

INDIRA GANDHI NATIONAL OPEN UNIVERSITY**Regional Centre - Mumbai****2nd & 3rd Floor, Kappeesh Building, M.G. Road, Mulund-W, Mumbai-400080****Phone : 022-25923159, 25925540 E-mail : rcmbmbai@ignou.ac.in****DR. B.P.R NARASIMHARAO****Regional Director****F. No. IG/RC/49/BED/2017/160****Dated: 05.05.2017****Sub: Offer Letter for B.Ed 2017 Admission Counselling
For Waiting List Candidates****Dear applicant,****Congratulations!**

Based on the merit order position in the result declared for the B.Ed., Entrance Test held on 23.10.2016, you have been provisionally selected for the B.Ed admission to January 2017 session. Confirmation of admission is subject to verification of all original documents pertaining to your academic qualifications. You have been called for the admission counselling according to your Rank/Marks position, category (SC/ST/PH/OBC (NCL)/WW/General. **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 admission counselling at IGNOU Regional Centre, Mumbai, 2nd & 3rd 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.**

If your admission is confirmed based on the certificate verification you are requested to submit Programme Fee of Rs.50,000/- in the form of a Demand Draft drawn in favour of "IGNOU" payable at Mumbai from any one of the Nationalized Banks. The Demand draft should be submitted at Regional Centre immediately after the next day of counseling.

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. B.P.R NARASIMHARAM)
REGIONAL DIRECTOR



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 falling under Tie-Cases are called to attend counselling based on the merit order, which will be finalized after verifying the documents pertaining to Qualification, Experience, Date of Birth etc., during the day of counselling only and admission will be subject to availability of vacant seats under each category.

IGNOU REGIONAL CENTRE, MUMBAI
Check List - B.Ed. Admission Counselling – 2017

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.50,000/-		
2.	Filled in ID Card & 2 Recent Passport Size Photo		
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 th & 12 th 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 (attested copy)		
12.	PG Degree/ Provisional Certificate (attested copy)		
13.	Experience Certificate(s), if experience is claimed.		
14.	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		
15.	Original Anti-ragging Affidavits in the prescribed formats duly Notarized and signed by Parents and Applicant separately, as given in the Prospectus		
16.	Affidavit sworn in before 1 st 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.50,000/-** (Rupees Fifty 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 10th / 12th 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 **Certificate**
- ❖ Attested copies of Mark Sheets of Master Degree for all years/ for all semesters/ consolidated mark statement.
- ❖ 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): **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)
- ❖ Two 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
2nd & 3rd 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 2017 of the University as per the conditions prescribed in the offer letter No. F.No.RCMUM/AD/BED/2017/..... dated: 15.03.2017. 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: _____

Enrolment Number: _____

(in Capital letters)

(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 st / 2 nd Year	Compulsory Courses									Optional Courses	Total no. of Course s	Total no. of Credit s
	Course Number											
Course s in the 1 st Year	B E S 1 2 1	B E S 1 2 2	B E S 1 2 3	B E S 1 2 4	B E S 1 2 5	BES- 131 ✓	BESL -121 ✓	BESL -122 ✓	BESL -133 ✓	<div>Choose any two from BES-141 to BES-145</div>	11	36
	✓	✓	✓	✓	✓							
Course s in the 2 nd Year	B E S 1 2 6	B E S 1 2 7	B E S 1 2 8	B E S 1 2 9		BESL- 132 ✓	BESL -123 ✓	BESL -124 ✓	BESL -134 ✓	<div>Choose any one from BESE-131 to BESE135</div>	9	36
	✓	✓	✓	✓								
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.

Place:

Date:

Signature of the Candidate

Postal Address: _____

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
BES-121	Childhood and Growing Up	4
BES-122	Contemporary India and Education	4
BES-123	Learning and Teaching	4
BES-124	Language Across the Curriculum	2
BES-125	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
BES-141	Pedagogy of Science	4
BES-142	Pedagogy of Social Science	4
BES-143	Pedagogy of Mathematics	4
BES-144	Pedagogy of English	4
BES-145	Pedagogy of Hindi	4

Practical Courses (12 Credits)

Workshop – I (04 Credits)

- COMPULSORY

Course No.	Course Name	Credits
BESL-131	Workshop Based Activities	4

EPC (04 Credits)

- ALL COMPULSORY

Course No.	Course Name	Credits
BESL-121	Reading and Reflecting on the Texts	2
BESL-122	Application of ICT	2

Internship-I (04 Credits)

- COMPULSORY

Course No.	Course Name	Credits
BESL-133	Internship-1	4

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

Course No.	Course Name	Credits
BES-126	Knowledge and Curriculum	4
BES-127	Assessment for Learning	4
BES-128	Creating an Inclusive School	2
BES-129	Gender, School and Society	2

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

Course No.	Course Name	Credits
BES-131	Open and Distance Education	4
BES-132	Guidance and Counseling	4
BES-133	Adolescence and Family Education	4
BES-134	Vocational Education	4
BES-135	Information and Communication Technology	4

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

Course No.	Course Name	Credits
BESL-132	Workshop Based Activities	4

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

Course No.	Course Name	Credits
BESL-123	Drama and Art in Education	2
BESL-124	Understanding the self and Yoga	2

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

Course No.	Course Name	Credits
BESL-134	Internship-11	12

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre – Mumbai

2nd & 3rd Floor, Kappeesh Building, M.G. Road, Mulund-W, Mumbai-400080Phone : 022-25923159, 25925540 E-mail : rcmumbai@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

ANNEXURE-3

(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. _____ (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

ANNEXURE-5

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 District/Division....., son/daughter of
of village..... 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: _____

Telephone No. _____

Email ID of the School _____

(Seal / stamp of the School)

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

* Strike out whichever is not applicable.