



# INFORMATION BROCHURE

For admission to

## MASTER OF BUSINESS ADMINISTRATION (MBA)

(Academic Session 2016-2017)

मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR**

(An Autonomous Institute of National Importance fully funded by

Ministry of Human Resource Development, Govt. of India)

JAWAHAR LAL NEHRU MARG, JAIPUR- 302017 (RAJASTHAN)

<http://www.mnit.ac.in>

## Our Inspiration



**BHARAT RATNA  
PT. MADAN MOHAN MALAVIYA**  
[1861 - 1946]

Bharat Ratna Pandit Madan Mohan Malaviya or Mahamana Malaviya, as he was popularly known, was an eminent educationist, social reformer and a distinguished figure of Indian independence movement.

A nationalistic to the core, he believed that the freedom can be achieved only through right kind of education. He was totally against discrimination of any sorts and believed in egalitarianism.

We are inspired by the same values and espouse them in our spirits.

### Institute Motto

योग: कर्मसु कौशलम्

Srimad Bhagavad-Gita 2:50

### Institute Vision

*To create a centre for imparting technical education of international standards and conduct research at the cutting edge of technology to meet the current and future challenges of technological development.*

### Institute Mission

*To create technical manpower for meeting the current and future demands of industry; To recognize education and research in close interaction with industry with emphasis on the development of leadership qualities in the young men and women entering the portals of the Institute with sensitivity to social development and eye for opportunities for growth in the international perspective.*



### Quick Facts

Established in	1963
Deemed University Status	June, 2002
Institute of National Importance	August 2007
Spread over	317 acres land

## 1.0 MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

[MNIT JAIPUR]

The Malaviya National Institute of Technology Jaipur (MNIT Jaipur) is one of the 30 National Institutes of Technology in India. These Institutes have been created as centers of excellence for higher education, training, research and development in science, engineering and technology. The Institute was established as a Regional Engineering College in 1963 jointly by The Government of India and the Government of Rajasthan. The Institute was upgraded to Malaviya National Institute of Technology in 2002 by the Government of India and accorded the status of deemed university with autonomy to decide its academic policies and to award its own degrees. In 2007 the Institute was declared as an “Institute of National Importance” by the Government of India under National Institutes of Technology Act, 2007. The Institute is now an autonomous body and is fully funded by the Ministry of Human Resource and Development, Government of India.

The Institute currently offers eight (08) undergraduate, twenty four (24) postgraduate and research and doctoral programs in multiple disciplines of science, technology, humanities and management. The Institute currently constitutes of 13 Departments and 7 Centers of Excellence with an annual intake of about 800 students in its undergraduate programs and about 650 students in the postgraduate and research programs.

## 2.0 DEPARTMENT OF MANAGEMENT STUDIES

### [DMS, MNIT JAIPUR]



#### Department Vision

*To create a centre for imparting managerial education of international standards and conduct world class research at the cutting edge of technology to meet the current and future challenges of technological development*

#### Department Mission

*To create techno-managerial manpower for meeting the current and future demands of industry; To recognize education and research in close interaction with industry with emphasis on the development of leadership qualities in the young men and women entering the portals of the Institute with sensitivity to social development and eye for opportunities for growth in the international perspective.*

The Department of Management Studies was started in the year 1996 as a Centre of Management Studies and Industrial Collaboration under self-finance scheme. Since then, DMS has been playing a seminal role in the growth of corporate sector and management education in India. We groom future business leaders by following a judicious blend of theory and practice, using highly innovative teaching pedagogy.

#### PROGRAMS OFFERED

The Department currently offers two programs:

1. **Master's in Business Administration** – A regular two year full-time Postgraduate degree in Management to graduate engineers, architects, pharmacists and commerce graduates
2. **Ph. D. in Management** – A rigorous doctoral program focused on conducting world class research in business, administration and related areas. The program is offered in both regular and part-time mode.

#### DEPARTMENT RESOURCES

The Department is located inside a lush green campus spread over 317 acres MNIT campus, housed in its own building. The Department building houses AV-equipped modern lecture theatres in tiered configuration, discussion room and a 60-seat conference room. Apart from these, the Department has at its disposal the shared infrastructure of the MNIT, including a well-stocked learning resource centre (library), an ultra-modern hi-tech computer lab, a luxurious mini auditorium, multiple conference/seminar rooms equipped with remote conferencing resources and much more. Least to say, the infrastructure – physical as well as intellectual, available at the disposal of the Department ranks among the best in the country.

#### FACULTY

The Department has a rich faculty with years of interdisciplinary research, teaching and administrative experience. The faculty members at the Department are equally competent in delivery of quality training and learning experience. The faculty members themselves have been continually involved in research and further learning in their areas of expertise, so as to keep them abreast of latest development in their respective areas.

## 3.0 MBA @ DMS, MNIT JAIPUR

### 3.1 PROGRAM OBJECTIVES

- To impart skills and knowledge such as to demonstrate ability to perform as able management professionals
- To develop students into leaders of future with abilities tackle challenges of modern global business environment
- To develop future management leaders sensitive to social development and with an eye for opportunities for growth in the international perspective.

With this end in view, the program is designed to include courses of study, seminars, project and thesis submission through which a student may develop his concepts and intellectual skills.

### 3.2 PROGRAM STRUCTURE

The 2 year full-time MBA program offered is spread over two academic sessions. Each academic session comprises of two semesters – ODD Semester (commences normally around July every year) and EVEN Semester (commences normally around December every year). The minimum duration to graduate from the program is 2 years (4 semesters). However, the maximum period permissible to complete the program is 3 years (i.e., 6 semesters).

During the first academic year (Semester 1 & 2), the students are exposed to core courses on topics which are necessary to build generic managerial abilities and to develop appreciation for cross-functional business activities. During the second semester the students can opt for elective courses from a mix of two specializations along with certain core course. The Department currently offers specializations in the areas of Marketing, Finance, HR, Operations Management and IT Management, subject to a minimum number of students opting the specialization.

During the summer break, intervening the first and second academic year, the students are expected to undergo Summer Internship in a reputed business organization. This exposes the students to the real-life challenge and work environment, while giving them an additional chance to blend their class-room learning with industry practices. The students are also expected to work on an applied research project during their last semester and put to use their skills in identifying, isolating and solving business problems.

### 3.3 CREDIT SYSTEM

Education at the Institute is organized around the credit system of study. The prominent features of the credit system are process of continuous evaluation, performance, and flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience subject to fulfilling minimum requirement for continuation.

Each course has a certain number of credits, which describe its weightage. A student's performance is measured by the number of credits that he/she has completed satisfactorily. A minimum Grade Point Average of 6.0 is required to be maintained for satisfactory progress. Also a minimum number of earned credits should also be obtained in order to qualify for the degree. The minimum academic requirements, including minimum and maximum credits to be registered in a particular semester are indicated in the Institute's Manual, which is available on Institute website.

Every course is coordinated by a member of teaching staff of the department. This faculty member is called the Course Coordinator. She/he has full responsibility for conducting the course, coordinating the work of the other faculty members involved in that course and for holding tests and assignments and awarding grades. In case of any difficulty, a student is expected to approach the Course Coordinator for advice and clarification.

### 3.3 ASSESSMENT AND EVALUATION

A continuous evaluation system is followed at the Institute to assess the academic performance of the students. The assessment process comprises of 2 Mid-term Examinations along with an End-term examinations spread over entire Semester. The system ensures continuous assessment of the full coverage of the course rather than concentration the evaluation exercise towards the end of the course.

Due weightage is given to the students routine class participation and performance as evaluated by the course coordinators by means of regular quizzes, assignments, presentations, seminars, attendance status and other such activities. The assessment and evaluation system is designed in such a way that it to lead achievement of the program objective of holistic development of its participants without unduly being stressful.



## 4.0 MBA ADMISSIONS 2016-17

### 4.1 ACADEMIC SESSION

The academic session of the program is divided into two semesters (ODD and EVEN). The ODD semester will normally commence around July every year, and the EVEN semester around December every year.

Admissions to the MBA program are made only once in an academic session starting from the ODD semester. The ODD semester usually commences around July every year. **Applications are currently invited for Academic Session 2016-17.**

### 4.2 ADMISSION PROCESS

The admission process for MBA program usually commence during the month of February every year for the forthcoming academic session. The Institute invites online applications ONLY from the candidates interested in joining the MBA program. The Department, after receipt of applications invites the candidates, who shall be fulfilling the specified minimum requirements, for Group Discussion and Personal Interviews to be held ONLY at Department of Management Studies, MNIT, Jaipur.

### 4.3 MINIMUM ELIGIBILITY FOR ADMISSION TO THE PROGRAM

Bachelor's Degree in Engineering, Science, Commerce, Economics, Business Administration, Architecture, Pharmacy, Agricultural or Computer Applications or Master degree in Physics, Chemistry, Mathematics, Economics while scoring minimum CGPA of 6.5 on the 10 point scale (60% marks, only where CGPA is not awarded) with a relaxation for SC/ST implying minimum of 6.0 on the 10 point scale (55% marks, only where CGPA is not awarded).

- a) CGPA to Percentage conversion formulae  
On 10-point scale,  
 $\text{Equivalent \%age} = [(CGPA - 0.5)/10] \times 100\%$   
On x-point scale,  
 $\text{Equivalent \%age} = [(CGPA - 5\% \text{ of } x)/x] \times 100\%$
- b) Percentage to CGPA conversion formulae  
Percentage to CGPA on x-point scale,  
 $\text{Equivalent CGPA} = [(\%age \text{ marks} + 5)/100] \times x$

To be eligible to participate in the selection process, apart from fulfilling minimum eligibility criteria for admission to MBA program, the applicant should have appeared in any of the following management admission tests\*:

Test	Conducted by	Conducted during
CAT	IIMs (on rotation basis)	November 2015
GMAT	Pearson VUE on behalf of Graduate Management Admission Council, USA	April 2014 or later
CMAT	All India Council for Technical Education (AICTE), New Delhi	January 2016
XAT	XLRI-Xavier School of Business, Jamshedpur	January 2016
MAT	All India Management Association (AIMA), New Delhi	May 2015, September 2015, December 2015 or February 2016

\* In case candidate has appeared in more than one of the above admission tests, ONLY one of scores is admissible.

### 4.4 SELECTION OF CANDIDATE FOR ADMISSION TO THE PROGRAM

Selection of the candidates shall be based on the merit list created on the basis of points obtained on selection criteria including – Percentage of scores obtained in any one of the listed management admission tests, Overall academic performance in secondary school examinations, senior secondary school examinations and graduation, any academic qualification higher than the minimum eligibility criteria, work experience, and scores obtained in the Group Discussion and Personal Interviews conducted by MNIT Jaipur.

### 4.5 SANCTIONED INTAKE AND RESERVATION

The total sanctioned annual intake for MBA program is 62, with reservations for various categories as per Government of India policy.

The seat matrix for the total sanctioned intake is as below:

Open	OBC	SC	ST	Total
31	17	09	05	62

As per the Institute policy, 3.0% of the total seats (2 nos.) are reserved for PH category in the program over and above the sanctioned strength

## 5.0 GENERAL INFORMATION

- 5.1 Admissions being offered will be made to the ODD semester of Academic Session 2016-17
- 5.2 Admission to MBA degree would be based on a merit list prepared by the Department of Management Studies. The merit list will be made available on the website of the Institute. No separate information will be sent to the candidates.
- 5.3 A student who is admitted and registered for the program at the Institute but leaves after completing or discontinued his/her studies, shall not be admitted to the program at the same level.
- 5.4 The Institute reserves the right not to run any particular program, if the number of students in that program is less than the minimum number specified by the Institute at the time of admission.
- 5.5 The Institute reserves the right to change its statutes and regulations relating to academic program and the modalities of admission without prior notice.
- 5.6 Candidates belonging to SC/ST/PH/OBC must present along with application form the requisite certificate (as per applicable format attached in Annexure 3-6) from the competent authority at the time of GD/PI, failing which their candidature will not be considered under Reserved Category.
- 5.7 There is no age restriction for postgraduate program.
- 5.8 In matters of interpretation of the provisions or any matter not covered here in this information brochure, the decision of the Chairman, Senate shall be final and binding on both the parties.
- 5.9 The Institute reserves the right to alter the number of seats without any prior notice. 3.0% of the total seats are reserved for PH category in every program over and above the sanctioned strength without assistantship.

The provisions for reservation of seats given above are subject to modification in accordance with any Government Order, if issued subsequently by the Government of India.

- 5.10 It will entirely be the responsibility of the candidate to prove his/her eligibility in terms of minimum educational qualifications and for claiming reservation under a specific category, if any, at the time of submitting the application.

- 5.11 Physically handicapped candidate should submit along with the application, the certificate, from a Government medical board. Such a candidate may, however, be asked to appear before a Medical Board duly constituted by MNIT, Jaipur for this purpose. The Medical Board will decide the courses, which cannot be offered to a candidate, on the basis of the nature of his/her disability. The candidate will be offered admission out of the remaining courses as per the institute policy.

### 5.12 PROGRAM REGISTRATION

A student is mandatorily required to register in person each semester for the courses that she/he intends to pursue in that semester. The registration process involves following three steps.

- a) Submitting a duly approved course program to be followed in the semester in the prescribed registration card. This may also include an online procedure applicable from time to time, may be exclusively on-line in future.
- b) Payment of fees for that semester and clearance of any outstanding dues of the previous semester.
- c) Signing on the registration register in person.

### Late Registration

If for any compelling reason like illness, a student is unable to register on the day of registration, she/he will be allowed to register till the last date of registration specified in the academic calendar (which is about one week from the date of registration). Any student registering late will be required to pay a late fee as decided by the Senate from time to time. At present this fee is Rs. 10,000/- only. In no case student will be permitted to register after last date of registration.

### 5.13 CANCELLATION OF ADMISSION

The institute has the right to cancel, at any stage, the admission of a candidate who is found admitted to a course to which he/she is not entitled, being unqualified or ineligible in accordance with the ordinances and statutes in force.

### 5.14 MATTERS OF DISPUTE

Disputes if any, arising out of or relating to any matter whatsoever shall be subject to the exclusive jurisdiction of Jaipur Courts.

## 6.0 IMPORTANT INSTRUCTIONS

- 6.1 The candidates are strongly advised to read each and every instruction given in this Information Brochure very carefully before filling-up the Application Form.
- 6.2 Application form must be filled ONLINE on the link given on the MNIT website after payment of application fees ONLINE (Rs. 1000/- for Open/OBC category and Rs. 500/- for SC/ST/PH category).
- 6.3 Requests for change of category will not be entertained.
- 6.4 Incomplete or wrongly filled application forms are liable to be rejected.
- 6.5 Candidates, who have appeared in the final examination of their graduation programs, completed all other formalities for award of their graduation degree and are awaiting their final results are eligible to apply. Such candidate will have to furnish a certificate from their Institute/University as per format provided in **Annexure 1**.
- 6.6 Candidates, who are yet to appear in the final examination of their graduation programs are also eligible to apply. Such candidate will have to furnish a certificate from their Institute/University as per format provided in **Annexure 2**.
- 6.7 The candidate must keep a copy of the form for future reference. The same is to be brought affixed with a color photograph of the applicant and duly signed at the time of GD/PI along with self-attested copies of the documents in support of scores, qualifications, work experience and other details as claimed in the application form.
- 6.8 Self-attested photocopies of the following certificates are to be brought along with the Application Form at the time of GD/PI:
  - High School/Secondary School certificate in support of age/date of birth. No other certificate is acceptable in support of the age/date of birth.
  - Provisional/Final Degree/Marksheets/ certificate for all examinations appeared in since secondary school examination.
  - Marks Sheet/Score Card of Management Admission Test (CAT/GMAT/CMAT/XAT/ MAT) as filled in the online application form.
  - Character Certificate from the Director/Dean of Students Affairs of the Institute from where the candidate has last in original.
  - Migration Certificate, in original.
  - Certificates for work experience claimed, issued by the employer mentioning period and nature of employment.
  - Certificates/documents against any claims made in application form.
- 6.9 Original certificates are required to be presented for verification at the time of GD/PI before the Admission Committee. In case, the candidate fails to produce the original certificates at this time, he/she will not be considered for admission.
- 6.10 The candidate has to make his/her own arrangements for staying at Jaipur when he/she comes for the counselling and/or interview. No TA and DA are admissible.

## 7.0 SELECTION SCHEDULE AND IMPORTANT DATES

**Publication of the Admission Notification:**

**Monday, February 22, 2016**

**Last date of ONLINE filing of applications for First Round of GD/PI**

**Sunday, March 27, 2016**

**Date of GD/PI for First Round**

*(One/Two day schedule depending upon number of candidates)*

**April 9-10, 2016**

**Last date of ONLINE filing of applications for Second Round of GD/PI\***

**Sunday, April 24, 2016**

**Date of GD/PI for Second Round\***

*(One/Two day schedule depending upon number of candidates)*

**May 14-15, 2016**

The second round for the GD/PI shall be conducted only in case of the seats are vacant after Round 1 of GD/PI. In case no Round 2 is conducted, the application fees of the candidates registered for Round 2 shall be refunded.

### FOR FURTHER INFORMATION, PLEASE CONTACT:

**Head of the Department**

**Department of Management Studies**

**Malaviya National Institute of Technology**

J.L.N. Marg, Jaipur (Raj.) –302017

Ph. 0141- 252 9064 (O)

E-mail: mba.admissions@mnit.ac.in

Website: www.mnit.ac.in



#### Annexure 1

##### **CERTIFICATE FROM INSTITUTE / UNIVERSITY**

(Required during registration from candidates whose result of the qualifying examination has not been declared)

I hereby certify that Mr./Ms. .... has appeared in the final year examination including theory, practical and project examination for .....degree and the result is likely to be announced by ..... month of year 2016.

His/her conduct and character during his/her stay at the Institute/University was “.....”.

Place: .....

Date: .....

Signature of the Principal / Dean / Registrar / Dy.  
Registrar/ Proctor / Administrative Officer of the  
institute last attended with seal

#### Annexure 2

##### **CERTIFICATE OF THE FORWARDING OFFICER**

(Required from candidates who are yet to appear in the qualifying examination or yet to get the degree)

I hereby certify in connection with the application of Mr./Ms. .... for admission to MBA program at MNIT Jaipur for academic session 2016-17, that:

- I. He/ She is a bonafide student of our institution.
- II. He/ She is yet to complete / has completed all the requirements of qualifying examination including theory, practical and project examination for ..... (mention the name of program currently enrolled in)
- III. The result is likely to be announced by ..... month of year 2016.

His/her conduct and character during his/her stay at the Institute/University is “GOOD”.

Place: .....

Date: .....

Signature of the Principal/Dean/Registrar/ Dy.  
Registrar/Proctor/Administrative Officer of the  
Institute last attended with seal

### ANNEXURE 3

#### FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA

(This certificate MUST have been issued on or after April 1, 2016.)

This is to certify that ..... son/daughter of ..... of village ..... district/division ..... in ..... state belongs to .....community which is recognized as a backward class under:

- i. Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- ii. Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- iii. Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- iv. Resolution No. 12011/96/94-BCC dated 9/03/96.
- v. Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- vi. Resolution No. 12011/13/97-BCC dated 03/12/97.
- vii. Resolution No. 12011/99/94-BCC dated 11/12/97.
- viii. Resolution No. 12011/68/98-BCC dated 27/10/99.
- ix. Resolution No. 12011/88/98-BCC dated 6/12/99 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 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 & Training OM NO.36012/22/93 -Estt (SCT), dated 8.9.1993.)

Dated:

ISTRICT MAGISTRATE/DY.COMMISSIONER ETC.

Seal

NB:

- a) The term 'ordinarily' used here will have the same meaning as in section 20 of the Representation of Peoples Act., 1950.
- b) The Authorities competent to issue caste certificates are indicated below:
  - a. District Magistrate / Additional magistrate / Collector / Deputy Commissioner /Additional Deputy Commissioner / Deputy Collector / 1st class Stipendiary magistrate / Sub - Divisional Magistrate / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st class Stipendiary Magistrate).
  - b. Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate.
  - c. Revenue Officer not below the rank of Tahsildar, and
  - d. Sub-Divisional Officer of the area where the Candidate and or his family resides.

### ANNEXURE 4

#### DECLARATION/UNDERTAKING

(for OBC Candidates only)

I, ..... son/daughter of ..... resident of village/town/city..... district/division..... in ..... state hereby declare that I belongs to the .....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93- Estt. (SCT) dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004. I also declare that the condition of status/annual income for creamy layer of my parents/guardian is within prescribed limits as on financial year ending on March 31, 2015.

Signature of the Candidate

Place:

Date:

**Declaration/undertaking not signed by Candidate will be rejected**

## ANNEXURE 5

### FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE

This is to certify that ..... son/daughter of ..... of village/town..... in district/division..... in ..... state/union territory belongs to ..... caste/tribe, which is recognized as a Schedule Caste/Scheduled Tribe under.

The Constitution (Scheduled Castes) order, 1950.

The Constitution (Scheduled Tribes) order, 1950.

The Constitution (Scheduled Castes) (Union Territory) order, 1951.

The Constitution (Scheduled Tribes) (Union Territory) order, 1951.

(As amended by the Scheduled Castes and Scheduled Tribes (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 & Kashmir) Scheduled Caste Order, 1956;

\*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes, 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 & Nagar Haveli) Scheduled Tribes Order, 1962;

\*The Constitution (Pondichery) Scheduled Castes Order, 1964;

\*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

\*The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968;

\*The Constitution (Goa, Daman & 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 (Scheduled Castes) Orders (Amendment) Act, 1990.

\*The Constitution (Scheduled Tribes) Order, (Amendment) Ordinance, 1991.

\*The Constitution (Scheduled Tribes) Order, (Second Amendment) Act, 1991.

\*The Constitution (Scheduled Tribes) Ordinance, 1996

This is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issue to Sh. .... Father of..... of village/town..... in district/division..... in..... state/union territory who belongs to

..... caste/tribe, which is recognized as a SC/ST in the State/Union Territory .....

issued by the..... (name of the prescribed issuing authority) vide their No. ....

dated..... or Shri ..... 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)

**NOTE:** The terms ordinarily reside(s) used here will have the same meaning as in Section 20 of the Representation of the

People Act, 1950.

LIST OF AUTHORITIES EMPOWERED TO ISSUE CASTE/TRIBE CERTIFICATE:

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner /Additional Deputy Commissioner/Dy. Collector/ 1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Extra Assistant Commissioner/Taluka Magistrate /Executive Magistrate.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officers not below the rank of Tahsildar.
4. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

## ANNEXURE 6

### FORMAT FOR PHYSICALLY CHALLENGED (PH)/ PERSONS WITH DISABILITIES (PWD) CERTIFICATE

(To be obtained by the candidate)

(To be filled by Medical Board notified under PWD Act)

Certificate No:

Date:

Affix here recent Photograph showing the disability duly attested by Medical Superintendent /CMO/Head of Hospital (with seal)

This is to certify that Mr./Ms. .... son/daughter of Mr./Mrs. ....

Age ..... male/female, Registration No. .... is a case of .....

He/She is physically disabled/visual disabled/speech and hearing disabled/having mental retardation/leprosy cured and has %.....per cent) permanent (physical impairment/visual impairment/speech and hearing impairment etc.) in relation to his/her .....

Note:

This condition is progressive/not progressive/likely to improve/not likely to improve\*.

1. Re-assessment is not recommended/ is recommended after a period of ..... months/years\*.

(\*Strike out whichever is not applicable)

Signature of Doctor

Name of Doctor

Specialization

Seal with Degree

(Member, Medical Board)

Signature of Doctor

Name of Doctor

Specialization

Seal with Degree

(Member, Medical Board)

Signature of Doctor

Name of Doctor

Specialization

Seal with Degree

(Member, Medical Board)

Signature/Thumb impression of Patient

Countersigned by the Medical Superintendent/CMO/Head of Hospital (with seal)