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### POSTGRADUATE ENTRANCE TEST (PET) 2018

The Banaras Hindu University shall conduct Postgraduate Entrance Tests, for admission to the following Postgraduate Courses as given hereunder for the **Session 2018-2019**. Admissions will be made according to merit in the PET, subject to fulfillment of eligibility requirements mentioned below and availability of seats in the particular Course for which the candidate has applied for and appeared in the Entrance Test. These Courses have been divided into "General Courses" and "Special Courses".

#### SECTION A

#### 1. COURSES OF STUDY, MINIMUM ELIGIBILITY AND DURATION OF COURSE

NOTE: Candidates are advised to read the Relaxation in minimum eligibility for Scheduled Castes (SC)/Scheduled Tribes (ST)/Other Backward Classes (OBC)/Physically Challenged (PC) candidates given under Clause 2 and Notes relating minimum eligibility requirements given under clause 3.

#### A. GENERAL COURSES

##### (i) INSTITUTE OF ENVIRONMENT & SUSTAINABLE DEVELOPMENT

(a) (i) M.Sc. in Environmental Sciences (Earth & Atmospheric Sciences)

(ii) M.Sc. in Environmental Sciences (Ecological Sciences)

Duration:4 Semesters (2 Years)

(iii) M.Sc. in Environmental Sciences (Environmental Biotechnology)

B.Sc (Hons) / B.Sc under 10+2+3 pattern / or B.Sc (Ag) or MBBS or B.Pharma or / B.E. / B.Tech or and equivalent examination recognized by Banaras Hindu University securing atleast 50% marks (equivalent GPA) in aggregate.

Furthermore, a candidate who is registered for / already awarded, doctoral degree from Institution in India shall not be entitled to appear in any of the entrance test held for any course in the University.

#### C. SPECIAL COURSES OF STUDY

NOTE: Candidates are advised to take note of the following:

(i) The admission to following special courses will be made on the basis of merit in the entrance tests. However, if the number of applicants for a particular special course is less than twice the minimum number of seats, no entrance test shall be conducted. In that case, admission to the special course would be made on the basis of merit in the qualifying examinations and/or written/subjective test conducted by the Departments/Faculty.

(ii) In case the number of applicants to a special course is less than minimum number of seats in the course, the course would not run during the Session 2018-19.

(iii) The Fee structure given below shall be in addition to the regular BHU Fee for the course.

##### (i) FACULTY OF SOCIAL SCIENCES

(a) Master in Business Economics and Management

Duration:4 Semesters (2 Years)

Location : Department of Economics

Seats : Min: 05 : Max : 50

Fee : Rs.40,000/- per semester

Eligibility: Bachelor's Degree in any discipline (such as BA, B.Com., B.Sc., BBA, B.Tech./B.E., etc.) under at least (10+2+3) pattern OR equivalent with a minimum of 50% aggregate marks.

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**NOTE:** In addition to the above that the candidates must have minimum 50% marks at Higher and Senior Secondary level with Mathematics as one subject. However, this course requires advance knowledge of mathematics.

### (iii) INSTITUTE OF SCIENCE

#### (a) M.Sc. in Mathematics and Computing

Duration: 4 Semesters (2 Years)

Location : DST-Centre for Interdisciplinary Mathematical Sciences  
 Seats : Min:10 : Max. : 40 Fee : Rs.25,000/-  
 per annum

Eligibility: B.Sc (Hons)/B.A. (Hons)/B.Sc/B.A. under at least 10+2+3 pattern securing a minimum of 50% marks in the aggregate\* (considering all the three years of B.Sc/B.A. Courses). The candidate must have opted Mathematics Hons. or studied Mathematics in the all the three years at Graduate level.

\* For B.Sc (Hons)/B.Sc only Science subjects and for B.A. (Hons)/B.A. all subjects except those subjects where only pass marks are required and which do not contribute to the total in the final (degree) mark sheet.

### 2. COURSE NAME, COURSE CODE NUMBER AND NUMBER OF SEATS

**Note:** The candidates are advised to see Section A 1 for details on Minimum Eligibility Requirements, Age Limit, duration of the course, fee structure etc.

A separate test will be conducted for each course. However, there are certain courses where a combined common test will be conducted, details of which are available at Clause 15. In such cases where there is a common test for more than one course, single code has been allotted for the courses covered in the concerned common test. While filling the Application Form, the candidates can select the name of any one course covered in the concerned common entrance test. The details of Courses offered, their Intake and course code is given below:

	COURSE NAME	LOCATION	INTAKE		COURSE CODE
			MINIMUM	MAXIMUM	
<b>1. Institute of Science</b>					
<b>1.1 Special Courses of Study</b>					
(i)	M.Sc. in Mathematics and Computing	DST-Centre for Interdisciplinary Mathematical Sciences	10	40	711

	COURSE NAME	LOCATION	INTAKE		COURSE CODE
			MINIMUM	MAXIMUM	
<b>2. FACULTY OF SOCIAL SCIENCES</b>					
<b>2.1 Special Courses of Study</b>					
(i)	Master in Business Economics and Management	Department of Economics	05	50	712

<b>3. INSTITUTE OF ENVIRONMENT &amp; SUSTAINABLE DEVELOPMENT</b>					
<b>3.1. General Courses</b>					
(i)	M.Sc. in Environmental Sciences (Earth & Atmospheric Sciences)	Institute of Environmental & Sustainable Development	05	10	713
(ii)	M.Sc. in Environmental Sciences (Ecological Sciences)	Institute of Environmental & Sustainable Development	05	10	
(iii)	M.Sc. in Environmental Sciences (Environmental Biotechnology)	Institute of Environmental & Sustainable Development	05	10	

### 3. RELAXATION IN MINIMUM ELIGIBILITY FOR SCHEDULED CASTES (SC), SCHEDULED TRIBES (ST), OTHER BACKWARD CLASSES (OBC) AND PHYSICALLY CHALLENGED (PC) CANDIDATES

In the case of SC/ST candidates, for all the above courses there will be no requirement for minimum percentage of marks in the aggregate in the qualifying examinations except that they must have passed the qualifying examination and appeared in the concerned Entrance Test. Further, 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.

#### 4. NOTES RELATED TO MINIMUM ELIGIBILITY REQUIREMENT

- (i) Candidates appearing in the Final Year of the Qualifying Examination may also apply and appear in the Test. However, the candidate will be required to produce the original mark sheet of the qualifying examination at the time of counseling for getting admission. Further, the candidates who are called for counseling for provisional admission in a course, but they are not able to produce the mark sheet of the qualifying examination(s) with minimum eligibility requirements at the time of counselling may also be allowed to take conditional admission. **However, the conditional admission will be on the condition that (a) such candidates give an undertaking that they will produce the original mark sheet of the qualifying examination with minimum eligibility requirement latest by 31<sup>st</sup> October, 2018. (b) It is evident from the mark sheet(s) of the previous examination(s) relating to the course of qualifying degree that the candidate has secured at least stipulated minimum percentage of aggregate marks (for example 50%) in the previous examination(s) (except final year examination/final year semester examination(s) of the qualifying degree. (This will not be necessary for SC/ST candidates). If they fail to produce the requisite mark sheet by 31<sup>st</sup> October, 2018 their admission will be treated as cancelled and they will not claim for refund of fee paid for conditional admission.**
- (ii) Candidates who were **admitted** as regular students to Part I / I-Semester of any of the above courses of study in this University through Entrance Test in earlier years(s) and who were eligible for appearing in the concerned Examination shall **not be allowed to re-appear in the Entrance Test for admission in the same Course with the same combination of subjects, unless specifically permitted by the Ordinance of the concerned Faculty. However, they may appear in the Entrance Test for change of combination of subjects of the same course.** Further, such candidates who were not eligible for appearing in the concerned examination due to shortage of attendance or for not filling the examination form in time, will be allowed to appear in the Entrance Test for that course if otherwise eligible. Candidates already admitted in Part II (III-Semester or above) are not allowed to appear in the Entrance Test of the same course even for change of subject combination.
- (iii) If the applicant has passed the qualifying Exam where grades are awarded and:
- (a) where the Grade Sheet does not mention the equivalent percentage of marks from grade points, the candidate should submit such a Certificate of conversion from the concerned Institution mentioning either the converted percentage, or the formula for the actual conversion of grade point average to percentage of marks;
- (b) where the Grade Sheet itself mentions the equivalent percentage of marks from grade points, or the formula for such conversion, the candidate should get both sides of the Degree/Grade Sheet photocopied showing the equivalent percentage of marks/conversion formula.
- (iv) **“Aggregate percentage of marks” will also include grace marks awarded to a candidate. The percentage of marks in the aggregate will be computed as evidenced from the final marksheet of the qualifying examination. However, in case of graduate examinations, where the final marksheet is of two or more types based on only Honours subject or all the subjects studied in three years, the aggregate shall be computed on the basis of total marks secured in all the subjects studied in three years. For example, in case of students passing BA (Hons.)/B.Sc. (Hons.) from BHU, in earlier years the final marksheets were of two types viz based on only 1000 marks or on 1800 marks. In such cases, the aggregate shall be computed based on total of 1800 marks rather than on 1000 marks. Further, where final marksheet is based on only Hons subject but the candidate has studied other subsidiary/similar subjects also during the study of course, the marks of these subjects will also be included for computation of aggregate percentage.** Still further, in case of any ambiguity/interpretational difficulties, the decision of the University will be final.
- (v)
- (a) Degrees/Certificates recognized by Association of Indian Universities (AIU) shall only be deemed as equivalent degrees/certificates.
- (b) The Distance Education Council of Indira Gandhi National Open University (IGNOU)/Association of Indian Universities (AIU) will be the only authority to recognize the Degrees/Certificates of **Distance Education**. Such candidates may be **provisionally** permitted to appear in the Entrance Tests but will be required to submit certificates from Distance Education Council of IGNOU, New Delhi regarding recognition/approval of the courses.
- (c) The courses at the level of 10+2 of Madarsas, recognized by Jamia Milia Islamia, New Delhi (Central University) will be recognized for purposes of admission to BA (Hons) course of BHU.

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- (vi) Notwithstanding anything contained in the Prospectus of Studies regarding the Courses in which admission is made through Entrance Test, the eligibility requirements for the purpose of admission shall be only those which are mentioned in the Information Bulletin of the academic session concerned.
- (vii) Application Forms of candidates who submitted forged/fake certificates or adopted fraudulent means shall be REJECTED. Further, such candidates shall be debarred from appearing in any subsequent Entrance Tests conducted by BHU.
- (viii) Candidates are allowed to appear at the Entrance Tests **provisionally** subject to the final verification of Mark sheets/Degrees/Certificates, validity of Certificates/Mark sheets of Qualifying Examination and also of non-involvement in the adoption of unfair means in any of the University Examinations/Entrance Tests held earlier, at the time of admission.
- (ix) Mere appearance in the Entrance Test or securing pass marks at the PET does not entitle a candidate to be considered for admission to the Course unless he/she fulfils the eligibility conditions. **APPLICANTS MUST FULLY SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY AS PRESCRIBED ABOVE, BEFORE FILLING IN THE APPLICATION FORM.**
- (x) If an applicant is inadvertently allowed to appear at the Entrance Test who otherwise does not fulfill the minimum eligibility requirements, he/she cannot, at a later date, use that as a right to claim that he/she meets the eligibility requirements.

The University reserves the right to cancel/refuse admission at any point of time if it is found that:

- (i) Minimum eligibility requirements are not fulfilled.
- (ii) False documentation has been done, or, facts have been suppressed.
- (iii) Any other similar valid reason.

- (xi) Candidates admitted to any Course in this University shall not be eligible to pursue simultaneously any other full-time Course in this or in any other University/Institution.
- (xii) **A candidate can apply for any number of courses for which he/she is eligible, provided** the Entrance Tests are on different dates (please refer to the Entrance Test Schedule).

### 5 RESERVATIONS

#### (i) Scheduled Castes/Scheduled Tribes:

Seats shall be reserved for Scheduled Caste (15%) and Scheduled Tribe (7.5%) candidates in each Course. **Admission against these seats will be made provided the candidate has passed the Qualifying Examination and appeared in the Entrance Test.**

Every SC/ST candidate shall have to submit a self attested copy of the Certificate mentioning that the candidate belongs to SC/ST community. Such certificates shall be subject to verification from the concerned District Magistrate. The following are empowered to issue the certificate:

- (a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Addl. Deputy Commissioner/ Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/ City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner.
- (b) Chief Presidency Magistrate/Addl. Chief Presidency Magistrate/Presidency Magistrate.
- (c) Revenue Officer not below the rank of Tehsildar.
- (d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
- (e) Administrator/Secretary to the Administrator/ Development Officer (Lakshadweep Islands).

Candidates must note that Certificate from any other person/authority shall not be accepted in any case. If the candidate happens to belong to SC or ST, his/her caste/tribe must be listed in the appropriate Govt. of India schedule. The Caste Certificate should clearly state: (a) Name of his/her caste/tribe (b) whether he/she belongs to SC or ST (c) District and the State or Union Territory of his/her usual place of residence and (d) the appropriate Govt. of India schedule under which his/her caste/tribe is approved by it as SC or ST.

However, if an SC/ST candidate seeks admission under some other category (for example: PC/Employee Ward etc.) the candidate should satisfy the minimum eligibility requirement for that category.

#### (ii) Other Backward Classes (OBCs):

27% Reservation to candidates belonging to OBC category (excluding under creamy layer) will be provided in different courses. The authorities to issue the OBC certificate are the same as in case of SC/ST provided in section 5 (i) above. 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. However, if an OBC candidate seeks admission under some other category (for example: PC/Employee Ward etc.) the candidate should satisfy the minimum eligibility requirement for that category.

(iii) **Physically Challenged:**

5% seats shall be reserved for Physically Challenged Candidates: (a) blindness and low vision; (1%) + (b) deaf and hard of hearing; (1%) + (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (1%) + (d) autism, intellectual disability, specific learning disability and mental illness; (1%) + (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities: (1%) (on horizontal reservation basis). 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. The Entrance Test for Blind candidates will be held at Varanasi Centre only.

**'Writer' for Blind Candidates:**

'Writer' will be provided by the University to each blind candidate. The qualifications of 'writers' shall be decided by the University. Such a candidate is required to apply for 'writer' to the Controller of Examinations on the prescribed application form for the purpose at least 15 days prior to the date of the Entrance Test. For this purpose, the candidate has to collect the form from the Office of the Controller of Examinations, and submit the same affixing a passport size photograph similar to that affixed on the application form. Such candidate will have to appear before the Head, Department of Ophthalmology for clinical examination and his opinion/recommendation will be considered before providing 'writer'. All the blind candidates will be accommodated at one Centre at Varanasi only.

**Note:** Wherever the number of seats is small, the University will have the right to combine some of the groups to calculate the number of seats for reserved categories.

**Consideration of Reserved Category Meritorious Candidates as General Candidates:**

In a course, if the merit of a reserved category candidate is more than or equal to the merit of the last admitted general candidate in that course, the reserved category candidate will be treated as general candidate in that course. Provided further that if a meritorious reserved category candidate is admitted by relaxing the general qualifying standards (minimum eligibility requirement and/or age) or is admitted to a higher preferred course (allotment of Honours subject, Subject combination, Specialization, if any) which he/she would not have got by remaining under the general category, then his/her admission shall be adjusted against the concerned reserved category quota and the consequential vacancy created in the general category shall be filled up by a general category candidate in order of merit.

## 6. SUPERNUMERARY SEATS:

**NOTE: Candidates seeking admission on a supernumerary seat under any of the following supernumerary quota shall be required to meet the eligibility conditions as are prescribed for general category candidates for the concerned course.**

- (i) **BHU Employee Wards:** 15% supernumerary seats in all the courses (including special courses) shall be available for the sons/daughters (including married daughters) of **permanent employees (including those on probation) of BHU currently in service or were so during the academic Session immediately preceding the Session for which the Entrance Test is held**, provided the candidate fulfils the minimum eligibility requirements **and** claims that he/she belongs to employee ward category in the Application Form and qualifies in the PET. BHU Employee Ward category applicants are required to submit a certificate issued by the Dy. Registrar (Administration), if called for Counseling.

Further, wherever the provision of employee ward quota for admission in a course of the University exists, the provision of granting benefit of Employee Ward will be extended to the following two groups of serving and retired/deceased employees also by creating one supernumerary seat (for each group) in addition to the seats available for the employee wards provided the merit index of the wards of the said two groups in the merit of entrance test conducted for admission in the course is not below the last admitted candidate under employee ward quota in that course:

- (a) employees joining the University on deputation; &

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- (b) wards of the deceased employees and re-engaged/retired BHU employees subject to the condition that the privilege will be available upto the academic year succeeding the year in which the deceased employee would have attained/retired employee attains the age of 65 years.

**(Note: Any fraction after computation of 15% seats in a course will be rounded off to the next integer.)**

- (ii) **Paid Seats:** There is provision for supernumerary "PAID SEATS" (not exceeding 15% of the total number of seats) in certain courses, the details of which will be available at the time of admission from the concerned Faculty/Department. However, no such provision is available for Special Courses. The desirous candidates are advised to keep constant touch with the Faculty/Department for knowing the detailed position regarding the process of admission under paid seats in the concerned courses, because in some of the courses separate notices are put on notice board for Paid Seats instead of sending call letters to all candidates above as per PET index.
- (iii) **Foreign Nationals:** Provision to the extent of 15% supernumerary seats for Foreign Nationals exist, out of which 5% seats will be filled up by children of NRIs [Persons of Indian Origin (PIO)] and 5% by children of Indian workers in Gulf 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-221 005. (visit our BHU website: [www.bhu.ac.in](http://www.bhu.ac.in)).

### 7. INSTITUTIONAL PREFERENCE

Institutional preference will be available to Banaras Hindu University students (excepting MCA Course) as per directive of the Supreme Court, to a maximum of 25% out of the seats of in the open category. However, no such provision is available for Special Courses. In this reference a "Banaras Hindu University student" is one who has been admitted through University Entrance Test, Banaras Hindu University and has passed the Qualifying Examination from Banaras Hindu University in the year of the Test or one year immediately preceding the Test. Any seat left vacant out of the 'preferential' seats for 'BHU students' consequent upon the aforesaid directions shall be made available as open seats under the respective category.

## SECTION B

### 8. APPLICATION FORM:

The University has created its Entrance Test Portal with the domain name [www.bhuonline.in](http://www.bhuonline.in). Its link is also available on the BHU website ([www.bhu.ac.in](http://www.bhu.ac.in)). The entire process of making an application for admission in various courses during the academic session 2018-19 has been made ONLINE. Accordingly, candidates may note that Supplementary PET 2018 Information Bulletin and Application Form will not be sold (as there will be no offline mode) and the candidates desirous of admissions shall be required to register on the Entrance Test portal of BHU and fill up the application form ONLINE as per procedure provided on the Portal. For further details visit the BHU website ([www.bhu.ac.in](http://www.bhu.ac.in)) or the entrance test portal of BHU ([www.bhuonline.in](http://www.bhuonline.in)).

### 9. APPLICATION PROCESSING/ENTRANCE TEST FEE:

The Candidate shall pay the following Application Processing Fee/Entrance Test fee:

COURSES	Entrance Fee	
	SC/ST/PC	Others
All courses (mentioned in this Bulletin)	Rs. 250.00	Rs. 500.00
<b>SC: Schedule Caste/ST: Schedule Tribe/PC: Physically Challenged</b>		

However, in case the candidate makes application (fills up application form) for more than one course under Supplementary PET 2018, the Application Processing Fee/Entrance Test Fee payable by him/her for each subsequent application (after first application) shall be charged as per reduced rates given below:

COURSES	Entrance Fee	
	SC/ST/PC	Others
All courses (mentioned in this Bulletin)	Rs. 100.00	Rs. 200.00
<b>SC: Schedule Caste/ST: Schedule Tribe/PC: Physically Challenged</b>		

### Mode of Payment of Application Processing/ Entrance Test Fee

Candidate is required to fill up the SUPPLEMENTARY PET 2018 Application Form ONLINE as the printed Information Bulletin-cum-Application Form will not be sold by the University. After the candidate has filled up the application form online, he/she will have



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following options for payment of Application Processing/Entrance Test Fee:

- a) **Online payment through credit card/ debit card** through the payment gateway available on the Entrance test portal.
- b) **Payment of Entrance Test Fee in Cash through “Challan” in any branch of HDFC Bank (facility will be available only during banking hours on any banking day):** After filling up the application form, its submission and selecting this mode for payment, the candidate can print the Challan from the entrance test portal. The printout of challan will contain all necessary details of the candidate, bank account details of the Banaras Hindu University in which the entrance test fee will be deposited and the exact amount to be deposited. The candidate will be required to visit any branch of the **HDFC** Bank of his/her choice (**only during banking hours on any banking day**) where he/she will be required to deposit the requisite Fee amount to the Bank.

Further detailed procedure in this regard is prescribed in **Section 12**.

**Note :**

- (i) **The Application Form once submitted with the Application Processing/ Entrance Test Fee at concessional rate meant for SC/ST candidate shall be considered under SC/ST Category.**
- (ii) **The Application Processing/ Entrance Test Fee paid shall neither be refunded nor transferred to another course and shall also not be reserved for any subsequent year, in any case.**

### 10. IMPORTANT DATES:

Availability of PET-2018 ONLINE Form on the Entrance Test Portal	:	30.04.2018
Last date for ONLINE submission of Application Forms	:	31.05.2018
Date of Entrance Test	:	01.07.2018

### 11. ENTRANCE TEST CENTRES:

The Test will be held at the following Centres, provided there are sufficient number of candidates for the concerned Centre:

Varanasi	Rajiv Gandhi South Campus – Barkachha, Mirzapur	Delhi	Hyderabad	Kolkatta
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#### 1. For the attention of all applicants

- (i) **The University reserves the right to cancel any of the Centres except Varanasi without assigning any reason.** Candidates should, therefore, choose five Centres in order of preference in their Application Forms.
- (ii) The Centre allotted will be indicated in the Admit Card. Applicants must note that the Examination Centre **once allotted to a candidate shall not be changed.**
- (iii) The final decision to allot a Centre to a candidate shall rest with the University.
- (iv) **An outstation Centre can be cancelled due to inadequate number of candidates or due to any other reason. The candidate in such a case shall be allotted another Centre**
- (v) Blind candidates will be allotted Varanasi Centre only.

**IMPORTANT NOTE:** Candidates may note that any change in the content of this Information Bulletin including Cancellation of Test Centre/Date of Conduct of Test/Withdrawal of Courses/ Notifications relating to Conduct of Test/ Display of Provisional Key etc. will be made on BHU Entrance Test Portal: ([www.bhuonline.in](http://www.bhuonline.in)) only. The candidates are therefore advised to regularly visit the said website for updates.

### 12. INSTRUCTIONS FOR SUBMISSION OF APPLICATION FORM:

#### 12.1 Requirement of Aadhaar for the Applicants of PET -2018

The provisions of the Aadhaar Act and Regulations under the Act have come into effect from 14<sup>th</sup> September 2016. Section 57 of the Aadhaar Act 2016 permits the use of Aadhaar number for establishing the identity of an individual for any purpose pursuant to any law or any contract to this effect. For the said purpose, the University has decided to use Aadhaar for the applicants of PET-2018. The use

of Aadhaar for the applicants of PET-2018 will result in accuracy of the applicants' details. This will also help in ascertaining identities of the applicants at the examination centres in a convenient and hassle free manner. Aadhaar obviates the need for producing multiple documents to prove one's identity. Accordingly, candidates are informed as following:

- a) All the Indian citizen candidates should possess AADHAAR card issued by UIDAI. At the time of filling application form of PET-2018, the candidates will have to enter their AADHAAR number, name, date of birth & gender which will be validated with the UIDAI's data. **In case, these particulars do not match, the candidates will not be able to fill the application form for PET-2018.** Therefore, the candidates are advised to ensure that their AADHAAR card has correct particulars of their name, date of birth & gender as per school records. If there is some mismatch in these details, the candidates should immediately get it corrected in AADHAAR data and comply with (c) below.
- b) Applicants not yet enrolled for Aadhaar, are hereby required to make application for Aadhaar enrolment in case he/she is entitled to obtain Aadhaar as per section 3 of Aadhaar Act. Such applicant may visit any Aadhaar enrolment center (list available at [www.uidai.gov.in](http://www.uidai.gov.in)) to get enrolled for Aadhaar.
- c) The applicants who have enrolled for Aadhaar or have applied for correction in Aadhaar data but have not received Aadhaar/corrected Aadhaar should enter 14 digit Aadhaar Enrolment Number/ Update Request Number with slash('/') printed on the Aadhaar enrolment slip/ Update Request slip at the time of filling online application form for PET-2018.
- d) The candidates who have filled up their application form after verifying their Aadhaar details shall be compulsorily required to carry their Aadhaar Card to the examination centre, for authentication of their identity, alongwith the Entrance Test Admit Card, failing which such candidate shall not be allowed in the examination hall.
- e) The above provisions shall be applicable on all candidates except those who are resident of J&K, Assam & Meghalaya and do not possess Aadhaar number. Such candidates shall be required to enter the passport number, ration card number, bank account number or any other valid Govt. identity number containing the address of candidates in these states. These candidates shall be compulsorily required to carry the same document to the examination centre, for authentication of their identity, alongwith the Entrance Test Admit Card, failing which such candidate shall not be allowed in the examination hall.
- f) The applicants are also informed that his/her identity information (Aadhaar number, name, Fingerprint/Iris) would only be used for authentication and that his/her biometrics will not be stored/ shared and will be submitted to UIDAI'S Central Identity Data Repository (CIDR) only for purpose of authentication.

### 12.2 Online Application Form:

The Application Form for PET 2018 is available on the BHU's entrance test portal ([www.bhuonline.in](http://www.bhuonline.in)). The online application making process will have following six stages:

**Step 1: Registration on the Portal [[www.bhuonline.in](http://www.bhuonline.in)]**- This step involves authentication of Candidate's email id and mobile number. As all important communications related to Entrance Test and Admission will be sent to the registered email id and mobile number, candidates are advised to give their correct email id/ mobile number (in use).

**Step 2: Authentication of Candidate's identity**- Only after successful registration on the Portal [[www.bhuonline.in](http://www.bhuonline.in)], the candidates would be required to fill up an Authentication Form giving particulars for authentication of their identification. Candidate's should carefully write the correct spelling of their names as carried in their Aadhaar/identification document (as applicable). Indian citizen candidates who are resident of any state other than J&K, Assam and Meghalaya would be essentially required to provide Aadhaar Number/ Aadhaar Enrolment Number for authentication of their identity. The candidates who have filled up their application form after verifying their Aadhaar particulars shall be compulsorily required to carry their Aadhaar Card to the examination centre, for authentication of their identity, along with the Entrance Test Admit Card, failing which such candidate shall not be allowed in the examination hall. Please refer to the Public Notice and FAQs related to it (available on [www.bhuonline.in](http://www.bhuonline.in)).

**Step 3: Online Application Form Entry and Course Selection**- After successful authentication of identity, candidates would be allowed to fill-up details in the online application form and select the course after ensuring their eligibility for the concerned course in which they are desirous.

**Step 4: Uploading of photographs and signature**- Candidates have to scan their photo and signature as per instruction given in the

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portal and upload it.

**Step 5: Payment of Application Processing/ Entrance Test Fee-** After the candidate has filled up the application form online and clicks on the “CONFIRM” button, he/she will be provided with following options for payment of application processing/test fee:

- a) **Online payment through credit card/ debit card through the payment gateway available on the Entrance test portal.**
- b) **Payment of Entrance Test Fee in Cash through “Challan” in any branch of HDFC Bank (facility will be available only during banking hours on any banking day):** After filling up the application form and its submission, the Challan can be printed from the portal. The printout of challan (in two folds) will contain all necessary details of the candidate and the bank account details of the Banaras Hindu University in which the entrance test fee will be deposited. The candidate will be required to visit any branch of the HDFC Bank of his/her choice (only during banking hours on any banking day) where he/she will be required to deposit the requisite Fee amount to the Bank and the bank will retain one fold of the Challan and its second fold containing the necessary Entrance Test Fee payment details will be given to the candidate. The candidate is required to retain it for his record.

**Step 6: Printout of Application Form for the record of candidates-** After online submission of application form and successful payment of Application Processing/ Test Fee, candidates are advised to take a printout of the online filled up application form (containing the details he/she has filled in and the transaction details of payment of application fee) from either the Entrance Test portal for their own record.

### NOTE:

1. **The application form is to be filled up and submitted online. Detailed instruction for filling up the application form, online payment of application fee and online submission is provided on the BHU’s entrance test portal.**
2. **The PET Application Form shall be treated to have been successfully submitted only after the candidate has paid the Application Processing Fee/ Entrance Test Fee through either of the two modes given above.**

FAQs-Clarification regarding applying with Aadhaar		
S.No.	Query	Clarification
1.	Candidates who have recently submitted the request for Aadhaar enrolment but have not been issued Aadhaar Number	Such Candidates have to apply for PET by entering 14 digits Aadhaar Enrolment ID (Including slash) printed on the slip issued by Aadhaar centre after submitting enrolment request.
2.	Candidate who have recently submitted the request for updation in Aadhaar details (including biometric updation) and unable to apply with the updated Aadhaar Card Details	Such Candidates have to apply for PET by entering 14 digits Aadhaar Update Request No. (Including slash) printed on the slip issued by Aadhaar centre after submitting updation request.
3.	Aadhaar authentication has failed in the first step of application submission	The candidates should verify whether they have entered the details exactly same as mentioned on their Aadhaar card.
4.	The date of birth is not fully or incorrectly mentioned in Aadhaar card or only birth year is mentioned.	Such candidates should submit a correction request at Aadhaar centre and apply for PET by entering 14 digits Aadhaar Update Request No. (Including slash) printed on the slip issued by Aadhaar centre after submitting updation request
5.	The name of the candidate in Aadhaar is not same as in school records.	Such candidates should submit a correction request at Aadhaar centre and apply for PET by entering 14 digits Aadhaar Update Request No. (Including slash) printed on the slip issued by Aadhaar centre after submitting updation request.
6.	The name of father/ mother is not exactly same as in	These particulars are not matched with Aadhaar data so the

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	school records. The address mentioned in Aadhaar has been changed due to transfer or some other reason.	candidates should correctly fill these particulars as per school records. The present/permanent address may also be filled accordingly since BHU do not send any communication on the candidates' address.
7.	For the Candidates of Assam/J&K/Meghalaya having Aadhaar Card	Candidates who are residents of these states and have Aadhaar Card need to enter the Aadhaar details only.
8.	For the Candidates of Assam/J&K/Meghalaya having no Aadhaar Card	Candidates who are residents of these states and do not have Aadhaar Card need to enter the passport number, ration card number, bank account number or any other valid Govt. identity containing their address. They will be required to carry the same document alongwith Admit Card for entry in the examination hall.

In addition to the Admit Card issued by the University, it will be essential for a candidate to have Aadhaar Card for entry into the examination Hall. **[KINDLY REFER POINT NUMBER 17 (1) ALSO].**

### 13. REASONS FOR REJECTION OF THE APPLICATION FORMS:

- (i) Submission of application form without payment of requisite amount of **Application Processing/ Entrance Test Fee.**
- (ii) Any other inadequacy detected.

**NOTE:** If at any stage it is found that the applicant is not eligible for admission in a discipline under University rules, his/her candidature will automatically stand cancelled. Please note that thorough checking of Application Form, Minimum Eligibility requirements, Original documents in support of Academic Certificates and Categories-claimed will be done only at the time of admission/counseling (if called for the same). At that stage also the candidature of the applicant will stand cancelled, if he/she does not fulfill all the requirements for admission.

### 14. ADMIT CARD

1. **Candidates can download the ADMIT CARD** from the BHU Entrance Test Portal ([www.bhuonline.in](http://www.bhuonline.in)) around one week prior to date of conduct of test providing the unique registration ID allotted to them at the time of online submission of application form.
2. E-mail/SMS alert regarding loading of Admit Card will also be sent on the email id/mobile phone number registered by the candidate. **Therefore, the candidates are advised to give correct e-mail addresses/ mobile phone numbers for correspondence while filling up the online application form.**
3. If a candidate is unable to download the Admit Card till **03 days before the date of the Test**, he/she should contact the Office of the Controller of Examinations, BHU, Varanasi on **Help Desk Phone No. 08574587668 and help desk email id. available on Entrance Test Portal.**
4. The candidate should carefully examine the Admit Card received by him/her for all the entries made therein. In case of any discrepancy the candidate should inform the Office of the Controller of Examinations immediately. No consideration will be given, if discrepancies are not pointed out timely.
5. A passport size photograph be affixed (same passport size photograph which has been used for online submission) in the space provided on the printout of the Admit Card under self-attestation.

#### Important:

- (i) No candidate shall be allowed to appear in the Test without a valid Admit Card.
- (ii) Candidates to note that there will be no postal dispatch of Admit Card, which can only be downloaded and printed from the candidate's e-mail account or downloaded from the BHU's entrance test portal by giving the unique Registration id allotted at the time of online form submission.
- (iii) **The Tests, shall be held on 24<sup>th</sup> June 2018.** Schedule of Tests has been given at the end of the Information Bulletin (**Section 21**) and Venue details will be given on the Admit Card.

- (iv) The candidate is required to retain the Admit Card in safe custody after the Test for presenting it before the Admission Committee, if called for counseling.
- (v) In all matters relating to Postgraduate Entrance Test and admission to respective Courses, the decision of the University shall be final and binding.

## SECTION C

### 15. DURATION OF TEST AND STRUCTURE OF QUESTION PAPER

**Important Note:**

1. There shall be a separate test for each course; however, there shall be common test for certain courses (as indicated below):

Common Entrance Test	Courses Covered
I	M.Sc Environmental Sciences (Earth & Atmospheric Sciences) / (Ecological Sciences) / (Environmental Biotechnology)

2. For such courses having common entrance test, the admission to the respective courses shall be made on the basis of merit of the candidate (in the common entrance test) and choice/ preference for course(s) given by him at the time of Counseling and his/ her eligibility for the course.
3. In case a candidate prefers to be considered for more than one course for which there are separate entrance tests, he/ she shall apply for each such course separately provided the tests are held on different dates (See schedule of Entrance Tests).
4. Mere appearance in a combined/ common entrance test does not entitle the candidate for consideration in a course(s) covered under the combined test for which he/she shall have to meet the eligibility criteria for the course(s).

The entrance test structure for different tests is given below:

- (i) **Common Entrance Test for M.Sc Environmental Sciences in Earth & Atmospheric Sciences; M.Sc Environmental Sciences in Ecological Sciences; M.Sc Environmental Sciences in Environmental Biotechnology**

There shall be one paper of 120 minutes comprising Section A and B carrying 360 marks and based on multiple choice question of the Graduate Level. The candidate shall have to attempt both sections. Section A will have 40 question from basic environmental science and Section B will have 80 question from each sub sections such as life sciences, physical sciences and earth sciences. The candidate has to select only one sub section from Section B.

- (ii) **M.Sc. in Mathematics and Computing (Special Courses of Study)**

There shall be one paper of 120 minutes duration carrying 360 marks containing 120 multiple choice questions based on graduate level of the Mathematics.

- (iii) **Master in Business Economics and Management (Special Courses of Study)**

There shall be a written test of 120 minutes durations carrying 360 marks with 120 multiple choice questions (these questions shall be based on undergraduate Level Knowledge on Business Economics, Management, Mathematics and Reasoning, Micro Economics, Macro Economics, Money and Banking, International Economics, Environmental Economics, Economics of Development and Growth, Public Economics, Indian Economy and Mathematics for Economics).

### 16. METHOD OF ANSWERING IN THE TEST

- (i) A Question Booklet containing the questions and a separate Answer Sheet shall be provided to the candidate at the beginning of the Test.
- (ii) The candidate, **within 10 minutes of the issue of the Question Booklet**, shall check the Question Booklet to ensure that it contains all the pages in correct sequence and that no page/question is missing. In case of faulty Question Booklet, the candidate shall immediately bring it to the notice of the Superintendent/Invigilators to obtain a fresh Question Booklet.

- (iii) The candidate is required to write his/her Roll Number, Question Booklet No. and Set No., if any, at the appropriate places provided in the answer sheet in **INK/Ball Point pen only**. In addition, **he/she is also required to fill up Roll Number in the space provided** on the answer sheet **by darkening the appropriate ovals by Blue/Black Ball Point pen only**. (Note: Please note that any error in darkening the Roll Number or writing set number will result in wrong evaluation of the Answer Sheet. He/She may take further note that non-filling of Set No., if any, Roll No. and other vital details would lead to non-evaluation of Answer Sheet and cancellation of his/her candidature. Hence, the candidate should be careful in darkening Roll Number and writing set number).
- (iv) The candidate is required to write **in INK/Ball Point pen only**, his/her Roll number and Serial Number of Answer Sheet at the appropriate places on the cover page of the Question Booklet.
- (v) Each question shall be followed by four alternative answers. The candidate is required to identify the **one** which he/she feels to be the correct answer and record the answer by darkening the **appropriate oval** in the answer sheet with **Blue/Black Ball Point pen only**, as will also be mentioned in the guidelines given on the first page of the Answer Sheet. For example, if out of 4 alternatives (1) (2) (3) & (4) given against **question No. 15**, the candidate identifies (2) as the correct answer, **he/she is required to darken the oval No. 2 only in the Answer Sheet as given below:**

Q.No.15                      (1)    ●    (3)    (4)

**Wrong Method of Answering\***

Q.No.15	✓1	(2)	(3)	(4)
Q.No.15	(1)	(2)	3X	(4)
Q.No.15	(1)	●	(3)	(4)

**\* Wrong Method of answering will not be evaluated.**

- (vi) The answer will be treated incorrect if more than one oval is darkened or an oval is darkened improperly. Any other method of marking such as tick mark, cross mark, use of dot, line mark and half-filled oval or marks outside the oval shall not be evaluated.
- (vii) If any question is not attempted, the candidate is required to leave all the ovals against that question as blank. Such an answer will be awarded zero mark.
- (viii) Inner cover page of the Question Booklet or the blank space/page at the end of Question Booklet may be used for rough work.
- (ix) No page from the Question Booklet is to be torn or removed. If a candidate is found tearing any page from the Question Booklet, he/she shall be liable to punishment for adopting unfair means and shall not be allowed to continue in the Entrance Test.

**NOTE:**

- a. If the candidate commits any error in writing/filling the Roll No., Set No. etc. on the answer sheet, it will not be possible to rectify the error and the answer sheet will be evaluated accordingly. **CANDIDATES TO NOTE THAT SINCE ANSWERS ARE TO BE MARKED IN INK, IT WILL NOT BE POSSIBLE TO CHANGE ANY ANSWER AFTER MARKING IT. (USE OF WHITENER FOR CHANGE IN ANSWER IS NOT ALLOWED)**
- b.
  - (i) Question Booklet will be given to the candidates after University Entrance Tests.
  - (ii) After completion of the tests, the provisional answers (key) will be displayed on the BHU Website [www.bhu.ac.in](http://www.bhu.ac.in) ordinarily within 04 to 05 days of the test.
  - (iii) In case of any complaint about the questions/answers the candidate(s) will be given 05 days time after the display of provisional key on the website to put up his/her complaint before the Office of the Controller of Examinations. The evaluation will be done with key so finalized and no request for review will be entertained thereafter.
  - (iv) While making the complaint, the candidate must mention his/her name, Roll Number, Name of Course, Course Code Number, Set Number of Question Booklet (if any) and Serial Number of Questions and its/their key(s).
  - (v) The decision of the University regarding Question(s)/ Key will be final.

**17. IMPORTANT INSTRUCTIONS TO CANDIDATES APPEARING IN PET**

- (i) In addition to his/her valid Admit Card for the concerned Entrance Test issued by the University, it will be essential for a candidate to have Aadhaar Card for entry into the examination Hall.. He/She must occupy only his/her allotted seat as per

his/her Roll Number in the seating arrangement made for the concerned Test. Further, if any candidate have not issued his/her Aadhaar Card must carry one of the following ID proofs for entry into the examination Hall: (i) Passport Number; (ii) Ration Card Number; (iii) Bank Account Number and (iv) any other valid Government ID Number.

- (ii) **No Candidate shall be allowed** to leave the Test Hall **till the end** of the Test.
- (iii) There is no provision to provide or permit a 'writer' in the Entrance Test except for blind candidates, who will be provided 'writers' on request [for details please refer to **Section 5 (iii)** of this Information Bulletin].
- (iv) The Candidates shall be checked for any resource materials frequently and at random by the Invigilators and other staff conducting the Test, routinely and also on the slightest doubt.
- (v) **Calculators/watch calculators, electronic diary, pager, mobile phones, earphones, alarm clock, digital watches with memory, slide rule, etc. are not allowed in the examination hall. Also, carrying of licensed weapons, fire arms, tools which can be used as lethal weapons are not allowed in the examination hall.**
- (vi) **The Entrance Examination of a candidate shall be cancelled in case of any of the following actions by a candidate:**

Relevant or irrelevant resource material or loose paper found on his/her possession, or, lying on or around his/her seat, Possession of any unauthorized instrument or equipment as mentioned at (vi) above/document/paper/ information materials or any resource materials, Communication of information in writing or verbally or exchange of Question Booklet/Answer Sheets to and from any other person during the Test period and any other malpractice amounting to obtaining undue advantage, Writing anything in the Admit Card, Carrying of the envelope of the Admit Card into the examination hall, Any alterations or corrections in the entries made by a candidate in Question Booklet and OMR Sheet [Roll Number in words & figures and OMR sheet no. in Question Booklet and Roll Number, Question Booklet no. and Set no. (if any) in OMR sheet] but not duly verified by the invigilator concerned, Non-matching of signature made at the time of Entrance Test with that already done at the time of filling of Application Form.
- (vii) **The Entrance Examination of a candidate shall be cancelled and candidate shall be debarred to appear from future Entrance Tests in case of any of the following actions by a candidate:**

Tampering with the Admit Card including that of the photograph, Face not resembling the photograph on the Admit Card, Not occupying the allotted seat, Tampering/disturbing the seating arrangements, Smuggling-out or smuggling-in Question Booklet in part or in full, or Test material, or any resource material connected with the Test, Making any attempt to influence the University authorities directly or indirectly, disturbing or trying to disturb the Entrance Test, Noting down the questions or their answers, Shouting of slogans or creating unruly scene at the examination hall/examination centre/University campus.
- (viii) **Impersonation is a legally punishable offence.** No Candidate will be permitted to appear in the Test without a valid Admit Card. The Admit Card should be presented to the invigilators/other authorized officials for verification. The candidate's identity will be verified in respect of his/her details on the Admit Card. If the identity is in doubt, the candidate may not be allowed to appear in the Test. The authorities may at their discretion **provisionally** permit the candidate to appear in the Test after completing formalities including taking of thumb impression/several signatures for further verification. No extra time will be granted for these formalities to be completed.

Similarly, at the time of Counseling, the candidate's identity will be verified from the documents available with the University and in case of any doubt, his/her admission will be deferred till final verification.

A person found to impersonate a candidate shall be handed over to the Police under an FIR lodged by the University. **The candidate in reference shall be debarred from future Entrance Tests of the University.**

A student or employee of the University if found to impersonate in the Entrance Test will be respectively **rusticated or dismissed from the University service.**
- (ix) **Suppression/concealment of information:** The candidate must ensure that he/she is qualified to appear in the Entrance Test. If it is detected at any stage that he/she did not fulfill the minimum qualifications, or, there was something against the candidate which would have prevented him/her from being admitted in the concerned subject/course, or, the candidate has provided false information or no information about his/her previous involvement in an act punishable under law or act of gross misconduct and indiscipline, then his/her candidature shall not be considered and his/her admission, if already made, shall be cancelled at any stage and he/she shall be debarred from appearing in any of the future Entrance Tests of the University.
- (x) Nobody other than the University authorized personnel is permitted to move around the Test venue. Any unauthorized person loitering around the Test venue shall be handed over to the police under an FIR lodged by the University.

- (xi) **No scrutiny/re-evaluation of answer sheet of PET is allowed in any case at any stage.**
- (xii) The candidate shall be bound by the BHU Statutes/Ordinances/Rules and Regulations framed from time to time.
- (xiii) Any litigation in respect of the PET shall be subject to the jurisdiction of the local Court of Varanasi and/or Hon'ble High Court of Judicature at Allahabad only.
- (xiv) **For any interpretational difficulties, the interpretation through English language shall be deemed as correct.**

### 18. EVALUATION AND RESULT

**There shall be negative marking in entrance tests for all Courses of study in PET. Three marks shall be awarded for each correct answer while one mark shall be deducted for each incorrect answer. Unattempted question will be awarded zero mark.**

Candidate shall be selected in order of merit on the basis of aggregate marks secured in the Entrance Test provided he/she fulfils the minimum eligibility criteria and minimum qualifying marks in the test. The University reserves the right to fix minimum qualifying marks for different courses and/or different categories. However, for MPA and MFA, minimum qualifying marks for theory paper will be 35% and in the practical minimum qualifying marks will be 45%. The Merit shall be based on the sum of two components viz., marks obtained in Theory and practical tests.

**INTER-SE RANKING:** In case of equal index in PET (for all courses), the following criteria shall be adopted for **inter-se** ranking:

- (a) Preference shall be given to the candidates who have higher aggregate percentage of marks at the Qualifying Examination. (In cases where candidates with graduation/post-graduation such as M.A. in Linguistics and M.A. in Mass Communication are eligible, the inter-se-ranking will be decided on the basis of percentage of marks in aggregate at graduation level)
- (b) In case the aggregate percentages of the marks at the Qualifying Examination are also equal then preference shall be given to a candidate who has higher marks in the concerned subject (wherever applicable). **In MCA:** In case the aggregate percentages of the marks at qualifying examination are also equal, then the candidates having Mathematics at Bachelor's level shall be considered first. If there are several such candidates, then preference shall be given to a candidate who has higher percentage of marks in Mathematics at Bachelor's level, and if these are also equal, then at Intermediate or +2 level. Lastly, candidates having Mathematics at +2 level but not at Bachelor's level will be considered similarly.
- (c) In case the candidates have equal marks in the above stated examinations, then the candidate senior in age shall be given preference.

### RESULT:

The University shall try to announce the results of the candidates around **3<sup>rd</sup> week of July 2018** which would be available on BHU's Entrance Test Portal ([www.bhuonline.in](http://www.bhuonline.in)). In addition, marks obtained by the candidate in the test, his/her overall merit and merit within the category to which he/she belongs shall be emailed at his/her registered email address and sent through SMS at his/ her registered mobile number provided by the candidate in the application form. **Therefore the candidates are advised to give correct e-mail addresses/mobile phone numbers for correspondence.**

### IMPORTANT:

Notwithstanding anything to the contrary contained anywhere in the Ordinances of the University, no scrutiny/ re-evaluation of the answer sheet/book of the test shall be allowed on any ground. Further, no representation or any query regarding the conduct/content of evaluated sheet of the test shall be entertained.

### 19. DOCUMENTS IN ORIGINAL REQUIRED AT THE TIME OF ADMISSION:

Only those candidates who are selected/ waitlisted shall be informed through a **'Call Letter' (to be downloaded from the Entrance Test Postal)** by the concerned Dean of Faculty/Head of the Department, BHU about their admission. If a candidate is called for admission to a particular course on a particular date/dates, he/she shall have to bring with him/her all the necessary documents mentioned below in ORIGINAL failing which his/her admission shall NOT be considered. (The 'Call Letter' will contain more details.)

- (i) Transfer Certificate.
- (ii) Migration Certificate, if passed from a university other than BHU (To be submitted not later than 90 days of admission).
- (iii) High School Certificate/equivalent Certificate.



- (iv) Intermediate (+2) Certificate/equivalent Certificate.
- (v) Mark sheets of High School/equivalent & Intermediate (+2)/equivalent.
- (vi) Mark sheet of the Qualifying Examination.
- (vii) PET Admit Card issued from the office of the Controller of Examinations, BHU.
- (viii) SC/ST/OBC Certificate on the basis of which reserved quota seat is claimed.
- (ix) Certificate(s) in support of claim for 'Sports Seats'.
- (x) Certificate of being the son/daughter of a permanent in-service employee/Retired/Reemployed/ Deceased employee of BHU in the prescribed format issued by the Central Registry.

Candidates must have in their possession all original documents such as High School Mark sheet and Certificate, Intermediate or equivalent Mark sheet and Certificate (if issued), Certificate of Reservation, Transfer Certificate, Migration Certificate (if issued by the Board) and ADMIT CARD OF THE RESPECTIVE ENTRANCE TEST **at the time of admission** failing which their admission shall not be considered. **However, Marksheet downloaded from the Website of the concerned examining body (subject to verification by the Admission Committee), CONFIDENTIAL MARKSHEETS or PROVISIONAL RESULTS issued by the Registrar/ Controller of Examinations of the concerned University or Secretary of the concerned Board (in case qualifying examination is of Senior Secondary level) shall also be entertained at the time of admission.**

### 20. ADMISSION PROCEDURE

The admission of a candidate in a course will be done only when he/she satisfies all the eligibility requirements, appears in the PET, qualifies in the Entrance Test and completes all formalities required for admission in the course. The admissions shall be made strictly on the basis of merit index in the PET, availability of seats in the course, as per rules given in this Information Bulletin and rules framed by the University from time to time.

The admission process will begin after the declaration of PET results. The admission will be done by the Admission Committees of the respective departments. The concerned Head of the Department/Coordinator will issue electronic **call letters** to the candidates for Counseling. As soon as the electronic call letters are issued, the shortlisted candidates may 'Login' **on the Candidate's segment of the Entrance Test Portal [www.bhuonline.in] for downloading the call letter. Information on issue of Call Letter will be sent to the candidate's on their registered e-mail ids/ mobile numbers. Therefore the candidates are advised to give correct e-mail addresses/mobile number for correspondence. Candidates may also note that there will be no postal dispatch of call letter.** The number of call letters will be nearly two-four times the number of seats available in the course. Admission is based strictly on merit index obtained in the Entrance Test.

**NOTE: Sometimes there may be technical reasons for non-delivery of e-mails/SMS to candidates, therefore, candidates are advised to visit BHU's Entrance Test Portal ([www.bhuonline.in](http://www.bhuonline.in)) everyday after the entrance test results have been declared to have detailed information on counselling schedule, downloading call letters, offer of admission payment of fee etc.**

#### Counselling Procedure:

The University will adopt computerised counseling procedure for admissions to various courses during the academic session 2018-19. The counseling procedure will involve following steps:

#### **STEP 1: Online Preference Entry (on or after issue of Call Letter and before the Counselling Date)**

Every candidate called for counseling for admission to a Course shall be required to fill up an online **Preference Entry Form which will be available and active on the on the Candidate' segment of the Entrance Test Portal [www.bhuonline.in] for online preference entry after they have received the password.** In the Preference Entry Form, a candidate is required to give his/her preference of the following:

- **Choice of Course.** This preference option is available only if admission to more than one course is done based on merit index/rank obtained in a Common Test [some of the PG programmes].
- **Preference of location** [Faculty/Department on the Main Campus or RGSC or Affiliated Colleges]. This preference option is available only if a course runs at more than one location.
- **Seat Type:** Whether the candidate wants seats with regular fee only or he/she is willing to take admission in Paid Seat if the regular fee seats are full. This preference option is not available for Special Courses of Study and certain other regular/professional programmes (such as MCA on the main campus).

### Note:

Give your order of preference carefully. No section of the online preference form should be left blank. If any section is left blank, it will be presumed that candidate is not interested in that option. Candidates will get another opportunity of making changes in the entries made in the Online Preference Entry Form on the day of counselling (prior to verification of documents). Admission to Paid Seats will be done after the regular fee seats are full. All those candidates who opted for Paid Seat while filling up the 'Preference Entry Form' at the time of Counselling will be arranged in order of merit, their preference of a course (as given in preference entry form) and availability of seats. In case a candidate, who initially got provisionally admitted in regular fee seat of his/her lower preference, gets an opportunity of higher preference course/honours/honours (combinations)/ location under Paid Seat, he/she will be considered for Paid Seat for the course to migrate from his/her lower preference to higher preference.

### STEP 2: Activity on the day of Counselling

- Reach the counseling venue at the prescribed time/date given in this Call letter. Contact the Counseling Centre/Venue Incharge and mark your attendance by signing the attendance sheet available with the Counseling Centre Incharge.
- Discuss with the teachers available at the Counseling Centre/Venue about the available options of PG courses [in case common entrance test is held for admission to more than one course], locations and fee structures, availability of hostels etc. In case you want to change your preference [earlier filled up by you ONLINE], you can do at this stage. Request the Counselling Centre/Venue Incharge for change. After preference entry form is finalised, get its printout, sign it and submit it alongwith other required original documents at the Verification Desk. **Preference Entry Form once signed and confirmed by a Candidate on the Counselling Date shall be final and shall not be changed later.** The computer will allot seats strictly in order of merit in the entrance test taking into account the order of preference filled up by the candidate and availability of seats.

**NOTE: If a Reserved Meritorious candidate is called for counselling alongwith General category candidates his/her claim on seats reserved for his/her category shall remain intact.**

- In case you are provisionally admitted, collect the Provisional Admission Letter from the Counselling Centre/ Venue Incharge at **10:00 am on the next day of Counseling**. The Admission letter will show the course in which you are provisionally admitted on the date of counseling, amount of admission fee (regular fee) to be paid and deadline for fee payment (**ordinarily 4:00 pm of the day following the Counseling date**). In case you are provisionally admitted to a special Course of Study or on Paid Seat, you will be required to pay the Special Course/ Paid Seat Fee in addition to regular Fee of the Course. Please checkup from the Counseling Centre Incharge about the amount, mode of payment and deadline for payment of Special Course/ Paid Seat Fee.
- **Mode of Payment of Admission Fee (Regular Fee of the University):** After the candidate has received the provisional admission letter from the Counseling Centre/Venue Incharge, he/she will have following options for payment of Admission Fee:
  - a) Online payment through credit card/ debit card through the payment gateway available on the Entrance Test portal
  - b) Payment of Fee in cash at the Fee Counters (check the location of the nearest Fee Counter at the Counseling Centre/Venue)

### STEP 3: Activity on next day of Counselling date

**Candidates must submit the proof of payment of admission fee to the Counselling Centre/Venue Incharge latest by 04:00 pm on the next day** of the Counselling (deadline for payment of Fee). This will not be required if fee is paid Online payment through credit card/ debit card through the payment gateway available on the Entrance Test portal. In case they fail to produce the evidence/proof of payment by the said deadline, it will be presumed that he/she is not interested in the admission and his provisional admission letter shall be treated as cancelled/withdrawn.

### NOTE:

- (i) After (i) each day of counselling and (ii) fee payment deadline, computerised allotment/rearrangement of seats in order of merit and based on preference of candidates and availability of seats will be done. There are chances of upward mobility of candidates in the order of preference filled up by him/her after subsequent days of counseling/ last day of counseling if the seats in the higher preferences of a candidate get vacated after he/she has attended the counseling. This will be done automatically by the computer. The final allotment will be done by the computer only after the expiry of payment deadline of the last date of counselling. Based on the preference of candidate given at the time of counseling, there could be change in course options, location and seat type (free to paid and *vice versa*). The final allotment done in this manner shall be

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binding on the candidate.

- (ii) Candidates must have in their possession all the original documents mentioned above. **However, Marksheet downloaded from the Website of the concerned examining body (subject to verification by the Admission Committee), CONFIDENTIAL MARKSHEETS or PROVISIONAL RESULTS issued by the Registrar/ Controller of Examinations of the concerned University or Secretary of the concerned Board (in case qualifying examination is of Senior Secondary level) shall also be entertained at the time of admission. Failure to pay the fees within the prescribed period given in the admission letter will result in cancellation of the allotted seat.**

### 21. SCHEDULE OF POSTGRADUATE ENTRANCE TEST (PET) 2018 (There will be separate Test Paper for each subject)

1<sup>st</sup> Meeting Timing : 08.00 a.m. to 10.00 a.m.

Day	Date	Shift	Course/Subject
Sunday	01.07.2018	1 <sup>st</sup>	<b>COMMON EXAM:</b> M.Sc. in Environmental Sciences (Earth & Atmospheric Sciences) / M.Sc. in Environmental Sciences (Ecological Sciences) / M.Sc. in Environmental Sciences (Environmental Biotechnology)  Master in Business Economics and Management  M.Sc. in Mathematics and Computing

### IMPORTANT DATES

Availability of PET-2018 ONLINE Form on the Entrance Test Portal	:	<b>30.04.2018</b>
Last date for ONLINE submission of Application Forms	:	<b>31.05.2018</b>
Date of Entrance Test	:	<b>01.07.2018</b>

### IMPORTANT INSTRUCTIONS

- 1) The e-mail id and mobile number are required for downloading (i) the admit card (to appear in the entrance test), (ii) call letter (to appear in the counseling), (iii) for enrollment (after admission) and for filling examination form of regular examinations. Therefore, candidates are advised to note down the e-mail id and password and not to change the mobile number. Various messages relating to issue of admit card, admission etc. are sent to the registered mobile number only.
- 2) Before starting to fill the application get your photograph and signature scanned. Only jpg format is accepted. The photograph size should not be more than **100 KB** for the photograph and **100 KB** for signature (100 DPI and crop the image of signature to an approximate size of around 5 cm x 1.5 cm).
- 3) For scanning purpose use black sketch pen for signature.
- 4) You have to affix your photograph on the print out of admit card. Therefore, keep sufficient copies of the photograph you are using for scanning.

### IMPORTANT INSTRUCTIONS

#### (i) Requirement of Aadhaar for the Applicants of PET -2018

The provisions of the Aadhaar Act and Regulations under the Act have come into effect from 14<sup>th</sup> September 2016. Section 57 of the Aadhaar Act 2016 permits the use of Aadhaar number for establishing the identity of an individual for any purpose pursuant to any law or any contract to this effect. For the said purpose, the University has decided to use Aadhaar for the applicants of PET-2018. The use of Aadhaar for the applicants of PET-2018 will result in accuracy of the applicants' details. This will also help in ascertaining identities of the applicants at the examination centres in a convenient and hassle free manner. Aadhaar obviates the need for producing multiple documents to prove one's identity. Accordingly, candidates are informed as following:

- a) All the Indian citizen candidates should possess AADHAAR card issued by UIDAI. At the time of filling application form of PET- 2018, the candidates will have to enter their AADHAAR number, name, date of birth & gender which will be validated with the UIDAI's data. **In case, these particulars do not match, the candidates will not be able to fill the application form for PET- 2018.** Therefore, the candidates are advised to ensure that their AADHAAR card has correct particulars of their name, date of birth & gender as per school records. If there is some mismatch in these details, the candidates should immediately get it corrected in AADHAAR data and comply with (c) below.
- b) Applicants not yet enrolled for Aadhaar, are hereby required to make application for Aadhaar enrolment in case he/she is entitled to obtain Aadhaar as per section 3 of Aadhaar Act. Such applicant may visit any Aadhaar enrolment center (list available at [www.uidai.gov.in](http://www.uidai.gov.in)) to get enrolled for Aadhaar.
- c) The applicants who have enrolled for Aadhaar or have applied for correction in Aadhaar data but have not received Aadhaar/corrected Aadhaar should enter 14 digit Aadhaar Enrolment Number/ Update Request Number with slash('/') printed on the Aadhaar enrolment slip/ Update Request slip at the time of filling online application form for PET-2018.
- d) The candidates who have filled up their application form after verifying their Aadhaar details shall be compulsorily required to carry their Aadhaar Card to the examination centre, for authentication of their identity, alongwith the Entrance Test Admit Card, failing which such candidate shall not be allowed in the examination hall.
- e) The above provisions shall be applicable on all candidates except those who are resident of J&K, Assam & Meghalaya and do not possess Aadhaar number. Such candidates shall be required to enter the passport number, ration card number, bank account number or any other valid Govt. identity number containing the address of candidates in these states. These candidates shall be compulsorily required to carry the same document to the examination centre, for authentication of their identity, along with the Entrance Test Admit Card, failing which such candidate shall not be allowed in the examination hall.
- f) The applicants are also informed that his/her identity information (Aadhaar number, name, Fingerprint/Iris) would only be used for authentication and that his/her biometrics will not be stored/ shared and will be submitted to UIDAI'S Central Identity Data Repository (CIDR) only for purpose of authentication.

#### (ii) Online Application Form:

The Application Form for PET 2018 is available on the BHU's entrance test portal ([www.bhuonline.in](http://www.bhuonline.in)). The online application making process will have following six stages:

**Step 1: Registration on the Portal [[www.bhuonline.in](http://www.bhuonline.in)]**- This step involves authentication of Candidate's email id and mobile number. As all important communications related to Entrance Test and Admission will be sent to the registered email id and mobile number, candidates are advised to give their correct email id/ mobile number (in use).

**Step 2: Authentication of Candidate's identity-** Only after successful registration on the Portal [[www.bhuonline.in](http://www.bhuonline.in)], the candidates would be required to fill up an Authentication Form giving particulars for authentication of their identification. Candidate's should carefully write the correct spelling of their names as carried in their Aadhaar/identification document (as applicable). Indian citizen candidates who are resident of any state other than J&K, Assam and Meghalaya would be essentially required to provide Aadhaar Number/ Aadhaar Enrolment Number for authentication of their identity. The candidates who have filled up their application form after verifying their Aadhaar particulars shall be compulsorily required to carry their Aadhaar Card to the examination centre, for authentication of their identity, alongwith the Entrance Test

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Admit Card, failing which such candidate shall not be allowed in the examination hall. Please refer to the Public Notice and FAQs related to it (available on [www.bhuonline.in](http://www.bhuonline.in)).

**Step 3: Online Application Form Entry and Course Selection-** After successful authentication of identity, candidates would be allowed to fill-up details in the online application form and select the course after ensuring their eligibility for the concerned course in which they are desirous.

**Step 4: Uploading of photographs and signature-** Candidates have to scan their photo and signature as per instruction given in the portal and upload it.

**Step 5: Payment of Application Processing/ Entrance Test Fee-** After the candidate has filled up the application form online and clicks on the "CONFIRM" button, he/she will be provided with following options for payment of application processing/test fee:

- c) **Online payment through credit card/ debit card through the payment gateway available on the Entrance test portal.**
- d) **Payment of Entrance Test Fee in Cash through "Challan" in any branch of HDFC Bank (facility will be available only during banking hours on any banking day):** After filling up the application form and its submission, the Challan can be printed from the portal. The printout of challan (in two folds) will contain all necessary details of the candidate and the bank account details of the Banaras Hindu University in which the entrance test fee will be deposited. The candidate will be required to visit any branch of the HDFC Bank of his/her choice (only during banking hours on any banking day) where he/she will be required to deposit the requisite Fee amount to the Bank and the bank will retain one fold of the Challan and its second fold containing the necessary Entrance Test Fee payment details will be given to the candidate. The candidate is required to retain it for his record.

**Step 6: Printout of Application Form for the record of candidates-** After online submission of application form and successful payment of Application Processing/ Test Fee, candidates are advised to take a printout of the online filled up application form (containing the details he/she has filled in and the transaction details of payment of application fee) from either the Entrance Test portal for their own record.

### NOTE:

1. **The application form is to be filled up and submitted online. Detailed instruction for filling up the application form, online payment of application fee and online submission is provided on the BHU's entrance test portal.**
2. **The PET Application Form shall be treated to have been successfully submitted only after the candidate has paid the Application Processing Fee/ Entrance Test Fee through either of the two modes given above.**

FAQs-Clarification regarding applying with Aadhaar		
S.No.	Query	Clarification
1.	Candidates who have recently submitted the request for Aadhaar enrolment but have not been issued Aadhaar Number	Such Candidates have to apply for PET by entering 14 digits Aadhaar Enrolment ID (Including slash) printed on the slip issued by Aadhaar centre after submitting enrolment request.
2.	Candidate who have recently submitted the request for updation in Aadhaar details (including biometric updation) and unable to apply with the updated Aadhaar Card Details	Such Candidates have to apply for PET by entering 14 digits Aadhaar Update Request No. (Including slash) printed on the slip issued by Aadhaar centre after submitting updation request.
3.	Aadhaar authentication has failed in the first step of application submission	The candidates should verify whether they have entered the details exactly same as mentioned on their Aadhaar card.
4.	The date of birth is not fully or incorrectly mentioned in Aadhaar card or only birth year is mentioned.	Such candidates should submit a correction request at Aadhaar centre and apply for PET by entering 14 digits Aadhaar Update Request No. (Including slash) printed on the slip issued by Aadhaar centre after submitting updation request
5.	The name of the candidate in Aadhaar is not same as in school records.	Such candidates should submit a correction request at Aadhaar centre and apply for PET by entering 14 digits Aadhaar Update Request No. (Including slash) printed on the slip issued by

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FAQs-Clarification regarding applying with Aadhaar		
S.No.	Query	Clarification
		Aadhaar centre after submitting updation request.
6.	The name of father/ mother is not exactly same as in school records. The address mentioned in Aadhaar has been changed due to transfer or some other reason.	These particulars are not matched with Aadhaar data so the candidates should correctly fill these particulars as per school records. The present/permanent address may also be filled accordingly since BHU do not send any communication on the candidates' address.
7.	For the Candidates of Assam/J&K/Meghalaya having Aadhaar Card	Candidates who are residents of these states and have Aadhaar Card need to enter the Aadhaar details only.
8.	For the Candidates of Assam/J&K/Meghalaya having no Aadhaar Card	Candidates who are residents of these states and do not have Aadhaar Card need to enter the passport number, ration card number, bank account number or any other valid Govt. identity containing their address. They will be required to carry the same document alongwith Admit Card for entry in the examination hall.

**In addition to the Admit Card issued by the University, it will be essential for a candidate to have Aadhaar Card for entry into the examination Hall. [KINDLY REFER POINT NUMBER 17 (1) ALSO].**

- 1) Before starting to fill the application get your photograph and signature scanned. Only jpg format is accepted. The photograph size should not be more than **100 KB** for the photograph and **100 KB** for signature (100 DPI and crop the image of signature to an approximate size of around 5 cm x 1.5 cm).
- 2) For scanning purpose use black sketch pen for signature.
- 3) You have to affix your photograph on the print out of admit card. Therefore, keep sufficient copies of the photograph you are using for scanning.