iii)

- (i) In case the merits are equal, the candidate having higher percentage of marks at qualifying examination will be preferred.
- (ii) In case the aggregate percentages of marks at the qualifying examination are also equal then preference shall be given to a candidate with post-graduate degree in language, literature and linguistics.
- (iii) In case the candidates have equal marks in the above stated examinations, then the candidate senior in age shall be given preference.

IMPORTANT NOTE:

- (i) The applicants are required to **report for counseling/ admission at 10.00 am on 27th August' 12 in the office of the** concerned Dean/HoD/Coordinator of the Centre.
- (ii) No separate call letter shall be issued for counseling/ admissions. **All applicants who have submitted the application forms, alongwith prescribed enclosures, shall report for counseling on the said date.**
- (iii) **In case the original application form/enclosures is not received in the concerned department/ centre by the prescribed date, that is 24th August'12, due to postal delays, the**

candidates will be entertained on the basis of photocopy of the application form/ enclosures retained by them.

- (iv) The Admissions shall be made strictly in order of merit which will be based on the academic record/written test/interview/any other criteria as per the decision of concerned Faculty/ Department/Centre.
- (v) The candidates are advised to check their eligibility before filling-up the application form and appearing for counseling. The admission processing fee shall not be refunded or transferred to any other course/subsequent year on any grounds.

L. DOCUMENTS IN ORIGINAL REQUIRED AT THE TIME OF ADMISSION

1. Transfer Certificate.
2. Migration Certificate, if passed from University other than BHU (to be submitted not later than 30 days after admission).
3. High School Certificate/equivalent Certificate.
4. Intermediate (+2) Certificate/equivalent Certificate.
5. Mark-sheets of High School/equivalent, Intermediate (+2)/equivalent & Graduation (Bachelor's Degree)
6. Mark-sheets of the qualifying examination.
7. SC/ST/OBC/OBC-Minorities Certificate on the basis of which reservation is claimed.
8. Disability Certificate issued by the District CMO on the basis of which reservation is claimed for admission under Physically Challenged category.

CHECK LIST
PLEASE VERIFY THE FOLLOWING BEFORE SUBMITTING/MAILING THE APPLICATION FORM
<ol style="list-style-type: none">1. Have you mentioned the name of the course you are applying?2. Have you checked your eligibility for the course applied for?3. Have you submitted recent passport size photograph (of current year) signed by you duly pasted (not pinned) at the prescribed place as per instructions?4. Have you attached Demand Draft for requisite amount issued by State Bank of India?5. Have you submitted self-attested copies of all mark-sheets and certificates as per instruction?6. Have you carefully checked all the columns of the application form correctly and ensured that no column is left blank?7. Have you checked your category claim correctly?8. Have you enclosed documentary evidence in support of your category claim?9. Have you arranged the Application Form, attested copies of mark sheets and certificates, in proper order as per instruction?

NOTE:

1. Remember to sign the Application Form at appropriate place (the declaration).
2. Hostel accommodation in the University is limited. Only if the hostel accommodation is available, claim of the candidates can be considered for the same.

BANARAS HINDU UNIVERSITY

**APPLICATION FORM**

Session 2012-2013
(Diploma/Certificate Course)

(TO BE FILLED IN COMPLETELY BY THE CANDIDATE ONLY IN HIS/HER OWN HAND WRITING)

Application Processing Fee	Date	Amount

Affix self attested
recent small size
photograph

Do not pin or staple

Name of the Course

1. Candidate's Name:
(CAPITAL LETTERS)

2. Father's Name :
(CAPITAL LETTERS) Sri

3. Mother's Name
(CAPITAL LETTERS)Smt.

4. Date of Birth : Date Month Year

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5. Sex : Male Female

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6. Category (write SC/ST/OBC/OBC(Minority) General in Box as the case may be):

7. Do you belong to Physically Challenged Category Yes No

8. Postal Address :

Mobile No. _____ Phone No. _____

_____ (with STD code)

E-mail id _____

9. Permanent Address : _____

Mobile No. _____ Phone No. _____
 (with STD code)

10. Nationality : Indian Foreigner Indicate the name of your State, if
 Indian, OR Country, if Foreigner:

11. Academic Record (Please enclose the documentary evidence for the entries in these columns)

Name of the Examination	Board/University	Year of passing/ appearing	Subject	Marks Obtd.	Max. Marks	%
High School or equivalent						
Intermediate or equivalent (10+2 level)						
Graduation (Bachelor's Degree)						
Post-Graduation						
Any other degree						

12. Name of the institution where from you have passed the qualifying examination:

13. Whether ever admitted in BHU YES NO

If YES, write: -

(i) Name of the Course (Last attended): _____ (ii) Enrolment Number _____

(iii) Name of Faculty/College/School : _____ (iv) Year of admission: _____

14. Whether any disciplinary action has been taken against you? If so, state reasons, the punishment awarded and reference of authority awarding the punishment

IN CASE OF INCOMPLETE APPLICATION FORM OR NON-SUBMISSION OF RELEVANT CERTIFICATE/ DOCUMENT IN SUPPORT OF ANY INFORMATION DESIRED IN THE APPLICATION FORM, THE APPLICATION FORM SHALL NOT BE CONSIDERED. NO CORRESPONDENCE SHALL BE ENTERTAINED IN THIS BEHALF.

DECLARATION

I hereby declare that all the particulars stated above have been filled in by me in **my own handwriting** and that the information given by me in the application form is true and no fact has been suppressed. I have read the Information Bulletin and the terms and conditions given therein and satisfied myself that I fulfill all the admission eligibility requirements. In case any information furnished by me is

found wrong, my candidature for admission be cancelled outright without giving me any opportunity and further that any disciplinary action be also taken against me.

Place :

Name of the Candidate _____

Date :

Signature of the Candidate _____

LIST OF ENCLOSURES:

List the documents enclosed with the application form:

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |