

## Category Certificate Format

Candidates who belong to EWS/OBC-NCL category have to upload a valid certificate for claiming the reservation in the GOI prescribed format (**Annexure-I to III**, as applicable) issued after 31<sup>st</sup> March 2021. Certificate issued ONLY by authorized officials shall be valid.

The SC/ST/OBC (Non-Creamy Layer)/EWS (**Annexure-I to IV**, as applicable) candidates should submit a certificate issued by any of the following authorities:

- District Magistrate
  - Additional District Magistrate
  - Collector
  - Deputy Commissioner
  - Additional Deputy Commissioner
  - 1<sup>st</sup> Class Stipendiary Magistrate
  - Sub-Divisional Magistrate
  - Taluka Magistrate
  - Executive Magistrate
  - Extra Assistant Commissioner (not below the rank of 1st class Stipendiary Magistrate)
  - Chief Presidency Magistrate
  - Additional Chief Presidency Magistrate
  - Presidency Magistrate
  - Revenue Officer not below the rank of Tehsildar
  - Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides
- ❖ **Please check the latest approved norms of eligibility for reservation:**  
([https://www.ugc.ac.in/pdfnews/4130592\\_Guidelines-Reservation-Policy-of-the-Government.pdf](https://www.ugc.ac.in/pdfnews/4130592_Guidelines-Reservation-Policy-of-the-Government.pdf),  
[https://www.ugc.ac.in/pdfnews/6320608\\_reservation-Policy.pdf](https://www.ugc.ac.in/pdfnews/6320608_reservation-Policy.pdf))
- ❖ **OBC-NCL income limits and the certificate issuing authority details link:**  
(<http://www.ncbc.nic.in/Writereaddata/OM8Lakha.pdf>,  
<http://www.ncbc.nic.in/Writereaddata/dopteng.pdf>,  
<http://www.ncbc.nic.in/Writereaddata/DoPTOM08.06.2018.pdf> ),
- ❖ **OBC-NCL certificate format link:**  
([http://www.ncbc.nic.in/Writereaddata/36036\\_2\\_2013-Estt-Res\\_30052014635430196013010641.pdf](http://www.ncbc.nic.in/Writereaddata/36036_2_2013-Estt-Res_30052014635430196013010641.pdf)),
- ❖ **OBC-NCL certificate validity link:**  
([https://documents.doptcirculars.nic.in/D2/D02adm/36036\\_2\\_2013-Estt.Res-I-31032016.pdf](https://documents.doptcirculars.nic.in/D2/D02adm/36036_2_2013-Estt.Res-I-31032016.pdf)).

- ❖ **EWS reservation policy, certificate format and issuing authority details link:**  
(<https://dopt.gov.in/sites/default/files/ewsf28ft.PDF> )
- ❖ **SC/ST certificate format and issuing authority details link**  
(<https://www.recindia.nic.in/uploads/files/SCSTcaste-certificateformat.pdf> )
- ❖ **Concession for the wards of Kashmiri Migrants and Kashmiri Pandits / Kashmiri Hindu Families (Non-Migrants) living in Kashmiri valley for admission in Higher Educational Institutions link:**  
([https://www.ugc.ac.in/pdfnews/4047376\\_Kashmiri- Migrants.pdf](https://www.ugc.ac.in/pdfnews/4047376_Kashmiri-Migrants.pdf);  
[https://www.education.gov.in/sites/upload\\_files/mhrd/files/NER.pdf](https://www.education.gov.in/sites/upload_files/mhrd/files/NER.pdf);  
<https://www.nitie.ac.in/sites/default/files/AICTE-Kashmiri.pdf> )
- ❖ **Wards of armed forces/Defence personal link:**  
([http://www.desw.gov.in/sites/default/files/DESW-D%28Res-II%29\\_0.pdf](http://www.desw.gov.in/sites/default/files/DESW-D%28Res-II%29_0.pdf),  
[https://www.ugc.ac.in/pdfnews/0573724\\_letterscppl.pdf](https://www.ugc.ac.in/pdfnews/0573724_letterscppl.pdf).)

Necessary action shall be taken for any wrong doing and misinformation. The same document shall be required to be submitted to the university at the time of counselling cum admission. The onus of verifying certificate lies with the university.

**Person with Disability (PwD) Certificate:** In order to claim under the Person with Disability (PwD) category, the candidates should attach a recently obtained valid PwD certificate issued by the competent authority. The same document shall be required to be submitted to the university at the time of admission. The onus of verifying the PwD certificate lies with the university.

**Any application that is incomplete in any respect and does not have the required valid documents will be summarily rejected. The candidates must take care to fill in the details in the application form correctly and must upload correct and valid documents, including signatures and photographs.**

**Performa for ECONOMICALLY WEAKER SECTIONS (EWS) Certificate**

**(INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS)**

Government of .....

**(Name & Address of the authority issuing the certificate)**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR \_\_\_\_\_**

This is to certify that Shri/ Smt. / Kumari \_\_\_\_\_ son/ daughter/ wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_ Village/ Street \_\_\_\_\_ Post. Office \_\_\_\_\_ District \_\_\_\_\_ in the State/ Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/ her 'family' \*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/ her family does not own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yard and above in areas other than the notified municipalities.

2. Shri/ Smt./ Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as Scheduled Tribe and Other Backward Classes ( Central List)

Recent Passport size  
attested photograph  
of the applicant

Signature with seal of office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc

\*\* Note 2: The term 'Family' for this purpose include the person, who seeks benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**The authorities competent to issue EWS Certificates are indicated below:**

(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1<sup>st</sup> Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate). (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. (iii) Revenue Officer not below the rank of Tehsildar and. (iv) Sub-Divisional Officer of the area where the candidate and / or his/her family resides.

**The date of issue of EWS certificate should be after 31<sup>st</sup> March 2021**

**Performa for Other Backward Class (Non-Creamy Layer) Certificate**

**(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR ADMISSIONS TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIS) UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/Smt./Kumari .....Son/Daughter of .....of Village/Town .....in District/Division .....in the State/Union Territory ..... belongs to the..... Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. ....dated .....\*.

Shri/Smt./Kumari..... and/or his/her family ordinarily reside(s) in the..... District/Division of..... State/Union Territory. This is also to certify that he/she **does not belong to the persons/sections (Creamy Layer)** mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08.09.1993 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004 and further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 and further modified vide OM No. 36033/1/2013-Estt (Res.) dated 27/05/2013 or the latest notification of the Government of India.

Date:

Seal:

**District Magistrate/Dy Commissioner etc.,**

\* - The authority issuing the certificate may have to mention the details of Resolution (Number and Date) of Government of India, in which the caste of the candidate is mentioned as OBC.

**NOTE:**

(a) The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below: (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1<sup>st</sup> Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate). (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. (iii) Revenue Officer not below the rank of Tehsildar and (iv) Sub-Divisional Officer of the area where the candidate and / or his/her family resides.

**The date of issue of OBC-NCL certificate should be after 31<sup>st</sup> March 2021**

**UNDERTAKING FOR OBC (Non-Creamy Layer) CANDIDATES**

I,.....son / daughter of.....Shri resident of village/town/city..... district..... State.....hereby declare that I belong to the ..... community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93- Estt. (SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004 and further modified vide OM No 36033/3/2004-Estt.(Res.) dated 14/10/2008 and further modified vide OM No. 36033/1/2013-Estt (Res.) dated 27/05/2013 or the latest notification of the Government of India.

I also declare that the condition of status/annual income for 'Creamy Layer' of my parents is within prescribed limits as on financial year ending on **31<sup>st</sup> March 2021**.

Signature of the Candidate

Place:

Date:

Declaration / Undertaking not signed by Candidate will be rejected.

**NOTE:**

**“The admission is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to the creamy layer is false, his/her admission will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.”**

**Performa for SC/ST Certificate**  
**FORMAT FOR CASTE CERTIFICATE FOR SC / ST APPLICANTS**

This is to certify that Shri/Shrimati/Kumari\* .....Son/Daughter\* of .....Village/Town\* .....in District/Division\* ..... Of the State/Union Territory\* ..... belongs to the..... Caste / Tribe\* which is recognized as a Scheduled Caste/Tribe\* under:

- @ The Constitution Scheduled Castes Order, 1950.
- @ The Constitution Scheduled Tribes Order, 1950.
- @ The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;
- @ The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951; [As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]
- @ The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956.
- @ The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976
- @ The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962.
- @ The Constitution (Dadra and Nagar Haveli)\* Scheduled Tribes Order, 1962.
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- @ The Constitution (SC) Orders (Amendment) Act, 1990.
- @ The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
- @ The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
- @ The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons who have migrated from one State/Union Territory Administration

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati\* .....father/mother of Shri/ Shrimati/Kumari ..... of Village/Town\* in District/ Division\* .....of the State/Union Territory\* ..... who belongs to the Caste\*/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* .....issued by the dated .....

3. Shri/Shrimati/Kumari\* .....and/or\* his/her\* family ordinarily reside(s) in Village/Town\* .....of .....District/Division\* of the State/Union Territory of .....

Place:.....

Signature.....

Date:.....

Designation.....

(with seal of Office)

State/Union Territory.....

\*Please delete the word which are not applicable, @Please quote specific Presidential Order,

\*\*Please delete the paragraph which is not applicable

**Note:** (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorized to issue caste certificates: (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner / Deputy Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate. (iii) Revenue Officer not below the rank of Tehsildar. (iv) Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

**Performa for the Certificate for Persons with Disability (PwD)**

Name and address of the Institute/ Hospital:

Certificate No.:.....

Date:.....

This is to certify that Shri/Smt/Kumari\* .....son/ daughter\* of ..... , Age.....years, Registration No..... is a case of Locomotor disability / Cerebral Palsy / Blindness/ Low vision / Hearing impairment / Other disability\* and has been suffering from degree of disability not less than .....% (.....). The details of his/ her above mentioned disability is described below: (IN CAPITAL LETTERS)

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**Note:**

1. This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.
2. Re-assessment is not recommended/ is recommended after a period of \_\_\_\_\_months/ years.
3. The certificate is issued as per PWD Act, 1995. \*Strike out which is not applicable.

Signature & Name of the Doctor

Seal

Signature/ Thumb impression of the patient:

Recent Passport size  
attested photograph of  
the applicant showing  
the disability affixed  
here

Countersigned Medical Superintendent/  
CMO/ Head of Hospital (With seal)

**Annexure-VI**

**Performa of certificate for availing concession for the wards of Kashmiri migrants and Kashmiri Pandits / Kashmiri Hindu families (non-migrants) living in Kashmiri valley for admission in higher educational Institutions**

Certified that Mr. / Ms.....on/ daughter / wife of Shri .....Resident of .....is registered as Kashmiri migrants and Kashmiri Pandits / Kashmiri Hindu families (non-migrants) living in Kashmiri valley. The Registration number is.....dated.....It is also certified that Mr. / Ms. ....is registered as a Kashmiri migrants and Kashmiri Pandits / Kashmiri Hindu families (non-migrants) living in Kashmiri valley.

Photograph of the  
Applicant Duly  
attested by the officer  
who has certified this  
certificate

Name & Signature of Deputy Commissioner

/Competent Authority

(Office Stamp)

Place:

Date:



**CERTIFICATE FOR APPEARING/RESULT AWAITED CANDIDATES**

**(In case of non-submission of CLC/TC/MIGRATION certificate etc till the date of application)**

This is to certify that Mr./ Ms..... is a final semester/year student of .....(name of the Degree) in..... University/Institute/College. He/ She will appear for the final semester/year Examination during .....(month) for academic session 2020-21. He/ She has secured a cumulative percentage\* ..... In all the previous semesters/ Examination of the course.

NOTE: \* In case of SGPA/CGPA, candidate must convert and mention absolute percentage of previous semester.

Head of the Department/University/College Principal/Head of the Institute  
(Seal)

Place:

Date:

Candidate Name & Signature

Place:

Date:

**Declaration / Undertaking not signed by Candidate will be rejected.**

**SUBMISSION OF ANTI RAGGING UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS**

The admitted candidates are advised to submit the ***ANTI RAGGING UNDERTAKING BY STUDENTS AND PARENTS/GUARDIANS*** through the UGC portal

([https://www.antiragging.in/Site/Affidavits\\_registration\\_form.aspx](https://www.antiragging.in/Site/Affidavits_registration_form.aspx)).

Please print both the Undertaking, sign them yourself, request your parents to read the details and request them to sign their Undertaking and then submit both at your college at the time of the physical verifications of the documents or as and when asked by the University for the Submission.