Version 1.1

Information Brochure, 2018

Admission

to

B. Ed. Programme

in

Institute of Advanced Studies in Education (IASE)

(Formerly Govt. College of Education)

M. A. Road, Srinagar - 190001

and

B. Ed. (Special Education)

in

Composite Regional Centre (CRC)

(Ministry of Social Justice & Empowerment, Govt. of India)

Bemina, Bye-pass, Srinagar, 190018

THE JAMMU AND KASHMIR
BOARD OF PROFESSIONAL ENTRANCE EXAMINATIONS

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THE JAMMU AND KASHMIR

BOARD OF PROFESSIONAL ENTRANCE EXAMINATIONS

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MESSAGE

The Jammu and Kashmir Board of Professional Entrance Examinations (BOPEE), a creation under Jammu and Kashmir Board of Professional Entrance Examinations Act, 2002 has been mandated with the conduct of various entrance examinations for admission in different professional courses in the State. Board being an autonomous body, is required to discharge its duties in a transparent manner by promoting the cause of meritocracy in the conduct of examinations.

Notwithstanding the fact that some of the entrance examinations viz MD/MS/PG Diploma/MDS and Under Graduate Medical Courses, are now being conducted by the central agency under National Eligibility Entrance-cum-Test (NEET), yet, as a consequence, the role of the BOPEE does not get marginalized as the counselling for the allotment of seats etc will continue to be carried out by the State "Competent Authority". With the introduction of the NEET, the candidates have to compete with the national standards and, therefore, hard work and keeping track of latest phenomenon in the field of education will assume greater significance. While as, it shall be our endeavour to maintain the highest standards and transparency in functioning of the Board, it would be advisable for candidates to upgrade their knowledge so that best amongst them get selected for the training courses. The Board has already introduced technological changes in the system and latest being inviting applications on-line. Endeavours to modernize and upgrading its functioning would continue. Subject to the logistical support, the Board aims at conducting on-line examinations at some point of time in future, as it is the need of the hour and we cannot afford to lag behind national and international standards.

The Board keeps its website www.jakbopee.org updated to transmit information to the stake holders at a faster speed. Since innovations, improvements and upgradation are a continuous and an ongoing process, the Board is in the process of the developing a new website www.jkbopee.gov.in", which is a more candidate friendly. Board would appreciate if the candidates using this website share their experiences with us. The suggestions given by the stake holders for bringing innovations and improvements in the system would be of paramount importance and valuable for us.

Conducting tests for selection for B.Ed. Courses for the year 2018 is first of the series scheduled for the year. The test aims at assessing ability of the candidates to get admission for the B.Ed. Courses which in turn enhances the prospects of their employment in the education sector, for selection as teachers. Objective of imparting quality education in the schools can only be achieved if the teachers/aspiring teachers are provided with better training facilities and are equipped with all modern techniques of teaching. This Course, therefore, is of greater significance as towards the end, it facilitates selection of good teachers, thereby imparting quality education and in turn contributing towards producing a much required talent, be it for medical professions or other technical courses or for preparing students for competitive examinations. The teaching skills acquired during the training course apart, from improving the standards of education would also be beneficial to class of students who need more focussed attention to improve the skills of communication and understanding in the fields they may be lagging behind as it is found that there is a class of students who need better attention to explore and exploit their skills. I would urge upon the candidates to prepare for the test so as to be part of the nation building in future. A thorough study and devoting considerable time towards preparation for the test would make it more competitive, and enhance the quality of the selection/end product.

I wish all the best of luck.

Mohammad Ashraf Bukhari,
Chairman

MESSAGE

The J&K BOPEE is an organisation entrusted with the responsibility of conducting the Entrance Test for various Professional Courses including B.Ed. and has been striving constantly to enhance transparency and objectivity in conducting such tests.

The Board has introduced many measures to facilitate candidates from filling up the Application Forms to the stage of actual selection by switching over to the online mode which includes filling up of Application Forms, deposition of fee, declaration of result etc. In order to bring transparency and efficiency in the system of selection of candidates, BOPEE has undergone technological revolution for the speedy justice to the candidates on merit and has taken steps in this direction like, Speedy Result, Video Counselling, Online submission of application forms, Online counselling, regular updating of website for latest information, etc.

The greatest resource and strength in Indian schools is our teachers. They have the greatest impact on student learning, far outweighing the impact of any other education programme or policy. Teachers are the greatest assets of any education system. They stand in the interface of the transmission of knowledge, skills and values. They are accepted as the backbone of education system. Teacher quality is therefore crucial and has been globally accepted to be significantly associated with the quality of education in general and students' learning outcomes in particular. The Education Commission (1964-66) of India accepted this influence of teachers in powerful words, **"No system can rise above the status of its teacher"**. I offer my good wishes to the students for choosing Education (B.Ed.) as career in their life, which is considered as the noblest of all Professions and

I wish you success in your Educational Professional Career.

(Prof. (Dr.) Banwari Lal Gupta)
Controller of Examinations (COE)

CONTENTS

1. **IMPORTANT NOTE:**

(i) *The candidates, in their own interest, are advised to go through the Information Brochure before filling up of Online Application Forms. Board shall not be responsible for any act of omission or commission in filling up of the Online Application Form by the candidate. It shall be presumed that the candidate has gone through the information contained in the Information Brochure and has agreed to follow the conditions contained therein. No candidate can claim any alteration in conditions which have been incorporated in the Information Brochure and notified in advance.*

(ii) *The candidates are further advised to remain in touch with the BOPEE website(s) www.jkbopee.gov.in / www.jakbopee.org. The Board does not undertake any responsibility for any delay caused in publication of Notices/Notifications in the Print Media (newspapers) as delay, if any, in such publication(s) is not within the control of the Board, notwithstanding that the Board notifies the same on the official website(s) and for publication simultaneously on the date of issue of the said notifications/notices etc.*

(iii) **Subject to availability of logistics, the Board may conduct online examination if so decided by the Board otherwise the examination shall be conducted in the offline mode.**

2. **INTRODUCTION:**

The Jammu and Kashmir Board of Professional Entrance Examinations (BOPEE) was established by an Act of State Legislature (Act No.XXV of 2002). It is the responsibility of the Board to recommend selection of candidates for admission to various programmes at undergraduate and postgraduate levels in Government run and privately managed institutions in the State. These programmes, interalia, include B. Ed. Course.

The recommendations for admission to various programmes are made purely on the basis of merit obtained in the Entrance Test conducted by the Board.

The e-Brochure gives a fair idea about the procedural details of the Entrance Test to the aspiring candidates. The most crucial step is the filling up of the Application Form. The selection is made according to the information furnished by the applicants in their Application Form and merit secured in the Entrance Test.

The candidates must, therefore, carefully go through the e-Brochure before filling up their Application Forms. Any mistake/error at the initial stage shall not be rectifiable later on. This may prove too costly to the aspiring candidates.

3. **TERMS AND EXPRESSIONS:**

Certain terms and expressions, used in the e-Brochure have specific importance unless, of course, the context otherwise denotes. For the benefit of the candidates, these terms and expressions are briefly defined hereinunder:-

❖ **Advertisement Notice:** means the notification issued by the J&K Board of Professional Entrance Examinations (BOPEE) inviting applications from eligible candidates for appearing in the Entrance test;

❖ **Common Application Form:** means the form prescribed by the BOPEE to be submitted online by the eligible candidates for appearing in the Entrance test;

❖ **Available Seats:** means the seats against which admissions to B. Ed (Bachelor of Education) course are ordered by the Government/notified by other Govt. Departments/Agencies;

❖ **Eligible Candidate:** means the candidate who fulfils the requirements of eligibility as prescribed by the BOPEE and the State Government;

❖ **Entrance Test:** means the test held by the BOPEE for making selection of eligible applicants for admission to B. Ed. (Bachelor of Education) Course in Government College of Education, Srinagar. It shall also include the B.Ed.

Special Education Course being run by **Composite Regional Centre, Bemina, Srinagar, J&K** in accordance with the State Government guidelines;

❖ **Incomplete Form:** means the online Application Form which is wrongly filled in or contains false information of any kind or not having required and /or valid certificates or has any other deficiency and discrepancy whatsoever;

❖ **Merit List:** means list of candidates who appear in the Entrance Test drawn up in the descending order of merit;

❖ **Qualifying Examination:** means the result of examination on the basis of which candidates become eligible to appear in the Entrance Test;

❖ **Regulations:** means the Jammu and Kashmir Board of Professional Entrance Examination Regulations , 2016,

❖ **Rules:** mean the Jammu and Kashmir Board of Professional Entrance Examination Rules-2014.

4. **GENERAL INFORMATION & INSTRUCTIONS:**

It is expected that the candidates shall be sincere, honest and behave responsibly while appearing in the entrance examination and shall not resort to any unfair/fraudulent means or impersonation in the examination. In case, a candidate is found resorting to such acts, criminal proceedings shall be initiated against him/her including his/her abettors/facilitators, besides debarring him / her for such a period as may be decided by the Board in accordance with rules and regulations of the Board, from appearing in the Entrance Test in future.

❖ The candidates interested in appearing in the B.Ed Entrance Test are required to:
  ➢ go through e-Information Brochure carefully and acquaint themselves with all the requirements;
  ➢ satisfy the prescribed eligibility conditions; and
  ➢ submit online Application Form within the prescribed date.

❖ The candidates applying for admission, will be required to appear in the Entrance Test at their own expenses;

❖ The recommendation for selection of the candidates in all the categories shall be subject to production of all the relevant certificates in original by the candidates and the verification of the same by BOPEE/College/University;

❖ No intimation, whatsoever, about non-selection will be sent individually and no correspondence in this regard shall be entertained. The result will, however, be available in both the offices of the BOPEE at Jammu and Srinagar for information and perusal of the candidates. The result will also be available on BOPEE's website: www.jakbopee.org / www.jkbopee.gov.in;

❖ The selections made by the BOPEE to the professional courses shall be provisional till final determination of eligibility of the candidates by the concerned University/ College;

❖ The BOPEE shall have powers to review the provisional selection list at any time, notwithstanding the fact that the selected candidate has completed his/her admission formalities, where any bonafide error, lapse, mistake, fraud, cheating, misrepresentation, misinterpretation, impersonation or glaring injustice comes to its knowledge or is brought to its notice which has resulted in the inclusion of the candidate in the selection list. Mere selection in the list does not confer any right to admission of the candidate, if he/she is otherwise found ineligible;

❖ Complaints against certificates, including those of reserved categories, will not be entertained as BOPEE is neither an appellate authority nor an investigating agency;

❖ Permission of candidates to appear in Entrance Test shall be provisional on the basis of the entries in the Application Form, subject to their being eligible for admission to the courses applied for with reference to certificate being valid on the date of e-filing of Application Form;

❖ The Answer Key will be displayed on the BOPEE'S website in the evening at about 6 P.M. on conclusion of the test and will remain there for three days and thereafter will be removed. The candidates, who have any complaint against an answer of a question in the Question Paper are free to make written representation supported by documentary proof of standard text Books on the prescribed format available on the official website of BOPEE and in the BOPEE office at Srinagar/Jammu, which should reach in the office (Srinagar/ Jammu) within three working days after the Key is made available and thereafter no representation will be entertained/accepted;

- ❖ The Answer Key will be got re-examined by the BOPEE on the basis of the representations so received and the revised key, if any, will be final and no complaint will then be entertained regarding the revised key. The revised Key will be uploaded on the website of the BOPEE. The revised Answer Key, if any, will be applied to Answer Sheets of all the candidates, no matter whether they have made such representations or not;
- ❖ OMR Answer Sheets of candidates are machine graded and scanned / scrutinized and double checked with extreme care. As such, there shall be no re-evaluation/ rechecking of OMR Answer Sheets. No correspondence in this regard shall be entertained,
- ❖ Re-totaling of marks will be allowed on written request along with payment receipt of Rs. 1000/- paid at the POS terminal at BOPEE office Srinagar/Jammu. The application will be received within 5 days after the declaration of result. Any application received after the stipulated time will not be entertained.

Instruction for Photographs

Candidates must also follow the following instructions:

- ➢ Please ensure that the photograph is taken in a light coloured background;
- ➢ The photograph/signature/thumb-impression images to be uploaded in JPG/JPEG format;
- ➢ The maximum size of the photograph should be within the range of 10-50 KB and for signature/thumb-impression within the rank of 10-50 KB;
- ➢ Photographs, with name of the candidate must be snapped on or after 15-12-2017;
- ➢ The photograph must be snapped with a placard indicating name of candidate and date of taking photograph. In case name and date are written on the photograph after taking it, the application is liable to be rejected;
- ➢ The name and date on the photograph must be clear and legible,

Sample Photograph:

Surinder Sharma
01-01-2018

- ➢ Photograph should be without a cap and goggles. However, spectacles are allowed.

Warning:

a) The Candidates are warned not to resort to any unfair/fraudulent means or act of impersonation at the time of Entrance Test or upload any objectionable material including a photo of any object, other than his/her own photograph while submitting the online form. In case, a candidate is found taking recourse to such acts, criminal prosecution shall be launched against him/her and his/her abettors. He /she shall be permanently debarred from appearing in the Entrance Test in future.

b) Any candidate uploading image of an object other than his/her own photograph shall be disqulified from appearing in the Examination(s). Besides action as warranted under law shall also be taken against such candidate.

5. DURATION:

The duration of the Bachelor of Education (B.Ed.) Programme shall be two academic years or as per norms of the affiliating university.

6. ELIGIBILITY:

❖ A candidate applying for the Entrance Test for admission to the B. Ed. Course must:
  ➢ be a permanent resident of the State as defined in section 6 of the Constitution of Jammu and & Kashmir;
  ➢ have passed B.A./B.Sc./B.Com./B.C.A./B.B.A. or equivalent examination from a recognized University/Institution according to 10+2+3 pattern, or any other qualification considered equivalent under the statutes of the University of Kashmir governing the award of B.Ed. Degree.
  ➢ have obtained not less than 45% of marks in aggregate in the qualifying examination in open merit and not less than 40% of marks in aggregate in any reserved category;
❖ The candidates appearing / appeared in the qualifying examinations are also eligible to appear in the Entrance Test but they must have passed the qualifying examination and secured the percentage of marks required as at above at the time of admission to the B.Ed. Course.

7. RESERVATION AND CATEGORY CODES:

❖ A candidate seeking admission under a reserved category as specified under SRO 294 of 2005 as amended from time to time, is required to upload self attested copy of the relevant certificate issued by the designated authority along with the online Application Form **(Annexures-II).**
❖ A candidate claiming benefit under Sports Category must also upload the certificates along with the online Application Form and must submit copy (ies) of these certificates in the office of the Secretary, J&K Sports Council for sports points well before the date fixed by the BOPEE. For the purpose of determining the merit of sports category candidates; 60% weightage shall be given to the merit obtained in the entrance test and 40% weightage shall be given to the sports points.

S. No.	Categories	Reservation in %age
1	Open Merit (OM)	50
2	Reserved Categories:-	
2.1	Scheduled Caste (SC)	08
2.2	Scheduled Tribes:-	
2.2.1	Scheduled Tribe, Gujjar & Bakerwal (STGB)	06
2.2.2	Scheduled Tribe, Leh District (STL)	02
2.2.3	Scheduled Tribe, Kargil District (STK)	02
2.2.4	Other Scheduled Tribes (STO)	01
2.3	Socially and Educationally Backward Classes:-	
2.3.1	Weak and Under Privileged Classes, Social Castes (OSC)	02
2.3.2	Residents of Backward Area (RBA)	20
2.3.3	Residents of Area Adjoining Actual Line of Control (ALC)	03
2.4	Children of Defense Personnel (CDP)	03
2.5	Candidates possessing outstanding proficiency in Sports (SP)	02
2.6	Children of State Police Personnel and Paramilitary Forces (JKPM)	01

The category Certificates should be on the prescribed format and duly renewed whenever required under rules.
❖ Rules 5 and 6 of the JK BOPEE Rules, 2014 deal with reservation of candidates for admission to various professional Courses. These two rules have been reproduced verbatim hereinafter for the benefit of the candidates. They are advised to go through these Rules before they attempt to fill up their online Application Form.

❖ **Reservation for candidates for admission to various Professional Courses:**
  ➢ The reservation of admissions shall be applicable only in Government-run colleges as notified by the Government from time to time;
  ➢ The percentage of seats to be allotted to each category shall be such as notified by the Government from time to time;
  ➢ The benefit of reservation shall be available to the concerned candidate only if the attested photo copy of the valid category certificate is uploaded with the Application Form and Category Code is also mentioned in the online Application Form at the time of its submission before the expiry of the last date;
  ➢ Where a category certificate has not been issued by the designated authority, the candidate shall not be given an opportunity to validate it after the expiry of the last date for submission of the Application Form;
  ➢ No notice shall be given to a candidate whose category certificate has been found invalid by the BOPEE and such a candidate shall be considered in open merit, if found otherwise eligible;
  ➢ The category certificate issued after the expiry of the last date shall in no case be accepted;
  ➢ No "**under process**" certificate shall be accepted / entertained at any cost. It includes "under process" certificate for the renewal of category certificate;
  ➢ The category certificate must be valid at the time of submission of online Application Form;
  ➢ Where a candidate fails to submit reserved category certificate along with the Application Form his/her application will be considered under Open Merit category, if otherwise found eligible;
  ➢ A candidate can apply/opt for one reserved category only and choice regarding reserved category once exercised shall be final and at no stage, shall be allowed to be changed;
  ➢ A candidate will be considered only for one reserved category for selection against the seats reserved for that category for which code has been recorded at relevant Serial No. of the Application Form even if he/she is eligible to be considered for seats available in more than one category,
  ➢ The BOPEE shall as far as possible, incorporate the seat matrix in the Brochure for each course in the year in which admission is made.

❖ **Competent authority:**
  ➢ Authorities competent for issuing reserved category certificates shall be such as notified by the Government from time to time: Provided that in the case of Children of Defense Personnel other than core service, a candidate having a certificate that his/her father is working in Defense Establishment (Military Engineering Service or other service of like nature) where salary is paid out from Defense Estimates is not entitled to the benefit of CDP Category;
  ➢ Where this certificate is wrongly accepted and the candidate gets admission on the basis of this certificate, the admission of such candidate will be cancelled as and when such a mistake comes to the knowledge of the BOPEE or is brought to its notice;
  ➢ Provided further that the candidates having "Outstanding Proficiency in Sports" must also submit their certificates to the Secretary, J& K Sports Council for awarding points which will then, be officially forwarded to the BOPEE by the Sports Council. The BOPEE shall not be responsible where a candidate fails to submit certificates to the Council or Council fails to forward the points of a candidate to the BOPEE. It shall be the sole responsibility of the candidate to ensure that his/her sports points are forwarded by the Council to the BOPEE."The sports category candidates must submit one set of the sports certificates along with the Confirmation Page in the BOPEE office, Srinagar/Jammu within the last date prescribed for submission of the forms in the admission notification to be issued separately";
  ➢ The Children of serving BSF, CRPF, ITBP and CISF do not fall under CDP category but fall under the category of JKPM for which Category Code is different. The candidates claiming benefit of any of these categories must ensure under which category they fall and should accordingly enter the Category Code;
  ➢ The category candidates should ensure that their reserved category certificate is issued by the designated competent authority and is uploaded with the online Application Form strictly in accordance with the Guidelines given in the e-Brochure. All the category certificates issued/dated after October, 2005 must be issued under SRO 294 of 2005. The certificates issued under earlier SRO will be accepted only if they are dated prior to October, 2005. However, this shall not apply to SC/ST candidates in whose case certificate

has been issued prior to the issuances of SRO 294 by the Competent Authority. The candidates should insist on the certificate issuing authority to make mention of SRO 294 in their certificates if they are issued after October, 2005;

➢ Where a category certificate has not been issued by the designated competent authority, the candidate will not be given an opportunity to validate it after the expiry of the last date for submission of the online Application Form. No notice will be given to a candidate whose category certificate has been found invalid by the BOPEE and such a candidate will be considered in open merit, if otherwise found eligible,

➢ The certificate issued after the "last date for submission of Application Form is over" will not be entertained.

8. FEE:

The fee to be paid by the candidate to the concerned college is not fixed by the BOPEE. Hence, no complaint in this regard will be entertained by the BOPEE. The tentative fee, as communicated by the college, is as under:

➢ IASE: Annual Fee: Rs. 10530/- per year (i.e. 21060) (*Subject to change*) to be paid in the concerned College

➢ CRC: Annual Fee: Rs. 24,000/- (*Subject to change*) to be paid in the concerned College

  Other Charges, if any: As fixed by the respective Colleges.

9. COMMON APPLICATION FORM (CAF):

❖ The Application Forms have to be **submitted online only** through the BOPEE websites www.jkbopee.gov.in (through URL's/ links provided for this purpose) within the prescribed date to be notified separately. The payment of rupees 1000 (Rupees one thousand only) as fee is to be made online through "Integrated Payment Gateway" with the help of any national Credit Card/Debit Card facility. The procedure for filling in the Application Form and eligibility etc of the candidates has been given in detail in this e-Brochure. The candidates must necessarily, in their own interest, go through this Brochure before attempting to fill up the online Application Form;

❖ The applicants are advised to fill the online Application Forms on their own or through a responsible person. The applicants can also contact the "**Help Desk"** of I.T. Section of the BOPEE on ; 0194-2437647, 0194-2433590, 0191-2479371, 0191-2470102, for any assistance/guidance in this regard on any working day, during office hours only, within the prescribed last date. The reserved category candidates have to upload their category certificate alongwith the online Application Form;

❖ The candidates can change / modify their online Application Form at any time before 48 hours of the last date of submission of forms as prescribed in the Notification. It is in the interest of the candidate to recheck before submitting the online Application Form. They are advised, in their own interest, not to share their login details with anybody, lest he/she may get an opportunity to change important details in the Application Form. They can check the status of their Application Form on the official website of the BOPEE. If any form is not confirmed for want of required information, the candidate concerned must report in the BOPEE office by or before the stipulated date fixed for this purpose in the admission notification, failing which his/her Application Form shall be rejected;

❖ The Common Application Form has to be submitted as follows:-

NAME OF THE CANDIDATE (sample)

| S | H | O | K | E | T | | A | H | M | E | D | | D | A | R | |

Father's Name

| A | B | D | U | L | | R | A | S | H | I | D | | D | A | R | |

❖ Enter the date, month and year of birth as per English Calendar as recorded in the Matriculation Certificate. Use numerals 01 to 12 for the month, 01 to 31 for the date, and last four digits for the year.

3rd of November, 1994

| 1 | 1 | | 0 | 3 | | 1 | 9 | 9 | 4 |

10th of February, 1991

| 0 | 2 | | 1 | 0 | | 1 | 9 | 9 | 1 |

❖ A candidate will be considered for only one reserved category for selection even if he/she has more than one reserved category and the category that will be considered will be the one selected by the candidate in Common Application Form. For example, if an applicant is a ward of a Police personnel (Code 17), and also hails from a Backward Area and belongs to Scheduled Caste too and he/she selected Scheduled Caste Code. '07' at the relevant Serial No. of the Application Form, the candidate shall be considered for selection against the available seat for Scheduled Caste category only and his/her no other category will be considered,

❖ At no stage, the category option once exercised in the Application Form will be changed.
   Note: The candidates can download admission Notification, Brochure, Instructions, Admit Card and all other relevant information from the official websites of the BOPEE at Common Service Centres of J&K State at nominal charges. They can also avail the services at any National Informatics Centre located at the office of the Deputy Commissioner of the concerned District.

Certificates to be produced / attached:

The candidates have to keep ready the following original documents at the time of issuance of merit list:
❖ Certificate of permanent residence;
❖ Marks certificate of the qualifying examination issued by the concerned University;
❖ Matriculation or equivalent examination certificate indicating Date of Birth;
❖ Category Certificate, if any.

Instructions and Procedure for filling Up Online Application Form:

The applicants are advised to:

1. Fill the Online Common Application Form on their own or through a responsible person in their presence. In case of any difficulty, they may approach the BOPEE offices Jammu / Srinagar along with the original documents with prior telephonic (**Help Line**) appointment and payment of a nominal service fee of Rs. 100/= (Rupees one hundred only) through POS machines available at the BOPEE office Jammu/Srinagar for filling the online Common Application Form.

2. Visit the BOPEE website www.jakbopee.org / www.jkbopee.gov.in and click on the link/button "**Click to Apply**" under the heading **Online Applications** and section **B.Ed. (Kashmir/Special Education)** on the home page displayed to you.

3. A page with following B.Ed. (K/SE) specific information will be displayed:
     (1) Year and Month of Applying;
     (2) Registration Schedule;
     (3) Important Instructions;
     (4) instructions for uploading images; (link/URL)

      (5) instructions for uploading documents; (link/URL)

      (6) steps to fill application form
- i. Click here to fill application; (link/button)
- ii. Make Payment; (link/button)
- iii. Upload Documents; (link/button)
- iv. Print Application Form; (link/button)

      (7) if already applied
- i. Check Application Status (link/button)
- ii. Forgot Application No. (link/button)
- iii. Edit application form(Link/button)

4. Go through the **Registration Schedule** for this examination where start and last date for filling up the online application is given besides payment last date and documents uploading last date.

5. Read the instructions carefully given in the **Important Instructions** section.

6. Click on the link **instructions for uploading images** and follow the guidelines for scanning and Uploading of Photograph, Signature and Thumb. It also provides links to compress the images to the desired size for uploading. Desired size of the JPEG images is as under:
    (1) **Photograph** with **name plate** and **date of taking the photo** with size upto 10-50 kb
    (2) **Signature** with size upto 10-50 kb
    (3) **Thumb Impression** with size upto 10-50 kb

7. Click on the link **instructions for uploading documents** and follow the guidelines for Scanning your documents (Permanent Resident Certificate, Date of Birth Certificate, Marks Sheet, Category Certificate and/or any other certificate, if applicable) to PDF files for uploading. It also provided links to compress the pdf document files to the desired size for uploading. Desired size of the below mentioned PDF documents is upto 100-200 KB
    a. Permanent Residence Certificate (mandatory for all)
    b. Date of Birth Certificate (mandatory for all)
    c. Marks Sheet of the Qualifying Examination (mandatory for all except in whose case result is awaited)
    d. Reserved Category Certificate (where ever applicable)

8. Before actually filling up the online form please make sure that you have soft copies of the following ready:
    (1) Photograph, Signature and Thumb Impression In JPEG format of Specific size;
    (2) All scanned documents in PDF format of Specific size and
    (3) A valid Credit/Debit Card / Netbanking credetials for making online payment.

9. Now you are ready to fill the online application form in the following steps:
    (1) Click the link/button **Click here to fill application**, a window will pop up with the important instruction and after reading these instructions click on the **I have read the instrcutions** check box and then click on the **Apply** button.
    - i. A page with all form details will be shown. After filling in the details of the form and uploading your PST Enter Verification Code in the text box given at the boottm as in the captcha image and then click on the Submit Button.
    - ii. If information provided by you is incomplete and invalid then the page will display the relevant messages other wise a page with your submitted details will be show with options either to verify that your details for correctness or edit and correct the given details.
    - iii. Please note that your registration details are non-editable in normal cirmustances once submitted.
    - iv. If you want to edit/correct your registration details then click on **Click Here to edit your registration details** link. You can do the same as many times as you require.
    - v. If your registration details are correct then click the **Click Here** link
    - vi. An Applicaton No. like (Your Application No:**31701800031**) will be generated and page showing Application submitted Successfully, thank you for registering message and information

"A confirmation email has been sent to your e-mail id." will be displayed.

    vii. If you want to make payment at this time then click on **Step 2-Click here to Make Payment** otherwise close this popup window.

(2) Click on the link/button **Make Payment** a page with some details will be shown. Enter your Application No., Date of Birth and Verification code and then click the Submit button.

    i. If you details submitted are correct then a **Pay** button along with the title Make Payment Online will be dispalyed at the bottom.

    ii. Clicking on this link/button will dispay a page with payment procuedures and refunds etc. and click on **I have read the Instrcutions** check box and then click on proceed for payment button.

    iii. Make payment by any desired mode:
1. Debit Card
2. Credit Card
3. Net Banking

    iv. After successful payment a Trannsaction Acknowledgement page with transation details will be displayed which you cand either note down or take a print out of.

    v. If you want to upload you documents at this time then click on **Step 3-Click here to Upload Document** otherwise close this window.

(3) Click on the link/button **Upload Documents** a page with some details will be shown. Enter your Application No., Date of Birth and Verification code and then click the Submit button.

    i. If you details submitted are correct then a page with different types of documents and choose file buttons will be displayed.

    ii. Click on each of the **choose file** buttons and choose the correct relevant pdf document for each, where ever and if applicable.

    iii. After choosing these documents click on the check box given at the bottom and provide the verification code in the text box as given in captcha image and then click on the upload button.

    iv. If the doucments are of the correct/specific size and type then the doucments will be uploaded and links to view and delete these documents, if required, will be displayed.

    v. Now you can close this window after ascertaining that the correct documents have been uploaded by viewing them.

(4) Click on the link/button **Print Application Form** a page with the priview of the application form will be displayed with all the submitted details including payment details.

    i. Click at the print button at athe bottom to take a print out of the Application Form.

    ii. Keep the Printed Application form safely for record and reference.

10. For those who have already applied use the section

(1) if already applied

    i. To check the status of your application by clicking on the link/button **Check Application Status** a page with some details will be shown. Enter your Application No., Date of Birth and Verification code and then click the Submit button.

        1. If you details submitted are correct then following sections will be displayed

            a. **Application Status** which shows whether the form has been checked by BOPEE, current status of the application and payment status along with the link to print the E-Receipt is shown.

            b. **Documents Uploaded** which shows the documents uploded, their status and buttons to view or upload the respective documents.

        2. After doing so, it is strongly recommended you close the browser window(s).

    ii. If at any point of time you forget your application number click on the link/button **Forgot Application No**. a page with some details will be shown. Select your Examination Type, and enter your Name, Father's Name and Date of Birth and Verification code and then click the Submit button.

        1. If you details submitted are correct then you will be shown your application no. eg

2. After doing so, it is strongly recommended you close the browser window(s).

Note: For updated instruction (if any), please visit the website jkbopee.gov.in or jakbopee.org and read the updated (if any) Instructions/e-Brochure carefully.

9. ADMIT CARD:

❖ No candidate shall be allowed to enter Test Centre/venue without valid Admit Card in original;

❖ Admit card can be downloaded within the prescribed date. However, mere possession of admit card shall, not ipso-facto, confer eligibility on a candidate who is otherwise in-eligible to appear in the Entrance Test;

❖ The Admit Cards will be available online. The candidates are advised to download their Admit Cards from the BOPEE official Websites (www.jkbopee.gov.in/jakbopee.org) on photo paper printed in colour. The candidates will be informed through a separate notification regarding the date for downloading of Admit Cards. The admit card will be having a space for photograph of the candidate which should be attested by a Gazetted officer Applicants are, therefore, advised to keep themselves updated with the information on the official website;

❖ Applicants, who don't have access to internet facility, may avail this facility at the **Help Desk** of I.T. Section of BOPEE with prior telephonic appointment, on nominal fee of Rs. 100/=, on any working day at the below mentioned BOPEE offices:

➢ BOPEE Office, Bhagat-i-Barzullah, opposite J&K Bank, Srinagar-190005 (10 A.M. To 4 P.M.)

➢ BOPEE Office, 4th Floor, South Block, Bahu Plaza, Jammu-180012 (10 A.M. to 4 P.M.)

❖ Additionally, candidates can also avail these services at Common Service Centres of J&K State at nominal charges or at any National Informatics Centre located at the office of the Deputy Commissioner of the concerned District.

❖ Candidates shall have to preserve Admit Cards till the allotment of seats/completion of selection/admission process,

❖ Admit Card is an extremely important document. It should not be mutilated, defaced or changed in any manner which makes it doubtful.

10. COLLEGES AND THEIR INTAKE:

The following Govt. colleges of the State run the Courses of Bachelor of Education:-

❖ Institute of Advanced Studies in Education (IASE) (Formerly Govt. College of Education), M. A. Road, Srinagar)

❖ Composite Regional Centre, Bemina, Srinagar (CRC)

❖

CATEGORY WISE DISTRIBUTION OF SEATS/SEAT MATRIX FOR B. Ed. COURSES 2018

❖

College	Total Seats	Category											
		OM (50%)	SC (8%)	STGB (6%)	STL (2%)	STK (2%)	STO (1%)	OSC (2%)	RBA (20%)	ALC (3%)	CDP (3%)	SP (2%)	JKPM (1%)
Govt College of Education, Srinagar	200	100	16	12	4	4	2	4	40	6	6	4	2
Composite Regional Centre, Srinagar	30	15	2.4	1.8	0.6	0.6	0.3	0.6	1.2	0.9	0.9	0.6	0.3

Institute of Advanced Studies in Education (IASE)

(Formerly Govt. College of Education)
M. A. Road, Srinagar, 190001

Phone No.:	**0194-2479807**	**Fax:**	**0194-2479807**
Website:	**www.gcoekmr.org**	**email: gcoe.sgr@gmail.com**	

Total Intake: 200

Composite Regional Centre (CRC)

Ministry of Social Justice & Empowerment, Govt. of India
Bemina, Bye-pass, Srinagar, 190018

Phone No.:	**0194-2493105**	**Fax:**	**0190-2495039**
website:	**www.crcsrinagar.com**	**email:**	**director@crcsrinagar.com**

Total Intake: 30

11. SCHEME OF ENTRANCE EXAMINATIONS:

❖ The entrance examination shall consist of one paper only. The question paper shall contain 180 Questions. The subject contents for the entrance examination shall confine to General English: 45 questions; General Awareness: 45 questions: Aptitude for Teaching Profession: 45 questions and Reasoning: 45 questions.

❖ All questions will be compulsory and each question shall carry one mark. There will be 0.25 negative marks for every wrong answer. However, a candidate who secures negative marks shall not be considered for admission even if seats remain vacant.

❖ Time duration for the Entrance Examination shall be one hundred and Fifty minutes (two and a half hours).

12. CONDUCT OF ENTRANCE EXAMINATIONS:

❖ **Centres of Examination:**

➢ The Entrance Examination shall be held at the centres as may be specified by the BOPEE in Srinagar city/Jammu City;

➢ Centres shall be allotted by the BOPEE and the information for the same shall be provided to the candidates on the Admit Card;

➢ The centre of examination once allotted shall not be changed,

➢ The BOPEE shall not conduct another test in any circumstances what so ever for those candidates who fail to appear in the test on the scheduled date.

❖ **Nature of Question Paper:**
  ➢ It shall be the sole responsibility of the candidate to check the Question Booklet before attempting to answer any question. Where a Question Booklet has any missing/blank page, missed question or damaged or defaced page, it shall be the sole responsibility of the concerned candidate to bring it into the notice of the concerned invigilator and get it replaced by a new booklet of the same series. The Question Booklet must have 180 questions. No complaint in this regard shall be entertained by the Board after the conclusion of the examination;
  ➢ The question paper shall be objective type containing Multiple Choice Questions (MCQ's). It contains several pages stapled together in one cover. The questions are based on knowledge, understanding and application of the relevant subject that a graduate student is expected to know in entrance test meant for admission to B. Ed. Course;
  ➢ Each Question Booklet is numbered. Before starting to answer the questions, please check the booklet thoroughly. In case of defects like missing questions, the booklet shall be replaced with the same series by the Invigilator, whenever, reported. No complaint shall be entertained after the examination;
  ➢ Do not open the seal containing Question Booklet until you are asked to do so;
  ➢ Write your Roll Number on the cover page of the Question Booklet at the space provided for the purpose;
  ➢ Candidates should not make any type of marking on the Question Booklet. Paper for rough work is included in the Question Booklet,
  ➢ Each question paper has four series, which are in alphabets i.e., A, B, C, D printed on the cover page of the Question Booklet. At the end of the examination, candidates can take the Question Booklets with them.

❖ **Nature of OMR Answer Sheet:**
  ➢ In order to maintain transparency of examination, each candidate is provided OMR Answer Sheet (Optical Mark Reader Answer Sheet) having original copy and candidate's copy (**Annexure III).** The candidates are directed to fold at perforation at the top of sheet, tear it after the examination is over and separate original copy and candidate's copy. Finally, they have to handover the original copy to the invigilator and take along with them the candidate's copy;
  ➢ The OMR Sheets (Optical Mark Reader Answer Sheets) are used in order to simplify the procedure of evaluation of the Answer Sheets and also to ensure highest accuracy. Each circle on the OMR Sheet has an alphabetical or numerical values. So a small mistake in shading the round spot on the circle will not be scanned properly by the machine;
  ➢ The OMR Sheets will be supplied to the candidates in the examination hall;
  ➢ At the top of the OMR Sheet, there are few blanks which are to be filled in by the candidate very carefully;
  ➢ Write Question Booklet number, booklet series, paper code and Roll Number in numerals and also darken the appropriate circles. In case of any difficulty, seek the assistance of the Invigilating team;
  ➢ Write the given certification statement in your running handwriting in English and append your signature and left hand thumb impression at the space provided for the purpose on your OMR Sheet. This certificate is to be authenticated by the concerned Invigilator and Superintendent of the examination centre;
  ➢ Complete the formalities and wait for the signal to start, tear open the seal, open the Question Booklet, begin reading and answering the questions;
  ➢ Recording wrong Roll No. or Question paper series or its omission on response by darkening the appropriate circle completely with black or blue ball point pen on the answer in the OMR Answer Sheet shall be done by the candidate at his/her own risk. The Board shall, in no case, entertain any complaint of the candidate regarding this;
  ➢ Each question is followed by four responses i.e., 1, 2, 3, and 4; of which only one is correct. Indicate the correct response by darkening the appropriate circle completely with black or blue ball point pen on the Answer Sheet,
  ➢ In case you do not follow the instructions given on the back side of Answer Sheet, your Answer Sheet is likely to be rejected whenever detected.

For Example Q. 11

Chennai is the capital of the State of:

1. Karnataka   2. Tamil Nadu

3. Kerala   4. Andhra Pradesh

The correct response is (2). Locate the Question Number in the OMR Answer Sheet and darken the circle under column (2) as shown below:

Ensure that the circle is completely darkened. Incomplete or faintly darkened circle will be rejected by the Optical Scanner and consequently either no marks or negative marks will be awarded for the same,

If more than one circle is darkened or if the response is marked in any other manner as shown at "B" it shall be treated as wrong.

A — Correct way of answering

B — Incorrect way of answering

Instructions:

Candidates are required to go through the instructions given below carefully:

➢ No candidate shall be allowed to bring mobile/cell phone in examination hall under any circumstances;

➢ No textual material, printed/handwritten will be allowed in the hall. Candidates are advised not to carry any such material in the examination hall;

➢ Candidates must report, in their own interest, in the Centre 15 minutes before the commencement of the examination. In no case a candidate shall be allowed to enter examination hall after the commencement of the examination;

➢ The candidates shall not be allowed to bring calculators/pocket transistors/electronic watches with facilities of calculator/slide rules, any form of table or any other such aid;

➢ Tea, Coffee, Cold Drinks or Snacks are not allowed in the examination hall during examination;

➢ Smoking in the examination hall is strictly prohibited;

➢ The candidate must sit only on the seat allotted to him/her;

➢ In no case a candidate can change his/her seat;

➢ No candidate will leave the hall before the expiry of full time duration prescribed for the examination and without handing over Answer Sheet to the Invigilator on duty;

➢ No person/persons other than those authorised by the BOPEE shall be allowed to enter the examination hall,

➢ The candidate's misbehavior in any manner in the examination hall shall entail his/her disqualification. Any disturbance in the examination hall shall be deemed as misbehavior and such candidate(s) shall forfeit the right to continue to sit in the examination hall. The decision of the Centre Superintendent shall be final in the matter.

13. TIME SCHEDULE FOR THE CANDIDATES IN THE EXAMINATION HALL:

TIME	ACTIVITY
10:55 AM	Reporting time in the Examination Hall.
11: 00AM	The Invigilator shall ascertain the identity of each candidate by comparing his/her facial appearance with the photograph given in the admit card and attendance sheet. The centre Supervisor shall also check the identity of the candidates and ensure that only the genuine candidates have been allowed to sit in the examination hall and there is no case of impersonation.
11:15 AM	Candidates will be given OMR Answer Sheet. They will go through instructions printed and fill in the particulars on the Answer Sheet.
11:25 AM	They will be given Question Booklet. The Question Booklet number is to be entered on the Answer Sheet.
11:30 AM	They will break open the seal of the Question Booklet and start attempting the questions.
02:00PM	The candidates will remain in their seats. They will hand over the OMR Answer Sheets to the Invigilator, take the Question Booklet and OMR candidate's copy along with them and leave the examination hall only when they are asked to leave.

Note: After distribution of Answer Sheets, no candidate shall be allowed to go out of the examination hall under any circumstances except in cases requiring medical assistance.

14. DETERMINATION OF MERIT:

❖ The merit lists shall be prepared on the basis of inter-se merit of the candidates in the entrance examination in the descending order for Open Merit Category and for each Reserved Category separately;

❖ The tie of the marks secured in the entrance test will be resolved in order of preference as follows:-
  ➢ marks secured in **"Aptitude for Teaching Profession"**;
  ➢ the candidate(s) older in age.

❖ In case of any subsequent vacancy/vacancies caused by whatsoever reason in any category, the same shall be filled from amongst the candidates of that particular category strictly according to merit. In the event of non-availability of eligible candidates in any Reserved Category, the unfilled vacancies shall go to the Open Merit Category.

15. DECLARATION OF RESULT AND NOTIFICATION OF MERIT LIST:

❖ The evaluation of the Answer Sheets is done mechanically so there is no chance of any mistake. The result declared by the machine shall be final and not open to any manual check. It has been noticed that some students make faint marks or ambiguous impressions or incomplete marks on the OMR Sheets which are scanned by the machine and the decision of the machine will be final and not subject to any manual check. It is, therefore, in the interest of the candidates to fill up OMR Sheet carefully as shown in this e-Brochure. The re-evaluation of the Answer Sheets manually, therefore, or otherwise, is not allowed as that will impinge upon the rule of equality which calls for uniform treatment given to all the candidates. However, re-totaling of marks will be allowed on written request along with payment receipt of Rs. 1000/- paid at the POS terminal at BOPEE office Srinagar/Jammu. The application will be received within 03 (three) days after the declaration of result. Any application received after this date shall not be entertained.

❖ Rule 13 of the JK,BOPEE Rules 2014 lays down the procedure relating to incorrect questions which is reproduced verbatim herein below for the benefit of the candidates.

"13. Deletion of invalid questions and methodology in evaluating such questions: If during the course of examination / after the completion of examination but before final stage of evaluation, any question is reported to be admittedly wrong or has wrong options/ more than four options or has all options correct or is having a major printing error in questions/options, such of the questions shall not be evaluated for declaration of results. However, where two answers to a question are correct, the candidates attempting any one of the questions will be awarded marks"

16. LIST OF ANNEXURES:

ANNEXURE–I

COMPETENT AUTHORITIES FOR ISSUANCE OF RESERVED CATEGORY CERTIFICATES

S. No.	Categories`	Competent Authorities to issue certificates
1	Scheduled Caste (SC)	**Revenue Officer not below the rank of Tehsildar**
2	**Scheduled Tribes**	
	Scheduled Tribe, Gujjar & Bakerwal (STGB)	
	Scheduled Tribe, Leh District (STL)	
	Scheduled Tribe, Kargil District (STK)	
	Other Scheduled Tribes (STO)	
3	**Socially and Educationally Backward Classes**	
	Weak and Under Privileged Classes, Social Castes (OSC)	
	Residents of Backward Area (RBA)	
	Residents of Area Adjoining Actual Line of Control (ALC)	
4	Children of Defense Personnel & Ex-servicemen. (CDP) (Navy, Army and Air force only)	**Zila Sainik Board/Commanding Officer of the concerned Unit (on a prescribed format given in the E-Brochure)**
5	Candidates possessing outstanding proficiency in Sports (SP)	**Secretary, J&K Sports Council (to be issued before the Date mentioned by BOPEE)**
6	Children of Permanent Residents of Paramilitary Forces and State Police Personnel serving in the State (JKPM)	**DIG (Territorial) (on a prescribed format given in the E-Brochure)**

OFFICE OF THE COMMANDING OFFICER OF THE UNIT

CERTIFICATE OF BEING CHILD OF DEFENCE PERSONNEL (in-Service)

This is to certify that Mr./ Miss/Mrs. -----------------------------is a son/ daughter of----------------------------

------------------------- who is serving or has served as a member of Army/ Navy or Air Force.

Competent Authority
With Name and Seal

OFFICE OF THE ZILA SAINIK BOARD

Ex-service Men

CERTIFICATE OF BEING A MEMBER OF DEFENCE PERSONNEL
SRO-272 DATED 3-7-82/SRO-314 DATED 9-5-85 AS AMENDED VIDE SRO-294 DATED   21-10-05, PARA 2(VIII)

     This   is   to   certify   that   Mr./Ms._____Son/Daughter   of   No._____Rank_____Name_____R/o_____ PO_____Tehsil_____District_____, who is a member of Defence Forces. His /Her ward is beneficiary under the term of SRO-272 dated 3-7-82/SRO-314 dated: 9-5-85 as amended vide SRO-294 dated 21-10-05 being the son/daughter of the defence forces personnel.

     It   is   certified   that   said   Mr./Ms._____   Son/Daughter of_____ submitted his/her application for grant of this certificate on_____ and the certificate has been issued to him/her under my seal and signature today the_____ after the suitable enquiry has been made in this office file No._____ dated_____.

Station:

Dated: **Zila Sainik Welfare Officer.**

OFFICE OF THE DEPUTY INSPECTOR GENERAL OF POLICE

CERTIFICATE OF BEING A CHILD OF PARAMILITARY FORCE/POLICE PERSONNEL(In-service)

This is to certify that Mr./ Miss/Mrs. ------------------------------is a son/ daughter of--who is a J&K State Subject and is serving as ----------------------------in Para-military Force/Police Force in the state, Mr./Mrs.----------------------------is not rendering engineering service or other service of civil nature which would disentitle his/her son/daughter from claiming the benefit of being child of Para-military Force/Police Personnel.

It is also certified that son/Daughter of Mr. ---------------------------- is entitled to get Certificate of being a child of Paramilitary Force/Police Personnel as provided in Rule 2 (ix) of the Jammu and Kashmir Reservation Rules, 2005.

Name, Signature and Office Stamp

DIG Concerned

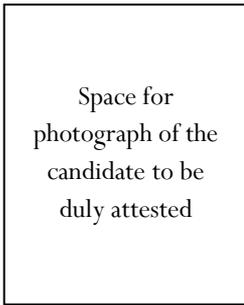Space for photograph of the candidate to be duly attested

OFFICE OF THE DEPUTY INSPECTOR GENERAL OF POLICE
CERTIFICATE OF BEING A CHILD OF PARAMILITARY FORCE/POLICE PERSONNEL (Retired)

This is to certify that Mr./ Miss/Mrs. -----------------------------is a son/ daughter of---who is a J&K State Subject and has died while serving or has served in Para-military Force/Police Force in the state and had been honorably discharged or retired. Mr./Mrs.----------------------------was not rendering engineering service or other service of civil nature which would disentitle his/her son/daughter from claiming the benefit of being child of Para-military Force/Police Personnel.

It is also certified that son/Daughter of Mr. --------------------------- is entitled to get Certificate of being a child of Paramilitary Force/Police Personnel as provided in Rule 2 (ix) of the Jammu and Kashmir Reservation Rules, 2005.

Name, Signature and Office Stamp
DIG Concerned

Space for photograph of the candidate to be duly attested

SAMPLE ANSWER SHEET

ATTENTION

Carrying of cellphone, pager, calculator or any other electronic gadget to the examination centre is strictly prohibited. Neither BOPEE will make any arrangement for the safe custody of these items nor will be resposible for loss of any such item. Hence, the candidates are directed not to carry such items with them while going to respective examination centres for taking the entrance examination.

The guidelines to curb the menace of ragging in professional colleges issued by the Hon'ble Supreme Court of India:

➢ An annual undertaking signed by each student, whether fresher or senior and his/her parent(s) jointly stating that each of them has read the relevant instructions/regulations against ragging, as well as punishments, and that if the ward is found guilty, he/she shall be proceeded against and shall be prosecuted.

➢ Such an undertaking shall be furnished in English as well as vernacular language (mother tongue of the parent) at the beginning of each academic year by every student.

➢ An undertaking to the similar effect should be obtained every year from each student admitted to the hostel.

➢ The compliance to the above effect shall be ensured by each of the affiliating university to which the concerned institution is affiliated and would be verified by them annually.

➢ In order to ensure "the ragging free environment" in the campus, each institution shall compulsorily in their prospectus and other admission related documents, shall depict the earlier directions of the Hon'ble Apex Court and/or of the Central or State Governments as applicable, so that candidates and their parents are sensitised for the same.

THE JAMMU AND KASHMIR

BOARD OF PROFESSIONAL ENTRANCE EXAMINATIONS

Jammu
- 4th Floor, South Block, Bahu Plaza, Jammu - 180012
- +91 191 - 2470102, +91 191 - 2479371

Srinagar
- Baghat-i-Barzulla, Opposite J&K Bank, Srinagar - 190005
- +91 194 - 2433590, +91 194 2437647

Website
- http://www.jkbopee.gov.in/http://www.jakbopee.org

email
- helpdeskjakbopee@gmail.com

Help Desk
- 9419403272/9697383737/9469012295/9086053816