

INSTRUCTIONS TO FILL UP THE COMPUTERISE REGISTRATION RETURN

1. For S. No. every school shall start from 0001 and go upto the S. No. of the class students e.g if there are one hundred eighty four students in the school S. No. starts from 0001 and wilt go upto 0184, if the number of students are 1234 in a class then the S. No. will end 1234.
2. Computerized registration return for the year is being submitted e.g for the year 2009.

2 0 0 9
3. Tick (✓) the class in which Registration is seeking for.
4. Name of the school / institution only five digit Code is to be written.
(See Appendix-1 of instruction/Registration book for school code or visit website www.ikbose.co.in) e.g. Govt. HSS (Boys) Mandi (Poonch).

2 8 0 0 1

Registration No.

This number is alpha numeric and based upto the following components:-

i). Class code + year (Two digits only) + School code + S.No.

e.g. Ninth Class code (see class code below) is n. The year is 2009, Name of the school is Govt. HSS (Boys) Mandi (Poonch), Code is 28001 and student's S.No. is 0033.

Thus, the Registration number will be:

N 0 9 2 8 0 0 1 0 0 3 3

6. Name should be written in Capital Letters only leaving one box after first, middle and surname. No Title be suffixed or prefixed.
7. Mother's Name should be written in capital Letters only leaving one box after first, middle and surname if any. No title be suffixed be prefixed such as Mrs. Ms. etc. or write the name as is the senior secondary Examination/ Matriculation Certificate if already registered/passed examination from other than J&K Board of School Education.
8. Father's Name should be written in capital Letters only leaving one box after first, middle and surname if any. No title be suffixed be prefixed such as Mr. Shri etc. or write the name as is the senior secondary Examination/ Matriculation Certificate if already registered/passed examination from other than J&K Board of School Education.
9. Date of Birth should match with Municipal/School/Matriculation/SSE record. .

Day (Two digits)

Month (Two digits)

Year (Four digits)

e.g. if some body is born on 7th June 1994. He/she will write

0 7 0 6 1 9 9 4

10. Address for correspondence. Fill up each space and tick () whichever is relevant.
11. Telephone number with STD Code.
12. Tick (✓) in the appropriate box whether you are permanent resident of Jammu and Kashmir State.
13. Tick (✓) in the appropriate box, your religion, sex. category, Area, Marital status and Differently enabled (if applicable).
14. Qualified examinations on the basis of which admission is to be sought. Tick (✓) the relevant class in column two or specify if any other.
Write down the name of the school/school code/university/othei which ever is relevant in column 3. In column 4 & 5 write down the year of passing and Roll No. of the qualifying examination on which the admission is being sought out. Subjects taken to be mentioned in column 6. Marks obtained and Maximum marks be written in column 7 & 8. Percentage of marks approximation up to first two decimal point only be written in last Column.
15. Tick (✓) the relevant box in case of stream/Group it applicable if not tick (✓)NA.
16. Write down the code of subject for compulsory. Optional and Additional (for subject code see appendix-I of the instruction/Registration book or visit website www.jkbose.co.in).
17. Date of admission be written in the boxes with Day-followed by month and Year.

Important Note:

It is mandatory for every student to get the particulars authenticated and verified by his/her parents/guardian. Teacher incharge and Principal/Head of the institution is required authenticate and verify the same.

Photograph:

Two coloured photograph with light background are to be pasted at given boxes. Student should write his/her name and Form No. on the backside of the photograph with ball-pen before pasting the photograph. On the left hand bottom photograph is to be attested by the Principal/Heaa of institutional and in upper right-hand box un-attested photograph is to be pasted. In no case photograph be pinned or stapled.

Signature of the Candidate:

Full signature of the candidate are to be placed within the provided box. Signature not go out of the box in any case.

Class Code:

Class	Alpha		Class	Alpha
9th	N		12th	T
10th	S		ETTC	C
11th	E		D.Ed.	D

Note: in no case the form should be folded, pinned or stapled