

COMMON LAW ADMISSION TEST - 2011

INSTRUCTIONS FOR FILLING THE OMR APPLICATION FORM (USE H.B. PENCIL FOR DARKENING THE OMR CIRCLES)

1. Read the instructions below and the CLAT Information Brochure-2011 carefully before filling the OMR Application Form.
2. The candidates are required to fill up the OMR (Computerised) Application Form. This OMR application form should be placed in the envelope supplied for the purpose. **THE OMR APPLICATION FORM SHOULD NOT BE TAGGED/PINNED/STAPLED WITH OTHER FORM/ DOCUMENTS.**
3. Do not make stray marks on OMR APPLICATION FORM. Any additional marks on the form may result in rejection.
4. Do NOT tear, staple, pin, wrinkle or scribble anything on the OMR APPLICATION FORM.
5. Options once filled by the candidate in the form can not be changed at a later date.
6. Do NOT write anything in the columns if it is not applicable to you.
7. INCOMPLETE/IMPROPERLY filled in applications will be rejected without further consideration.
8. Candidate should write in **BLOCK LETTERS** the relevant information in the boxes provided at the top with **Black/Blue Ball Point Pen** and darken the corresponding circles completely using **H.B. PENCIL** only.
9. Photograph, signature and address etc will be scanned by a machine, which reads only dark black images and only from the specified areas of the form. Therefore applicant should ensure that they give mailing address and sign in the block number 15 & 16 with **black ballpoint pen** and only inside the boxes.
10. Paste a recent colour photograph inside the box in block number 14 trimmed to the size of 3.5 cm. X 4.5 cm. box.

COLUMN-WISE INSTRUCTIONS FOR FILLING THE OMR APPLICATION FORM

(Applicant should note that these are general instructions for filling up the OMR Form. You are advised to read the CLAT Information Brochure-2011 carefully before filling up the Form.)

- No.1. **Name of the Candidate:** Darken the corresponding circles as given in the records of the Secondary Education Board / University. Start with the First Name then leave one blank box each between the First name, Middle name (abbreviate if necessary) and Last name in full e.g. an applicant Sachidanand M V Ageya. If you cannot write fully your Last name, write to extent which you can.
- No.2. **Applied For:** Candidate must write the programme (UG/PG) he/she is applying for inside the box provided and also should darken the corresponding circle. **The Application Form without this information will be rejected.**
- No.3. **Gender:** Darken the corresponding circle.
- No.4. **Date of Birth:** Darken the corresponding circles with your date of birth as recorded in Secondary School Leaving Certificate or equivalent examination.
- No.5. **Residence:** Darken the corresponding circle.
- No.6. **Nationality:** Darken the corresponding circle.
- No.7. **Religion:** Darken the corresponding circle.
- No.8. **Category:** Darken the corresponding circles for all categories that apply to you.
- No.9. **Domicile:** Darken the corresponding circle.
- No.10. **N.R.I.:** Darken the corresponding circle. Leave blank if not applicable.
- No.11. **Qualifying Exam.:** Darken the corresponding circle.
- No.12. **Year of Passing:** Darken the corresponding circle. Leave blank if you are awaiting results.
- No.13. **Percentage of Marks:** Darken the corresponding circle. Leave blank if you are awaiting results.
- No.14. **Photograph:** Affix firmly a recent passport size colour photograph of size 3.5 cm X 4.5 cm in the space provided. The photo should be pasted. Do NOT pin or staple the photograph. Do NOT attest the photograph. **DRY THE PHOTOGRAPH BEFORE PUTTING APPLICATION IN THE ENVELOPE.**
- No.15. **Address for Correspondence:** Write your name in the first line, and complete mailing address, Pincode and the contact telephone number with ISD/STD Code in the box, clearly & legibly, in CAPITAL LETTERS and within the space provided. Correspondences with the applicant including sending of Admit Card would be done to the address provided.
- No.16. **Signature:** Put your full signature in the space provided in BLACK PEN ONLY. The signature should be clear and strictly within the box provided. Unsigned applications will be rejected.
- No.17. **E-mail Address:** Put your e-mail address in the space provided in BLACK PEN ONLY.
- No.18. **Test Centre code:** Put your three preferences as per Centre Code mentioned in the Application Form. Write the Code Nos. inside the boxes with BALL POINT PEN ONLY and darken the corresponding circles with HB-Pencil.
- No.19. **Annual Income:** Darken the appropriate circle.
- No.20. **Mobile Number:** Write inside the boxes with BALL POINT PEN ONLY and darken the corresponding circles with HB-Pencil.
- No.21. **List of Enclosures:** Darken the appropriate circle.
- No.24. Please sign the declaration with BLACK BALL PEN only. **Unsigned applications will be rejected.**