

**General Instructions to candidates provisionally selected for
Admission to *Advanced Diploma in German* course (January-April 2019)**

1. The University is open to persons of either sex and of any caste, creed, race, or class. It shall not be lawful for the University to adopt or impose on any person, any test whatsoever of religious belief or profession in order to entitle him/her to be admitted as an applicant to the University or to graduate there at or to enjoy or exercise any privilege thereof.
2. Notwithstanding anything above, the University reserves the right not to admit any applicant if he/she is found to have indulged in any act that is unbecoming of an applicant, including vandalism, staging dharna, aggression, defamation, instigation, unruly behavior or any such act that is construed to be unlawful, illegal and unbecoming, and that harms the interest, name, and reputation of a member of the University or of the University as an academic body.
3. The University reserves the right (after it has been initially offered) to withdraw, defer, or cancel a programme of study, based on valid and cogent reasons which shall be recorded in writing.
4. If at any time it is discovered that an applicant has made false or incorrect statements, concealed any information of a culpable nature, and/or has used fraudulent means to secure admission, his/her name shall be removed from the rolls of the University.
5. The University reserves the right to not admit or to cancel any admission.
6. Mere appearance or qualifying in the entrance examination for *Advanced Diploma in German* course does not guarantee a seat. Admission will be decided on merit in the entrance examination, fulfillment of eligibility criteria, and the production of the proof of eligibility at the time of admission. The University is not liable in any way if admission is denied on these grounds. It is the responsibility of the candidate to fully satisfy herself/himself of eligibility criteria before applying for a programme.
7. All shortlisted candidates should be present at the University on 10 January 2019 between 10 am and 4 pm. Admission letters will not be posted or emailed to the shortlisted candidates. They have to be collected from the Office of the Controller of Examinations personally after paying the fee.
8. Shortlisted-candidates should pay the prescribed fee through a challan issued by the University.
9. For admission to a programme, it is mandatory to submit the following documents, failing which admission will be cancelled:
 - (a) Relevant qualifying degree and/or Board certificates
 - (b) Grade cards or Marks sheets of the qualifying examination
 - (c) Caste/Tribe/OBC/PH certificates and certificates for other reserved categories under GOI
 - (d) Scanned copies of Voter Id/ Ration Card/Driving license/Passport no./PAN card or any valid photo identity.

10. According to Central Education Institutions Act 2006, only those OBC candidates who do not belong to the 'creamy' layer are given the benefit of reservation. According to O.M.No36033/3/20904-Estt. (Res.), dated 09.03.2004, GOI, Dept of Per. & Trg., wards of persons with a gross annual income of Rs.6,00,000/- or above are not eligible for reservation under the OBC category. For details of castes which fall under backward classes please check the GOI website <http://ncbcn.nic.in/backward-classes/index.html>. For admission under the OBC category, it is mandatory to produce a certificate from a Competent Officer who is authorized to issue such certificates clearly stating that the annual income of your parents does not exceed Rs. 6,00,000/-, as per latest rules of GOI announced from time to time.

12. In case a shortlisted-candidate fails to comply with the above instructions his/her seat will be allotted to the candidate in the wait list.

13. Please note that there transfer from one programme to the other at the University will be **NOT** be allowed.