



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI-110068**

**INFORMATION BULLETIN FOR APPLICANTS
AND
GUIDELINE FOR FILLING ONLINE ENTRANCE FORM
FOR
BACHELOR OF EDUCATION (B. Ed.) Programme
(Recognised by NCTE)**

January, 2020

IMPORTANT INFORMATION AND DATES AT A GLANCE

(Please refer to Information Bulletin for details)

FEE DETAILS AND IMPORTANT DATES:

Online Submission of Application Form (up to 11:59 pm of 01 July, 2019)	17 June to 01 July, 2019
Last Date of Successful Transaction of Fee through Credit/Debit Card/Net-Banking up to 11:59 pm.	01 July, 2019

Entrance Fee Payable by candidates in INR	
B.Ed. Entrance Fee	Rs. 600/-

Correction in Particulars of Application Form on Website only	02 to 03 July, 2019
Downloading of Admit Cards from NTA website	10 July, 2019
Dates of Examination	27 July, 2019
Duration of Examination	02 Hours
Timing of Examination	First Session: 10:00 am to 12:00 pm
Centre, Date and Shift of Examination	As indicated on the Admit Card
Website	https://ntaignou.nic.in www.ignou.ac.in

1. Candidates can apply for **IGNOU B.Ed. Entrance test 2020 "Online" only** on the website <https://ntaignou.nic.in>.
2. Online Application Form may be submitted by accessing NTA website <https://ntaignou.nic.in>. The Application Form other than online mode will not be accepted, in anycase.
3. Before filling the online entrance form, please read carefully regarding the eligibility and programme details in e-prospectus available at <https://ntaignou.nic.in>, www.ignou.ac.in.
4. Candidates must follow the instructions strictly as given in the Information Bulletin and on NTA website <https://ntaignou.nic.in>, www.ignou.ac.in. Candidates not complying with the instructions shall be summarily disqualified.
5. Candidates must ensure that e-mail address and Mobile Number provided **in the Online Application Form are their own** as all information/ communication will be sent by NTA through e-mail on the given e-mail address or SMS on given mobile number only.
6. **Instructions for filling Online Application Form:**
 - ❖ Download Information Bulletin and e-prospectus and Replica of Application Form. Read Information Bulletin carefully to ensure your eligibility.
 - ❖ **Follow the 5 steps given below to Apply Online:**
 - Step-1: Apply for Online Registration** and note down the system generated Application No.
 - Step-2: Fill Online Application Form**
 - Step-3: Upload Scanned Photo** (between 10 kb - 200 kb) & **Signature** (between 4kb - 30kb) in JPG/JPEG format.

Step-4: Pay Examination Fee using Syndicate/ICICI Payment Gateway and keep the proof of fee paid.

Step-5: Download Confirmation Page and Print at least **four copies of Confirmation Page**.

❖ All the 5 Steps can be completed at a time or at separate times.

7. The candidates invited for offline admission counselling at nodal regional centers will be intimated on their e- mail id, alternatively candidates can access the intimation on the IGNOU website www.ignou.ac.in. They are advised to make timely arrangements to appear for the counselling and for joining the programme, as the case may be. The University will not issue any paper intimation to the candidates.
8. Candidates are advised to check IGNOU admission link regularly on website www.ignou.ac.in.

Note:

1. The final submission of Online Application Form will remain incomplete if Step-3 and Step-4 are not completed. Such forms will stand rejected and no correspondence on this account will be entertained.
2. No request for refund of fee once remitted by the candidate will be entertained by NTA/IGNOU under any circumstances.
3. The entire application process of **IGNOU B.Ed. 2020** is online, including uploading of scanned images, Payment of Fees, and Printing of Confirmation Page. **Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to NTA through Post/ Fax/ byHand.**
4. **Candidates are advised to keep visiting the website <https://ntaignou.nic.in> regularly for latest examination related updates and to check their e-mails.**

Candidates are NOT allowed to carry Instrument/ Geometry/ Pencil box, Handbag, Purse, any kind of Paper/ Stationery/ Textual material (printed or written material), Eatables and Water (loose or packed), Mobile Phone/ Ear Phone/ Microphone/ Pager, Calculator, DocuPen, Slide Rules, Log Tables, Camera, Tape Recorder, Electronic Watches with facilities of calculator, any metallic item or electronic gadgets/ devices in the Examination Hall/Room.

Diabetic students will be allowed to carry eatables like sugar tablets/fruits (like banana/apple/ orange) and transparent water bottle to the Examination Hall. However, they will not be allowed to carry packed foods like chocolates/candy/sandwich, etc.

DISCLAIMER

1. Candidates are advised to read the Information Bulletin carefully and go through the instructions regarding filling of Online Application Form given on IGNOU BED 2020 website www.ntaignou.nic.in, before starting online registration.
2. Candidate should ensure that all information entered during the online registration process is correct.
3. Online information provided by candidates like name of candidate, gender, contact/ address details, category, PwD status, educational qualification details, date of birth, etc during online registration for IGNOU BED 2020 will be treated as correct/final and NTA will not entertain, under any circumstances, any request for change in information provided by the candidates.
4. NTA disclaims any liability that may arise to a candidate(s) due to incorrect information provided by the candidate(s) during online registration process.
5. NTA does not edit /modify/alter any information entered by the candidates after completion of registration process under any circumstances. Any request for change in information thereafter will not be entertained. Therefore, aspirants are advised to exercise utmost caution for filling up correct details in registration system.

Usage of Data and Information:

NTA can use the data provided by the End User (test taker in this case) for internal purpose(s) including training, research and development, analysis and other permissible purpose(s).

1. INTRODUCTION

1.1. About National Testing Agency (NTA)

The Ministry of Human Resource Development (MHRD), Government of India (GOI) has established National Testing Agency (NTA) as an independent autonomous and self-sustained premier testing organization under Society Registration Act, 1860 for conducting efficient, transparent and international standards tests in order to assess the competency of candidates for admissions to premier higher education institutions.

The objectives of NTA, inter-alia, include:

- i. To conduct efficient, transparent and international standard tests in order to assess the competency of candidates for admission.
- ii. To undertake research on educational, professional and testing system to identify gaps in the knowledge systems and take steps for bridging them.
- iii. To produce and disseminate information and research on education and professional development standards.

The National Testing Agency (NTA) has been entrusted with the conduct of B.Ed. entrance test of Indira Gandhi National Open University 2020 (IGNOU BED 2020).

1.2. Indira Gandhi National Open University (IGNOU)

The Indira Gandhi National Open University was established by an Act of Parliament in 1985 to achieve the following objectives:

- I. Democratizing higher education by taking it to the doorstep of the learners
- II. Providing access to high quality education to all those who seek it irrespective of age, region, religion and gender
- III. offering need-based academic programmes by giving professional and vocational orientation to the courses
- IV. promoting and developing distance education in India

1.3. About IGNOU BED 2020 (IGNOU B.Ed. Entrance Examination)

Admission to Bachelor of Education (B.Ed.) programme will be based on the performance of candidates in the All India Level Entrance Test conducted by NTA. The final merit list for selection will be made nodal regional center wise by IGNOU on the basis of marks obtained by the candidates in the online entrance test. For more details, please visit IGNOU B.Ed. Prospectus-2020.

2. ABOUT THE BACHELOR OF EDUCATION (B.ED.) PROGRAMME

2.1. INTRODUCTION

The Bachelor of Education (B.Ed.) programme of Indira Gandhi National Open University (IGNOU) has been designed with the aim to develop an understanding of teaching-learning process at upper

primary/secondary and senior-secondary level among student teachers. It focuses on enabling student-teachers to reflect critically on perspectives of education and integrate holistically the theory and practices to facilitate active engagement of learners for knowledge creation.

2.2. DURATION

The **minimum duration** of the programme is **two years**. However, the **maximum period allowed** for completion of the programme is **five years**.

2.3. MEDIUM OF INSTRUCTION: English and Hindi medium

2.4. ELIGIBILITY

Candidates with:

- a) at least fifty percent marks either in the Bachelor's Degree and/or in the Master's Degree in Sciences/Social Sciences/Commerce/Humanity. Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55% marks or any other qualification equivalent thereto,

and
 - b) The following categories are eligible to be students of B.Ed. (ODL):
 - i. Trained in-service teachers in elementary education.
 - ii. Candidates who have completed a NCTE recognized teacher education programme through face-to-face mode.
- The reservation and relaxation of 5% marks in minimum eligibility will be provided to SC/ST/OBC (Non creamy layer)/PWD candidates as per the rules of the Central Government.
 - Reservation to Kashmiri Migrants and war widow candidates will be provided as per the University Rules.
 - Masters' Degree awarded without a first degree is not accepted for purpose of Academic Studies in IGNOU.

2.5. IMPORTANT INSTRUCTIONS

- a. **Only those candidates, whose results are declared and are qualified at the time of submitting the entrance form are eligible.** The applications would not be considered even though they appear and qualify in the entrance test, if they are not fulfilling minimum eligibility at the time of submitting the application form for entrance test.
- b. The candidates are also advised to carefully read the instructions given under 2.1 and 2.2 of **e-prospectus** in particular about the Educational Qualifications awarded by the Private and other Universities on the matters related territorial jurisdiction, duration of degree etc. and other rules before submitting the application form.
- c. **Trained Teacher:** As per NCTE, (Recognised Norms & Procedure) Regulations, 2014. Frequently Asked Questions on ODL Programmes (available at www.ncte-india.org/ncte_new/pdf/faq_odl.pdf), **'The trained teacher means a person who has completed NCTE recognised teacher education programme through face to face mode'**.
- d. **In-service Teacher:** As per NCTE, (Recognised Norms & Procedure) Regulations, 2014. Frequently Asked Questions on ODL Programmes (available at www.ncte-india.org/ncte_new/pdf/faq_odl.pdf).

india.org/ncte_new/pdf/faq_odl.pdf), 'An in-service teacher means who is employed as a teacher in elementary school or elementary stage of education'.

- e. Diploma in Elementary Education (D.El.Ed.) Programme, Diploma in Education (DPE) through Open and Distance Learning (ODL) or any other teacher education programme completed through ODL **will not be considered** as a teacher education programme for admission to B.Ed. (ODL). **NCTE has mandated completion of a teacher education programme through face-to-face mode only for admission to B.Ed. (ODL).**
- f. Along with other requisite certificates, a candidate should also ensure that s/he has the Marksheet and Certificate of completion of a teacher education programme through face-to-face mode duly recognized by **National Council for Teacher Education (NCTE)**.
- g. OBC (Non-Creamy Layer) Central List will be considered.
- h. At the time of counselling, the candidate needs to submit a certificate to provide facilities for Practical Work including the Internship as per the format given in e-prospectus.

2.6. Admission

Admission shall be done on the basis of the score obtained in the entrance combined on-line test conducted by NTA. IGNOU will prepare merit nodal Regional Centre (RC) wise. The candidate will be required to submit the filled-in admission form available in e-prospectus and attached self-attested copy of documents as specified in Admission Form. The original documents are to be verified later at the time of admission Counselling to be held at Nodal RC.

No change of category code shall be entertained from the candidate after the submission of Entrance test form.

2.7. Entrance Test

The Entrance Test will be held on **27th July, 2019**.

Mere allowing candidates to take Entrance Test would not amount to acceptance of their eligibility for admission to B.Ed. **The final admission to the programme shall be subject to their rank in the merit list in the Entrance Test and production of proof of their eligibility at the time of last date of submission of application for admission to B.Ed. programme along with original certificates and programme fee at Nodal RC.** The number of seats of each PSC is limited to 50 only. IGNOU/NTA reserves the right to conduct the examination at different centres/change the examination centre of the candidates without assigning any reason thereof.

2.8. Programme Fee

Programme Fee for Bachelor of Education (B.Ed.) programme is Rs. 50,000/- .

2.9. Programme Structure

The programme is a judicious mix of theory and practical courses to facilitate student-teachers in acquiring skills and competencies necessary for teaching-learning at secondary/senior secondary level. Illustrations and cases of relevant situations and activities comprise the core of each course. These are suitably

supported by theoretical components to the extent needed. Keeping this in view, the programme has the following components:

First Year

Core Courses	:	16 credits
Content-based Methodology Courses(two)	:	08 credits
Workshop – I	:	04 credits
EPC I and II	:	04 credits
Internship – I	:	04 credits

Second Year

Core Courses	:	12 credits
Optional Courses	:	04 credits
Workshop – II	:	04 credits
EPC III and IV	:	04 credits
Internship – II	:	12 credits

One learner has to complete 72 credits for successful completion of the programme.

INTERNSHIP

In order to provide broader and meaningful engagement with the learners and the school; the Internship is spread over both the years (See the following Table). **This is a compulsory component of the B.Ed. programme.**

Durations of Internship during Year I & II

Year	Internship	Credits	Duration (weeks)
Year I	Internship I	4	4
Year II	Internship II	12	16
	Total	16	20

Please note that you shall have to attend the Internship schools as per the school timing (from open to close) on dally basis. No leave shall be entertained during the Internship. You have to complete this component in upper primary/secondary/senior secondary schools.

3. GENERAL INFORMATION

3.1. Schedule of Examination

Schedule for important examination related activities have been given in Table 1. However, candidates are requested to keep themselves updated about the schedule through NTA and IGNOU websites <https://ntaignou.nic.in>, www.ignou.ac.in.

Online Submission of Application Form (up to 11:59 pm of 01 July, 2019)	17 June to 01 July, 2019
Last Date of Successful Transaction of Fee through Credit/Debit Card/Net-Banking up to 11:59 pm; through e-challan up to bank hours	01 July, 2019
ENTRANCE Fee Payable by candidates in INR	
B.Ed. Entrance Test	Rs. 600/-
Correction in Particulars of Application Form on Website only	02 to 03 July, 2019
Downloading of Admit Cards from NTA website	10 July, 2019
Dates of Examination	27 July, 2019
Duration of Examination	02 Hours
Timing of Examination	First Session: 10:00 am to 12:00pm
Centre, Date and Shift of Examination	As indicated on the Admit Card
Website	https://ntaignou.nic.in , www.ignou.ac.in

3.2. Scheme of Examination

Mode of Examination	LAN Based CBT (Computer Based Test)
Duration	Two (02) Hours
Type of Questions	Multiple Choice Question
Maximum Marks	100
Scoring	<ul style="list-style-type: none">• 1 Mark for correct response• No negative marking for incorrect response
Medium of Paper	ENGLISH and Hindi ONLY (for B.Ed.)

3.3. Reservation

The percentage of reservation as indicated below is given as per O.M.No. 1-1/2005-U.I.A/847 dated 20th April, 2008 received from Ministry of Human Resources Development, Department of Higher Education, Government of India, which has already been circulated to all the Regional Centres vide our Circular No. IG/SRE/Ex-V/Circular/08 dated 4th June, 2008.

The categories (General/SC/ST/PH/KM/OBC (Non-Creamy Layer) have been indicated in the list as per the data mentioned in the application forms by the candidates.

A. Under Vertical Reservation:

SC	:15% per PSC
ST	:7½ % per PSC

OBC (Non-Creamy Layer) :27% per PSC

B. Under Horizontal Reservation:

PH :3% per PSC

War-Widow :5% per PSC

Kashmiri Migrant :1 Seat in the national merit (To inform SRD if any Kashmiri Migrant (KM) candidate is found eligible to claim the seat but would be filled up by RC only after being communicated and got confirmed by SRD. If no applicant under the KM category is available, there is no need to keep the seat vacant).

Seats reserved under SC and ST category are interchangeable.

All successful candidates falling under the category of **PH** and having attached the necessary certificates from recognized Medical authority in support of their claim with the minimum disability of 40% are only entitled for reservation. However, the reserved percentage under this category may not exceed 3% of the total seats in the region. Female candidates under the category of War-widow who furnish necessary certificate from the recognized Defense Authority in support of their claim to avail the reservation under this category are entitled for reservation.

*The annual income of the candidates under **OBC (Non Creamy Layer)** should not exceed 8.00 lakhs per annum and only the central list should be followed.*

The SC/ST/OBC (Non-Creamy Layer) candidates who have marks above the level up to which general category students are admitted, should not be counted towards reserved quota at all and should be included in the general merit list of admissions.

The OBC applicants, who have not submitted NON-CREAMY certificate or Income Certificate or opted for D4A or D4 category will be treated as Creamy OBC or General category students and **no change of category code shall be entertained from the candidates after the submission of Online Entrance form.**

RESERVATION UNDER EWS CATEGORY WILL BE SUBJECT TO THE APPROVAL OF NATIONAL COUNCIL FOR TEACHER EDUCATION (NCTE).

3.4. Cities for Examination Centres

- A list of States and Cities for IGNOUBED2020 Examination is given in **Annexure–I as under.**
- While applying, candidates must select **four** Examination City Centres in order of their preference. Since the seating capacity at each centre is limited, they will be considered for the allotment of the examination city centres as per NTA norms.
- NTA can change/shift the examination city centre opted by the candidate to another nearby centre, if number of candidates are more/less at any examination city centre.
- **The Examination City Centre, once opted, shall not be changed. The Admit Card will be uploaded on NTA website <https://ntaignou.nic.in>. Please check the admit card carefully for your Name, Subject Group, Date of Birth, Gender, Examination Centre Name, City, and Category, etc. In case of any problem related to Admit card, please contact the given helpline numbers between 10:00 am to 5:00pm.**

4. REGISTRATION AND APPLICATION PROCESS

4.1. INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

Candidates have to apply for IGNOUBED2020 “Online” ONLY by accessing the website <https://ntaignou.nic.in>, www.ignou.ac.in. The Application Form other than online mode would not be accepted, in any case. Only one application is to be submitted by a candidate for the programme. More than one application i.e. Multiple application forms submitted by a candidate will be summarily rejected.

In order to appear in IGNOUBED2020, the candidates are required to apply online as per procedure detailed below. Before filling and submitting the online form, candidates should download the **Information Bulletin, e-prospectus and Replica of Application Form**; and read them carefully. Candidates must follow the instructions strictly as given in the Information Bulletin and on NTA website. Application Forms not complying with the instructions are liable to be rejected.

Candidates must keep following information ready before filling online Application Form:-

- ☐ Govt Identity Details like Aadhaar Number (last 4 digits)/Election Card (EPIC No.)/Passport number/Ration Card Number/ Bank Account Number/PAN Number/ Other valid GovtIds.
- ☐ Address for communication, Mobile Number, email id,etc.
- ☐ Scanned images of latest Photograph (size of 10 kb to 200 kb) in JPG/ JPEG format only
- ☐ Scanned image of Signature (size of 4 kb to 30 kb) in JPG/ JPEG format only
- ☐ Bank Account details for payment of Fee, for uploading as part of submission of online application.

To avoid any kind of inconvenience or last minute rush or unforeseen difficulties, candidates are advised to submit Online Application Form without waiting for the last date. NTA will not be responsible for network problems or any other problem of this nature in submission of online application during the last day.

(a) Particulars to be filled in the Online Application Form:

Before beginning the process of filling the Online Application Form, please keep the following documents ready with you:

- ❖ Copy of Board/ University Certificate for Candidate’s Name, Mother’s Name, Father’s Name and Date of Birth
- ❖ Aadhaar Card
- ❖ Type of Identification – Bank A/c Number/ Passport Number/ Ration Card/ Other GovtID
- ❖ Qualifying Degree Certificate or last semester marksheet
- ❖ Your Mailing Address as well as Permanent Address with Pin Code
- ❖ **Four cities** for Centres of your choice
- ❖ Category Certificate, if applicable
- ❖ Person with Disability (PwD) Certificate, if applicable
- ❖ e-mail address and Mobile Number of candidate
- ❖ Scanned images in **JPG/JPEG format only**:

Candidate’s Photograph	File size must be between 10 kb to 200 kb.
Candidate’s Signature in running hand	File size must be between 4 kb to 30 kb.

Part I: Registration Page

Fill in the basic information and note down the system generated Application No.

- (i) **Candidate's Name/ Mother's Name/ Father's Name:**
Provide Candidate's Name, Mother's Name, Father's Name as given in the Secondary School Examination or equivalent Board/ University Certificate in **capital letters**
- (ii) **Date of Birth: dd/mm/yyyy**
Provide Candidate's date of birth as recorded in Secondary School Examination or equivalent Board/ University certificate.
- (iii) **Mobile Number and e-mail Address:**
Candidates must provide own Mobile Number and e-mail address.

Note: Only one e-mail address and one Mobile Number are valid for one application

PART II: Fill in the complete Application Form

Fill in the complete Application Form Note:

(i) **Other Backward Classes (OBC)- Non Creamy Layer** as per the central list of Other Backward Classes available on National Commission for Backward Classes (NCBC), Government of India website (www.ncbc.nic.in). Thus, the candidates falling in this list may mention OBC in the Category Column. State list OBC Candidates who are not in OBC-NCL (Central List) must choose **General**.

(ii) Provide complete postal address with PIN Code (Mailing Address as well as Permanent Address) for further correspondence. PIN code of Correspondence Address should be given in the space provided for this purpose.

Note: The NTA shall not be responsible for any delay/loss in postal transit or for an incorrect Correspondence address given by the Applicant in the Application Form.

(iii) **Choice of Cities for Examination Centres:** The candidate should select **any four cities** of their choice for examination of IGNOUBED2020 given at Annexure-I.

(iv) **Under no circumstances the choice of cities for Centre filled in the Application Form shall be changed by the NTA.**

PART III: Uploading of scanned images

- (i) **Candidate's Photograph: to be uploaded**
- The photograph must be taken on or after **01.03.2019** indicating clearly the name of candidate along with the date of taking the photograph. Photograph should not be with cap or goggles.
 - Spectacles are allowed if being used regularly.
 - **Polaroid and Computer generated photos are not acceptable.**
 - **Applications not complying with these instructions or with unclear photographs are liable to be rejected.**
 - **Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de-shaped or seems to be hand-made or computer made, the form of the candidate will be rejected and the same would be considered as using unfair means and the candidate would be dealt with accordingly.**
 - Application without photograph shall be rejected. The photograph need not be attested. Candidates are advised to take 6 to 8 passport size coloured photographs with white background.

Note: Passport size photograph is to be used for uploading on Online Application Form and also for pasting on Attendance Sheet at the examination centre.

The candidate should scan his/her passport size photograph for uploading. File size must be between 10 kb to 200 kb.

(ii) Candidate's Signature : to beuploaded

The candidates are required to upload the full signature in **running hand** writing in the appropriate box given in the Online Application Form. Writing full name in the Box in Capital letters would not be accepted as signature and the Application Form would be rejected. Further, unsigned Online Application Forms will also be rejected.

- **The candidate should put his full signature on white paper with Black Ink pen and scan for uploading.**
- File size must be between 4 kb to 30kb.

Note: Candidate must ensure that the uploaded images are clear and proper.

(b) Check List for filling the Online ApplicationForm:

The candidates are advised to ensure the following points before filling the Online Application Forms:

- Whether they fulfill the eligibility conditions for the Test as prescribed under the heading '**Conditions of Eligibility**'.
- That they have filled their **category** viz General/OBC (Non-Creamy Layer)/SC/ST/EWS/PwD/ Transgender, in the relevant column correctly.
- That they have filled their **Subject and City of examination and code** in the relevant column correctly.
- That the CANDIDATE UNDER Person with Disability (PwD) category has filled the relevant column in the Online Application Form. Only PwD candidates have to fill this column and the others have to leave it blank.
- Whether they have kept a Printout of Application Form (confirmation page) for their own record.

(c) Important Points to Note:

- The candidates, before submitting the Online Application Form, shall ensure their eligibility to appear in the test.
- The Candidates should fill their complete postal address with PIN Code for further correspondence. **The NTA shall not be held responsible for any loss due to incorrect address given by the applicant in the Online ApplicationForm.**
- The Candidate must ensure that e-mail address and Mobile Number provided in the **Online Application Form are their own (which cannot be changed later)** as communication may be sent by NTA through **e-mail orSMS**.
- The Candidate should not give the postal address, Mobile Number or e-mail ID of Coaching Centre in the Online ApplicationForm.
In order to appear in IGNOUBED2020, the candidates are required to apply '**online**'. **The Application Form other than online mode shall not be accepted. No change will be accepted through offline mode i.e. through fax/application including e-mail etc.**
- Online submission of application may be done by **accessing the NTA official website: www.ntaignou.nic.in**.
- Online Application Form cannot be withdrawn once it is submitted successfully.**
- Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.
- A candidate is allowed to **submit only one Application Form. If a candidate submits more than one Application Form, the candidature is likely to be cancelled.**
- Request for change in any particular in the Application Form shall not be entertained under any circumstances.**

Note: However, a chance may be given to the candidates to correct/modify/edit some of the particular(s) of the application form online only, during 26-27 June, 2019.

- (x) The Centres (Cities) indicated for the entrance examination by a candidate is only an option. The actual Centre and shift shall be allotted by NTA and it shall be final. No correspondence in this regard shall be entertained. **It is mandatory for candidates to fill all four choices as options.**
- (xi) Selection of a candidate in the test is provisional subject to being found otherwise eligible for admission/appointment.
- (xii) In case a candidate is found providing incorrect information or the identity is proved to be false at any time in the future, the candidate shall face penal action as per the law.
- (xiii) The Candidates are not required to send/ submit the confirmation page of Online Application Form to the NTA. However he/she is advised to retain the following documents with them as reference for future correspondence:
 - ❖ At least **four printouts** of the Confirmation Page of Online Application Form.
 - ❖ Proof of fee paid
 - ❖ Photographs (**same as uploaded on the Online Application Form**) –6 to 8 passport size photographs need to be kept aside.
 - ❖ **The name on the photo identification must match with the name as shown on the Admit Card. If the name has been changed due to events such as marriage, candidate must show the relevant document at the time of exam. Marriage Certificate/Divorce/Decree/Legal Name Change Document.**
- (xiv) In case of any technical issue or due to a natural disaster, if an exam in a particular shift/subject has to be rescheduled, NTA may follow the process of normalization of the two test forms as per policy (Annexure-XIII).

(d) Provision of Aadhaar:

The Aadhaar number is only one of the types of identification and is not mandatory. Candidates may also enter Passport number, Ration Card number, Bank Account number or any other valid Government identity number.

4.2. Five Steps to Complete the Application Process

Application Form may be submitted in four simple steps:

Step 1	Apply for Online Registration and note down the system generated Application No for future Reference
Step 2	Fill Online Application Form
Step 3	Upload scanned images of Candidate’s Photograph (between 10 kb - 200 kb) and Candidate’s Signature (between 4 kb - 30kb) in JPG/JPEG format.
Step 4	Make payment of fee using suitable mode of payment through bank as per details given in this section and keep proof of fee paid.
Step 5	Print at least four copies of Confirmation Page after successful remittance of fee
<p>Note:</p> <ol style="list-style-type: none"> The final submission of Online Application Form will remain incomplete if Step-3 and Step-4 are not completed. Such forms will stand rejected and no correspondence on this account will be entertained. No request for refund of fee once remitted by the candidate will be entertained by NTA under any circumstances. There is no provision to upload any certificate/marks sheet etc., with the application. The entire application process is online. Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to NTA through Post/ Fax/By Hand. 	

4.3. Payment of the Entrance test Fee

Application Fee Payable by the Candidates:

Fee Payable by candidates in INR	
B.ED. Entrance Fee	Rs. 600/-

4.4. Method of Fee Payment

After completing Step 3 of online Application Form, candidates may remit the examination fee (Step 4) by choosing the following options:

4.4.1. Through Debit/Credit card – Candidates need to check the validity of the Debit/Credit Card, while logging on to website for submitting Application Form. Candidate should enter the information asked for and make the required payment through Debit/Credit Card.

4.4.2. Through Net Banking - Check the balance in account and keep all credentials ready while logging on to website for submitting Application Form. Candidate should Login with his/her credentials of net banking and make payment through NetBanking.

Note: In case, the fee payment status is not 'OK' the candidates are advised as following:

1. If the fee is paid through credit/debit card and status is not OK, it means the transaction is cancelled. Therefore, such candidates have to pay the fee once again and ensure the OK fee status.
2. For cancelled transactions, the amount will, automatically, be refunded to concerned credit/debit card within 15 days of last date of submission of Application Form.

Generation of Confirmation Page confirms the final submission of Application Form. If Confirmation Page has not been generated, this means that Application Form has not been submitted successfully.

4.5. Admit Card for IGNOUBED2020

The Admit Card is issued provisionally to the candidates, subject to their satisfying the eligibility conditions.

The candidate has to download the Admit Card from the NTA website w.e.f. 10 July, 2019 onwards and appear for the Examination at the given Centre on Date and Shift (Timing) as indicated in their Admit Card.

No candidate will be allowed to appear at the examination centre, on Date and Timings other than that allotted to them in their Admit card.

In case candidates are unable to download Admit Cards from the website, the candidate should approach the Help Line between 10:00 am to 5:00 pm from **10 July, 2019 to 27 July, 2019**.

The candidates are advised to read the instructions on the Admit Card carefully and follow them during the conduct of the examination.

In case of any discrepancy in the particulars of the candidate or his/her photograph and signatures shown in the Admit Card and Confirmation Page, the candidate may immediately **approach the Help Line between 10:00 am to 5:00 pm between 10 July, 2019 to 27 July, 2019**. In such cases, candidates would appear in the examination with the already downloaded Admit Card. However, NTA will take necessary action to make correction in the record later.

Note:

- a. Candidate may please note that Admit Cards will not be sent by post.

- b. In no case, the duplicate Admit Card for IGNOUBED2020 would be issued at the Examination Centres.
- c. Candidate must not mutilate the Admit Card or change any entry made therein.
- d. Candidates are advised to preserve their Admit Cards in good condition for future reference.
- e. No Admit Card shall be issued to the candidates whose Applications are found to be incomplete for any reasons (including indistinct/ doubtful photographs/unsigned Applications) or who do not fulfill the eligibility criteria for the examination.
- f. Issue of Admit Cards, however, shall not necessarily mean acceptance of eligibility which shall be further scrutinized at subsequent stages of admission process.

Annexure-1

Cities for NTA-IGNOU Test on 27th July 2019

Sr No	State	City
1	ANDAMAN AND NICOBAR	PORT BLAIR
2	ANDHRA PRADESH	Kurnool
3	ANDHRA PRADESH	Tirupati
4	ANDHRA PRADESH	Vijayawada
5	ANDHRA PRADESH	Visakhapatnam
6	ARUNACHAL PRADESH	Naharlagun/Itanagar
7	ASSAM	Guwahati
8	ASSAM	Silchar
9	BIHAR	Darbhanga
10	BIHAR	Bhagalpur
11	BIHAR	Patna
12	BIHAR	Purnia (Purnea)
13	CHANDIGARH (UT)	Chandigarh/Mohali
14	CHHATISGARH	Bilaspur
15	CHHATISGARH	Raipur
16	DELHI	Delhi
17	GOA	GOA
18	GUJARAT	Ahmedabad
19	GUJARAT	Gandhinagar
20	GUJARAT	Rajkot
21	GUJARAT	Mehsana
22	GUJARAT	Surat
23	GUJARAT	Vadodara

24	HARYANA	Ambala
25	HARYANA	Kurukshetra
26	HARYANA	Gurugram
27	HARYANA	Karnal
28	HARYANA	Faridabad
29	HIMACHAL PRADESH	Shimla
30	HIMACHAL PRADESH	Hamirpur
31	HIMACHAL PRADESH	Kangra
32	JAMMU & KASHMIR	Jammu
33	JAMMU & KASHMIR	Srinagar
34	JHARKHAND	Dhanbad
35	JHARKHAND	Jamshedpur
36	JHARKHAND	Ranchi
37	KARNATAKA	Bangalore
38	KARNATAKA	Belgaum
39	KARNATAKA	Gulbarga
40	KARNATAKA	Hubli
41	KARNATAKA	Mangaluru
42	KARNATAKA	Manipal/Udipi
43	KARNATAKA	Mysuru
44	KERALA	Thrissur
45	KERALA	Thiruvananthapuram
46	KERALA	Ernakulam/Kochi
47	KERALA	Kannur
48	KERALA	Kottayam
49	KERALA	Kollam
50	KERALA	Kozhikode
51	MADHYA PRADESH	Gwalior
52	MADHYA PRADESH	Jabalpur
53	MADHYA PRADESH	Bhopal
54	MADHYA PRADESH	Indore
55	MAHARASHTRA	Mumbai/Navi Mumbai
56	MAHARASHTRA	Nagpur
57	MAHARASHTRA	Pune
58	MAHARASHTRA	Aurangabad (Maharashtra)
59	MAHARASHTRA	Nanded
60	MAHARASHTRA	Nasik
61	MAHARASHTRA	Amravati
62	MANIPUR	Imphal
63	MEGHALAYA	Shillong
64	MIZORAM	Aizwal
65	NAGALAND	Kohima
66	ODISHA	Bhubaneshwar

67	ODISHA	Sambalpur
68	ODISHA	Balasore
69	ODISHA	Cuttack
70	ODISHA	Rourkela
71	ODISHA	Berhampur-Ganjam
72	ODISHA	Dhenkanal
73	ODISHA	Jeypore
74	PUNJAB	Amritsar
75	PUNJAB	Bhatinda
76	PUNJAB	Ludhiana
77	PUNJAB	Patiala
78	RAJASTHAN	Jaipur
79	RAJASTHAN	Jodhpur
80	RAJASTHAN	Udaipur
81	RAJASTHAN	Ajmer
82	RAJASTHAN	Bikaner
83	SIKKIM	Gangtok
84	TAMIL NADU	Chennai
85	TAMIL NADU	Coimbatore
86	TAMIL NADU	Madurai
87	TAMIL NADU	Tirunelveli
88	TELANGANA	Hyderabad
89	TELANGANA	Warangal
90	TRIPURA	Agartala
91	UTTAR PRADESH	Lucknow
92	UTTAR PRADESH	Varanasi
93	UTTAR PRADESH	Allahabad
94	UTTAR PRADESH	Bareilly
95	UTTAR PRADESH	Ghaziabad
96	UTTAR PRADESH	Noida/Gr Noida
97	UTTAR PRADESH	Agra
98	UTTAR PRADESH	Aligarh
99	UTTAR PRADESH	Kanpur
100	UTTAR PRADESH	Meerut
101	UTTARAKHAND	Dehradun
102	UTTARAKHAND	Roorkee
103	UTTARAKHAND	Haldwani
104	WEST BENGAL	Kolkata
105	WEST BENGAL	Siliguri
106	WEST BENGAL	Kalyani