

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

RISHIKESH

PROSPECTUS



July 2020 SESSION

**Master in Hospital
Administration (MHA)
Course**

How to Apply
Apply online through our website:
<http://www.aiimsrishikesh.edu.in>
or call us directly with your questions.
Phone No.: **0135-2462932**

Application Fees
SC/ST/EWS: Rs. 1200/- + Transaction Charges as applicable
UR/OBC: Rs. 1500/- + Transaction Charges as applicable
PWD: Exempted from any fee

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About MHA Degree Course – AIIMS Rishikesh

Healthcare is growing rapidly in both size and scope. Master in Hospital Administration (MHA) is a strong foundation in general management with specialized knowledge in healthcare. Armed with powerful knowledge, skills, and applied experience, our graduates will have a distinct edge and great flexibility in shaping a dynamic and meaningful career. In addition to management positions in a wide range of healthcare organizations, our post graduates will also hold positions in the pharmaceutical industry, health insurance, management consulting, financial institutions, state and federal policy agencies, and more.

Objectives of MHA Degree

1. To prepare the candidate to assume the responsibility of a hospital executive in health sector and to subsequently function at higher levels in the hierarchy with requisite experience.
2. To develop the skills and enlarge the knowledge base to function as hospital manager at various levels in the hospitals.
3. To provide training in key issues of hospitals like hospital planning / designing, Quality and safety in patient care, Accreditation of hospitals and resource management.

Number Of Seats

Eligible Candidates	Essential Qualification	Seats
Medical/Non-Medical	MBBS, MDS, AYUSH Postgraduates, and PhD in any subject	11 UR-07, OBC-02, SC-01, ST-00, EWS-01
Sponsored	MBBS, MDS, AYUSH Postgraduates, and PhD in any subject	4 (2 for sponsored/Foreign National and 2 for In-service candidate)
Total		15

*Reservation of seats as per Government of India rules. # Number of seats is subject to change. OBC Caste Certificate to be produced during counselling should be currently valid on date of 1st Counselling.

Note: Qualifying Degree must be obtained on or before **30 June 2020** and recognized by Medical/Dental Council of India/University Grant Commission/AICTE.

Tentative Dates

Last Date for online Registration of Application on AIIMS Website: www.aiimseishikesh.edu.in	16 April 2020 (up to 5:00 PM)
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Important Notice

1. Please fill online application carefully. It may not be possible to make changes after registration as indicated.
2. Any Amendment/Rectification/Change/Editing is NOT allowed in Name, Date of Birth and Community i.e. SC/ST/OBC(NCL)/UR/EWS& PWD status after payment of application fee through Debit/Credit Card/Net Banking.
3. Applicants may note that further correspondence will NOT be entertained in this regard.

Date of Uploading Prospectus and Registration of Online Application through web portal	23 March 2019	Monday
Last date for Registration of online application	16April 2020	Thursday

MHA Degree Course 2020

1.	Display of eligibility status of application	25 April 2020	Saturday
2.	Appeal for review by non-eligible applicants	27 April 2020	Monday
3.	Admit cards available for download from website	30 April 2020	Thursday
4.	Written exam through online (CBT) mode / OMR	05 May 2020	Tuesday
5.	Result of written exam to appear on institute website on or before	15 May 2020	Wednesday
6.	Interview	21 May 2020	Thursday
7.	Final result to appear on Institute website on or before	30 May 2020	Saturday

To facilitate quick addressal of queries, please mail on dean@aiimsrshikesh.edu.in. Replies/Clarifications will only be given through this email.

Declaration of Results:

Results for MHA Degree Course will be only available on website at www.aiimsrshikesh.edu.in.

Result of individual candidate will NOT be informed on telephone and candidates are advised NOT to call Examination Section for such information.

Application Fee:

- UR / OBC Category: Rs 1500/- + Transaction Charges as applicable
- SC/ST/EWS Category: Rs 1200/- + Transaction Charges as applicable

Mode of payment: Through NEFT/RTGS

All applicants are advised to read Prospectus and Help Manual carefully before starting Online Registration and ensure that no column is left blank. In event of rejection of application form, no correspondence/request for reconsideration will be entertained. Applicants are also advised to download and take a print of Registration Slip. They should retain a copy of Registration Slip till completion of Admission Process. Please visit www.aiimsrshikesh.edu.in regularly for latest notification/announcement as well any Addendum/ Dedendum/Corrigendum/Latest updates etc. regarding this Examination.

III- SUMMARY OF EXAMINATION PATTERN
(Please see text for details and explanations)

1.	Mode of Examination	Computer Based Test (CBT) [Online] / OMR
2.	Date of Examination	05 May 2020, Tuesday
3.	Timing of Examination	10.00 AM Onwards
4.	Location of Examination Centre	AllMS Rishikesh
5.	Language of Paper	English
6.	Type of Examination	Objective Type
7.	Type of Questions	Multiple Choice Questions (MCQs)
8.	Marking Scheme	Correct Answer: One mark (+)1 Incorrect Answer/Unanswered : Zero

At a Glance : MHA Degree Course

Admission to course

1. Admission to first batch of **MHA Degree Course** will commence from 01 July 2020
2. Admission to courses imparted at Institute is made on merit on all Indian bases by holding an entrance examination by Institute, after issuing a country wide admission notice. Admission notice is published in leading national newspapers of India.

Duration of MHA Degree Course: Full time 2 years course

Selection and Reservation:

3.1. Selection of Candidates: Candidates will be selected through written examination followed by personal interview

3.2. Procedure for Selection: It will be two-step process -

- (a) Students matching eligibility criteria can apply for MHA Course.
- (b) All applicants will have to appear for Entrance Examination to be conducted by AIIMS, Rishikesh. Students qualifying Entrance Examination with minimum 50 percentile marks will be eligible for Departmental assessment/personal interaction
- (c) Departmental assessment/personal interaction will be conducted by Selection Board detailed by AIIMS, Rishikesh.
- (d) Final result will be declared based on total marks obtained in Entrance Examination and Departmental assessment/personal interaction.

3.3. Reservation Admission to MHA Degree Course would be offered based on merit. Reservation of seats will be in accordance with institute norms

Course Fee

Rupees 2 lakh for a period of 2 years@ Rupees 50,000/- per semester of six months.

Above fees are subject to revision from time to time by Institute and students admitted shall have to pay fees as may be decided by Institute

Instructions for Sponsored /Deputed candidates

A candidate applying for admission as sponsored/deputed candidate is required to furnish following certificate from his/her employer for admission to course:

- 1) That candidate concerned is a permanent or regular employee of Government Department/Institute/Medical College - deputing/sponsored authority for at least last three years as on 31.12.2019.
- 2) That the department/Institute has no objection for his/her registration to course.
- 3) That no financial implication in form of emoluments/stipend etc. will develop upon AIIMS Rishikesh, during entire period of his/her course. Such payment will be responsibility of sponsoring/deputing authority.

NOTE: Deputation/sponsorship from other private establishments/Institutions shall not be accepted.

Guidelines for AIIMS Faculty for MHA Degree Course under Sponsored Category- As Per Institute Guidelines

SUBMISSION OF CASTE CERTIFICATE BY SC/ST/OBC CANDIDATES

After declaration of result of Entrance Examination, candidates belong to Scheduled Caste/Scheduled Tribe and Other Backward Classes should submit, along with or requisite documents, an attested copy of a certificate from any one of following **authorities stating that candidate belongs to Scheduled Caste, Scheduled Tribe or Other Backward Classes in prescribed form.**

A. District Magistrate, Additional District Magistrate, Collector, Deputy Commissioner, Additional Deputy Commissioner, Deputy Collector, 1st Class Stipendiary Magistrate, City Magistrate, Sub-Divisional Magistrate, Taluka Magistrate, Executive Magistrate, Extra Assistant Commissioner.

B. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

C. Revenue Officer not below rank of Tehsildar.

D. Sub-Divisional Officer of area where candidate and his or her family normally resides.

E. Administrator/Secretary to Administrator/Development Officer (Lakshadweep Island) or as authorised in Constitution.

Candidate will be required to submit an undertaking to effect of their caste. Detection of any discrepancy in caste certificate shall entail cancellation of registration. This is as per provisions made by Ministry of Personnel, Public Grievances and Pensions vide their order No. 36033/4/97-Estt. (RES) dated 25.7.2003 and No. 36011/3/2005-Estt. (RES) dated 9.9.2005 respectively.

Candidates must note that a certificate from any or person/authority will not be accepted and no further correspondence in this regard shall be entertained. Name, designation and seal of officer should be legible in certificate.

Candidate applying under OBC/EWS category must possess valid OBC/EWS certificate issued within last one year by competent authority. Certificate must be valid for admission in Central Govt. Institution. Certificate should be currently valid on day of 1st counselling.

REQUIREMENTS FOR ADMISSION OF "SPONSORED" CANDIDATES

a) **Candidates who are permanent employees of any Central/State Government/Armed Forces or Public Sector Undertaking/Autonomous Body can be sponsored by respective Government/Defence Authorities or Competent Authorities of PSU/Autonomous Body.**

b) A State Government can sponsor candidates only for that MHA course which are not available in State. A certificate regarding non-availability of course (for which candidate is being sponsored) in concerned State, duly **signed by Secretary/Director General of Health Services of Central / State Government/ DGAFMS/Competent Authority or PSU/Autonomous Body viz. Director/Executive Head of concerned organization,** should be furnished in format prescribed for this purpose.

c) All eligible **"sponsored"** candidates will be called by Institute for an entrance test.

d) Seats as shown in prospectus are available for **"sponsored"** candidates. Sponsored candidates will be designated as **"trainees"**.

e) Subject for which candidate is being sponsored should be clearly specified in sponsorship form by sponsoring authority.

f) No **"Sponsored"** candidate will be paid any emoluments to Institute during training period. Such payments will be responsibility of sponsoring authority (i.e. Central/State Government or Defence Authorities).

g) Sponsored candidates must submit/send **sponsorship certificate in original** from their employers in following format along with application form to **Dean (Academics), AIIMS, Rishikesh -249203**. Those who fail to do so should submit it before date of issue of Admit Cards as mentioned under "AT A GLANCE" in Prospectus failing which their candidature will be cancelled.

REQUIREMENTS FOR ADMISSION OF FOREIGN NATIONALS/OVERSEAS CITIZEN OF INDIA (OCI)

a) Foreign nationals are required to fill in prescribed online application form indicating choice of subject (only one subject) for admission to Postgraduate courses leading to award of **MHA Degree Course Entrance Examination**.

b) Foreign nationals are required to send their Registration Slip of Online application through Diplomatic Channel. They are also required to appear in Competitive Entrance Examination along with or candidates. An 'Advance Copy' to be submitted at AIIMS, Rishikesh before last date of online registration. However application of all such candidates will be processed only after receipt of same through Diplomatic Channel.

c) Foreign nationals will be considered against seats advertised under "Sponsored" category for **MHA Degree Course Entrance Examination** courses. They should be registered with MCI before they will be allowed to join said course. If they are selected for same.

d) Seats are not reserved in any discipline for foreign nationals (except bilateral agreement between Government of India and any or nation).

e) Nominations/No objection for candidate should reach Examination Section before date of issue of Admit Card as specified under "AT A GLANCE". In case of non-receipt of nominations/clearance/no objection from concerned Ministry by due date, their candidature will not be considered.

f) No emoluments will be paid by AIIMS to Foreign National candidates.

g) **OVERSEAS CITIZEN OF INDIA (OCI)**: OCI registered under Section 7A of Citizenship Act 1955 are also eligible to appear in PG courses and all terms and conditions applicable for Indian Nationals will be applicable to candidates. Candidate will submit proof of Registration as OCI under Section 7A of Citizenship Act 1955 to be eligible to appear for this test.

Accommodation Facility

Accommodation will be provided subject to availability of rooms in hostel. Hostel Fees/Security will be deposited only if accommodation is allotted.

General Information

1) Candidate should fill his/her online application form available on AIIMS website i.e. <http://www.aiimsrishikesh.edu.in>.

2) Incomplete applications will not be considered, and no correspondence will be entertained in this matter. All particulars in application form must be filled carefully and legibly. All claims made in application must be supported with original documents at time of admission.

3) Candidates who have obtained their MBBS degree from a Medical College not recognized by Medical Council of India are not eligible to apply.

4) Candidates in employment must forward their application through proper channel. Online Application will be treated as advance copy of application. Application through proper channel should be sent to Director of Institute and these must reach office of Director before closing date.

- 5) No request for a change of category applied for shall be entertained after submission of application to Institute.
- 6) Number of vacancies where indicated are provisional and may be reduced/ increased without prior notice.
- 7) Roll Numbers/Admit Cards for appearing in entrance examination will available for download to eligible candidates and can be downloaded from website by logging into their accounts on website with their respective login id and password. Roll Numbers/Admit Cards will NOT be sent by post.
- 8) Candidates are requested to cooperate with security personnel and other staff who have been instructed to carry out frisking at entry of examination hall/premises.
- 9) All candidates appearing for entrance test are instructed 'NOT TO BRING' water bottle, car key (Remote), chain, any mobile phones/pager/pen/wrist watch/ring/wallets/ladies purse/ornaments (Earrings, rings etc.) or any other electronic device, even envelope of admit card to examination hall. Candidates with these articles will not be permitted to enter in examination hall. Examination centres are not responsible for safe custody of belongings of candidates and they have to make their own arrangement for their safe custody.
- 10) Entrance examination/interview will be held as per schedule. These dates will not be changed, even if day is declared as a holiday or half-holiday by government. Attending interview/ counselling is mandatory.
- 11) No TA/DA is admissible for entrance examination or interview.
- 12) Decision of Director of Institute in matter of selection of candidates for various courses shall be final.
- 13) Any attempt on part of a candidate to influence selection, directly or indirectly, will be treated as disqualification.
- 14) Selected candidates shall have to pay fee etc. with stipulated time mentioned on result sheet, failing which his/her selection will be treated as cancelled and seat will be offered to candidates on waiting list in order of merit.
- 15) Candidates selected for course shall have to furnish migration certificate from University/Institute from which they passed their last examination at time of their joining, along with all other certificates in original in support of their qualification, experience, etc.
- 16) No individual intimation is sent to unselected candidates, and no correspondence on subject is entertained.
- 17) Period of training is strictly full time and candidate will not be allowed to pursue any other course/employment during this period.
- 18) Private practice in any form during course is prohibited.
- 19) Ragging is a cognizable offence, and is banned in Institute. Stern action shall be taken against any offenders. Any one indulging in ragging shall be punished according to institution rules and law.
- 20) These rules are subject to change in accordance with decision of Institute taken from time to time.
- 21) In case any dispute shall be settled within jurisdiction of Uttarakhand High court.

LEAVE:

Each semester:15 days

PENALTY:

Original certificates of all candidates will be retained in Academic Section at time of joining. Same will not be returned before completion of course unless he/she deposits a sum of Rs. 2, 00,000 (Rupees two lakh only). If any candidate who joins MBA (HCA) & MBA Dual course, leaves said course within six months of joining, he/she shall be liable to pay a sum of Rs. 2, 00,000 (Rupees two lakh only) and after six months shall be liable to pay a sum of Rs. 3, 00,000 (Rupees three lakh only) as compensation for losses incurred by AIIMS due to such midstream departure.

Accommodation Facility

Accommodation will be provided subject to availability of rooms in hostel. Hostel Fees/Security will be deposited only if accommodation is allotted.

General Information

- 1) Candidate should fill his/her online application form available on AIIMS website i.e. <http://www.aiimsrishikesh.edu.in>.
- 2) Incomplete applications will not be considered, and no correspondence will be entertained in this matter. All particulars in application form must be filled carefully and legibly. All claims made in application must be supported with original documents at time of admission.
- 3) Candidates who have obtained their MBBS degree from a Medical College not recognized by Medical Council of India are not eligible to apply.
- 4) Candidates in employment must forward their application through proper channel. Online Application will be treated as advance copy of application. Application through proper channel should be sent to Director of Institute and these must reach office of Director before closing date.
- 5) No request for a change of category applied for shall be entertained after submission of application to Institute.
- 6) Number of vacancies where indicated are provisional and may be reduced/ increased without prior notice.
- 7) Roll Numbers/Admit Cards for appearing in entrance examination will available for download to eligible candidates and can be downloaded from website by logging into their accounts on website with their respective login id and password. Roll Numbers/Admit Cards will NOT be sent by post.
- 8) Candidates are requested to cooperate with security personnel and other staff who have been instructed to carry out frisking at entry of examination hall/premises.
- 9) All candidates appearing for entrance test are instructed 'NOT TO BRING' water bottle, car key (Remote), chain, any mobile phones/pager/pen/wrist watch/ring/wallets/ladies purse/ornaments (Earrings, rings etc.) or any other electronic device, even envelope of admit card to examination hall. Candidates with these articles will not be permitted to enter in examination hall. Examination centres are not responsible for safe custody of belongings of candidates and they have to make their own arrangement for their safe custody.
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16) No individual intimation is sent to unselected candidates, and no correspondence on subject is entertained.

17) Period of training is strictly full time and candidate will not be allowed to pursue any other course/employment during this period.

18) Private practice in any form during course is prohibited.

19) Ragging is a cognizable offence, and is banned in Institute. Stern action shall be taken against any offenders. Any one indulging in ragging shall be punished according to institution rules and law.

20) These rules are subject to change in accordance with decision of Institute taken from time to time.

21) In case any dispute shall be settled within jurisdiction of Uttarakhand High court.

CODE OF CONDUCT FOR STUDENTS AT AIIMS, Rishikesh

(i) Maintenance of Discipline among students of AIIMS Rishikesh:

1. All powers relating to discipline and disciplinary action are vested with Director, AIIMS.

2. Director, AIIMS may delegate all such powers, as he/she deems proper to Dean and to such or persons as he/she may specify on his behalf.

3. Without prejudice to generality of power to enforce discipline under Rules. Following shall amount to acts of gross indiscipline:

a) Physical assault or threat to use physical force against any member of teaching or nonteaching staff of any Department/Centre of AIIMS or any or persons within premises/ Campus of AIIMS.

b) Carrying or use or threat of use of any weapon.

c) Violation of status, dignity and honour of students belonging to Scheduled Castes, Scheduled Tribes and Or Backward Castes.

d) Any practice, where verbal or otherwise, derogatory to women.

e) Any attempt at bribing or corruption in any manner.

f) Wilful destruction of institutional property.

g) Creating ill-will or intolerance on religious or communal grounds.

h) Causing disruption in any manner of functioning of AIIMS, Rishikesh.

i) Regarding ragging directive of Supreme Court will be followed strictly. It is as under:

"As per direction of Hon'ble Supreme Court of India, Government has banned ragging completely in any form inside and outside of campus and Institute authorities are determined not to allow any form of ragging. Whoever directly or indirectly commits, participates in abets or instigates ragging within or outside any educational Institution, shall be suspended, expelled or rusticated from Institution and shall also be liable to fine which may extend to Rs. 10,000/-. Punishment may also include cancellation of admission suspension from attending classes, withholding/withdrawing fellowship/scholarship and or financial benefits, withholding or cancelling result. Decision shall be taken by Head of Institution."

4. Without prejudice to generality of his/her powers relating to maintenance of discipline and taking such action in interest of maintaining discipline as may seem to him/her appropriate. Director, may in exercise of his/her powers aforesaid order or direct that any student or students.

a) Be expelled;

b) Be, for a stated period: be not for a stated period, admitted to a course or courses of study in AIIMS.

c) Be fined with a sum of rupees that may be specified;

d) Be debarred from taking any examination(s) for one or more semesters.

e) Withhold result of student(s) concerned in Examination(s) in which he/she or they have appeared be cancelled.

f) Be prohibited for appearing or completing any examination for any unfair means like copying taking notes, mobiles or any or electronic gadgets inside examination halls.

5. At time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to disciplinary jurisdiction of Director and several authorities of AIIMS who may be vested with authority to exercise discipline under Acts, Statutes, Rules and rules that have been framed there under by competent authorities of AIIMS.

(ii) Prohibition of and Punishment for Ragging:

1. Ragging in any form is strictly prohibited, within premises of College/Department of Institution and any part of AIIMS and also outside AIIMS Campus.

2. Any individual or collective act or practice or ragging constitute gross indiscipline shall be dealt with under this Rules.

3. Ragging for purposes of this rules, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are, in any way, considered junior or inferior by or students and includes individual or collective acts or practice which:

a) Involve physical assault or threat or use of physical force;

b) Violate status, dignity and honour of women students;

c) Violate status; dignity and honour of students belonging to Scheduled Castes, Scheduled Tribes and Or Backward Castes.

- d) Expose students to ridicule and contempt and affect their self-esteem;
 - e) Entail verbal abuse and aggression, indecent gesture and obscene behaviour.
4. Director, Dean, Hostel Superintendent and Faculty of AIIMS shall take immediate action on any information of occurrence of ragging.
 5. Notwithstanding anything in Clause (4) above, Dean or any or Faculty member/or authority may also *suomoto* enquire into any incident of ragging and make a report to Director of identity of those who have engaged and nature of incident.
 6. Dean may also submit an initial report establishing identity of perpetrators of ragging and nature of ragging incident.
 7. On receipt of a report under clause (5) or (6) or a determination by relevant authority disclosing occurrence or ragging incidents described in Clause 3 (a), (b) and (c) Director shall direct or order rustication of a student or students for a specific number of semesters.
 8. Director may in or cases of ragging order or direct that any student or students be expelled or be not, for a stated period, admitted to a course of study as AIIMS, departmental examination for one or more semesters or that result of student or students concerned in examination(s) in which y appeared be cancelled.
 9. In case where students who have obtained degree(s) of AIIMS are found guilty under this Rules, appropriate action will be taken for withdrawal of degrees conferred by AIIMS.
 10. For purpose of these Rules, abetment to ragging will also amount to ragging.

(iii) Anti Sexual Harassment Monitoring Committee:

A statutory committee, comprising of members from teaching and non-teaching staff as well as students looks into matters related to sexual harassment of students and staff in college. Any person aggrieved in this matter may fearlessly approach committee for a fair and concerned hearing and redressal.

(iv) Unauthorised absence of students:

Unauthorised absence of students will be informed to Students and also Parents or Local Guardians. At least 3 reminders will be issued with a gap of 10 days by Academic Section to these students. There after action of cancellation of registration of concerned will be decided by Dean/ Director, AIIMS.

**FORMAT OF SPONSORSHIP CERTIFICATE BY CENTRAL/STATE GOVT./ARMED FORCES
(SPONSORING AUTHORITIES)**

1. I certify that Dr./Miss/Mrs./Mr.* _____ is being sponsored for training leading to award of **MHA Degree Course** in _____ at All India Institute of Medical Sciences Rishikesh for session commencing in **July 2020**.
2. That Dr./Miss/Mrs./Mr.* _____ is a permanent employee of _____ (name of State/Central Govt. Dept./Office/Armed Forces/Competent Authorities of PSU/Autonomous Body etc.)
3. That **MHA Degree Course Entrance Examination** for which candidate is being sponsored is not available in this State.
4. That he/she after getting training at AIIMS Rishikesh will be suitably employed by sponsoring authority in speciality in which training is to be provided in All India Institute of Medical Sciences Rishikesh.
5. That candidate will be paid all emoluments by sponsoring authority during entire training period. Such payment will not be responsibility of All India Institute of Medical Sciences Rishikesh.
6. That candidate is being sponsored for entire duration of course as specified in prospectus for above mentioned course.

Signature of _____
Sponsoring authority

Date : _____

Name _____

Place : _____

(In BLOCK LETTERS)
Designation _____

Office Seal _____

*Delete whichever is not required.

IMPORTANT:

- (i) **Above certificate, duly signed only by Competent Authority i.e. Secretary/Director General of Health Services of Central/State Government concerned/ DGAFMS/ Director/ Executive Head, will be considered.**
- (ii) No addition or alteration in above certificate is allowed.
- (iii) Subject/Discipline must be specified in sponsorship certificate failing which candidature will not be considered under sponsored category.

NOTE 1: While sponsoring candidates, Central/State Government/ Defence Authorities/PSU/Autonomous Bodies should furnish a certificate prescribed for this purpose duly completed and signed by competent authority.

NOTE 2: 'Sponsorship Certificate' should indicate discipline/speciality for which candidate is being sponsored, failing which application will not be considered under Sponsored Category.

PROFORMA FOR OTHER BACKWARD CLASS (OBC) CERTIFICATE

(Certificate to be produced by other Backward Classes applying for Admission to Central Educational Institutions (CEIs), Under Government of India)

This is to certify that Shri /Smt./Kum. _____ Son/Daughter of Shri/Smt. _____ of Village/Town _____ District/Division _____ in _____ State belongs to _____ Community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in Gazette of India Extraordinary part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94-BCC dated 19/10/94 published in Gazette of India Extraordinary part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in Gazette of India Extraordinary part I Section I dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 09/03/96.
- (v) Resolution No. 12011/44/94-BCC dated 06/12/96 published in Gazette of India Extraordinary part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/99-BCC dated 06/12/99 published in Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in Gazette of India Extraordinary Part I Section 1 No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/09/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/01/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/04/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/09/2004-BCC dated 16/01/2006 published in Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri/Smt./Kum. _____ and/or his family ordinarily reside(s) in the _____ District/Division of _____ State.

This is also to certify that he/she does not belong to persons/sections (Creamy Layer) mentioned in Column 3 of Scheduled to Government of India. Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt. (Res.) dated 09/03/2004 or latest notification of Government of India.

Dated:

District Magistrate/Competent Authority Seal NOTE:

- a) Term ordinarily used here will have same meaning as in Section 20 of Representation of People Act, 1950.
- b) Authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below rank of Ist Class Stipendiary Magistrate.)
 - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
 - (iii) Revenue Officer not below rank of Tehsildar.
 - (iv) Sub-Divisional Officer of area where candidate and/or his family resides.

PROFORMA FOR SC/ST CERTIFICATE

Form of certificate as prescribed in M.H.A., O.M., No. 42/21/49-N.G.S. dated 28.1.1952, as revised in Dept. of Per-& A.R. letter No. 36012/6/76-Est. (S.CT), dated 29.10.1977, to be produced by candidate belonging to a Scheduled Caste or a Scheduled Tribe in support of his/her claim.

CASTE CERTIFICATE

This is to certify that Shri/Smt./Kum.*.....
son/daughter*of..... of village/town*.....in
district/Division*.....of State/Union Territory* belongs to
.....Caste/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe* under:

- Constitution (Scheduled Caste) Order, 1950
- Constitution (Scheduled Tribe) Order, 1950
- Constitution (Scheduled Caste) (Union Territories) Order, 1951
- Constitution (Scheduled Tribe) (Union Territories) Order, 1951

% 1. (as amended by Scheduled Caste and Scheduled Tribes Lists (Modification) Order, 1956, Bombay Reorganization Act, 1960, Punjab Re-organization Act, 1966, State of Himachal Pradesh Act, 1970 North Eastern Areas (Re-organization) Act, 1971 and Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act, 1976). Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.

- Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.
- Constitution (Dadra and Nagar Haveli) Scheduled Caste Order, 1962.
- Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.
- Constitution (Pondichery) Scheduled Caste Order, 1964
- Constitution (Uttar Pradesh) (Scheduled Tribes) Order, 1967
- Constitution (Goa, Daman & Diu) Scheduled Caste Order, 1968.
- Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968.
- Constitution (Nagaland) Scheduled Tribes Order, 1970.
- Constitution (Sikkim) Scheduled Caste Order, 1978.
- Constitution (Sikkim) Scheduled Tribes Order, 1978.

% 2. Applicable in case of Scheduled Caste/Schedule Tribe persons who have migrated from one State/ Union Territory Administration:

This certificate is issued on basis of Scheduled Caste/Scheduled Tribe certificate issued to Shri/ Smt*.....father/mother of Shri/Smt/Kum*.....of village/town*..... in District/Division* of State/Union Territory* who belongs to the.....caste/tribe which is recognised as a Scheduled Caste/Scheduled Tribe* in State/Union Territory* issued by (name of prescribed authority) vide their No.....date..... % 3. Shri*/Smt.*/Kum* and/or his/her* family ordinary reside(s) in village/town* of State/Union Territory of.....

Signature.....

Place

State/Union Territory

**Designation.....

Date

(With seal of Office)

- Please delete words which are not applicable.
- Please quote specific Presidential Order.

% Delete paragraph which is not applicable.

** Should be signed by Authorities empowered to issue Scheduled Caste/Scheduled Tribe certificates as specified above.

PROFORMA FOR ECONOMICALLY WEAKER SECTIONS (EWS) CERTIFICATE

Annexure-I

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

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

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. yards and above in areas other than the notified municipalities.

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size
attested photograph of
the applicant

*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 benefit 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.

G. Sridharan