

**Submission of OBC/SC/ST/EWS/PWD/NOC for Part time Certificates**

**Candidates are required to upload the valid OBC/ EWS/ PwD certificates in the following formats only issued in January 2020 or later**

**OBC-NCL Certificate Format**

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (NCL) APPLYING FOR ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kum\* \_\_\_\_\_ Son/  
Daughter\* of Shri/Smt.\* \_\_\_\_\_ of Village/  
Town\* \_\_\_\_\_ District/Division\* \_\_\_\_\_  
in the State/Union Territory \_\_\_\_\_ belongs to the  
\_\_\_\_\_ community that is recognized as a backward  
class under Government of India\*\*, Ministry of Social Justice and Empowerment's  
Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ \*\*\*  
Shri/Smt./Kum. \_\_\_\_\_ and/or \_\_\_\_\_  
his/her family ordinarily reside(s) in the \_\_\_\_\_  
District/Division of the \_\_\_\_\_ 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 08/09/93 which is  
modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified  
vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008, again further modified vide OM  
No.36036/2/2013-Estt (Res) dtd. 30/05/2014.

District Magistrate /  
Deputy Commissioner /  
Any other Competent Authority

Dated:

Seal

\* Please delete the word(s) which are not applicable.

\*\* As listed in the Annexure (for FORM-OBC-NCL)

\*\*\* The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**NOTE:**

- (a) The term 'Ordinarily resides' 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 family resides

## OBC-NCL Certificate Format

### FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kum. \_\_\_\_\_ Son/Daughter of Shri/Smt.  
\_\_\_\_\_ of Village/Town \_\_\_\_\_ District/Division  
\_\_\_\_\_ in the \_\_\_\_\_ State belongs to the \_\_\_\_\_

Community which is recognized as a backward class under:

- a) 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.
- b) 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.
- c) 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.
- d) Resolution No. 12011/96/94-BCC dated 9/03/96.
- e) 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.
- f) Resolution No. 12011/13/97-BCC dated 03/12/97.
- g) Resolution No. 12011/99/94-BCC dated 11/12/97.
- h) Resolution No. 12011/68/98-BCC dated 27/10/99.
- i) 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.
- j) 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.
- k) 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.
- l) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- m) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- n) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- o) 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/Smt./Kum. \_\_\_\_\_ and/ or his family ordinarily reside(s) in the  
\_\_\_\_\_ District/Division of \_\_\_\_\_ 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 O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is  
modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

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

District Magistrate/  
Deputy Commissioner, etc.

Seal

#### NOTE:

- The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- The authorities competent to issue Caste Certificates are indicated below:
  - a) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
  - b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - c) Revenue Officer not below the rank of Tehsildar and
  - d) Sub-Divisional Officer of the area where the candidate and / or his family resides.

## EWS Certificate Format

Annexure-I

Government of .....  
(Name & Address of the authority issuing the certificate)

### INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

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 belongs to 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. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

\*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 benefit 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.

G. Srinivasan



**PWD- Multiple Disability Certificate Format**

**FORM-VI**

**(As per RPD Act, 2016)**

**Certificate of Disability**

**(In cases of multiple disabilities)**

**{See Rule 18(1)}**

**(Name and Address of the Medical Authority issuing the Certificate)**

Recent Passport  
size Attested  
Photograph  
(Showing face  
only)  
Of the Person with  
Disability

**Certificate No.:**

**Date :**

This is to certify that we have carefully examined Shri/Smt/Ms.  
\_\_\_\_\_, son/wife/daughter of Shri  
\_\_\_\_\_, Date of Birth (DD/MM/YY) \_\_\_\_\_ Age  
\_\_\_\_\_ years, male/female \_\_\_\_\_, Registration No.  
\_\_\_\_\_, permanent resident of House  
No. \_\_\_\_\_, Ward/Village/Street  
\_\_\_\_\_ Post Office \_\_\_\_\_ District  
\_\_\_\_\_ State \_\_\_\_\_, whose  
photograph is affixed above and am satisfied that:

(A) he/she is a case of Multiple Disability. His/Her extent of permanent physical impairment / disability has been evaluated as per guidelines (\_\_\_\_\_ number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment / Mental Disability (in %)
1	Locomotor disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid Attack Victim			
7	Low Vision	#		
8	Blindness	#		
9	Deaf	*		
10	Hard of Hearing	*		
11	Speech & Language disability			
12	Intellectual disability			
13	Specific learning disability			
14	Autism Spectrum Disorder			
15	Mental Illness			
16	Chronic Neurological Conditions			

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment / Mental Disability (in %)
17	Multiple Sclerosis			
18	Parkinson's disease			
19	Haemophilia			
20	Thalassemia			
21	Sickle Cell disease			

@ e.g. Left / Right / Both Arms / Legs

# e.g. Single Eye

\* e.g. Left / Right / Both Ears

- (B) In the light of the above, his/her overall permanent physical impairment as per guidelines (\_\_\_\_\_ number and date of issue of the guidelines to be specified), is as follows:
- (C) In figures : \_\_\_\_\_ percent
- (D) In words : \_\_\_\_\_ percent
2. This condition is progressive / non-progressive / likely to improve / not likely to improve.
3. Reassessment of disability is:
- i) not necessary,  
or
- ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore, this certificate shall be valid till \_\_\_\_\_ (DD) \_\_\_\_\_ (MM) \_\_\_\_\_ (YY).
4. The applicant has submitted the following document as proof of residence:

Name of Document	Date of Issue	Details of Authority issuing Certificate

5. Signature and Seal of the Medical Authority

Name & Seal of Member	Name & Seal of Member	Name & Seal of the Chairperson

Signature / thumb impression  
of the person in whose favour  
certificate of disability is  
issued

## SC/ST Certificate Format

FORM-SC/ST

### SC/ST Certificate Format

#### FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES (SC) AND SCHEDULED TRIBES (ST) CANDIDATES

1. This is to certify that Shri/ Shrimati/ Kumari\* \_\_\_\_\_ son/daughter\*  
of \_\_\_\_\_ of Village/Town\* \_\_\_\_\_  
District/Division\* \_\_\_\_\_ of State/Union Territory\* \_\_\_\_\_ belongs to  
the \_\_\_\_\_ Scheduled Caste / Scheduled Tribe\* under :-

\* The Constitution (Scheduled Castes) Order, 1950

\* The Constitution (Scheduled Tribes) Order, 1950

\* The Constitution (Scheduled Castes) (Union Territories) Order, 1951

\* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

\* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;

\* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976;

\* The Constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962;

\* The Constitution (Dadara 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 and Kashmir) Scheduled Tribes Order, 1989;

\* The Constitution (Scheduled Castes) Order (Amendment) Act, 1990;

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

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

2. # 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 belong to the Caste / Tribe\* which is recognised 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 \_\_\_\_\_.

Signature: \_\_\_\_\_

Designation \_\_\_\_\_

(with seal of the Office)

Place: \_\_\_\_\_ State/Union Territory\* \_\_\_\_\_

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

\* Please delete the word(s) which are not applicable.

# Applicable in the case of SC/ST Persons who have migrated from another State/UT.

#### IMPORTANT NOTES

The term "ordinarily reside(s)\*\*\*" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-divisional Officer of the area where the candidate and/ or his family normally reside(s).
5. Administrator / Secretary to Administrator / Development Officer (Lakshdweep Island).
6. Certificate issued by any other authority will be rejected.

## No-Objection Certificate for Ph.D. Part Time Category Candidates

### No-Objection Certificate for Ph.D. Part-time Category Candidates (This should be typed on the letterhead of the employee's organization)

To

The Director Directorate of Admissions

MANUU, Gachibowli, Hyderabad

Reference No.: ..... Date: .....

Sub.: No-Objection Certificate for pursuing Part-time and industry sponsored Ph.D. at MANUU  
Hyderabad.

Dear Sir/Madam,

We have no objection if

Mr./Ms.....

an employee of our organisation/ institute, is admitted to the Ph.D. Programme under the School  
of.....at MANUU Hyderabad as Part-time Ph.D. Candidate.

It is certified that he/ she has completed .....years of service in our organization/institute as  
a regular employee.

We shall give him/her leave of absence at our organization to attend classes of course work of  
Part-time Ph.D. programme at MANUU Hyderabad.

Signature & Seal of Head of the Organization/ Institute