





## Coding Plan

### Read Instructions carefully filling up the Application Form

1. Use only Blue or Black Ball Point Pen. WRITE IN CAPITAL LETTERS. Do not mark or write outside the boxes.
2. Leave one box blank between two words. Limit your name and/or address within the space provided for it. Please see example as given below.
3. Cross (X) only one of the appropriate boxes in item nos. 4,5,6,7, 10, 11 and 21.
4. Please write code number in item nos. 12,13,14,15 and 16 as given below
5. It is the responsibility of the candidates and the Principal of the school to deposit the filled in form with the State concerned Officer before the last date. No request for condoning delay in submission will be entertained whether it is due to the fault of the Candidate or the Headmaster/Principal of his/her institution.
6. Incomplete or defective applications are liable to be rejected.
7. The Application Form along with necessary certificates duly signed, authenticated and attested by the appropriate authority must be submitted to the District Inspector of Schools (SE) of his/her district latest by the 8<sup>th</sup> September 2014.

#### Example for writing name and Address

Father's Name    

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Region	State/UT	Code
East	West Bengal	23

Medium of Examination (Refer to item 12)		Education of Father or Mother (Refer to item nos. 13 & 15)	
Medium of Examination	Code	Education	Code
Assamese	11	No formal education	1
Bangla	12	Up to Primary	2
English	13	Upper Primary	3
Gujrati	14	Secondary	4
Hindi	15	Senior Secondary	5
Kannada	16	Graduation	6
Marathi	17	Post Graduation	7
Malayalam	18	Doctoral	8
Oriya	19	Professional degree (Engineering, Law, Medicine, MCA, MBA, etc.)	9
Punjabi	20		
Tamil	21		
Telegu	22		
Urdu	23		

Father's /Mother's Occupation (Refer to item Nos. 14 & 16)	
Occupation	Code
Professional	1
Executive and Managerial	2
Clerical	3
Business	4
Agriculture, Fishery	5
Production and Transport	6
Operators and Labourers	7
Not employed	8

#### TYPE OF SCHOOL/INSTITUTION (Refer to item No. 10)

**GOVERNMENT** - A Government School is that which is run by the State Government or Central Government or Public Sector Undertaking or an Autonomous Organization completely financed by the Government.

**LOCAL BODY** - A Local Body School is that which is run by the Panchayati Raj and Local Body institutions such as Zilla Parishad, Municipal Corporation, Municipality Committee, Notified Area/ Committee and Cantonment Board.

**PRIVATE AIDED** - A Private aided School is that which is run by an individuals or a Private Organization and receives grant form Government or local body.

**PRIVATE UNAIDED** - Private Unaided Schools is that which is managed by an individual or private organization and does not receive any grant either from government or local body.

#### List of Sub-Division Offices

Sl. No.	District/ Educational District Name	Sl. No.	Sub-Division offices (AI/ADI)
1	Darjeeling	1.	Darjeeling Sadar
		2.	Kalimpong
		3.	Kurseong
2	Jalpaiguri	4.	Jalpaiguri
		5.	Mal
		6.	Alipurduar
3	Coochbehar	7.	Coochbehar Sadar
		8.	Dinhata
		9.	Mathabhanga
		10.	Mekhliganj
		11.	Tufanganj
4	Uttar Dinajpur	12.	Islampur
		13.	Raiganj
		14.	Balurghat
5	Dakshin Dinajpur	15.	Gangarampur
		16.	Malda Sadar
6	Malda	17.	Chanchal
		18.	Berhampore
7	Murshidabad	19.	Lalbagh
		20.	Kandi
		21.	Jangipur
		22.	Domkal
		23.	Suri
8	Birbhum	24.	Bolpur
		25.	Rampurhat
		26.	Sadar North
		27.	Sadar South
		28.	Asansol
9	Burdwan	29.	Durgapur
		30.	Kalna
		31.	Katwa
10	Nadia	32.	Krishnagar Sadar
		33.	Tehatta
		34.	Ranaghat
		35.	Kalyani
11	North 24 Parganas	36.	Barasat Sadar
		37.	Bongaon
12	Barackpore	38.	Basirhat
		39.	Barackpore Sadar
13	Hooghly	40.	Salt Lake
		41.	Chinchura
		42.	Srirampore
		43.	Chandannagar
		44.	Arambagh
14	Bankura	45.	Bankura Sadar
		46.	Khatra
15	Purulia	47.	Bishnupur
		48.	Purulia (Sadar) Purba
		49.	Purulia (Sadar) Paschim
		50.	Raghunathpur
		51.	Howrah Sadar
16	Howrah	52.	Uluberia
		53.	Kolkata
17	Kolkata	54.	Alipore Sadar
		55.	Barajpur
18	South 24 Parganas	56.	Diamond Harbour
		57.	Kakdwip
		58.	Canning
		59.	Tamluk
		60.	Contai
19	Purba Medinipur	61.	Haldia
		62.	Egra
		63.	Medinipur Sadar
20	Paschim Medinipur	64.	Kharagpur
		65.	Ghatal
		66.	Jhargram
		67.	Siliguri