



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
(A Central University)
Hyderabad, Telangana State, India
Regional Campus: Shillong & Lucknow

Guidelines and Information for Candidates Shortlisted for
Provisional Admissions to
Postgraduate (PG) Programmes 2026-27

Contents

Section	Page No.
General Information and Instructions	2-4
Fees Details	4
Useful links	4
Details of Relevant Documents to be submitted	5
Hostel Accommodation	6
Checklist of Documents to be submitted at the time of physical reporting and annexures.	7-13
Sample of OBC, EWS, PWD, SC/ST Certificates for reference	15-20

I. General Information and Instructions

1. Scores obtained by the candidates in the CUET – PG 2026 examinations in their respective paper codes as mentioned in the prospectus will be considered for admissions to Postgraduate (PG) Programmes at the EFL University.
2. All PG programs admitted through CUET-PG are full-time.
3. **Resulted awaited candidates:** Candidates awaiting the results of their qualifying examination, if shortlisted, will be provisionally admitted to the programme, subject to their meeting the prescribed eligibility criteria and submission of the relevant documents. Such candidates shall have completed all their Semester-End Examinations and/or Supplementary Examinations before physically reporting to the University for admission. However, the provisional admission if granted is liable to be cancelled at any point of the process if they are found not to be fulfilling the eligibility criteria.
4. **Eligibility Criteria:** Candidates must make sure that they fulfil the eligibility criteria for admissions to PG Programmes at the EFL University. Candidates are required to read the Prospectus carefully, understand the eligibility criteria and make sure that they meet the same before blocking their seats based on the merit list.

PG Prospectus: https://efluniversity.ac.in/uploads/news/1780051873_5389cd96e98c13793f24.pdf

5. **Tie Breaking:** In case of tie in the marks obtained in the CUET – PG 2026, the tie shall be resolved at the time of admission by applying the criteria given below. (The above will be applicable only when two or more candidates obtain the same marks in the CUET – PG 2026 and compete for one seat.)
 - a. **First criterion:** Marks obtained by the candidates in the qualifying degree/other examination. If the final result is not available, then the marks up to the 2nd year/penultimate semester will be taken into account.
 - b. **Second criterion:** Marks obtained in the lower examination immediately preceding the qualifying degree examination.
 - c. **Third criterion:** Marks obtained in the next lower public examination.
6. **Reservation Policy:** Reservation of seats for eligible candidates shall be in accordance with the provisions of the Government of India reservation policies and Circulars of the Government of India issued and amended in this regard from time to time. Besides, the University shall also follow reservation in admission to all programmes of studies in accordance with the Rights of Persons with Disabilities (RPwD) Act, 2016.
 - i. The rule of reservation for SC/ ST/ OBC (NCL)/ EWS for admission to the programmes offered by the University is in terms of the present GoI norms, which are as follows:
 - Scheduled Castes: 15%
 - Scheduled Tribes: 7.5%
 - Other Backward Classes (Non-Creamy Layer): 27%
 - Economically Weaker Sections (EWS)*: 10%In addition, supernumerary seats over and above the approved intake is reserved for the categories as below wherever candidates are available, allotted in the order of merit and subject to fulfilling the eligibility criteria:
 - Persons with Benchmark Disabilities (disability of 40% and above) (PwBD): 5 %
 - Wards of Defence Personnel (WDP): 5 %
 - Kashmiri Migrants (KM): 5 %
 - ii. Candidates belonging to SC, ST and PwBD will be given relaxation to the extent of 5% in the aggregate of marks obtained in the qualifying degree.

7. Certificates of candidates belonging to SC/ ST/ OBC (Non-creamy Layer)/ EWS/ PwBD/ WDP/ KM have to be submitted in the GoI prescribed formats used for admissions in Central Universities. They need to be issued by the authorized official on or after the date mentioned (where applicable) in the Checklist. Certificates which do not comply with the prescribed format will not be considered. Stipulations regarding the date of issue (where applicable) need to be adhered to.

Requests for extra time for getting SC/ ST/ OBC (NCL) /EWS/ PwBD/ WDP/ KM certificates will not be entertained.

8. Persons dismissed from service by the Union Government, any State Government, a Local Authority, a Government Corporation owned or controlled by the Central or State Government, or any Public Sector Undertaking (PSU) shall be ineligible for admission to the University. Candidates who have been removed from any Central or State University or Institute, or who are involved in disciplinary, fraud, or criminal cases (including pending FIRs or criminal proceedings), may be denied admission at the discretion of the University. Every candidate shall disclose whether he or she has been dismissed, removed, terminated, or debarred from service, convicted by a criminal court, or is facing any criminal investigation or proceedings. Suppression or misrepresentation of such information shall result in automatic cancellation of admission, without prejudice to any legal or disciplinary action.
9. Those students who have already availed themselves of an opportunity to pursue a PG programme in the English stream or in a foreign language stream / or any other programme shall not be eligible for admission again to a programme / course of the same level in the University. Similarly, candidates who have already availed themselves of an opportunity to pursue a higher-level course / programme and are now applying for admission to a lower-level course / programme in the University shall not be eligible for admission.
10. Those students who are employed full-time shall not be eligible for admission to a programme, unless they produce an evidence of study leave and NOC for the duration of the programme from their employer.

11. Selection Process:

- i. The merit list will be prepared based on the scores obtained in the CUET PG – 2026 examination for each programme.
 - ii. Candidates, whose names appear in the merit list and are interested in seeking admission in EFLU are instructed to pay the fees through the Samarth Portal and block their seats within the stipulated time, details of which will be notified at the time of publishing the merit list on the university website.
 - iii. The admissions will be conducted in **multiple rounds** as per the merit lists. Candidates offered seats in the first round will be allotted **two days** to complete the payment process to secure their admission, failing which it will be assumed that the candidate is not interested to take the admission and the seat offered will be considered to have been forfeited by the candidate.
 - iv. **The Candidates who have not availed the opportunity or who have forfeited their seat, will not be considered for next rounds of admissions. Such seats will be offered to the next candidate in the order of merit following the rules of reservation.**
 - v. The supernumerary seats reserved for PwBD, WDP and KM are over and above the approved intake for each programme. Accordingly, candidates included in the supernumerary merit list who have already been allotted a seat under the UR/EWS/OBC-NCL/SC/ST categories shall not have any claim for allotment under the supernumerary category.
12. The EFL University does not guarantee accommodation to every student. The university at its discretion reserves the right on whether or not to allot hostel accommodation to a candidate. Hostel accommodation is limited and will be allotted on a sharing basis subject to availability. Students provided with such accommodation shall abide by the rules and regulations of the Hostel.
13. The University reserves the right to make any changes in the admission process and decide upon all matters related to the admission process at its discretion, which shall be final and binding on all. Further the University reserves the right in its own interest not to admit a candidate without assigning any reason whatsoever.

14. Any candidate, who applied for admission against the notifications, infringing on the said rule in suppression of the fact/s is automatically disqualified and will not have any claim whatsoever in this regard.
15. The provisional admission given to candidates stands cancelled in case they are found to have questionable antecedents, have been involved in a mob or riotous activity or have faced disciplinary proceedings for misconduct.
16. The candidates are advised to check the University website (www.efluniversity.ac.in) regularly for updates on the admission process.
17. In case of any disputes/ suites or legal proceedings against the University, the jurisdiction shall be restricted to the Courts in Hyderabad, which is the headquarters of the University.
18. For further information, the candidates may contact the Help Desk: **040-27689447/ 040-27689647**.
- 29: Refund of fees:** On cancellation of provisional admission, the fees will be refunded as per the UGC Fee refund policy.

II. Fees Details

The provisionally admitted candidates need to pay the Semester I fee online through the Samarth portal.

Semester I Fees for various programmes:

Semester I Fees	General/ EWS/ OBC (NCL)	SC/ST	PwBD
B.Ed. (English) Programme	Rs. 13,455/-	Rs. 12,157/-	Rs. 2,323/-
Two-year M.A. Programmes in English Stream/ Foreign Languages/ Hindi	Rs. 4,688/-	Rs. 3,390/-	Rs. 2,251/-
One-year M.A. Programmes	Rs. 4,688/-	Rs. 3,390/-	Rs. 2,251/-
One-year PG Diploma Programmes	Rs. 5,068/-	Rs. 3,440/-	Rs. 2,251/-

III. Useful Links

EFLU Website	https://www.efluniversity.ac.in/
PG Prospectus	https://efluniversity.ac.in/uploads/news/1780051873_5389cd96e98c13793f24.pdf
Proforma of Certificates	https://samarth-ac.s3.ap-south-1.amazonaws.com/eng-foreign-languages/admissioncuet23/4c476b5fa541f9fe1b1f3d7ad52d31e7de70b7f8900680c0bb79236fc62e5a4e100395/1690556911100395_admission_docs.pdf

IV. Documents to be submitted at the time of physical reporting to the campus

The provisionally shortlisted candidates should submit the following certificates as per the GoI format and Annexures wherever applicable.

S. No.	Details	
1.	Caste Certificate	SC/ST/OBC (Non-Creamy Layer) *OBC (Non-Creamy Layer) Certificate (should be issued on or after 1 April 2026)
2.	EWS Certificate	For Economically Weaker Section (EWS) candidates, the certificate should be issued on or after 1 April 2026 .
3.	Medical Certificate (for VHC/ HHI/ PHC candidates)	Supernumerary seats to the extent of 5% of the total intake are reserved for candidates with a minimum disability of 40%. Along with the application form, an eligible candidate should submit attested copies of the certificate of disability from a Civil Surgeon of a government hospital, indicating the extent of the visual/physical disability and also the extent to which the disability may affect the pursuance of the programme of study for which admission is sought to.
4.	KM Certificate	Supernumerary seats are reserved for Kashmiri Migrants to the extent of 5% of the total intake. Along with the application form, an eligible candidate should submit attested copies of the Kashmiri Migrant Certificate duly attested by the competent authority
5.	WDP Certificate	Wards of Defence Personnel (Army/ Air Force/ Navy). Supernumerary seats are reserved for Wards of Defence personnel to the extent of 5% of the total intake. Along with the application form, an eligible candidate should submit relevant documentary proof in this regard issued by the competent authority
6.	Annexure I	Anti-ragging affidavit by the prospective student Affidavit to be notarized
7.	Annexure II	Anti-ragging affidavit by the parent/guardian Affidavit to be notarized
8.	Annexure III	Bond executed by the candidates who are provisionally admitted (whose results are not yet published). To be executed on a non-judicial stamp paper of Rs.10
9.	Annexure IV	Letter of undertaking by the prospective student
10.	Annexure V	Letter of undertaking by the prospective student and by the parent/ guardian
11.	Annexure VI	Anti-Drug declaration form to be signed by the student
12.	Fee receipt	Proof of admission fee and 1 st semester fee paid through the Samarth portal

Caste Certificates of candidates belonging to SC, ST, OBC (Non-Creamy Layer), EWS, and Medical Certificates for PwBD candidates should be issued within the date/s mentioned, where applicable. Certificates which do not comply with the prescribed format will not be considered.

V. Hostel Accommodation

After completing the admission formalities candidates desiring to avail hostel accommodation should report the hostel desk and follow the instructions of the hostel authorities regarding hostel admissions.

i. Documents required for hostel admission.

- Admission Fee Receipt and Provisional Admission Letter [Two Copies]
- Passport-size Photographs [10 Copies]
- Valid Photo ID Proof [Aadhaar Card / Passport / Voter ID-Two Copies]
- Anti-Ragging Undertaking signed by student and parent [original] (in addition to the one submitted at the admission desk)
- Hostel Room Declaration and Undertaking signed by the student [original]

ii. Hostel Fee

Hostel Caution Deposit	Rs.1800/- (refundable)
Admission Fee	Rs. 240/- (per year)
Hostel Development Fee	Rs.360/- (per year)
Room Rent (Exemption for SC/ST and PWD categories)	Rs.180/- (per month)
Room Maintenance Charge	Rs. 85/- (per month)
Total (General/OBC-NCL/EWS)	Rs. 2665/-
Total (SC/ST/PWD)	Rs. 2485/-

iii. Mess Fee

Mess Caution Deposit	Rs. 6000/-(refundable)
Crockery Fee	Rs. 240 per year
Total	Rs. 6240/-

Important Note: Candidates are requested to carry their own water bottles to support EFLU's sustainability initiative. A water refilling facility will be available at the admission venue.

CHECKLIST OF DOCUMENTS

(To be submitted at the time of physical reporting)

Please tick if the certificate/s mentioned below is/are applicable to you. Mention 'NA' if the certificate/s mentioned below is/are not applicable to you. Make sure you bring all the relevant documents in original for verification. The original documents will be returned after the verification.

*Check the items, **arrange in the same Serial order** and remember to sign the Checklist after including the photocopies of the documents to be submitted to the verification committee during the admission process.*

Documents	Y	N	Remarks
1. Proof of Identity (Preferably Aadhaar Card)			
2. Academic Bank of Credits (ABC) ID Proof			
3. CUET Score Card			
4. Class X or Equivalent Certificate			
5. Class XII or Equivalent Certificate			
6. Consolidated Marks Memo of the Undergraduate Programme			
7. Provisional/ Degree Certificate of the Undergraduate Programme			
8. Marks Memos of the Undergraduate Programme (semester-wise/ year-wise as applicable)			
9. Transfer Certificate/Migration Certificate			
10. Category Certificate (if applicable) SC/ ST/ OBC-NCL*/EWS*/PWD/WDP/KM Certificate (as applicable for candidates granted admission under reservation) *OBC (Non-Creamy Layer) Certificate and EWS Certificate (issued on or after 1 April 2026)			
11. Annexure I			
12. Annexure II			
13. Annexure III (in case of candidates who have appeared for the qualifying examinations and are awaiting the results)			
14. Annexure IV			
15. Annexure V			
16. Annexure VI			
17. Proof of admission fee and 1 st semester fee paid through the Samarth portal			

Signature of the candidate_____ Application No: _____

Name: _____ Program: _____

List of Documents Pending (to be filled by the Verifying Officer)		
Verifying Officer 1	Verifying Officer 2	Officer In-Charge Document Verification

ANNEXURE I

AFFIDAVIT BY THE STUDENT

I, (full name of student with admission/registration/enrolment number) S/o D/o Mr./Mrs./Ms. having been admitted to (name of the Institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2017, (here in after called the “Regulations”) *and have carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular, per used Clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, per used Clause 7 and Clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or a betting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that I will not indulge in any behavior or act that may be Constituted as ragging under clause 3 of the Regulations.
4. I will not participate in or abettor propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any Institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this on day of month ofyear.

Signature of deponent

Name:

Phone No:

VERIFICATION: Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place).....on this the.....(day).....of.....(month).....(year).....

Signature of deponent:

Solemnly affirmed and signed in my presence on this day: (Date)

OATH COMMISSIONER

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms..... (full name of Parent/guardian) father /mother /guardian of.....(full name of student with admission/ registration/ enrolment number..., having been admitted to (name of the Institution) , have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational institutions, 2017,(here in after called the “Regulations”),carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular, per used clause 3 of the Regulations and am aware as to what constitutes ragging.
2. I have also, in particular, per used clause 7 and clause 9.1 Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward incase he/she is found guilty of or a betting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that my ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
4. My ward will not participate in or a bettor propagate through any act of commission or omission That may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my Ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any Institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this.....day of.....month of..... year.

Address:

Signature of deponent

Name:

Telephone/Mobile No:

VERIFICATION: Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place).....on this the.....(day).....of.....(month).....(year).....

Signature of deponent:

Solemnly affirmed and signed in my presence on this day: (Date)

OATH COMMISSIONER

(To be executed on a non-judicial stamp of Rs.10)

BOND EXECUTED BY THE PARTICIPANTS WHO ARE PROVISIONALLY ADMITTED (Whose results are not yet published)

I, _____ son/wife/daughter of _____

_____ Resident of _____

And a candidate provisionally admitted to -----Programme at the THE

ENGLISH AND FOREIGN LANGUAGES UNIVERSITY, Hyderabad/Shillong/Lucknow hereby state that I understand that I have been provisionally admitted to the Programme.

I hereby state that I shall submit evidence of my passing the qualifying examination by 30 September 2025. In the event of my failing to submit the above documents, I hereby bind myself to withdraw from the course/programme.

Signed and delivered by the Said _____

Signature of the Candidate

At EFLU, this _____ Day of July 2025.

WITNESS (Signature, occupation and address)

1. _____ (Name: _____)

2. _____ (Name: _____)

Candidates are requested to fill the Annexures carefully with permanent address with any valid ID proof (i.e. 1. Ration Card, 2. Aadhar Card, 3. Voter ID, 4. Telephone bill and 5. Electricity bill). Including phone no. of parent/guardian is mandatory.

LETTER OF UNDERTAKING

I, _____, student of _____
 _____, do hereby
 declare and undertake as follows:

1. I shall strictly adhere to the rules and regulations that are in force and revised/ notified from time to time in the University, and in the event of violating any of the same, I state that the University shall for it my admission in adherence with its regulations.
2. I understand that if at any time it is discovered that I have made a false or incorrect statement, concealed any information and/or used fraudulent means to secure admission, my name shall be removed from the rolls of the University.
3. I shall not indulge in any act that is unbecoming of a student, including vandalism, staging dharna, aggression, defamation, instigation, unruly behavior or any such act that is construed to be unlawful, illegal, and that harms the interest, name and reputation of a member of the University or of the University as an academic body.
4. I also understand that as a responsible student of the University I should not engage myself in activities which may cause injury to my person or property. In case, any injury is caused to my person / property due to my involvement / engagement in any manner in any activity, which is not authorized by the University and / or Institution or on which University and / or Institution does not have any control, then I am the person solely liable to bear its consequences. I undertake that I shall not hold the University/Institution liable in any manner whatsoever for the same.
5. I am not working anywhere and will not be working anywhere during the entire period of this programme while I am pursuing my studies leading to my degree/diploma of the University.
6. I have not taken admission/registered for any other degree under this University / any other university during this period.
7. I fully understand that the University reserves the right to withdraw, defer, or cancel the programme of study initially offered based on valid reasons.
8. All the particulars and information given above is true, correct and no information has been suppressed.
9. If I transgress this undertaking, I am to be completely held responsible for any consequences thereafter.

I further agree that if I am found violating the above declaration and/or other rules and regulations of the University, I will be liable for disciplinary action as per rules including cancellation of admission.

Date:

Place: **Signature of Student**

LETTER OF UNDERTAKING
(To be submitted in the Proctor's Office)

Paste latest passport Size photo

I, _____ enrolled on the _____ course/
programme of study hereby undertake that I will adhere strictly to the rules and regulations of the
University.

I undertake not to participate in any protest/demonstration which is not in accordance with the laid down
rules and regulations of the University.

I will not indulge in acts of indiscipline and misconduct that will compel the authorities to take disciplinary
action against me.

I undertake not to bring disrepute to the name of the University through any social media nor indulge in
any form of libel or slander against the University.

I have read the rules and regulations of the university applicable for the students and undertake to follow
it in letter and spirit.

In case I violate any of the provisions of the University's guidelines, the University reserves the exclusive
right to expel, rusticate, or award any punishment deemed fit for infringement of the Rules and Regulations
prescribed by the University.

Signature of the Student

Name and Signature of the Parent/Guardian Address:

Contact Number

Email ID:

Proof of Address: Parent's/Guardian's

Mobile Number:

(For Official Purposes)

Name of the Student:

Course/Programme

Place and Date:

Signature and Stamp of the
Officer-in-Charge

ANTI-DRUG DECLARATION FORM TO BE SIGNED BY THE STUDENT

I,Name) son/daughter/ward of Mr./Mrs./Ms.
 (Name) admitted to (Course and year)
 at..... (Institution) during the year 2026, hereby agree to the following terms:

1. I am aware that the possession, use, sale and distribution of alcohol/tobacco/any psychoactive substances are wrong and harmful.
2. I shall refrain from using, being under the influence of, possessing, furnishing, distributing, selling or conspiring to sell or possess, or being in the chain of sale or distribution of alcohol/tobacco/any psychoactive substances within the premises of the institute/university or during any sponsored activities by the institute/university.
3. I shall report to the authorities of the institution any irregular behavior that I observe in relation to the possession, use, sale and distribution of alcohol/tobacco/any psychoactive substances which may have occurred at the institution or during any activities conducted by any students or institution.
4. I shall support and actively participate in any substance use prevention education programmes, which may be organized by the institution/government, which would enable me to be a better student and citizen of India.
5. I shall co-operate with the authorities of the institution and other relevant authorities in their investigation of any substance-related incident of which I may have information, and to prevent the possession, use, sale and distribution of any psychoactive substances in or around my institution.

Date:

Signature:.....

Name:.....

**Sample of OBC, EWS,
SC/ST, PWD Certificates for
reference**

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./KumariSon/Daughter
of

.....of Village/Townin 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 / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate

/ Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st 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.

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 belongsto 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 / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st 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.

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)

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)

Sample 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 ShriResident ofis registered as Kashmiri migrants and Kashmiri Pandits / Kashmiri Hindu families (non-migrants) living in Kashmir 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.

Name & Signature of Deputy Commissioner
/Competent Authority

(Office Stamp)

Place

:

Date:

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