

**DEPARTMENT OF LIFELONG LEARNING**  
**(Guru Nanak Dev University, Amritsar)**

**STEPS TO FILL THE ADMISSION FORM**

<b>SN 1:</b>	Try to fill the application form on Computer/Laptop. Visit the Website link <a href="http://www.gndu.ac.in/lifelong/default.aspx">www.gndu.ac.in/lifelong/default.aspx</a> in 'Google Chrome' Web Browser.
<b>SN 2:</b>	Click on "New Registration" webpage link and open it.
<b>SN 3:</b>	Fill-in the basic student details being displayed in the form. Input your personal email ID and password carefully. Click on the "Register Me" button.
<b>SN 4:</b>	Write down your Application ID being displayed on the screen at a safe place and click on the "Click Here for Login" button.
<b>SN 5:</b>	Input your Application ID and password (created in SN 3) on the webpage and click on "Log In" button.
<b>SN 6:</b>	In the new webpage, under <b>Step 1: Pay Registration Fees</b> , select 'Online Mode' and click on "Pay" Button.
<b>SN 7:</b>	In the new webpage, select any Payment Option from Credit Card/Debit Card/Internet Banking/UPI, fill your financial details and click on "Make Payment" Button to pay Registration Fee of Rs. 700. Don't refresh the page until your payment is made. Take a printout of the receipt after successful transaction/payment and note down the Transaction Number for future use. If your payment is unsuccessful, try after sometime or contact our helpline numbers 0183-2823176, 0183-2823183.
<b>SN 8:</b>	As in SN 6, under <b>Step 2: Fill Admission Form</b> , select Online Payment Mode and input <b>Transaction ID</b> as received in SN 7. If the Transaction ID matches with our records, your payment will be verified. Then on successful verification, click on "Click Here to Fill Admission Form".
<b>SN 9:</b>	Fill your All qualification details in ascending order from 10 <sup>th</sup> class onwards (10 <sup>th</sup> , 12 <sup>th</sup> , Graduation, Post Graduation, Certificate Course, Diploma etc.), Upload recent passport sized photo, self-signature etc.
<b>SN 10:</b>	Get the print out of the Application Form, Identity Card, Registration Fee Slip and all other supporting documents as mentioned in a PDF file at the webpage <a href="http://www.gndu.ac.in/lifelong/default.aspx">www.gndu.ac.in/lifelong/default.aspx</a> All the documents should be self-attested by the candidate and the Application Form & Appendix 'B' should be countersigned by his/her parents/guardians
<b>SN 11:</b>	Submit the hard copy of the Application Form (complete in all respects) in the Department of Lifelong Learning immediately.
<b>SN 12:</b>	After receiving your complete Application Form, the Department will allot you the Date & Time for Counselling for which you will have to appear before the interview for admission.
<b>SN 13:</b>	The candidate will bring all his/her original documents on the counselling day. After successful interview, the candidate will be admitted to the course and the <b>Step 6: Pay Fees</b> in his portal will be activated. He/she will have to pay the fees immediately via online mode only after logging in the student portal mentioned at SN5. Take a print-out of the Course Fee submitted by the candidate.
<b>SN 14:</b>	Bring a copy of course fee slip on the first day of the class and hand it over to the class teacher.

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The candidates is required to submit the following documents in the department immediately after two (2) days of filling-up his Application Form before counselling date:-

SN	List of Documents Required
1.	Filled-in Admission Form (Original) (duly signed by the candidate and his/her Parents/Guardians)
2.	Identity Card Form (Original) (duly signed by the candidate)
3.	Online Registration Fee Deposit Slip (of Rs. 700.00) (Original)
4.	Matriculation (10 <sup>th</sup> ) Class Detailed Marks Card (DMC) & Certificate (Photocopy)
5.	Intermediate (12 <sup>th</sup> ) Class Detailed Marks Card (DMC) & Certificate (Photocopy)
6.	Graduation, Post-Graduation, Diploma etc. Detailed Marks Card (DMC), Certificates & Degrees (Photocopy)
7.	Character Certificate from last attended School/College/University/Institute (Photocopy)
8.	Aadhar Card (Photocopy)
9.	Declaration in the form of Affidavit (with on-spot the photo attested from Suvidha Centre) for having any Gap in Candidate's Studies (Original) (as per Appendix-'A')
10.	Self Declaration/Undertaking by Student and his/her Parents/Guardians (Original) (as per Appendix-'B')
11.	Self Declaration/Undertaking for Provisional Admission (Original) (as per Appendix-'C')
12.	Recent front facing Passport Sized Photographs (2 Photos) (to be stapled on the top right corner of the Admission Form)
13.	2 Self addressed envelopes (Size 23 cm X 10 cm) with postal stamps of Rs. 5 each.
14.	Other Supporting Documents
15.	
16.	

**Important Notes:-**

1. The admission form and attached documents should be duly signed/self-attested by the candidate and admission form by his/her parents/guardians as directed above.
2. The above mentioned documents must be numbered, arranged and stapled as per the order/sequence mentioned therein.
3. The students must note down the date, time and venue of counselling mentioned on the admission form. Any change in the counselling schedule will be notified on the departmental website.
4. **The student must bring original documents and its copies while coming for counselling/admission. The student is required to submit his/her fees on the same day of admission.**

**Director**

**MAGISTRATE AFFIDAVIT PROFORMA**  
**(from Student for Gap in Studies for one or more years)**

I, \_\_\_\_\_ S/o./ D/o. Sh. \_\_\_\_\_,  
Resident of \_\_\_\_\_  
\_\_\_\_\_, do hereby solemnly state and affirm as under:

1. That I am the permanent resident of above mentioned address.
2. That I have passed my last qualification in the class \_\_\_\_\_  
in the Year/Session \_\_\_\_\_ from the School/College/Institution \_\_\_\_\_  
\_\_\_\_\_.
3. That after that I have not joined/taken admission in any School/College/Institution during the  
gap period \_\_\_\_\_ due to the reason \_\_\_\_\_.
4. That during this gap period I was involved neither in any criminal case nor any such case is  
lying pending against me in any court of law.

**Deponent**

**Verification:**

Verified that the above statement is true and correct to the best of my knowledge and belief  
and nothing has been kept concealed therein.

**Deponent**

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SELF-DECLARATION CERTIFICATE  
(by Student and Parents/Guardians)**

I, \_\_\_\_\_ S/o./ D/o. Sh. \_\_\_\_\_,  
Resident of \_\_\_\_\_  
\_\_\_\_\_, do hereby solemnly state and affirm as under:

1. That I am the permanent resident of above mentioned address.
2. That if I don't fulfil the condition of 75% attendance in the class/ Appearing and passing of One and/or Two House Tests to be conducted during the Diploma/Certificate Course/ Submission of Assignments, Projects, Practical Files etc. to the class teacher on time/ Misbehaving or bad conducting in the class or department, then I will not be entitled to sit in the final examination and I'll be ready to face any disciplinary action taken by the department/University. After mid of the course duration, if I attend at least 75% of the total delivered lectures, my application for bonafide certificate may be considered subject to other conditions.
3. That I will not ask for any kind of certificate from the department for visiting abroad or the same.
4. That my medical or any other leave will not be compensated as my presence in the class.
5. That merely paying fee without attending the classes regularly will not entitle me to be a student of the department.
6. That if I enrol for any other course alongwith this registered one; the timings of both the courses shall not clash.
7. That I am ready to attend the course either '09:00 AM – 01:00 PM' or '01:00 PM – 05:00 PM' (Morning/Afternoon) whichever is being offered by the department.
8. The registration and/or course fees once paid are non-refundable.
9. That I have cross-checked details filled in the application form and I shall be wholly responsible for any incorrect or wrong information filled therein.
10. That hostel/any other facility is not available for part-time courses.
11. That I will not involve in any anti-social/anti-departmental activities during my course/diploma.
12. That in the case as mentioned in Sr.No.2 above, I will not be entitled to get any sort of certificate from the department and I will have no objection if my name is struck off from the rolls of the department.

**Deponent**

**Verification:**

Verified that the above statement is true and correct to the best of my knowledge and belief and nothing has been kept concealed therein.

**Deponent**

**Countersigned by Parents/Guardians with  
Full Name, relation and Phone Numbers**

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Guru Nanak Dev University, Amritsar**

**Self Declaration/Undertaking for Provisional Admission**

I \_\_\_\_\_ S/o/D/o S./Sh. \_\_\_\_\_  
resident of \_\_\_\_\_,

declare that:

1. I have applied for the course \_\_\_\_\_ under Application ID. \_\_\_\_\_
2. I have studied in my Qualifying examination i.e. \_\_\_\_\_ under session \_\_\_\_\_ in University/Board \_\_\_\_\_
3. I do hereby undertake that I may be considered for provisional admission to the above mentioned course in the Department of Lifelong Learning at Guru Nanak Dev University, Amritsar subject to the production of result (within 10 days of declaration of result) with the requisite percentage of marks as per the eligibility criteria of the department for session \_\_\_\_\_.
4. In case, I am not able to produce the result within stipulated period as mentioned above and/or fail to meet the minimum required score/percentage as per eligibility criteria, the provisional admission allotted to me may be cancelled. Further, I undertake that I shall stake no claim for admission or refund of application/registration fee as per rules.
5. In case of admission to the above course in the Department of Lifelong Learning where I am deemed to have been admitted provisionally till the declaration of the result of qualifying examination and my provisional admission will only be regularized, if I fulfill the condition of having cleared the qualifying examination (whenever the results of the qualifying examination are declared) with minimum marks as per the eligibility criteria of the department for session \_\_\_\_\_ along with other stipulated conditions mentioned therein.

**PLACE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DEPONENT**

**Mobile No.:** \_\_\_\_\_

**Email ID:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_