(Academic Branch)

No. Acad. D1/6188/B Ed/2015 (1)

Admission Notification B.Ed Course in the Department of Teacher Education -2015 admission.

Applications are invited from eligible candidates for admission to two year B.Ed Courses in the Departments of Teacher Education at Kannur, Kasaragod & Mananthavady for 2015 admission.

Duration of the Course : Two academic years consisting of 200 working

days in each year.

Total number of seats in the Departments

of Teacher Education

: A unit of 50 seats in each Department

Optional Subjects Offered : Arabic, Commerce, English, Hindi, Kannada,

Malayalam, Mathematics, Natural Science, Physical Science, Sanskrit & Social Science.

Civil Station, (P.O), Dated: 20.05.2015

Last date of receipt of applications in the : 06.06.2015 (Saturday)

Departments of Teacher Education concerned.

Cost of Application : Rs. 500/- for General Categories

Rs. 150/- for SC/ST Categories.

(A candidate who does not belong to SC/ ST community will be treated as a 'General' Candidate for this purpose).

Academic Eligibility should be satisfied as on the last date for submission of applications.

Age limit : There is no upper age limit for admission to

B.Ed Courses.

Eligibility : As detailed in the prospectus.

Course Fee : As prescribed by the Government/ University.

For prospectus, circular & application : Visit www.kannuruniversity.ac.in

Sd/-REGISTRAR

To

1. The Course Directors.

Department of Teacher Education, Kannur University,

Kannur, Kasaragod & Mananthavady.

2. Computer Programmer for uploading in the University we site

SECTION OFFICER

APPROVED FOR ISSUE

R20/515



No.Acad.D1/6188/BEd/2015

CIRCULAR

Sub:- B.Ed Degree Course 2015-16 in the Affiliated BEd Colleges & Departments of Teacher Education- Schedule of Admission – Approved- intimated- Reg

. . . .

The following **Revised Schedule** is prescribed for strict compliance by the Principals of the affiliated BEd Colleges & Departments of Teacher Education in making admission to the BEd Course for 2015 admission. The admission shall be made within the sanctioned strength.

ADMISSION SCHEDULE

1. Last date for the receipt of filled in applications : 20.06.2015 (Saturday)

2. Date of publication of 1st list of candidate selected for admission (both sure lists and supplementary lists) on the Notice Board of the College/ Department and website (a copy of the same should be sent to the University Office on the same day)

: 24.06.2015 (Wednesday)

Civil Station (P.O), Dated: 10.06. 2015

3. Date of commencement of interview

: 30.06.2015 (Tuesday)

4. Commencement of classes

: 01.07.2015 (Wednesday)

5. Closing date of admission

: 25/07/2015 (Saturday)

6. Date of forwarding to the University the category and optional subject wise list of students admitted

: 24.08.2015 (Monday)

- a. Admission shall be strictly within the sanctioned strength, as per the rules of University/ NCTE/ Government.
- b. The Rules of admission and eligibility criteria issued by the Kannur University should be strictly followed.
- c. Rank lists (Sure/Supplementary) should be published on the College notice board.
- d. The list of candidates admitted to BEd courses should be forwarded to the undersigned as on the date mentioned above.

Sd/-**REGISTRAR**

APPROVED FOR ISSUE

SECTION OFFICER



Departments of Teacher Education(Kannur, Kasaragod & Mananthavady Campuses)

Under School of Pedagogical Sciences

B.Ed. COURSE 2015 ADMISSION

PROSPECTUS

The Bachelor of Education Programme generally known as B Ed, is a professional course that prepares Teachers for Upper Primary or Middle Level (Sixth to eighth) Secondary Level (class IX , X) and Senior Secondary Level (Class XI, XII). Govt. of Kerala decided to implement the revised regulation of NCTE to enhance the duration of B Ed course as 2 academic years, with effect from 2015 admission onwards. The B Ed programme shall be of a duration of 2 years with 200working days in each year, exclusive of the period of examination and admission.

Instructions to Candidates:

- 1. **General Information:** The Bachelor of Education (B.Ed) course of Kannur University has been designed to extend the benefit of the Teacher Training to:
 - a) Highly qualified candidates who pass out of the Universities every year.
 - b) Qualified regular teachers in service of Government/Aided Schools of the Kerala State who have practical difficulty in getting admission to regular colleges of the Teacher Education.
- 2. **Strength of Students:** Total 50 students each at Kannur, Kasaragod and Mananthavady Campuses.
- 3. **Course Content:** The course will follow the general rules prescribed for the B.Ed course by the University with respect to academic standards for admission, course of study, scheme of examination, instructional hours and the practice teaching requirements. The course will normally be for a period of two academic years consisting of 200working days in each year.

4. Optional Subjects offered:

Code	Optional Subject	Campuses
No.		
01	Arabic	Kasaragod only
02	Commerce	Mananthavady & Kannur
03	English	Kannur & Kasaragod
04	Hindi	Mananthavady only
05	Kannada	Kasaragod only
06	Malayalam	All Campuses
07	Mathematics	All Campuses
08	Natural Science	Kannur & Mananthavady
09	Physical Science	Kannur & Kasaragod
10	Sanskrit	Kannur only
11	Social Science	All Campuses

5. Department of Teacher Education

Code	Name and Address of the Depts.	Phone No.
01	Department of Teacher Education, Kannur University Campus (P.O), Dharmasala, Kannur. Pin- 670567	0497-2784715
02	Department of Teacher Education, Chala Road, P.O. Vidya Nagar, Kasaragod, Pin- 671123	0499-4230975
03	Department of Teacher Education, Mananthavady Campus, Edavaka Post, Wayanad Pin- 670645	0493- 5271754

6. Eligibility for B.Ed admission

(i) General

- (a) Candidates seeking admission to the B.Ed. course should have passed B.A./B.Sc/M.Com Degree examination (under the 10+2+3 pattern) with one main/core subject and two subsidiary/ complementary course from this University or any other University recognized by this University as equivalent thereto.
- (b) Candidates who have passed their qualifying Examination from Universities outside Kerala should submit Eligibility/Equivalence Certificate stating that their qualifying Examination is recognized by this University, for seeking admission to B.Ed Degree Course in a particular optional subject in a stream as applicable, along with their application.
- (c) Double or triple main candidates of other Universities will be considered for admission only if they furnish the copies of the Equivalence/Eligibility certificate from Kannur University stating that the qualifying examination is recognized for seeking admission to B.Ed Degree course in a particular optional subject. Equal weightage is given to Single main, Double main and Triple main Degree holders.
- (d) The minimum requirement of marks for admission to B. Ed. Course is 50 % or equivalent CGPA (No rounding off of the percentage of marks to the nearest whole number is permitted) in Bachelor's Degree [Science/Arts Subjects] for Part I + II+ III together (Common, Core, Complementary and Open Courses) or Part III (Core and Complementary courses) alone with 50% or equivalent CGPA in MA/M.Sc/M Com with usual relaxation for the eligible categories as per University/Government/NCTE Norms.
- (e) Candidates belonging to SC/ST and natives of Lakshadweep, Aided or Government Teachers with 3 years regular service need to secure a pass in the Degree Examination. The candidates belonging to SEBC will be given a relaxation of 5% and the candidates belonging to OEC will be given a relaxation of 5% from the prescribed minimum marks. Blind candidates who have more than

40% disability will be given relaxation of 5% from the prescribed minimum marks. Candidates should be Physically fit and mentally sound. Deaf/Dumb candidates are not eligible. However blind candidates will be eligible for admission to courses other than Science optional.

(ii) For Language Optional

- a) **English:** BA Degree with English Language and Literature/Functional English/Communicative English with 50% marks or equivalent CGPA/GPA in Part I + II+ III together (Common, Core, Complementary and Open Courses) or Part III (Core and Complementary courses) alone or 50% marks in MA English Language and Literature/Functional English/Communicative English or BA/B.Sc with 50% of marks or equivalent CGPA/GPA for Part I English/Common Course 1 and not less than 50% marks for Masters Degree in English Language and Literature.
- **b) Malayalam:** BA Degree with Malayalam Language and Literature with 50% marks or equivalent CGPA/GPA in Part I + II+ III together (Common, Core, Complementary and Open Courses) or Part III (Core and Complementary courses) alone or 50% marks in MA Malayalam Language and Literature or BA/B.Sc with 50% of marks or equivalent CGPA/GPA for Part II/Common Course 2 (Malayalam) and not less than 50% marks for Masters Degree in Malayalam Language and Literature.
- c) **Hindi:** B.A. Degree with Hindi Language and Literature/ Functional Hindi with 50% marks or equivalent CGPA/GPA in Part I + II+ III together (Common, Core, Complementary and Open Courses) or Part III (Core and Complementary courses) alone or 50% marks in MA Hindi Language and Literature or B.A/B.Sc with 50% of marks or equivalent CGPA/GPA for Part II/Common Course 2 (Hindi) and not less than 50% marks for Master's Degree in Hindi Language and Literature.
- d) Arabic: B.A. Degree with Arabic Language and Literature /Afzal-Ul-Ulama Degree with 50% marks or equivalent CGPA/GPA in Part I + II+ III together (Common, Core, Complementary and Open Courses) or Part III (Core and Complementary courses) alone or 50% marks in M.A. Arabic Language and Literature or B.A/B.Sc with 50% of marks or equivalent CGPA/GPA for Part II/Common Course 2 (Arabic) and not less than 50% marks for Master's Degree in Arabic Language and Literature.
- e) Kannada: BA Degree with Kannada Language and Literature with 50% marks or equivalent CGPA/GPA in Part I + II+ III together (Common, Core, Complementary and Open Courses) or Part III (Core and Complementary courses) alone or 50% marks in MA Kannada Language and Literature or BA/B.Sc with 50% of marks or equivalent CGPA/GPA for Part II/Common Course 2 (Kannada) and not less than 50% of marks for Master's Degree in Kannada Language and Literature.

f) Sanskrit: BA. Degree with Sanskrit Language and Literature with 50% marks or equivalent CGPA/GPA in Part I + II+ III together (Common, Core, Complementary and Open Courses) or Part III (Core and Complementary courses) alone or 50% marks in M.A. Sanskrit Language and Literature or B.A/B.Sc with 50% of marks or equivalent CGPA/GPA for Part II/Common Course – 2 (Sanskrit) and not less than 50% marks for Master's Degree in Sanskrit Language and Literature.

Note: Candidates applying for the course under the language stream with a Bachelor's Degree in the subject concerned will be ranked first in that particular stream. Candidates applying for the course under any language stream based on Part I/Part II or common courses at under graduate level and having PG Degree in the same subject as in Part I/Part II will be ranked only after that.

iii) For Other Optional Subject

- (a) **Mathematics:** B.Sc Degree with Mathematics/Statistics/Applied Statistics as main, with 50% marks or equivalent CGPA/GPA in Part I + II+ III together (Common, Core, Complementary and Open Courses) or Part III (Core and Complementary courses) alone or 50% marks in M.Sc. Mathematics/Statistics/Applied Statistics. Candidates with Statistics/Applied Statistics should have studied Mathematics as one of the subjects.
- (b) **Physical Science:** B.Sc Degree with Physics/ Chemistry/ Polymer Chemistry/ Geology/ Petrochemicals/Bio Chemistry/Industrial Chemistry main with 50% marks or equivalent CGPA/GPA in Part I + II+ III together (Common, Core, Complementary and Open Courses) or Part III (Core and Complementary courses) alone or 50% marks in M.Sc Physics/Chemistry/Polymer Chemistry/Geology/Petrochemicals/Bio chemistry/Industrial Chemistry/Photonics(Integrated from CUSAT)
- Botany/Zoology/Biochemistry/B.Sc (c) Natural **Sciences**: BSc Degree with Science/Home Science with Zoology or Botany as subsidiary/Aquaculture Subsidiaries)/Forestry Wood **Biochemistry** Zoology as and and Biotechnology/Microbiology with 50% marks or equivalent CGPA/GPA in Part I + II+ III together (Common, Core, Complementary and Open Courses) or Part III (Core and Complementary courses) alone or 50% marks in MSc Botany/Zoology/Biochemistry/Plant Science/Home Science. They should have studied Zoology/Botany/Bio Chemistry as one of the subjects in Degree level.
- (d) **Social Science**: BA/BSc Degree with History/Arabic and Islamic History/Urudu and Islamic History/Geography /Politics/ Economics/ Sociology/ Psychology/ Philosophy/ West Asian Studies with 50% marks or equivalent CGPA/GPA in Part I + II+ III together (Common, Core, Complementary and Open Courses) or Part III (Core and Complementary courses) alone or 50% marks in MA/MSc History/Arabic and Islamic History/Geography/ Politics/Economics / Sociology/ Psychology/ Philosophy/ West Asian Studies.

(e) **Commerce**: Candidates who have secured M.Com Degree with not less than 50% marks alone are eligible for admission to the B.Ed Course in Commerce. Such candidates are not eligible for admission to any other B.Ed Course.

Illustration

The procedure to calculate CGPA of core and complementary courses together on the basis of Grade card issued by Kannur University from 2009 admission onwards illustrated through the example below:

Course	Credit	CGPA	C.G.P. = Credit X CGPA
Core	54	3.52	190.08
Complementary - I	12	3.12	37.44
Complementary - II	12	2.68	32.16
Total	78		259.68

CGPA = 259.68/78 = 3.33

Hence percentage of marks = 3.33x25=83.25

7. Selection Criteria:

- a) Selection is based on the marks/grade obtained by the applicant in the Degree Examination for Part III / core and complementary courses or Part I / Part II common courses as the case may be. A reduction of one point will be made in the index mark for every repeated chance.
- b) Special weightage will be given to post graduate, in the same subject concerned as shown below:

M.A./ M.Sc	I st Class	5 Points/marks
- do-	II nd Class	3 Points/marks
- do-	III rd Class	2 Points/marks

A weightage of 5 points/marks will be given to candidates who have taken Degree from Kannur University. A weightage of five index points will be given to the natives of Kannur University jurisdiction (ie. Kannur, Kasaragod Revenue Districts and Mananthavady Taluk of Wayanad Revenue District) for admission to B.Ed. course in all institutions maintained by or affiliated to the University on production of Nativity Certificate of 5 years issued by the Competent Revenue Authority.

- c) Weightage will be given to Teachers in Government/Aided School service. Total approved service of applicants will be considered in ranking. (0.1 index point will be given for each completed month of experience). Approved Service means full time teaching experience in Government/Aided Schools duly certified in form IV of KER by the controlling officer, that is Head of the School and countersigned by the concerned A.E.O/D.E.O.
- d) 10% of seats are reserved for Teachers in service of Kerala. Teachers having a minimum of 3 years experience with relaxation of 2 years to T.T.C holders, 1 year to L.T.T.C/Diploma in Teaching and one year to Diploma in Pre-Primary Education as per rules as on the date of notification alone are eligible to apply for selection under Teacher's quota. Those who are eligible to get study leave for the duration of the entire course from the authority concerned alone need apply and in case they are selected for the course, they should produce a certificate from the Head of Schools concerned, that they have applied for eligible leave for the duration of the course before being admitted.
- e) Those who have undergone NCC Training with minimum 75% attendance as stipulated in GO 673/04/HEDN, dated 15-04-1994 will be given an additional 5 marks. This will be added to the marks obtained by the candidate for Part III/Core and Complementary courses. Eligible weightage will be given to NCC A,B,C certificate holders.
- f) In the case of applicants with double main and triple main subjects, admission will be based on the total of all main subjects, and weightage will be given only on the subject which the applicant applies as optional.
- g) Ezhava/Thiyya/Billava/Muslim/O.B.H/SIUC/LC applicants are eligible for consideration for reservation of seats as per the Government rules in this regard.
- 8. **Accommodation:** In view of the special nature of the course and the difficulty in arranging accommodation in the centre, the University does not undertake the responsibility to provide residential accommodation to the students of B.Ed course.
- 9. **Fees**:
 - a) Application Fee: Will be as follows; For General Candidates * = Rs. 500/-

For SC/ST candidates = Rs.150/-

(*A candidate who does not belong to SC/ ST community will be treated as a 'General' Candidate for this purpose).

The fees above should be paid by way of Treasury Chalan or Current Account Pay –in – Slip (SBT) for Kannur University.

Head of Account in Government Treasuries: 8658-00-102-96(27)K.U.S

Purpose: Application Fee for B.Ed. Course 2015 admission in DTEs.

The Chalan receipt/ pay-in-slip in original towards the registration fee should be attached to the filled in application form. The candidates should remit the above fee Rs.500/-(Rs.150/- for SC/ST Category) by way of chalan / pay-in-slip. The candidates applying at more than one campus should submit separate application forms but can attach a Photostat copy of the chalan/pay-in-slip with the application submitted.

b) Course fee: As prescribed by the Govt./ University. The same should be paid by way of Demand *Draft* at the time of admission.

Demand Drafts shall be drawn in favour of the Finance Officer, Kannur University payable at SBT Kannur University Campus Branch. DDs drawn from banks other than SBT should be payable at Kannur.

Note: Candidates belonging to SC/ST/OEC students are exempted from paying the course fee on admission. However they will be required to pay the fees as a whole or to the extent to which reimbursement from Government is not made.

- 10. Self attested copies of Certificates/Documents to be submitted along with the application: (These should be produced in original at the time of admission.)
 - a) Secondary School Leaving Certificate
 - b) Qualifying Degree/PG certificate and of higher qualifications, if any.
 - c) Mark Lists of qualifying Degree Examination/ Grade Card(All Semester/year with cumulative Grade card)
 - d) Transfer Certificate and Conduct Certificate.
 - e) Nativity, Income and Community Certificate for those who claim weightage or reservation benefit.
 - f) Experience Certificate in Form IV of KER for claiming admission under Teacher's quota and for giving weightage for teaching experience. These certificates should be signed by the Head of School and countersigned by AEO/DEO.
 - g) Equivalence / Eligibility certificates from the university in the case of double or triple main candidates and degree holders of universities outside Kerala.
 - h) Any other certificates from the competent authorities for the claim of admission under any specific quota that is Sports/NCC/Differently Abled Persons / Linguistic Minority/Defence personnel etc. if applicable.
 - i) The original Chalan/Demand Draft/Pay-in-slip for `.500-(`150-for SC/ST)
 - j) Certificates proving BPL among Forward Community
 If any of these certificates is not produced, the Course Director has the right to summarily reject the claim for admission.
- 11. The list of provisionally selected candidates will be displayed on the notice board of the Departments of Teacher Education and also published in the University website. The provisionally selected candidates will be required to appear for an interview at the Department. They are expected to pay the course fee as prescribed by the Govt./University and submit all the original documents if they are finally selected. The Department will not be responsible for non-receipt of communications due to postal delay. Applicants are required to verify the date of interview which will be published on the notice board at all the three departments and University website. Candidates who do not report in time will forfeit all claims for admission.

12. **Reservation of seats**: There shall be reservation of seats as per the norms and rules of the University/Government, laid down in this regard and adopted by the Kannur University from time to time. The seats reserved under sports quota (SQ), Teachers' Quota (TQ), Differently Abled (DA) Defence Quota(DQ) and Linguistic Minority (LM) at three centres are as follows:

DTEs	SQ	TQ	DA	LM	DQ	Total
Kannur	1	5	2	Nil	1	9
Kasaragod	1	5	2	5	1	14
Mananthavady	1	5	2	1	1	10

Note: If there exists no DA in the Rank List, the seats must be converted to General category.

Out of 50 seats, 41 seats at Kannur, 36 seats at Kasaragod and 40 seats at Mananthavady be filled strictly following the reservation rules as follows:

Category	Pattern of Reservation
Ezhava/Thiyya	8%
Muslim	7%
LC other than Anglo Indian	1%
Other backward Christians	1%
Other backward Hindus	3%
BPL among forward community	7.5%
SC	15%
ST	7.5%
Total	50%

The University reserves the right to deny admission to any selected candidates if he/she is found to be unsuitable for teaching profession.

13. **Special Instructions:**

- a. Application along with original Chalan/DD is to be submitted for admission at the departments concerned. Application Form can be downloaded from the University website and the filled in application should be submitted to the Course Directors (B.Ed), Department of Teacher Education.
- b. Candidates applying for admission under **Sports Quota** should submit a Photostat copy of his/her application, separately with the superscription "Sports Quota" to the Director, Department of Physical Education, Kannur University Campus.
- c. Each candidate is required to specify in the relevant columns of the application form the code of the quota as noted below under which they wish to apply.

Code for Different Quota

Sl.	Quota	Code
No.		
1	General merit	GM
2	Linguistic Minority(only in Mananthavady and	LM
	Kasaragod)	
3	Dependents of Defence personnel	DQ
4	Differently Abled Persons	DA
5	Sports Quota	SQ
6	Teachers' Quota	TQ

- d. The University authorities shall be free to make or amend any or total of the rules of procedure of admission at any time.
- e. Fee once remitted will not be refunded under any circumstances.
- f. Candidates should fill up all columns.
- g. No Campus transfer is allowable on any ground.
- h. Incomplete, defective and late application will summarily be rejected without notice.
- i. Filled in application along with the supporting documents and fee should reach **the Course Director of the campus concerned.** The envelope should be *superscribed* as "Application for B.Ed. course 2015 Admission..

N.B: Admission will be made subject to the conditions of NCTE/Govt./University.

Sd/REGISTRAR





DEPARTMENT OF TEACHER EDUCATION (KANNUR, KASARAGOD & MANANTHAVADY CAMPUSES) (Under the School of Pedagogical Sciences)

Details of fee	remitted
Chalan/D.D.No.	
Date	
Treasury/Bank	

APPLICATION FOR ADMISSION TO B.Ed. COURSE FOR 2015 ADMISSION

	(Please read the pro	specii	is carefully before illing	ј ир те аррпсатоп тотт)
	Name of the Centre(Departm	nent) O	pted:	
1.	Optional Subject	:	(Code)	(Name of the Subject)
2.	Name of the applicant (In BLOCK LETTERS)	:		
	In Malayala	.m		
3.	Sex	:	M F	
4.	Age	:	(Years) (Me	onths)
5.	Date of Birth	:		
6.	Address to which communications	are to		onth) (Year) Permanent address
	Pin Ph: No.: Mob: No.:			Pin Ph: No.: Mob: No.:
7.	Name of the Parent/Gua	ardian	:	

8.	Marks/Grades obtained for Graduation: (Part-III only)	a) Marks (Awarded) (Maximum) b) Grade of Part III CGPA/GPA
9.	Number of chances (01, 02 etc.)	
10.	Marks secured for Post Graduation in the same subject	(Awarded) (Maximum)
11.	Community : (Attach self attested copy of the proof from concerned authority)	(Community Name)
12.	Quota under which application : is to be considered	(code) (Specify the quota)
13.	Teaching experience : (as on date of notification) Attach experience certificate in Form IV of KER	(Year) (Month) (Day)
14.	Annual family income : (Attach self attested copy of the proof from the authority concerned)	Rs(In words)

15 (a) Curriculum vitae (self attested copies of mark lists should be enclosed)

	University	Subjects	Reg. No.	Year of	Marks		Class	No. of
	University	Subjects	neg. No.	pass	Awarded	Maximum	Glass	Chances
Part – I								
Part – II								
Part – III								
Double Main / Triple Main								
M.A / M.Sc / MCom.								

15 (b) For students with	Grade and CGPA	_			
CGPA	Grade				
D : 'I ()A/ ' I : I					
Details of Weight and	Grade Points Main and	Weight/Credit	Grade Poir	at I	SGPA/CGPA
11.10		weight/Credit	Grade Poli	11.	SGPA/CGPA
Main/Core					
Sub 1/Complementary Sub 2/Complementary					
	otal				
	lit and CGPA of Part I a	nd Part II/ Common	Courses		
Dotallo of Wolghie or oc		Weight/Credit	Grade Poir	nt :	SGPA/CGPA
Part 1 (English)/Comp	. Course – 1				
Part 2 (Second Langua	age)/Comp. Course-2				
 Name of the District (Attach self attested 	et to which you belong ed copy of Nativity Certi	ficate) :			
17. Whether a	pplying for the	quota of Ex-	Code	Spec	ify the same
Ex-servicemen/(self relationship with p	dent of service persor attested copies of dersonnel should be prability (self attested d	certificates stating oduced) / Sports/			
of the certificate from	g for NCC (if so, attach : n the competent Author	self attested copy ity)			
19. List of enclosures					
1.		5			
2.		6			
3.		7			
4.		8			
		DECLARATION			
	ove are true and correct				
Place :					
Date :			Signat	ure of the app	licant

FOR OFFICE USE ONLY

Applied for TQ/ SQ/ DA/ DQ / LM / GM	
Community	
Annual income	

Percentage of Marks Part – III	
Weightage of marks for M.A./ MSc. In the same subject	
3. Nativity	
4. Teaching experience	
5. NCC	
6. KU	
Total for 1 to 6	
Reduction for repeated chances	
Final Index	

Note: Incomplete and defective application will summarily be rejected.