

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY****Regional Centre - Mumbai****2<sup>nd</sup> & 3<sup>rd</sup> Floor, Kappeesh Building, M.G. Road, Mulund-W, Mumbai-400080****Phone : 022-25923159, 25925540 E-mail : [rcmumbai@ignou.ac.in](mailto:rcmumbai@ignou.ac.in)****DR. A. VARADARAJAN****Regional Director (I/C)****F. No. IG/RC/49/BED/2016/3110****Dated: 15<sup>th</sup> April, 2016****Sub: Offer Letter for B.Ed 2016 Admission Counselling****Dear applicant,****Congratulations!**

Based on the merit order position in the result declared for the B.Ed., Entrance Test held on 20.09.2015, you have been provisionally selected for the B.Ed admission to January 2016 session. Confirmation of admission is subject to verification of all original documents pertaining to your academic qualifications. According to your Rank/Marks position, category (SC/ST/PH/ OBC (NCL)/KM/WW/General), you have been called for the admission counselling. **The Annual income of the candidates under OBC (Non Creamy Layer) should not exceed 6.00 lakh per annum. The date and time of your turn for admission counselling at IGNOU Regional Centre, Mumbai, 2<sup>nd</sup> & 3<sup>rd</sup> Floor, Kappeesh Building, M.G. Road, Mulund-W, Mumbai - 400080 is mentioned in the address label pasted at the bottom of this letter. You are advised to be present at Regional Centre, Mumbai at least an hour before the start of counselling as per the time slot specified in the address label and you will have to wait for your turn for counselling. If you are not present on the date & time of counselling, it will be presumed that you are NOT interested in accepting the offer/joining IGNOU B.Ed., and hence this offer will be cancelled without further notice.**

**You are also requested to bring the Programme Fee of Rs.20,000/- in the form of a Demand Draft drawn in favour of "IGNOU" payable at Mumbai from any one of the Nationalized Banks.**

**You must bring ALL THE DOCUMENTS IN ORIGINAL as well as the attested copies of documents as listed in CHECK LIST for verification. All the columns in the acceptance form (Annexure-1) should be filled-in with relevant details. In case you fail to bring the documents as mentioned above, on the specified date/time as indicated in the address label and fail to provide required evidences for qualifications, experience and category, community / caste etc., your candidature will be summarily rejected. The University will not entertain any further query in this regard under any circumstances. Please read the information and guidelines thoroughly and check all the documents before coming to the Regional Centre. Details of documents to be submitted are printed on the reverse side of the Check-list.**

**"This offer of admission is provisional and is based on the documents in respect of qualification and other eligible criteria, submitted by you along with the application form. If at a later stage, it is found that the document(s) submitted by you is/are false, your admission shall stand cancelled forthwith and no fee refund will be admissible in the event of such cancellation of admission."**

Regarding NCTE Qualification Certificate for "Teacher Education Programme through Face to Face Mode", you should produce the authentication by the Certificate Issuing Authorities stating that "the certificate awarded to the candidate is the NCTE recognized and approved teacher education programme through face to face mode". In case of non-existence of the Certificate Issuing Authorities at present, a certificate may be obtained from NCTE, recognizing that the course as a teacher education programme through face to face mode. Format enclosed as Annexure -3.

The candidate should possess 50% marks in their Bachelor's / Master Degree. For SC/ST/OBC (NCL) and other category students, they should possess 45% in their UG / PG Degree. Please note that those candidates who received the Master's Degree without the Bachelor Degree are NOT ELIGIBLE for Admission to IGNOU's B.Ed. Programme.

Part-time teachers / Guest / Honorary Teachers and Teachers teaching Kinder Garten classes are not eligible for IGNOU's B.Ed., Programme. Permission for practical work (work centre) should be obtained only from Secondary / Higher /Senior Secondary and hence, the certificate obtained from Middle/Primary / Nursery School is not permitted (Annexure 2).

With the best wishes,

Yours faithfully,

(DR. A. VARADARAJAN)  
REGIONAL DIRECTOR (I/C)

**Enclosures:**

1. Checklist of Documents to be submitted (As per the checklist, you must also submit the duly attested photocopies of all the certificates & also original certificates for verification)
2. B.Ed. Acceptance Form format (Annexure-1)
3. Format of Certificate to provide facilities for practical work at School (Annexure – 2)
4. Format of Authentication Certificate (Annexure -3)
5. Format of Anti-ragging Affidavit by the Student (Annexure – 4)
6. Format of Anti-ragging Affidavit by Parent/Guardian (Annexure- 5)
7. Format of OBC (Non Creamy Layer ) Certificate for candidates called under OBC (NCL) category (Annexure – 6)

**Note:-** The student following under Tie-Cases will be called to attend counselling based on the merit order, which will be finalized after verifying the documents regarding Qualification, Experience, Date of Birth etc., during the day of counselling only and admission also will be subject to availability vacant seats under each category.

**Tie-Cases:-** The students under Tie-cases, scored the entrance marks under each category is given below.

Categories	General Merit	OBC (NCL)	SC	ST	PH
Entrance marks	75	73	73	70	72



**IGNOU REGIONAL CENTRE, MUMBAI**  
**Check List - B.Ed. Admission Counselling – 2016**

Date: \_\_\_\_\_ Roll No. \_\_\_\_\_ Marks: \_\_\_\_\_ Rank: \_\_\_\_\_  
(given in Entrance Test)

Name: \_\_\_\_\_ Enrol. No. \_\_\_\_\_ Category: \_\_\_\_\_

\* All Original documents to be submitted at the time of counselling for verification

Sl. No	Details of documents	Put tick(√) (to be filled by candidate)	Remarks (OFFICE USE ONLY)
1.	DD for Rs.20,000/-		
2.	Filled in ID Card		
3.	Counselling offer Letter issued by IGNOU, RC, Mumbai		
4.	Hall Ticket (Original)		
5.	Acceptance Letter (Annexure 1)		
6.	Category SC / ST/ PH / War Widow Certificate for Claiming SC/St Caste. (If called under category)		
7.	OBC (NCL) Category Certificate along with Income Certificate for Claiming. (Annual income of the applicants should not exceed Rs.6.00 lakhs) (If called under category)		
8.	10 <sup>th</sup> or 12 <sup>th</sup> Mark Sheet (attested copy)		
9.	Mark Sheet and Certificate of NCTE Recognized Teacher Education Programme completed through Face to Face mode.		
9.	UG Degree Mark Sheet (attested copy)		
10.	U.G. Degree Provisional Certificate (attested copy)		
11.	PG Degree Mark Sheet/Convocation (attested copy)		
12.	Experience Certificate(s), if experience is claimed.		
13.	Original Certificate from the recognized Secondary/Senior Secondary School to provide facilities for Practical Work including Internship, as per the format enclosed at annexure-2		
14.	Original Anti-ragging Affidavits in the prescribed formats duly Notarized and signed by Parents and Applicant separately, as given in the Prospectus		
15.	Affidavit sworn in before 1 <sup>st</sup> Class Magistrate specifying the change in the name. A Copy of News Paper, where notification for change of name was published. Copy of the Gazette Notification (Also required for female candidates after marriage). In case of changed Surname after marriage, Marriage Certificate issued by Registrar (Marriages) or Marriage Card.		

Signature of the Student .....  
**FOR OFFICE USE ONLY**

Signature of the Scrutiny Official of RC

**Allotted PSC**

Admitted Under Category

Signature of Committee Members .....

## **DETAILS OF DOCUMENTS TO BE SUBMITTED IN COUNSELLING:**

- ❖ All original certificates of educational qualifications must be produced for verification at the time of admission counselling.
  - ❖ Fees **Rs.20,000/-** (Rupees Twenty Thousand only) by Demand Draft drawn in favour of **IGNOU**, payable at **Mumbai** from one of the nationalized banks. (Write your name, enrolment number and address on the back of the Demand Draft). **Payment of fee in cash WILL NOT be accepted under any circumstances.** Demand Drafts issued by the Cooperative Banks **will not be accepted.**
  - ❖ Bring duly filled in & photograph affixed on Identity Card (use the Identity Card provided in the B.Ed Prospectus).
  - ❖ Offer letter for attending counselling sent by the Regional Centre
  - ❖ Original B.Ed., Entrance Examination Admit Card
  - ❖ Acceptance Form duly filled-in (**Annexure – 1**)
  - ❖ Attested copy of 10<sup>th</sup> / 12<sup>th</sup> Standard Certificate / Mark Sheet
  - ❖ Attested copies of NCTE approved Teacher Training Certificate and Mark-sheets
  - ❖ Attested copies of Mark Sheets of Bachelor's Degree for all three years / for all semesters/year wise/consolidated mark statement
  - ❖ Attested copy of Bachelor's Degree **Convocation Certificate**
  - ❖ Attested copy of Post Graduate Degree, i.e. Master's Degree Certificate if you have passed Post Graduation
  - ❖ **Mark Sheet and Certificate of NCTE Recognized Teacher Education Programme completed through Face to Face mode.**  
(Regarding NCTE Qualification in teacher education programme acquired through face to face mode, the candidate should produce the authentication by the Certificate Issuing Authorities stating that " the certificate awarded to the candidate is the NCTE recognized and approved teacher education programme through face to face mode". In case of non-existence of the Certificate Issuing Authorities at present, a certificate may be obtained from NCTE recognizing that course as a teacher education programme through face to face mode.)
  - ❖ Experience Certificate(s), if experience is claimed.
  - ❖ Attested copy of school recognition certificate issued by the Central/State Government of the school where applicant is employed
  - ❖ Permission from the School for undertaking B.Ed Practicals (**Annexure-2**). To be obtained only from the Secondary / Hr. Secondary / Sr. Secondary School. (Certificate issued by the Middle School / Nursery / Primary **will not be accepted.**)
  - ❖ Authentication Certificate (Annexure 2A)
  - ❖ Community/Category Certificate in original (only for SC/ST/PH/OBC(NCL)/War Widows / Kashmiri Migrants): **To be produced only by the candidates called under reserved category.** This is a must for candidates called under reserved category as their admission will be decided based on the category, as declared by them in the entrance test form.
  - ❖ Specimen copy of OBC (NCL) Certificate enclosed as **Annexure –5.** The annual income of the candidates under OBC (Non Creamy Layer) should not exceed 6.00 lakh per annum. The University will not be held responsible for admission, if any Reserved Category candidates has wrongly mentioned his/her category as General/OBC (CREAMY LAYER) or vice-versa in the entrance examination form. OBC certificate should not be older than **Three Years.**
  - ❖ Original Anti-ragging Affidavit in the prescribed format (Annexure 3 & 4)
  - ❖ One recent passport size photographs for the purpose of pasting it on the Student Identity Card
  - ❖ If name is changed after High School then you may bring (i) Notorized Affidavit with changed name (ii) A copy of News Paper, where notification for change of name was published (iii) Copy of Gazettee Notification. In case of changed Surname after marriage, Marriage Certificate issued by Registrar (Marriages).
- .....



**ANNEXURE-1**  
**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Regional Centre – Mumbai**  
**2<sup>nd</sup> & 3<sup>rd</sup> Floor, Kappeesh Building, M.G. Road, Mulund-W, Mumbai-400080**

**ACCEPTANCE FORM - B.Ed – 2016 (to be submitted at Regional Centre)**

Sir,

I accept the offer of admission to the Bachelor of Education Programme 2016 of the University as per the conditions prescribed in the offer letter No. F.No.RCMUM/AD/BED/2016/..... dated: 15.04.2016. I enclose the necessary documents asked for in the offer letter and the Demand Draft (DD) towards the programme fee as per the details given below:

Name of the Student: \_\_\_\_\_ (in Capital letters)

Enrolment Number: \_\_\_\_\_

(After Admission)

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(to be allotted by RC, Mumbai, during admission)

**Details of the Programme Fee:**

Sl.No	DD.No	DD Date	DD Amount	Bank Name & Branch
1				
2				

**COURSE OPTION FORM**

(Details of the Courses opted by the Student)

Please refer the Course details on page no. 6&7

Please refer the Course details on page no. 6&7													
1 <sup>st</sup> / 2 <sup>nd</sup> Year	Compulsory Courses									Optional Courses		Total no. of Course s	Total no. of Credit s
	Course Number												
Course s in the 1 <sup>st</sup> Year	1	2	3	4	5	WBA- 1	EPC- 1	EPC- 2	INT- 1			11	36
	✓	✓	✓	✓	✓	✓	✓	✓	✓	Choose any two from 6 A to 6 E			
Course s in the 2 <sup>nd</sup> Year	8	9	10	11		WBA- 2	EPC- 3	EPC- 4	INT- 2			9	36
	✓	✓	✓	✓		✓	✓	✓	✓	Choose any one from 12 A to 12 E			
Total no. of Courses and Credits												20	72

I understand that the PSC will be allotted depending upon my Merit-cum-Position Order, subject to availability of seat in a given PSC. Further, I also understand that once a PSC is allotted, I am not permitted to change the PSC. However the University has the right to shift the students to nearby PSC if the minimum number of students in the opted PSC is very less.

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

Postal Address: \_\_\_\_\_

Signature of the Candidate

Phone No. with STD Code:/Mobile No. \_\_\_\_\_

Email : \_\_\_\_\_

**FOR OFFICE USE ONLY**

PSC - ALLOTTED:

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(Signature of the Committee Members)

Admitted Under Category - .....

Name of the Centre: \_\_\_\_\_

I hereby accept & understand that the allotment of above PSC to me is only provisional.

(Signature of the student with date)

## **DETAILED COURSE DESCRIPTION**

### **First Year**

#### **Core Courses (16 Credits)**

- **ALL COMPULSORY**

Course No.	Course Name	Credits
1	Childhood and Growing Up	4
2	Contemporary India and Education	4
3	Learning and Teaching	4
4	Language Across the Curriculum	2
5	Understanding Disciplines and Subjects	2

#### **Content Based Methodology Courses (8 Credits) (any two courses) - ANY TWO**

Course No.6 (any two of the following)	Course Name	Credits
6A	Pedagogy of Science	4
6B	Pedagogy of Social Science	4
6C	Pedagogy of Mathematics	4
6D	Pedagogy of English	4
6E	Pedagogy of Hindi	4

#### **Practical Courses (12 Credits)**

##### **Workshop – I (04 Credits)**

- **COMPULSORY**

Course No.	Course Name	Credits
WBA-1	Workshop Based Activities	4

#### **EPC (04 Credits)**

- **ALL COMPULSORY**

Course No.	Course Name	Credits
EPC-1	Reading and Reflecting on the Texts	2
EPC-2	Application of ICT	2

#### **Internship-I (04 Credits)**

- **COMPULSORY**

Course No.	Course Name	Credits
INT-1	Internship-1	4



**Second Year****Core Courses (12 Credits)****- ALL COMPULSORY**

Course No.	Course Name	Credits
8	Knowledge and Curriculum	4
9	Assessment for Learning	4
10	Creating an Inclusive School	2
11	Gender, School and Society	2

**Optional Courses (04 Credits)****(any one course) - ANY ONE**

Course No.	Course Name	Credits
12A	Open and Distance Education	4
12B	Guidance and Counseling	4
12C	Adolescence and Family Education	4
12D	Vocational Education	4
12E	Information and Communication Technology	4

**Practical Courses (20 Credits)****Workshop – II (04 Credits)****- COMPULSORY**

Course No.	Course Name	Credits
WBA-2	Workshop Based Activities	4

**EP (04 Credits)****- ALL COMPULSORY**

Course No.	Course Name	Credits
EPC-3	Drama and Art in Education	2
EPC-4	Understanding the self and Yoga	2

**Internship-II (12 Credits)****- COMPULSORY**

Course No.	Course Name	Credits
INT-2	Internship-11	12



**ignou**  
THE PEOPLE'S  
UNIVERSITY

**ANNEXURE-2**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Regional Centre – Mumbai**

**2<sup>nd</sup> & 3<sup>rd</sup> Floor, Kappeesh Building, M.G. Road, Mulund-W, Mumbai-400080**

**Phone : 022-25923159, 25925540 E-mail : rcmbmbai@ignou.ac.in**

**Certificate to provide facilities for Practical Work including Internship**

I hereby undertake that the School will provide facilities to Mr/Ms.  
----- needed for carrying practical work  
including internship for the B.Ed Programme. This School is Secondary/Higher/Senior  
Secondary School.

Signature of Principal/Headmaster/Headmistress

Place:.....

Date:.....

Full Name:.....

Name of the School.....

.....

Registration No. of the Institution.....

Full Address.....

.....



**AUTHENTICATION CERTIFICATE**

(For NCTE recognized teacher education programme)

**This is to certify that ..... (Name of the student) had completed ..... (Name of the Diploma) during the year .....**

**The Diploma Certificate No. .... Dated ..... issued by ..... (Name of University/Institute) is a full-time Face to Face programme and which is recognized and approved by NCTE.**

**Signature of the Head  
of Institute/ NCTE Authority**

**(To be submitted at Regional Centre)****AFFIDAVIT BY THE STUDENT**

I, \_\_\_\_\_ (full name of the 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, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused 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 abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

(a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations

(b) I will not participate in or abet or 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 \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

**Signature of deponent**

Name:

**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) this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year)

**Signature of Deponent**

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**



**AFFIDAVIT BY PARENT/GUARDIAN  
(TO BE SUBMITTED ALONGWITH APPLICATION FORM)**

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, 2009, (hereinafter called the "Regulations") carefully read and fully understand the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused 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 abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or 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 \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name :

Address :

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) this the \_\_\_\_\_ (day) of \_\_\_\_\_  
(month), \_\_\_\_\_ (year).

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_  
(month), \_\_\_\_\_ (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**

**FORM OF CASTE CERTIFICATE TO BE SENT BY THE CANDIDATE BELONGING TO OBC (NON CREAMY LAYER) CATEGORIES ALONGWITH APPLICATION FORM**

This is to certify that \_\_\_\_\_, son/daughter of \_\_\_\_\_, of village \_\_\_\_\_ District/Division \_\_\_\_\_ in the State \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a Backward Class in under following resolutions of Government of India, Ministry of Welfare\*(i) Resolution No.12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993, \* (ii) Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994. \* (iii) Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995. \* (iv) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996. \* (v) Resolution No. 12011/96/94-BCC dated 9/03/96. \* (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 27/12/99. \* (ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the 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 the 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 the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000. \*(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001. \*(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003. \*(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004. \*(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006. \* Shri \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State. 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 and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993 which is modified vide OM No. 36033/3/3004 Estt. (Res) dated 09/03/2004.

District Magistrate  
Deputy Commissioner, etc.

Dated: \_\_\_\_\_

SEAL \_\_\_\_\_

\*Strike out whichever is not applicable

**N.B.—**

- (a) The above certificate should not be more than 3 years old from the date of issuance till the time of submission of application form
- (b) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.
- (c) The authorities competent to issue caste certificates are indicated below:
  - (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/First Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner (not below the rank of First 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 family resides

**NOTE: IF THE CERTIFICATE FURNISHED BY OBC CANDIDATES(NON-CREAMY LAYER) FOUND TO BE FAKE AT LATER STAGE, ADMISSION WILL BE CANCELLED WITH NO REFUND OF FEE AND DISCIPLINARY PROCEEDINGS WILL BE INITIATED BY THE UNIVERSITY.**



## **EXPERIENCE – CUM – EMPLOYMENT CERTIFICATE**

- To be issued by the present employer: Principal / Headmaster / Headmistress only. There should not be any over writing in this certificate and if there is any over writing then it should be countersigned by the issuing authority

- I. This is to certify that Mr./Ms. \_\_\_\_\_ has been teaching in this school FROM \_\_\_\_\_(DD) \_\_\_\_\_(MM) \_\_\_\_\_(YR) To \_\_\_\_\_(DD) \_\_\_\_\_(MM) \_\_\_\_\_(YR).
- II. His / Her appointment in this school is on full time temporary / permanent basis and teaching the students of class from \_\_\_\_\_ to \_\_\_\_\_ in the subjects \_\_\_\_\_ etc.
- III. Mr. / Mrs. \_\_\_\_\_ is teaching in this School at present. (Strike out if not applicable)
- IV. This School is a Govt./ Govt. aided / unaided and is duly recognized by the Central / State government / union territory by virtue of obtaining Registration No. \_\_\_\_\_ dated \_\_\_\_\_ from Directorate of Education \_\_\_\_\_(Name of the State) for a period \_\_\_\_\_.

I hereby undertake that all the information mentioned above is true and the University is empowered to take legal action against me for any wrong information.

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

\_\_\_\_\_  
Signature of Principal/Headmaster/Headmistress

Full Name: \_\_\_\_\_

Name of the School: \_\_\_\_\_

Registration No. of the Institution \_\_\_\_\_

Full Address: \_\_\_\_\_  
\_\_\_\_\_

(Seal / stamp of the School)

Telephone No. \_\_\_\_\_

Email ID of the School \_\_\_\_\_

(The candidate should ensure that the Certificate is complete in every respect)

\* Strike out whichever is not applicable.