

School of Rural Development
TATA INSTITUTE OF SOCIAL SCIENCES
Rural Campus, Tuljapur

INSTRUCTION SHEET

A. FILLING UP THE APPLICATION FORM (2008–2011)

Item 1. **Name:** Fill in your name, as recorded in the High School (Class X) Certificate by your Board in CAPITAL LETTERS.

Example: If your name is Vidya Vasant Mhatre:

V	I	D	Y	A		V	A	S	A	N	T		M	H	A	T	R	E
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If your name has more than 40 characters, abbreviate it suitably to accommodate within the space provided. For example, the name Karunakaranswamy Shashidharan Vishwanathan can be abbreviated as Karunakaranswamy S Vishwanathan

K	A	R	U	N	A	K	A	R	A	N	S	W	A	M	Y		S		V	I	S	H	W	A	N	A	T	H
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--	---	--	---	---	---	---	---	---	---	---	---	---

Item 2. **Sex:** Tick mark (Ö) the appropriate box.

Item 3. **Date of Birth:** Enter your date of birth as given in your High School (ClassX) Certificate in the space provided.

Example: If your date of birth is 7th June, 1983, fill in as

Date	Month	Year					
0	7	0	1	1	9	8	3

Write the number of completed years.

Item 4. Write the complete address for communication in BLOCK LETTERS using black ink. Your address should include all the details including your FULL NAME, PIN CODE, etc.

Item 5. Write the complete permanent address for communication in BLOCK LETTERS using black ink. Your address should include all the details including your FULL NAME, PIN CODE, etc.

Item 6. **Category:** Tick mark (Ö) any ONE appropriate box: (No Candidate will be considered for more than one category).

GN	for General Category	OBC	for Other Backward Class
SC	for Scheduled Caste	DC	Deputed Candidate
ST	for Scheduled Tribe	KM	for Kashmiri Migrant
PWD	for Persons with Disability	IS	for International Student

If you are a PWD, please mention the type of disability, that is (i) Low Vision/ Blindness, or (ii) Hearing Impairment, or (iii) Locomotor Disability / Cerebral Palsy.

Item 7. **Annual Income:** Write the income in rupees.

Item 8. **Educational stream:** Tick mark (Ö) the appropriate box.

Item 9. **Educational details:** Fill in the details. Do not round up the percentages.

Item 10. Mention important co-curricular activities you participated in you school/college (provide relevant documents).

Item 11. **Hostel:** Tick mark (Ö) the appropriate box.

Item 12. **Source of information:** Tick mark (Ö) the appropriate box.

Item 13. **Previous attempt:** Tick mark (Ö) the appropriate box and mention the year of attempt.

Item 14. **Close relative at TISS:** Tick mark (Ö) the appropriate box. If 'yes' please mention the name and designation of the relative.

Item 15. Please write your choice of Centre (options: Bhopal, Bhubaneswar, New Delhi, Guwahati, Jaipur, Kolkata, Lucknow, Mumbai, Nagpur, Patna, Raipur, Ranchi and Srinagar; **SC & ST Candidates desirous of attending pre-admission coaching should opt for Mumbai as their Test Centre**).

B. GENERAL INSTRUCTIONS

- (a) The Application Form comprises 2 pages of the Application, 4 stickers and 2 copies of the admit card.
- (b) If you have downloaded the application form from the TISS website (www.tiss.edu), please leave the space for application form number as blank.
- (c) **Photograph:** Paste recent passport-sized clear front facial photograph (Size: 4cm height x3 cm width) in the box provided in the Application Form and Admit cards. Ensure that the photograph is pasted within the box. The photograph should be attested by a competent authority and it should also be signed by the Candidate in black ink only.
- (d) The Application Form must be filled in by the Candidate in his/her own handwriting only. Corrections, if any, should be legible and attested by the Candidate. Please ensure that the form is complete in all respects.
- (e) If the Application Form is incomplete, the application will be rejected and no correspondence will be entertained.
- (f) The Candidate will be called for the Written Test on the basis of information furnished by him/her in the Application Form. Hence, if any information provided by the Candidate in the Application Form is found to be incorrect, incomplete or misleading, or ineligibility detected before or after the test, his / her candidature will be cancelled. No individual regret letter will be sent to applicants not called for the Test.
- (g) Eligibility, once determined, shall be final for the purpose of tests.
- (h) Applicants eligible for the admission test will be intimated by UNDER CERTIFICATE OF POSTING.
- (i) Candidates should clearly note that the Institute will in no case be responsible for non-receipt of applications or delay in receipt thereof on any account whatsoever. They should, therefore, ensure that their applications reach the institute on or before the prescribed last date.
- (j) **Address Stickers:** The address stickers will be used in all correspondence, including mailing of ADMIT CARD for tests, etc. Hence, it should include your full name, address, pin code and your telephone no./ mobile no., if any, and should also be clear and legible.

C. ENCLOSURES:

- (a) A copy of 10th (SSC Examination) certificate.
- (b) A copy of 12th (HSC Examination) certificate, if the candidate has already passed the examination.
- (c) Bonafide certificate issued by the Junior College indicating that the student is studying in the 12th standard in the current academic year.
- (d) **SC/ ST Certificate:** Candidates claiming concession under the Scheduled Caste/Scheduled Tribe category must submit a recently attested copy of the Caste Certificate, issued by competent authority. If the Certificate is found improper the candidate's application will be rejected. Unless the candidates produce the caste certificate in the manner required, they are not eligible to appear for the Written Test. The authorities empowered to issue the Scheduled Caste/ Scheduled Tribe Certificates are:
 - District Magistrate/ Additional Magistrate/ Collector 1st class Stipendiary Magistrate/ City Magistrate/ Sub-Divisional Magistrate / Taluka Magistrate/ Extra Assistant Commissioner.
 - Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - Revenue officer (Not below the Rank of Tahsildar)
 - Sub- Divisional Officer of the Area where the Candidate and / or His/ Her Family Normally Resides.
 - Administrator/ Secretary to Administrator / Development Officer (Lakshadweep Islands).
- (e) Certificate of Disability (if applicable)
- (f) Certificate indicating the status of Kashmiri Migrant (if applicable and subject to the Gol directives)
- (g) Certificate indicating the status of OBC (if applicable and subject to the Gol directives)

TATA INSTITUTE OF SOCIAL SCIENCES

(A Deemed University)

School of Rural Development, Tuljapur

Application Form for Admission to the
**B.A. (Hons.) in Social Work with
 Specialisation in Rural Development**
 2008–2011

(FOR OFFICE USE ONLY)Registration No.: Test Date: Centre Code:

DD MM YY

Paste one
 recent
 PASSPORT
 SIZE
 photograph

1. Name: Mr./Ms.

(First Name)

(Middle Name)

(Last Name)

2. Sex: M F3. Date of Birth

DD MM YY

Completed years as on 01.07.2008 _____

4. Full Address for Communication: _____

(Telephone No.)

(Mobile)

(e-mail ID)

5. Permanent Address (if different from above): _____

6. Category: GN SC ST OBC PWD: _____ KM IS DC

(Please Tick Mark [✓] the category under which you want to apply. You can choose only one category.)

(SC/ST/OBC/PWD/KM applicants must attach a recently attested copy of the relevant document [Caste or Tribe Certificate/Certificate of Disability or of being Kashmiri Migrant] issued by a competent authority)

7. What was your parent's/guardian's Annual Income during 2007–2008 financial year? Rs. _____

8. Specify the educational stream of 12th Standard: Arts Commerce Science

Others (please specify) _____

9. Education Details: (Please attach attested copies of relevant certificates and mark sheets)

Examination	Name of Board	Year of Passing	Total Marks Obtained	Out of Maximum Marks	Percentage
10th Standard					
12th Standard					
Equivalent to 12th Standard					

10. Mention important co-curricular activities you participated in your school/college (provide relevant documents) _____

11. Do you need hostel accommodation? Yes No

12. From where did you get information about the course?
 1. Advertisement 2. TISS Website 3. Institute Students 4. Others (please specify) _____

13. Did you apply for admission to this course earlier? Yes No If yes, please mention year: _____

14. Do you have any close relative working in TISS (Mumbai or Tuljapur Campus)? Yes No
 If yes, please mention the name and designation of the relative: _____

15. Please indicate your choice of Centre for the Written Test: (Options: Bhopal, Bhubaneswar, Delhi, Guwahati, Jaipur, Kolkata, Lucknow, Mumbai, Nagpur, Patna, Raipur, Ranchi and Srinagar)

Note: The Institute reserves the right to change the centre of any candidate.

(Those SC and ST students willing to attend pre-admission coaching should opt for Mumbai as their test centre. For details, please refer to the Information Brochure: 2008 – 2011)

DECLARATION BY THE CANDIDATE

I, hereby, declare that the information furnished in this Application Form is complete and accurate. I have also noted that I will be called for tests based on the information provided therein, as above. I also agree that the Institute has the right to cancel my candidature, if it finds any information provided therein incomplete or misleading or ineligibility being detected before or after the admission tests.

Place: _____

Parent's/Guardian's Signature

Candidate's Signature

Date: _____

List of Enclosures	Remarks by Office
1. 10th Standard Pass Certificate as proof of date of birth	_____
2. 12th Standard Mark Sheet	_____
3. -----	_____
4. -----	_____
5. -----	_____
6. -----	_____
7. -----	_____

BA-No. _____

Candidate should write his/her address in CAPITAL LETTERS for sending call letter and intimation of selection, wherever applicable.

(Full Name)	
Address	
(State)	(Pin Code)
(Tel./Mobile No.)	

(Full Name)	
Address	
(State)	(Pin Code)
(Tel./Mobile No.)	

(Full Name)	
Address	
(State)	(Pin Code)
(Tel./Mobile No.)	

Parent's Address for Communication

(Full Name)	
Address	
(State)	(Pin Code)
(Tel./Mobile No.)	

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**Admit Card for B.A. (Hons.) in Social Work
with Specialisation in Rural Development**

2008-2011

BA-No. _____

Paste one
recent
PASSPORT
SIZE
photograph

Name: (in Capital Letters) _____
(First Name) (Middle Name) (Last Name)

*Registration No. _____ (to be filled in by Office)

Date & Time of the Written Examination: _____

Venue: _____
_____ (to be filled in by Office)

Candidate's Signature

*The Registration Number should be written on the Answer Book for tests.

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BA-No. _____

Paste one
recent
PASSPORT
SIZE
photograph

Name: (in Capital Letters) _____
(First Name) (Middle Name) (Last Name)

*Registration No. _____ (to be filled in by Office)

Date & Time of the Written Examination: _____

Venue: _____
_____ (to be filled in by Office)

Candidate's Signature

*The Registration Number should be written on the Answer Book for tests.