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महत्वपूर्ण निर्देश IMPORTANT INSTRUCTIONS

1.1 ऑनलाइन प्रवेश सम्बन्धी निर्देश विश्वविद्यालय अधिनियम, परिनियम, अध्यादेशों तथा नियमों द्वारा अधिकृत हैं।

The insturctions related to the online admissions are given here, which are authorized under the Act, Ordinances, Rules & Regulations of the University.

1.2 यदि आप आरक्षण (reservation) अथवा शून्य शुल्क (zero fee) का लाभ चाहते हैं तो सम्बन्धित प्रमाण–पत्र का विवरण आनलाइन आवेदन के साथ अवश्य दें। आवेदन पत्र प्रेषित करने के पश्चात् किसी भी अभ्यर्थी को भारण या आरक्षण में परिवर्तन की अनुमति नहीं मिलेगी।

If you want benefit of reservation or zero fees, then give the details of the related certificates during the filling of the Online application form. No candidate will get the permission for any change in weightage or reservation after the form is submitted.

1.3 प्रवेश प्रक्रिया की विस्तृत सूचना विश्वविद्यालय के वेबसाइट पर उपलब्ध रहेगी। अभ्यर्थियों को सलाह दी जाती है कि वे विश्वविद्यालय की वेबसाइट नियमितरूप से देखते रहें।

The detailed information of the admission procedure will be displayed on the University website. Candidates are advised to check the University website regularly for updates.

1.4 योग्यता सूची घोषित होने पर इसकी प्रति विश्वविद्यालय की वेबसाइट पर देखने के लिए उपलब्ध रहेगी। अभ्यर्थी को स्वयं अपना योग्यता–क्रमांक, योग्यता–सूची से ज्ञात करना होगा। योग्यता–सूची समाचार–पत्रों में प्रकाशित नहीं करायी जायेगी।

After declaration of the merit list a copy of the list will be displayed on the University website. The candidate himself/herself will find his/her merit number from the merit list. The merit list will not be published in the newspaper.

1.5 अनुसूचित जाति/जनजाति एवं अन्य पिछड़ा वर्ग हेतु आरक्षण का लाभ उन्ही अभ्यर्थियों को अनुमन्य होगा जो उत्तर प्रदेश के मूल निवासी हैं। अन्य प्रदेशों के अनुसूचित जाति/जनजाति, अन्य पिछड़ा वर्ग के अभ्यर्थी सामान्य श्रेणी के माने जायेंगे।

The benefit of reservation will be permisible only to Scheduled Castes/ Scheduled Tribes and Other Backward Classes candidates originally belonging to Uttar Pradesh. Scheduled Castes/ Scheduled Tribes and Other Backward Classes candidates of other states will be treated as general candidate.

1.6 रजिस्ट्रेशन के समय जमा किया गया समस्त शुल्क किसी भी स्थिति में वापस नही किया जायेगा।

Fees deposited at the time of registration will not be refunded under any circumstances.

1.7 छात्रत्व के दौरान रैगिंग जैसी कुत्सित घटना में सम्मिलित होने पर छात्र के विरुद्ध माननीय उच्चतम न्यायालय के निर्देशानुसार कार्यवाही की जायेगी।

As directed by the Hondple Supreme Court, action will be taken against the students who indulge in incidence like ragging during studentship.

1.8 वे अभ्यर्थी जो किसी भी विश्वविद्यालय / विद्यालय / संस्था से निष्कासित किये गये है अथवा भारतीय दण्ड संहिता के अन्तर्गत अपराधी पाये गये है वह लखनऊ विश्वविद्यालय के किसी भी पाठ्यक्रम में आवेदन करने के लिये अयोग्य होंगे।

Those candidates who have been expelled from any University/College/Institution or found guilty under Indian Penal Code are not eligible to apply for any course in the University of Lucknow.

1.9 जाति तथा आय प्रमाण पत्र वेबसाइट से प्रमाणित किया जायेगा।

Caste and income certificates shall be verified on Government website.

1.10 यदि किसी स्ववित्त पोषित पाठ्यक्रम में आवेदनों की संख्या कुल स्थानों की संख्या के 40% से कम होती है तो उस पाठ्यक्रम में उस शैक्षिक सत्र में प्रवेश नहीं किया जायेगा। इस स्थिति में आवेदन शुल्क वापस नहीं किया जायेगा।

If the number of applications for a **SELF FINANCING COURSE** is less that 40% of the number of seats, the admission to that program will not be done for this academic year In this situation the Application Fees will not be refunded.

1.11 विश्वविद्यालय के पास किसी भी प्रवेश को किसी भी अवस्था में निरस्त करने का अधिकार सुरक्षित है। University reserves the right to cancel any admission at any stage.

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1.12 प्रवेश से सम्बन्धित अध्यादेश के प्रावधानों के प्रतिपादन के सम्बन्ध मे सभी विवाद लखनऊ विश्वविद्यालय के कुलपति / प्रवेश समिति को सौपें जायेंगे और उनका निर्णय अन्तिम होगा।
All disputes regarding interpretation of provision of Ordinance related to the admission shall be referred to the Vice-Chancellor/Admission Committee of University of Lucknow and whose decision shall be final.
1.13 प्रवेश से सम्बन्धित सभी कानूनी विवादों का न्याय क्षेत्र लखनऊ ही होगा।

All the legal matters pertaining to the admission shall be subject to Lucknow Judicature only.

2 ELIGIBILITY RULES

- **2.1** The Proficiency, Diploma, Advance Diploma and PG Diploma courses admissions would be provided to the following except for the programs under the ONGC (Point 4.3).
- **2.1.1** Regular/Registered Students of the University as add on program.
- 2.1.2 Corporate Sponsored Applicants
- 2.1.3 Government Employees
- 2.1.4 Defence Personnel

2.2 ADMISSION TO ADDON PROGRAMS

- **2.2.1** Applicants to such programs have to show proof of admission / sponsorship / employment. Such applicants will not have to appear in the entrance test and will be admitted directly through merit list prepared on the basis of marks obtained in the qualifying examination.
- **2.2.2** Applicants have to fill the online application form and send a copy of this along with all relevant documents indicating under which clause (2.1.1, 2.1.2, 2.1.3 and 2.1.4 of the addon Admission guideline) they are seeking admission.

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3	आरक्षण नीति ⁄ Reservation Policy						
3.2	आरक्षण / Reservation						
3.2.1	उर्घ्वाधर∕ Vertical						
3.2.1.1	अनुसूचित जाति (अधिकतम आरक्षण)	21%					
	Scheduled Caste*						
3.2.1.2	अनुसूचित जनजाति (अधिकतम आरक्षण)	2%					
	Scheduled Tribe*						
3.2.1.3	अन्य पिछड़ा वर्ग (अधिकतम आरक्षण)	27%					
	Other Backward Classes of U.P*						
	* अनुसूचित जाति/जनजाति एवं अन्य पिछड़ा वर्ग हेतु आरक्ष अन्य प्रदेशों के अनुसूचित जाति/जनजाति, अन्य पिछड़ा वर्ग के		र प्रदेश के मूल निवासी हैं।				
	Pradesh will be given the benefit of reservati	*The scheduled caste, scheduled tribes and other backward class candidates originally belonging to Utta Pradesh will be given the benefit of reservation. Scheduled castes, scheduled tribes and other backward class candidates of other states will be treated as general.					
3.2.2	क्षैतिज आरक्षण / Horizontal Reservation						
3.2.2.1	लखनऊ विश्वविद्यालय अध्यापकों/कर्मचारियों के पुत्र,	⁄ पुत्री / पत्नी / पति	As per University				
	Son/daughter / spouse of LU Teachers/Emplo	byees	rules				
3.2.2.2	लखनऊ विश्वविद्यालय से सम्बद्ध राजकीय अनुदा महाविद्यालय के अध्यापकों के पुत्र / पुत्री / पत्नी / पति	वविद्यालय से सम्बद्ध राजकीय अनुदान प्राप्त महाविद्यालय एवं राजकीय आयुर्वेद हे अध्यापकों के पुत्र / पुत्री / पत्नी / पति					
	Son/daughter/spouse of LU affiliated Govt./ and Govt. Ayurvedic College	Aided Colleges of Lucknow University					
3.2.2.3	विकलांगो के लिए (दृष्टिबाधितों हेतु 1% को सम्मिलिल	न करते हुए)	3%				
	Physically Handicapped/Disabled (including1	% for blinds)					
3.2.2.4	स्वतन्त्रता संग्राम सेनानियों के पुत्र/पुत्री/पौत्र/अविव	ाहित पौत्री के लिए	2%				
	Son / Daughter / Grand Son / Grand Daughte	r of Freedom Fighters from U.P.					
3.2.2.5	सेवानिवृत्त भूतपूर्व सैनिकों (स्वयं) अथवा शारीरिकरूप से विकलांग सैनिकों अथवा युद्ध में शहीद हुये 5% सैनिकों अथवा वर्तमान में उत्तर प्रदेश में सेवारत सैनिकों के पुत्र∕पुत्री के लिए						
	Son/Daughter of Retd. Defence Personnel or Physically Handicapped Defence Personnel or Defence Personnel killed in war or Defence Personnel posted in UP.						
3.3	वर्ग प्रमाण पत्र जारी करने हेतु सक्षम अधिकारी /Competen	t authorities for issuance of certificate	es				
3.3.1	विकलांग	जनपद के मुख्य चिकित्सा अधिकारी					
	Physically Handicapped (3.2.2.3)	Chief Medical Officer of District					
3.3.2	स्वतन्त्रता संग्राम सेनानी	जिलाधिकारी					
	Freedom Fighter (3.2.2.4)	District Magistrate					

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Disclaimer: All precautions have been taken to include the updated eligibility criterion, number of seats and fees structure of the University of Lucknow. In case of any discrepancy, the eligibility criterion, number of seats and amount of fees for each course entered in the official records of the University will be final. Actual fee payable at the time of admission may vary as there may be additional fee for insurance and ID card in some courses. In addition, Other University graduates will have to pay Rs. 1000 as enrollment fee.



3.3.3	अनुसूचित जाति * Scheduled Caste (3.2.1.1)	जिलाधिकारी, अपर जिलाधिकारी, सिटी मजिस्ट्रेट, परगना मजिस्ट्रेट अथवा तहसीलदार				
	Scheduled Gasle (3.2.1.1)	District Magistrate, Addtional District Magistrate, City Magistrate, Pargana Magistrate or Tehsildar				
3.3.4	अनुसूचित जनजाति * Scheduled tribes (3.2.1.2)	जिलाधिकारी, अपर जिलाधिकारी, सिटी मजिस्ट्रेट, परगना मजिस्ट्रेट अथवा तहसीलदार				
		District Magistrate, Addtional District Magistrate, City Magistrate, Pargana Magistrate or Tehsildar				
3.3.5.1	अन्य पिछड़ा वर्ग * Other beekword close (2,2,1,2)	जिलाधिकारी, अपर जिलाधिकारी, सिटी मजिस्ट्रेट, परगना मजिस्ट्रेट अथवा तहसीलदार				
	Other backward class (3.2.1.3)	District Magistrate, Addtional District Magistrate, City Magistrate, Pargana Magistrate or Tehsildar				
3.3.5.2	आय–प्रमाणपत्र (छः माह के अन्दर का) *	जिलाधिकारी, अपर जिलाधिकारी, सिटी मजिस्ट्रेट, परगना मजिस्ट्रेट अथवा तहसीलदार				
	Income certificate (within 6 months)	District Magistrate, Addtional District Magistrate, City Magistrate, Pargana Magistrate or Tehsildar				
3.3.5.3	विश्वविद्यालय के अध्यापक⁄कर्मचारी Teachers/ Employees of University (3.2.2.1)	कुलसचिव लखनऊ विश्वविद्यालय। प्रवेश के वर्ष के 01 मार्च के पूर्व निर्गत यह प्रमाण पत्र मान्य नहीं होगा। Registrar, University of Lucknow. The certificates issued before 1st March of the year of admission will not be considered.				
3.3.5.4	राजकीय अनुदान प्राप्त लखनऊ विश्वविद्यालय से सम्बद्ध महाविद्यालय एवं राजकीय आयुर्वेद महाविद्यालय के अध्यापक	Principal of the college. The certificates issued before 1st				
	Teacher of the affiliated Govt./Aided Colleges of Lucknow University and Govt. Ayurvedic College (3.2.2.2)					

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PROGRAMS AVAILABLE 4

4.1 **FACULTY OF ARTS**

ADVANCE DIPLOMA 4.1.1

Course	Department	Duration	Seat	Fees	Eligibility
Clinical Nutrition and Dietics	Home Science	1 year	30 (SF)	15080 Per Annum	Any Graduate with Home Science (B.A./B.Sc.) in final year. (Minimum marks: General/OBC 45%, SC/ST 40%) or with 50% in Biology.
Food Processing	Home Science	2 years	30 (SF)	15080 Per Annum	B.Sc./B.A. with Home Science/Agriculture (Minimum marks: General/ OBC 50%, SC/ST 45%)
French	English	1 year	10 (Reg)	4000 Per Annum	Diploma in French from recognized University or its equivalent in French
German	English	1 year	10 (Reg)	4000 Per Annum	Diploma in German from recognized University or its equivalent in German
Russian	English	1 year	10 (Reg)	4000 Per Annum	Diploma in Russian from recognized University or its equivalent in Russian

4.1.2

DIFLOWA				
Course	Department	Duration	Seat	Fees
German	English	1 year	20 (Reg)	3000 Per Annum
Marathi	Hindi	1 year	20 (Reg)	3000 Per Annum
Modern Arabic	Arabic	1 year	20 (Reg)	3000 Per Annum
French	English	1 year	20 (Reg)	3000 Per Annum
Russian	English	1 year	20 (Reg)	3000 Per Annum
Tamil	Hindi	1 year	20 (Reg)	3000 Per

Eligibility

Annum

Proficiency in German or its equivalent from LU or any other recognized University Regular student of University of (Minimum marks: Lucknow General/OBC 45%, SC/ST 40%) Proficiency in Modern Arabic

Proficiency in French or its							
equivalent from LU or any other							
recognized University							
Proficiency in Russian or its							
equivalent. from LU or any other							
recognized University							
Regular student of University of							
Lucknow (Minimum marks:							
General/OBC 45%, SC/ST 40%)							

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4.1.3 a PG DIPLOMA

Course	Department	Duration	Seat	Fees
Applied Ethics	Philosophy	1 year	30 (SF)	15080 Per Annum
Archaeology & Museology	AIH & Archaeology	4 Semester	15 (SF)	15080 Per Semester
Disaster Relief and Rehabilitation	Social Work	1 year	20 (SF)	15080 Per Annum
Electronic Media & Film Prod.	Journalism & Mass Communication	1 year	30 (SF)	15080 Per Annum
Governance& Leadership Development	Dr. Shankar Dayal Sharma Institute	2 Semester	30 (SF)	15080 Per Annum
HIV AIDS & Family Life Education	Social Work	1 year	20 (SF)	15080 Per Annum
Hospital & Healthcare Administration	Public Administration	1 year	40 (SF)	15080 Per Annum
Human Resource and Management	Social Work	1 year	20 (SF)	15080 Per Annum
Human Resource Development	Public Administration	1 year	40 (SF)	15080 Per Annum
Human Resource Development and Organization al Behavior	Psychology	2 Semester	30 (SF)	15080 Per Annum
Health Psychology	Psychology	2 Semester	30 (SF)	15080 Per Annum
Management of NGOs	Social Work	1 year	20 (SF)	15080 Per Annum
Public Administration	Public Administration	1 year	60 (Reg)	3448 Per Annum
Public Relations & Advertising	Journalism & Mass Communication	1 year	40 (SF)	15080 Per Annum

Eligibility

Graduation from Recognized University. (Minimum marks: General/OBC 45%, SC/ST 40%) Masters degree in AIH, Culture, archaeology, Medieval History / MIH / Anthropology / Sanskrit / Geology / Zoology / Chemistry / Physics / Botany / Fine Arts Graduation from Recognized University. (Minimum marks: General/OBC 45%, SC/ST 40%) Graduation from Recognized University. (Minimum marks: General/OBC 45%, SC/ST 40%) Graduation from Recognized University. (Minimum marks: General/OBC 45%, SC/ST 40%) weightage 70% merit index and 30% interview Graduation from Recognized University. (Minimum marks: General/OBC 45%, SC/ST 40%) Bachelor of Medicine / Medical/ Nursing / Pharmacy / PG Diploma in Health Care Administration or at least 2 year experience in a Hospital/ Health Care Institution, or equivalent qualification Graduation from Recognized University. (Minimum marks: General/OBC 45%, SC/ST 40%) Graduation from Recognized University. (Minimum marks: General/OBC 45%, SC/ST 40%) M.A., M.Sc. M.Tech., M.Com., LL.M. etc.Only PG degree in any discipline. M.A., M.Sc. M.Tech., M.Com., LL.M. etc.Only PG degree in any discipline. Graduation from Recognized University. (Minimum marks:

General/OBC 45%, SC/ST 40%) Graduation from Recognized University. (Minimum marks: General/OBC 45%, SC/ST 40%) Graduation from Recognized University. (Minimum marks: General/OBC 45%, SC/ST 40%)

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4.1.3b PG DIPLOMA

Course	Department	Duration	Seat	Fees
Reproductive and Child Health	Social Work	1 year	20 (SF)	15080 Per Annum
Rural Management	Public Administration	2 year	30 (SF)	15080 Per Annum
Social Duties and Human Rights	Social Work	1 year	20 (SF)	15080 Per Annum
Counseling and Guidance	Social Work	1 year	30 (SF)	15080 Per Annum
Naturopathic Science and Yoga	Social Work	1 year	40 (SF)	15080 Per Annum

Eligibility

Eligibility

University.

Intermediate

Postgraduate

Bonafide

Bonafide

Postgraduate

University.

University.

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Graduation from Recognized (Minimum marks: University. General/OBC 45%, SC/ST 40%) Graduation from Recognized University. (Minimum marks: General/OBC 45%, SC/ST 40%) Graduation from Recognized University. (Minimum marks: General/OBC 45%, SC/ST 40%) Graduation from Recognized University. (Minimum marks: General/OBC 45%, SC/ST 40%) Graduation from Recognized University. (Minimum marks: General/OBC 45%, SC/ST 40%)

Graduation from Recognized

General/OBC 50%, SC/ST 45%)

students of Lucknow University and affiliated colleges / Govt. Employees / Teachers of LU and Degree Colleges affiliated to LU with NOC / any person with intermediate or equivalent from any recognized institution.

students of Lucknow University and affiliated colleges / Govt. Employees / Teachers of LU and Degree Colleges affiliated to LU with NOC / any person with intermediate or equivalent from any recognized institution. Graduation from Recognized

General/OBC 45%, SC/ST 40%) Graduation from Recognized

General/OBC 50%, SC/ST 45%) PG with Knowledge of Persian

(Minimum marks:

Undergraduate,

Undergraduate,

(Minimum marks:

(Minimum marks:

doctorate

doctorate

4.1.4a PROFICIENCY

Course Arabic	Department Arabic	Duration 1 year	Seat 25 (Reg)	Fees 4000 Per
Communicative Hindi	Linguistics	1 year	25 (Reg)	Annum 4000 Per Annum
French	English	1 year	60 (Reg)	Annum 4000 Per Annum
German	English	1 year	60 (Reg)	4000 Per Annum
Marathi	Hindi	1 Year	20 (Reg)	4000 Per Annum
Modern Arabic	Arabic	1 year	25 (Reg)	4000 Per Annum
Modern Persian	Persian	1 year	30 (Reg)	4000 Per Annum

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4.1.4b	PROFICIENCY
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	Course	Department	Duration	Seat	Туре	Eligibility
	Pali	Sanskrit	1 year	20 (Reg)	4000 Per Annum	Graduation from Recognized University. (Minimum marks: General/OBC 45%, SC/ST 40%)
	Russian	English	1 year	60 (Reg)	4000 Per Annum	Bonafide Undergraduate, Postgraduate doctorate students of Lucknow University and affiliated colleges / Govt. Employees / Teachers of LU and Degree Colleges affiliated to LU with NOC / any person with intermediate or equivalent from any recognized institution.
	Sanskrit	Sanskrit	1 year	20 (Reg)	4000 Per Annum	Graduation from Recognized University. (Minimum marks: General/OBC 45%, SC/ST 40%)
	Sugam Hindi (For Foreigners)	Hindi	1 Year	10 (Reg)	4000 Per Annum	Graduation from Recognized University. (Minimum marks: General/OBC 45%, SC/ST 40%)
	Tamil	Hindi	1 Year	20 (Reg)	4000 Per Annum	Graduation from Recognized University. (Minimum marks: General/OBC 45%, SC/ST 40%)
	Urdu	Urdu	1 year	10 (Reg)	4000 Per Annum	Intermediate passed or equivalent to intermediate provided the candidate has never offered Urdu as a subject in any of his/her course
4.1.5	Post MA Diploma					
	Course	Department	Duration	Seat	Туре	Eligibility
	Translation	Linguistics	1 year	30 (Reg)	3448 Per Annum	Any PG in any literature or Linguistics (Minimum marks: General/OBC 45%, SC/ST 40%)
4.2.	FACULTY OF SCIE	ENCE				
4.2.1	PG DIPLOMA					
	Course	Department	Duration	Seat	Туре	Eligibility
	Quality Management	Institute of Quality Management	2 Semester	20 (SF)	19580 Per Annum	M.Sc/MBA/B.Tech from recognized University (Minimum marks: General/OBC 50%, SC/ST 45%)
	Remote Sensing and GIS	Geology	2 Semester	15 (SF)	21080 Per Semester	PG in Geology/Geography/ environmental Science/Physics/Computer Science/Botany with 60% marks

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Disclaimer: All precautions have been taken to include the updated eligibility criterion, number of seats and fees structure of the University of Lucknow. In case of any discrepancy, the eligibility criterion, number of seats and amount of fees for each course entered in the official records of the University will be final. Actual fee payable at the time of admission may vary as there may be additional fee for insurance and ID card in some courses. In addition, Other University graduates will have to pay Rs. 1000 as enrollment fee.



4.3. ONGC PROGRAMS

4.3.1 PG DIPLOMA

Course	Department	Duration	Seat	Fees	Eligibility
Biodiversity, Wildlife Conservation and Management	Zoology	2 Semester	30 (SF)	12000 Per Annum	Graduation in Science Stream from Recognized University. (Minimum marks: General/OBC 55%, SC/ST 50%)
Exploration, Resources and Mining Technology	Geology	2 Semester	10 (SF)	25000 Per Semest er	PG in Geology with 55% marks (50% for SC/ST)

4.4. FACULTY OF COMMERCE

4.4.1 PG DIPLOMA

Course	Department	Duration	Seat	Fees	Eligibility
Tax Planning and Management	Commerce	2 Semester	50 (SF)	15080 Per Annum	Graduation in Commerce or Law. (Minimum marks: General/OBC 45%, SC/ST 40%)

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5

Helpline

Technical Helpline Program Helpline

0522-4150500 6392451866

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REQUIREMENTS FOR FORM SUBMISSION

- Valid Email ID
- Active Mobile Number
 - o Mobile number should be with the applicant at the time of form filling
 - All relevant information regarding admission would be sent to this mobile number.
 - This number would also be used at the time of counselling.
- Alternate Mobile Number (Preferably of parent)
- **Photo** in JPEG format (Maximum upload size is 50 KB only)
- Scanned Signature in jpeg format (Maximum upload size is 50 KB only)
- Mark sheets (High School, Intermediate, Graduation and qualifying examination)
- Aadhar Card
- Photo ID proof (for entering number)
 - Any one of the following for entering the number at the designated place in the online application form
 - Aadhar Card, Voter ID, Driving License, Passport
 - Applicants who do not have their Aadhar card have to apply for one and fill the LU form using the option of Aadhar Card enrollment number and later on have to update the actual number when they get it.

Important Dates

- Form Submission Starts April 30, 2018
- Last date for form submission July 20, 2018
- Forms should reached the concerned Head of Department by July 25, 2018

• Application Fee

0	General and OBC	Rs. 1000.00
0	SC and ST	Rs. 500.00

• Caste certificate

- The number of caste certificate issued by the competent authority will have to be entered for availing the benefit of reservation for OBC, SC and ST applicants.
- For OBC applicants this certificate should have been issued after July 1, 2015 and be valid on the day of verification. Validity of this certificate will be verified from the Government website.
- The scheduled caste, scheduled tribes and other backward class candidates originally belonging to Uttar Pradesh will be given the benefit of reservation. Scheduled castes, scheduled tribes and other backward class candidates of other states will be treated as general.

Income Certificate

- Applicants will have to enter the number of these certificates at the time of filling of the form.
- The income certificate will be verified through the Government website.
- Certificates whose details are not available on this website will not be entertained.
- The applicants who do not have a valid income certificate issued by competent authority will not be given benefit of zero fees at the time of admission.

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FORM FILLING

- During the form filling process the applicant can make the entries and save the information.
- If the applicant is unable to fill the form in one sitting or somehow the process is interrupted there is no need to register again. They can login using the credentials sent on their mobile numbers and continue the process.
- Applicants are advised to check all the data they have entered before submitting the application fee. If there is some error they can edit these or start the entire process again. Once they have submitted the application fee the data submitted in the registration page cannot be edited under any circumstances.
- Step 1 Registration
 - Applicants have to fill the relevant details in the form provided. These fields cannot be edited later.
 - Applicants will receive their login details in the mobile number and email ID provided at the time of registration.
- Step 2 Personal Details
 - Applicants have to enter their personal details

Step 3 Educational Qualifications

- Applicants have to fill their educational qualifications.
- Those applicants who are in the final year of qualifying examination have to provide roll number and University details.

Step 4 Upload photo and signature

• Applicants have to upload their photo and scanned signature.

• Step 5 Preview

 Applicants can preview all the entries made at this point. If there is some error they can edit these or start the entire process again. Once they have submitted the application fee the data submitted in the registration page cannot be edited under any circumstances.

• Step 6 Application Fee

- If all the entries in the application form are correct the applicant can submit the form and proceed for payment of the application fees.
- Form fees can be submitted by any of the following ways
 - Credit Card, Debit Card, Net Banking

Step 7 Print Application form

• Applicants can print their complete application form and fee receipt to complete the application process.

Step 8 Mail Application form

• Applicants have to send a printout of the application form to the address mentioned in page 2 along with all the relevant documents mentioned there.

Data Editing

• Restricted data can be edited by the candidate by logging into the admission website using the credentials sent to their email and registered mobile number. In case the candidate has missed out on the login details they can regenerate their password by clicking on the *forgot password* link and entering their registration number. The new login details will be sent to their registered mobile number. The data submitted in the registration page and the opted category cannot be edited under any circumstances.

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