

PUNJABI UNIVERSITY, PATIALA

(Established under Punjab Act No. 35 of 1961)

SCHOOL OF MANAGEMENT STUDIES

ADMISSION NOTICE

**MASTER OF BUSINESS ADMINISTRATION
(Correspondence Course)**

Correspondence Course, Two Years Semester System Programme 2019-2021

CATEGORY-I EMPLOYEE & OTHERS : 50 SEATS.

CATEGORY-II DEFENSE 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.

1.Eligibility: *Candidate who have passed Bachelor's Degree or Master's in any discipline from any recognized University or an examination recognized there to or have passed the final examination conducted by the Institute of Chartered Accountants of India or equivalent or Institute of Cost and Works Accountants of India or equivalent with working experience of one year. The candidate should have at least 50% marks in Graduation/Post Graduation) (SC/ST 45%)*

2. One year Experience Preferably (Required Experience Letter & Last Salary Slip).

Bank draft of Rs. 1500/- (Correspondence Course) in favour of **Registrar**, Punjabi University, Patiala or cash deposited at Enquiry Main Gate, Punjabi University, Patiala. along with Application Form should be submitted to Head, School of Management Studies as per schedule given below:-

M.B.A. (Correspondence Course)

Without late fee	31.07.2019	With late fees of Rs. 500/-	07.08.2019
With late fee of Rs. 1000/-	14.08.2019	With late fee of Rs. 2000/-	21.08.2019

Application forms can be downloaded from University website www.punjabiversity.ac.in or Departmental website www.smspup.ac.in.

DEAN ACADEMIC AFFAIRS

**SCHOOL OF MANAGEMENT STUDIES
PUNJABI UNIVERSITY, PATIALA
Application Form for Admission to MBA -I
(CORRESPONDENCE COURSE, TWO YEAR PROGRAMME) 2019-2021**

Roll No...../2019
(To be allotted by the office)

University Receipt No/ Draft No.....

University Regn. No.
(To be filled in by candidates if already Regd. with Punjabi University)



PERSONAL PARTICULARS

1. Name(in block letters) Mr./Miss/Mrs.....
2. Father's Name (in block letters).....
3. Mother's Name (in block letters).....
4. Date of Birth
5. NationalityCategory.....
6. (a)Permanent Home Address
-Whatsaap Mobile No.
- (b) Correspondence Address.....
-E mail.....

6. EDUCATIONAL QUALIFICATIONS:

<i>Name of Exam.</i>	<i>University' & Year of Passing</i>	<i>Total Marks Obtained</i>	<i>Maximum Marks</i>	<i>%age of Marks Obtained and Division</i>	<i>Subject(s) Studied</i>
<u>Graduation</u>					
<u>Post Graduation</u>					
Any other (Please Specify)					

7. PREVIOUS AND PRESENT EMPLOYMENTS: (Please give complete details)

<i>Name of the Organisation</i>	<i>Position(s) held</i>	<i>Period From To</i>	<i>Nature of work/duty assigned (Please also indicate number of employees working in the organisation)</i>

Total Experience.....Year.....Month

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.

Dated...../2019

SIGNATURE OF APPLICANT

EMPLOYER'S CERTIFICATE

Certified that Mr./Miss/Mrs.....is a bonafide employee of this organisation. He/She is working as.....This is executive/supervisory level position. I have no objection to his/her joining the above course. The information contained in this application form is hereby verified.

The total capital investment of the organisation is.....

SIGNATURE, NAME AND DESIGNATION OF THE FORWARDING AUTHORITY WITH OFFICIAL SEAL AND DATE

10. FOR DEFENCE OFFICERS CLAIMING ADMISSION ON THE BASIS OF DEFENCE QUALIFICATIONS:

NDA/IMA/any other equivalent course, *viz Institution//Year of Passing/Marks/Divisiol//%age*
OTS/OTA Indian Air Force Academy and Naval Academy; and.....
.....

Atleast one of the following seven courses:

- A. Defence Service Staff College Course.....
- B. Technical Staff Officers Course.....
- C. Long Defence Management Course.....
- D. Senior Defence Management Course
- E. Higher Command Course.....
- F. Advanced Air Armament Staff Officers Course.....
- G. Specialised Advanced Course of various Armed Services

- 11. A. Date of entry to commissioned services.....
- B. Date of completion of Training.....
- C. Date of Retirement.....

CERTIFICATES BY THE APPLICANT (Defence Officers)

I declare that the entries made by me in this form are correct to the best of my knowledge and belief. I undertake to abide by the rules of the Department/University.

Dated.....2019

SIGNATURE OF APPLICANT

*Certified that Mr.....Rank.....is a bonafide employee of the Indian Defence Forces. I have no objection to his joining the above course. The information contained in this application form is here by verified.

Dated.....2019

(SIGNATURE AND DESIGNATION OF THE FORWARDING COMPETENT AUTHORITY WITH OFFICE SEAL AND DATE)

* This certificate is essential and application may be ignored in its absence.

ELIGIBILITY

For Office Use only

Degree

M.C.

Admit

University Receipt

No.....

Dated.....

Registration

Year.....

HEAD

LIST OF CERTIFICATES TO BE ATTACHED WITH THE APPLICATION FORM DULY ATTESTED BY A GAZETTED OFFICER

1. Copy of B.A./B.Sc./B.E. /M.A./M.Sc/M.Com./M.E./ or equivalent examination, marks-sheet and degree for candidates claiming admission on the basis of academic qualifications.
2. 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 in column 10.
3. The candidate who will be selected for admission to the course will have to submit original migration certificate/No objection certificate from the University/Institution last attended.
4. The candidate should attach three recent passport size photographs out of which two are to be pasted on the specified space provided on the forms and one should be attached with it.

Instructions

1. All entries in this Form must be made in Applicant's own handwriting.
2. In case of managers/others this application form should be addressed to the Head. In case of Defence Officers, it is to be submitted through the Director General (Resettlement), Ministry of Defence, Govt. of India, West Block IV, Sector-I, R.K. Puram, New Delhi-II 0066.
3. This admission form must be accompanied with the attached Performa duly filled in.
4. One additional copy of passport size photograph of the candidate duly attested must be securely tagged to this form.
5. No objection certificate from the employer.

Note: Incomplete forms shall be rejected straightway.

