

(III)

Application fee: Rs.5,900/- for OC/ BC &amp; Rs.4,956/- for SC/ST category ( Inclusive of GST)

*NOTE: Read the prospectus carefully and fill all the columns without fail. All the particulars are to be filled in by the candidate in block letters in his/her own handwriting. Hall Tickets ( Original & Duplicate ) are to be printed and filled in on separate papers.*



**SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES**  
(A University established by an act of A.P State Legislature)  
**TIRUMALA TIRUPATI DEVASTHANAMS, TIRUPATI – 517 507**

**Application For PG Diploma In Medical Record Science Course (2022-23)**

**FOR OFFICE USE**

APPLICATION SERIAL NO : \_\_\_\_\_

Area : SVU Local / Non Local

Verified by : \_\_\_\_\_ Signature: \_\_\_\_\_

**To be filled in by the candidate**

**Application for admission into \_\_\_\_\_ course**

1. Particulars of payment of application Fee :

D.D. No.	Name of the bank & Place	Date	Amount

Fix Passport  
size  
Colour Photo  
with self  
attestation

2. Name of the applicant (As per SSC): (in capital letters)

Surname	Name

3. Date of birth

4. Age (in years):

Date	Month	Year

5. Gender (✓): Male ☐ Female ☐ Transgender ☐

6. Family Details :

	Name	Occupation & address
a) Father		
b) Mother		
c) Guardian (if parents are not alive)		
d) Spouse (if married)		

7. a) Category : Put (✓) in the appropriate box

b) Caste: .....

OC	SC	ST	BC				
			A	B	C	D	E

c) Are you eligible for claiming reservation under any other category:.....  
If yes, mention and enclose the certificate as proof

8. Marital Status (✓): Single ☐ / married ☐

9. Whether you belong to TTD/SVIMS Category (if yes, enclose proof): Yes / No:

10.

Address for communication	Permanent Address
<b>Student Mobile No:</b>	<b>Parent Mobile No:</b>
e-mail ID: ( Must)	Student's Aadhar No:

11. Identification marks (as given in S.S.C. mark sheet) :

i)

ii)

12. i) Are you suffering from any chronic illness : Yes / No

If Yes, specify

ii) Is any criminal case pending against you in the court of law . Yes / No

iii) Is any disciplinary enquiry is pending in the previous Institution. Yes / No

13. Details of qualifying examination :

a)Qualification ..... b) Duration : ..... From: ..... To: .....

c)Optional subjects: ..... d) No. of attempts .....

e)Total marks secured : ..... out of ....., percentage ..... %

f) If Grade Points awarded Max.Grade :..... Grade awarded:..... Grade equivalent to marks %.....

14. Details of study (enclose study certificate issued by the authorities of school/ college recognized by government of A.P. for the last seven years including qualifying examination)

Class	Academic Year	School/College, Place	District	Month & year of passing
9 <sup>th</sup> class				
10 <sup>th</sup> class				
Intermediate				
B.Sc/ Any Degree Specialization (.....)				

15. Are you in Government service : (Yes / No)

(If yes, mention the place of work and forward the application through proper channel and enclose NOC certificate obtained from the competent authority)

### **DECLARATION**

I do hereby certify that the particulars furnished in the application are true and correct to the best of my knowledge. I also declare that in the event of any information furnished in the application and enclosures are found to be incorrect or false at a later date, my admission may be cancelled and appropriate legal action may be initiated against me by the institute.

I further declare that, I am not suffering from any illness which makes me ineligible for admission. I further state that I am not involved in any criminal case / disciplinary action pending against me in the previous institution.

In the event of my admission to the course, I will abide by the rules and regulations laid down by the institution during my study. I undertake that I will not indulge in any unlawful activities, ragging and for any violation, in this regard, I am aware that I will be punished for the same as per the rules of the institute/Govt.

Signature of the father/guardian/spouse  
Name :

Signature of the applicant  
Name :

### **DOCUMENTS (PHOTO COPIES) TO BE SUBMITTED ALONG WITH THE APPLICATION:**

- 1) Degree provisional / original pass certificate relating to qualifying examination.
- 2) Marks certificate for all the years of the qualifying examination.
- 3) Transfer certificate.
- 4) Study and conduct certificates from 9<sup>th</sup> to degree from a school / college recognized by government.
- 5) S.S.C certificate or its equivalent as proof of date of birth.
- 6) Integrated permanent community certificate (SC/ST/BC) issued by e-seva/ Mee-seva centers.
- 7) Latest EWS certificate.
- 8) For TTD / SVIMS employees, service certificate from the controlling officer & ID copy.
- 9) Residence certificate or any other suitable documentary proof (those who studied in an unrecognized institution or studied outside AP / Telangana but resided within the state) Proforma is available in the institute's website.
- 10) **Demand Draft (D.D)** for **Rs.5,900/-** for OC/BC category & **Rs.4,956/-** for SC/ST category drawn from nationalized bank in favour of **the Director-cum-VC, SVIMS, Tirupati** payable at Tirupati.

**Note:** The filled in application along with enclosures shall be sent by post or in person so as to reach **The Registrar, Sri Venkateswara Institute of Medical Sciences, Alipiri Road, Tirupati - 517 507** on or before the last / closing date notified. **But, the DD shall be taken in the name of the Director-cum-VC only and not the Registrar.**



To be printed on a separate A4 paper

**SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES, TIRUPATI - 517 507**  
**HALL TICKET FOR ENTRANCE TEST FOR PG DIP. IN MRS COURSE (2022-23)**

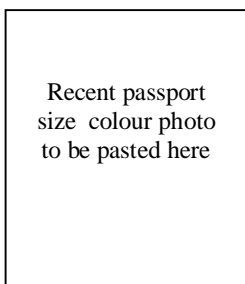
( For office use )	
Hall ticket no. ....	Date : .....
Venue : .....	Time : .....

**ORIGINAL**

(To be filled in by the candidate in own hand writing).

	Surname	Name
Full name of the candidate: (In block letters)		
Father name :		
Address :		

Identification marks 1)



2)

Signature of the candidate

**Controller of Examinations**

**INSTRUCTIONS TO THE CANDIDATE**

1. The candidate to present at the examination centre half an hour before the commencement of the examination.
2. The candidate has to show the Hall Ticket issued by this institute to the invigilator at the entrance of the test centre.
3. The candidate without Hall Ticket will not be allowed to appear for the entrance test.
4. No traveling expenses will be paid for attending the entrance test.
5. The candidate has to bring their own blue/ black ballpoint pen. No other material will be permitted.
6. Nobody is allowed to accompany the candidate into the test center premises.
7. No candidate will be allowed to enter into the examination hall after commencement of the examination. Nobody will be allowed to leave the examination hall till the last bell is given.
8. The entrance test will be on 50 Multiple Choice Questions on English (30%), Logical Reasoning (30%), Biology (20%), Physical Sciences (20%) at basic level. The medium of entrance test is in English only.
9. Violation of any instruction and malpractice in any form in the examination hall shall render the candidate liable for cancellation of his/her script and forfeit of his/her claim for appearing in the entrance test.
10. The Hall Ticket issued by this institute shall be preserved till the admission to the course is over and shown at the time of counseling to the course, if required.
11. Printed or written material and electronics gadgets like, calculators, cell phones, watches, earphones etc., are allowed inside the examination hall. Holding this material in any form shall be treated as malpractice and liable for punishment as per SVIMS rules.
12. The candidate should not write his /her name, initials or address anywhere on the answer sheet (or) question paper.

\*The Date, Time and Venue of the exam will be intimated through email / sms later.

**Controller of Examinations**



To be printed on a separate A4 paper

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**HALL TICKET FOR ENTRANCE TEST FOR PG DIP. IN MRS COURSE (2022-23)**

( For office use )	
Hall ticket no. ....	Date : .....
Venue : .....	Time : .....

**DUPLICATE**

(To be filled in by the candidate in own hand writing).

	Surname	Name
Full name of the candidate: (In block letters)		
Father's Name :		
Address :		

Identification marks

1)

2)

Recent passport size  
colour photo to be  
pasted here

Signature of the candidate

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**Controller of Examinations**

**COVID-19 Pandemic instructions to the candidate:**

1. Must wear mask at all times covering mouth and nose completely. Without face mask the candidate will not be permitted to enter into the examination hall.
2. Candidate must maintain social distancing starting from point of entry in the test center till his/her exit from the test center.
3. Thermal screening will be done at the entry point of the examination centre to measure body temperature.
4. Submit the duly filled and signed self-declaration form, issued at the test centre.
5. Candidate must bring his/her own Face Mask, personal hand sanitizer (50ml) and water bottle (transparent). Drinking water facility will not be provided by the University authorities.
6. If any candidate measured high temperature or declared having COVID-19 symptoms, he/she has to write the examination in a separate room.