FAQ

1. The registration process is ongoing and there is no dead line for registration.
2. Application fee by challan is accepted only in HDFC Bank Patan Branch from **11th July 2016**
3. Online payments can be made from **11th July 2016** by Credit / Debit Cards / Net Banking.
4. Applicant has to get his form certified by his department head where he is working certifying that the information given in the application form is correct as per office records. Applicant has to paste his photograph on page no 2 bottom and get it attested from department head.
5. The printed declaration to be obtained from applicant's office is available on page no 2 at the bottom. Applicant has to get the signature of his / her department head along with stamp and name, email address and phone number of the department head.
6. This certified form is to be submitted to **"Admission Cell, Government CCC Examination, Mathematics Department, Hemchandracharya North Gujarat University, Rajmahal Road, Patan – 384265.** The form can be submitted **personally or by speed post only** marking on the envelope **"CCC Exam Form".** University is not responsible for any postal delay.
7. Following Documents to be submitted to the university.
   A. Original registration form print out with applicant's signature & his / her HOD's signature with stamp.
   B. Fee payment receipt copy / challan copy certified by the bank.
   C. Xerox copy of Identity card self certified.
   D. Xerox copy of appointment letter.
8. Application can be submitted for any exam Theory and practical both or Only theory or only practical. Applicant who has passed in theory paper can appear for practical exam only. Similarly applicant who has passed in practical examination previously can appear for practical examination only.
9. Applicant is allowed to change the information fed in the application form. Once the application form is submitted to the university after signature from applicant's office and verified by the university, no correction in data is allowed.
10. After physical verification of form a permanent registration number will be informed to the applicant by SMS as well as Email which will be your examination number.
11. In case you forget password, it can be retrieved from the system by entering your login name & clicking **"Forgot Password"**
12. The schedule for the examination will be informed by SMS & Email. It will be displayed on universities website also.
13. **In case the information on the application form submitted in hard copy is not matching with the information available in the system, the application will be rejected.**