RICHSON TECHNOSERV™

A National Programme of Information Technology Education & Development

(Division of Richson Technoserv (OPC) Pvt. Ltd.)

An ISO 9001:2015 Organisation

An Autonomous Institute Regd. Under company Act. 2013 with vide Regd. No.-U74999BR2017OPC036271

REGISTRATION FORM

Fill the form in BLOCK CAPITAL LETTERS (English) Using Blue/Black ink only

ALC Code

Admission Date
D D M M Y Y Y Y

Ref. No (If Any)

Course Code

Others

Remarks (If Any)

Course Name

Space for the Photograph
Paste one recent passport size Photograph

Please do not Pin or Staple

1. Full Name of the Applicant (as per Certificate)

2. Father's/Husband's Name (as per Certificate)

3. Mother's Name (as per Certificate)

4. Complete Address for correspondence (Please do not repeat name)

City/District

State Code

Country

PIN Code

Telephone/Mob. No.

E-mail ID

AADHAR

5. Category (Please ✓ Tick if applicable)

Gen   OBC   SC   Divyang   Other

6. Date of Birth
D D M M Y Y Y Y

7. Gender

☐ M Male
☐ F Female

8. Medium

9. Details of Qualifying Examination

	Name of Board/University	College/School Name	Year of Passing	% Obtained
SSC/10th				
Inter/12th				
Degree				
Others				

Declaration by the Applicant

I have read all the rules and regulation of the organization and admission to the course applied for. I declare that the above information is true and correct to my knowledge and belief and I fully understand that my admission will be cancelled if any information by me is found to be wrong or twisted.

Place:

Date:

Signature of Applicant

Signature of ALC Director/Head with Rubber Stamp & Date

FOR HEAD OFFICE USE ONLY

Form Receiving Date

Enrollment No.

Authorized Signatory

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Read the instruction given in this section very carefully before filling in the application and other forms. Form must be filled in English only using CAPITAL LETTERS, except for signature, Certificate will be prepared as per the name and father's name written by the applicant in this application form, Richson Technoserv will be not responsible for any mistakes done by the applicant in filling the form and in such cases the applicant has to pay a fine of Rs. 200/- towards reissue of Markssheet & Certificate.

OVERWRITING, CUTTING, ERASING IN ANY OF THE FORMS MAY LEAD TO REJECTION OF FORMS AND SHOULD BE AVOIDED. ANY DISCREPANCIES IN THE STATEMENT AND/OR SUBMISSION OF INCOMPLETE FORM WILL LEAD TO REJECTION/CANCELLATION OF ADMISSION.

1. **Payment of Fees:** The fee should be deposited in the form of Cash/DD/online Transfer according to the opted course and DD should draw in favour of 'Richson Technoserv (OPC) Pvt. Ltd.' And payable at 'Patna' from any nationalized Banks only
2. **Course Code:** The following are course codes from which the student should fill space provided.

Code	Name	Code	Name
	Computer Application Programme		**Hardware Courses**
RS01	Diploma in Computer Application (DCA)	JY14	Diploma in Computer Hardware (DCH)
RS02	Diploma in Computer Application (DCA) 1 Yr.	JY15	Advance Diploma in Computer Hardware & Networking (ADCHN)
RS03	Certificate in Financial Accounting (CFA)		**Professional Courses**
RS04	Diploma in Financial Accounting (DFA)	NP16	Professional course in C Language
RS05	Course on Computer Concept (CCC)	NP17	Professional course in C++
RS06	Diploma in Desktop Publishing (DDTP)	NP18	Professional course in C#
RS07	Advance Diploma in Computer Application (ADCA)	NP19	Professional course in Visual Basic
RS08	Honours Diploma in Office Administration (HDOA)	NP20	Professional course in Java
RS09	Post Graduate Diploma in Computer Application (PGDCA)	NP21	Professional course in Oracle
RS10	Certificate Course in Office Automation & Internet (CCOAI)	NP22	Professional course in PHP
RS11	Diploma in Data Entry Operator (DDEO)	NP23	Professional course in .NET Technology
RS12	Diploma in Website Designing & Development (DWDD)	NP24	Professional course in Tally
Multimedia Course		NP25	Professional course in SQL Server
BU13	Diploma in Multimedia & Animation (DMA)	NP26	Professional course in Auto CAD

3. **State Code:** The following list are the state codes from which the student should fill at the allotted space.

State	State Code	State	State Code	State	State Code
Andhra Pradesh	01	Kerala	11	Sikkim	21
Arunachal Pradesh	02	Madhya Pradesh	12	Tamilnadu	22
Assam	03	Maharashtra	13	Tripura	23
Bihar	04	Manipur	14	Uttar Pradesh	24
Goa	05	Meghalaya	15	West Bengal	25
Gujrat	06	Mizoram	16	Delhi	26
Haryana	07	Nagaland	17	Uttrakhand	27
Himachal Pradesh	08	Orissa	18	Chhattishgarh	28
Jammu & Kashmir	09	Punjab	19	Jharkhand	29
Karnatka	10	Rajasthan	20	Other	30

4. **Instructions for Enclosure Required to the Applicant:**
    A. Attested Photocopies of last Educational Qualification.
    B. Two Recent Passport Size Photographs.
    C. Certificate for PWD candidate for fee relaxation.