



PROSPECTUS

COMBINED ANM ENTRANCE EXAM 2024

ANM DIPLOMA COURSE SESSION: 2024-2026

**RURAL HEALTH TRAINING CENTRE,
NAJAFGARH & LADY READING
HEALTH SCHOOL, BARA HINDU
RAO, DELHI**

Table of Contents

S.No	Title	Page No.
1.	Introduction	3
2.	Aims of the School	4
3.	Course Offered	5
4.	Overview of the Course	5
5.	Auxiliary Nurse Midwifery (A.N.M.)	
	❖ Eligibility and Admission criteria	6
	❖ Combined Entrance Exam 2022	7
	❖ Seats Allocation	8
	❖ Reserved Categories	8-9
	❖ Online Application	8-9
6.	Instructions for Scheduled Castes (SC)/Scheduled Tribes (ST)/Other Backward Castes (OBC)/Economically Weaker Sections (EWSs)/Person with Disability (PwD)	9
7.	Common Mistakes made by candidates which resulting in rejection of application	10
8.	Directions to candidates for selection test	10
9.	Important Dates	11
10.	Counseling, Fee and other Charges	12
11.	Documentation	13
12.	Medical Examination, Hostel	13
13.	Maintenance of Discipline among students of the Institution	13-14
14.	Prohibition of and Punishment of Ragging	15-16
15.	Policy on Sexual Harassment	17-18
16.	Annexure - I, II, III, IV, V	19-25

1. Introduction

- **ANM School, Rural Health Training Centre, Najafgarh**

Rural Health Training Centre, Najafgarh is a pioneer institute for nursing education in Delhi offering Auxiliary Nurse Midwifery (A.N.M.) Diploma Course. It is controlled by Directorate General of Health Services (DGHS) and academically affiliated to Indian Nursing Council (INC) and Delhi Nursing Council (DNC). The primary objective of the Institute is to provide and promote education in the field of nursing.

The ANM School, RHTC established in 1985 with 20 & 10 students in take on alternate years as MPWF (Multi-Purpose Worker Female) recognized with Punjab Nursing Council, managed in two rooms & one Auditorium & duration of course was two years including six months internship training. In 1991 above course was renamed as ANM 10+2 (vocational) courses under CBSE & India Nursing Council with 20 student's capacity every year.

From 2012 onwards Delhi Nursing Council started two years Diploma in ANM, after 10+2. Selection for admission in ANM occurs through Combined Competitive Examination along with Lady reading Health School, Bara Hindu Rao, Delhi.

- **Lady Reading Health School, Bara Hindu Rao**

The First training institution for Health Visitors was started in Delhi in 1918 with 12 students under the auspices of the Countess of Dufferin Fund through the efforts mainly of Dr. M. I. Balfour, the then Secretary. Subsequently, the School became one of the centers of activity of the Lady Chelmsford League when the Dufferin fund was absorbed by the former. The Government of India sanctioned an annual grant of Rs.6, 000/-. In 1925, Lady Reading, wife of the Viceroy of the time, presented about one lakh of rupees from funds at her disposal towards the provision of a suitable building

together with a model Welfare Centre for the practical training of students. Thus, the School was named after the donor.

Lady Reading Health School (LRHS), Delhi is considered as one of the pioneer institutions. In 1952 the Government of India took over the school and attached Ram Chand Lohia MCH Centre. Initially total capacity of the school was 24 Health Visitors trainees from all over India and neighboring countries. Duration of the course was one and half years for matriculates who were qualified midwives, which was replaced by two and half years integrated course for health visitor in 1954. Since then, LRHS is providing training to different categories of Nursing candidates specialization in community Health Nursing.

In the year 1985 ANM Training started with intake capacity of 40 every year. The duration of the course was 2 Years. In 1990 ANM Training converted into ANM (vocational) and duration of the course changed from 2 years to 1.5 years and minimum qualification for entrance was matriculation/10th Pass. Examination was conducted by CBSE and passed candidate were given 10+2 certificate by CBSE and ANM certificate by Punjab nursing council and then by Delhi Nursing Council. In the year 2006 the school came direct under Ministry of Health and Family welfare (MOHFW).

In the year 2012 the ANM course came under DNC (Delhi Nursing Council) and now the examining and certifying body is DNC, Intake capacity of ANM students enhanced from 20 to 40 in the year 2008. The eligibility criteria also changed from 10th pass to 12th pass. Admission process of ANM course is through Combined Entrance Examination for Lady Reading Health School and Rural Health Training Centre, Najafgarh.

2. Aim of the Schools

The purpose of the ANM course is to prepare an ANM to function at the community level/village with specific skills to fulfill the health needs of the community. She will be an active link between the community and the health care system.

To make a system of nursing education that fits in with the changing educational patterns of the country to meet the health needs of the society.

3. Course Offered

Course	Duration	No. of Seats	Academic Control	Minimum Qualification
Auxiliary Nurse Midwifery (A.N.M)	2 Years (Regular)	88	Delhi Nursing Council (DNC)/ Indian Nursing Council (INC)	10+2

- Admission to ANM is based on the merit of Combined Entrance Exam.
- See eligibility conditions or details/criteria from page no. 6.
- 44 Seats for RHTC & 44 Seats for LRHS.

4. Overview of the Course

Auxiliary Nurse Midwifery (A.N.M.)

Duration of the Course: Two Years

ANM Nursing is a two-year regular diploma course that deals with primarily deals with the health care sector. The course provides knowledge about maternal child health and nutrition education, efforts for maintain environmental sanitation, immunization for the control of communicable diseases, treatment of minor injuries, and first aid in emergencies and disaster.

Area of study includes

- Mother & Child Health
- Community Health
- Midwifery
- Health Promotion
- Primary Health Care
- Nutrition etc.

Examinations are held annually at the end of each academic year as per DNC calendar. There are total 6 theory papers and 4 viva cum practical papers. Internal assessment is done continuously throughout the academic session by conducting term test, assignments, and field postings.

Attendance requirements: 80% attendance in theory and 100% attendance in practical required for appearing in final council examination conducted by Delhi Nursing Council.

Note: Medium of instruction is Hindi and English both.

5. Auxiliary Nurse Midwifery (A.N.M.) (2024-25)

1. Eligibility criteria

- 1.1. Candidate must have passed senior secondary (10+2) of any stream, school certification examination from the school located in Delhi region affiliated to CBSE/ICSE or examination conducted by National Institute of Open Schooling (NIOS) enrolled from NCT of Delhi only.
- 1.2. Only female candidates are eligible for the course.
- 1.3. Candidate must have residence proof of Delhi or having Domicile since 2019 onwards.
- 1.4. Candidates appearing in class 12th examination 2024 are also eligible for Combined Entrance Exam 2024.
- 1.5. The minimum age for admission shall be 17 years on or before 31st December, 2024 and the maximum age for admission shall be 30 years for Unreserved & EWSs category candidates. Relaxation in upper age limit for OBC/SC/ST/PwD candidates as per government rules, i.e. up to 3 years relaxation for OBC and 5 years relaxation for SC/ST/PwD.
- 1.6. The OBC/SC/ST/PwD Certificate should be as per “Central Government Performa” and not as per state govt. Performa.
- 1.7. In case of PwD candidates, the percentage of disability of locomotors to be maximum of the tune of 40% to 50% of the lower extremity. Other conditions regarding disability will be strictly as per Indian Nursing Council Resolution dated 19th April, 2012.
- 1.8. Reservation of seats for Other Backward Class/Schedule Tribe/Schedule Caste/Economically Weaker Sections and Person with Disability will be as per Government of India guidelines applicable for admission in under Diploma Courses.

2. Admission (Selection) Criteria

- 2.1. The Admission/Selection of candidates for admission to A.N.M. course will be made on the basis of merit of Combined Entrance Exam 2024.

2.2. Tie Breaker Rules

- a) Candidate with higher marks in class 12th examination will be given higher Rank.
- b) If candidates receive same marks in class 12th examination, then candidate with higher age will get higher Rank.
- c) If above two conditions also tie then Higher Rank will be given in alphabetical order.

3. Combined Entrance Exam 2024

- 3.1. Combines Entrance Exam 2024 will be held on 07th July, 2024 (Sunday) at 10:00 AM at centre mentioned in the admit card. The test will be of 2 hours in duration and shall contain CBT objective/MCQs type questions. The exam will be based on 10 level of Science, Hindi & English grammar, and General Knowledge.
- 3.2. All Candidates are required to report one hour before the commencement of the exam.
- 3.3. No negative marking will be there.

4. Seats Allocation

Total Number of Seats are 88 (44 seats for RHTC & 44 seats for LRHS).

Seats	UR	OBC	SC	ST	PwD	EWSs	Total
RHTC	18	11	06	03	02	04	44
LRHS	18	11	06	03	02	04	44
Total	36	22	12	06	04	08	88

5. Reserved Categories

- 5.1. **Other Backward Classes (OBC) candidates:** 27% seats (22) are reserved for other backward classes (OBC) candidates (as per central OBC list). Certificate must be in Non-Creamy Layer (NCL) central Govt. Performa.
- 5.2. **Schedule Caste (SC) candidates:** 15% seats (12) are reserved for schedule caste (SC) candidates. Subject to production of valid certificate.
- 5.3. **Schedule Tribe (ST) candidates:** 7.5% seats (06) are reserved for schedule tribe (ST) candidates. Subject to production of valid certificate.
- 5.4. **Person with Disability (PwD) candidates:** There is provision of 5% seats (4) for Person with Disability. Candidate has to fulfill/satisfy the norms stipulated by the Indian Nursing Council.
- 5.5. **Economically Weaker Sections (EWSs) candidates:** 10% of total no. of seats is reserved for the economically weaker sections (EWSs) as per the guidelines of Govt. of India. For format of Economically Weaker Section Certificate. **(Refer to Annexure- I page no.21)**

6. **Last date of Online submission of application is 22nd June, 2024 (up to 12:00 AM midnight).**

- 6.1. Online Applications for session 2024-26 are invited from 19th May, 2024 on RHTC & LRHS official website www.rhtcnajafgarh.in & www.ladyreadinghealthschool.com.
- 6.2. Mode of payment will be online through SB Collect.
- 6.3. **Fees once paid will not be refunded in any circumstance.**

- 6.4. The admission to the course shall be made purely on the basis of merits obtained in Combined Entrance Exam 2024.
- 6.5. Result of Combined Entrance Exam 2024 will be displayed on the website (www.rhtcnajafgarh.in & www.ladyreadinghealthschool.com) & notice board of the RHTC & LRHS.
- 6.6. **All Admission are provisional subject to verification of original documents and medical examination conducted by RHTC & LRHS authority.**
- 6.7. **Admission taken on wrong information shall be summarily cancelled without refund of fees.**
- 6.8. In case of false records/documents are detected, the student will be debarred from attending any course in the ANM School, Collages or any other course for next five years and in addition, a criminal case under relevant section of IPC (viz. 470, 461, 474) etc. will be instituted against candidate to subject to requisite criminal proceeding.

7. Instruction for Scheduled Caste (SC)/Scheduled Tribes (ST)/Other Backward Classes (OBC)/Economically Weaker Sections (EWS)/Person with Disability (PwD) candidates

- 7.1. A Scheduled Caste/Scheduled Tribe /OBC/EWSs candidate while applying online for the course will be required to upload a copy of certificate to effect that candidate belongs to Scheduled Caste/Scheduled Tribes/OBC (non-creamy layer as per central OBC list)/EWSs issued in the same financial year from the competent authority, as listed below.
- 7.2. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Deputy Collector 1st class stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner.
- 7.3. District Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- 7.4. Revenue Officer not below the rank of Tehsildar.
- 7.5. Sub-Divisional Officer of the area where the candidate and her family normally resides.
- 7.6. Person with Disability must produce Certificate of disability from a Medical Board recognized by Central Govt. of India.

8. Common Mistakes made by candidates which resulting in rejection of application

- 8.1. Variation in names spelling as recorded in application, 10th Certificate/Mark sheet or equivalent certificate
- 8.2. Uploading Photograph & signature in wrong format.
- 8.3. Not uploading desired documents.
- 8.4. Uploading blurred/ not cleared images of documents.

Note: Any false information/false documents detected in the requisite application will result in cancellation of the candidature of the candidate at any stage of selection/Admission and /or during the course of study.

9. Directions to the candidates for Combined Entrance Exam 2024.

- 9.1. Computer Based Test.
- 9.2. The examination hall shall be opened one hour before the commencement of the examination.
- 9.3. No candidate will be allowed to enter the examination hall after the commencement of the examination.
- 9.4. Each candidate must show, on demand her Admit Card.
- 9.5. No candidate is permitted to leave the examination hall before the expiry of the allotted time for the Combined entrance Exam.
- 9.6. A seat with Roll No. will be allotted to each candidate; candidates must find out and occupy their allotted seats.
- 9.7. Candidates will be required to sign. their names on attendance sheet and give their left thumb impression.
- 9.8. No. Tea /Coffee, cold Drinks or snacks are allowed to be taken inside of the examination hall during examination hours.
- 9.9. A candidate found guilty of the use of dishonest or unfair means of disorderly conduct in the examination shall be disqualified and be debarred from appearing at any future selection test of the School, collage or any other authorized body.
- 9.10. Mobile phones/calculator/electronic devices/ornaments/bags/water bottle etc. is not allowed inside the examination hall.

10. Important Dates

IMPORTANT DATES **AUXILIARY NURSE MIDWIFERY (ANM)**

1.	Online Applications submission starts from	19th May,2024 (Sunday)
-----------	---	--

2.	Last date of submission of Application	22nd June, 2024 (upto 12:00 midnight)
3.	Date of Admit Card Download	27th June, 2024 to 04th July 2024
4.	Date of Entrance Examination	07th July, 2024 (Sunday)
5.	Timing of Entrance Examination	10:00am-12:00pm (2 Hours)
6.	Declaration of Result	12th July, 2024 (at 12:00 noon)*
7.	Date of Counseling and Payment of Fee	17th, 18th, 19th July, 2022
8.	Commencement of Session	As per INC/DNC Calendar

* Timing of declaration of result may vary.

* Result will be shown at Notice Board of RHTC, Najafgarh & LRHS, and Bara Hindu Rao and on official website of RHTC & LRHS.

* www.rhtcnajafgarh.in & www.ladyreadinghealthschool.com

11. Counseling, Fee and other Charges

11.1. Counselling: Counseling will be held in 3 parts. (a) First Counseling will only for the candidates who are provisionally selected in UR category. (b) Second Counseling only for the candidates who are provisionally selected in OBC category. (c) Third Counseling only for the candidates who are provisionally selected in SC/ST/EWSs/PwD categories.

Dates for Counseling: (a) For UR Category – 17th July, 2024
 (b) For OBC Category – 18th July, 2024
 (c) For SC/ST/EWS/PwD – 19th July, 2024

Option to choose Institution: (I) On Merit Basis

(II) On Choice of candidate

(III) On Availability of seats in the Institution

- A waiting Counseling may be conducted if all the seats are not filled in counseling dates mentioned above.
- All the Original Documents i.e. 10th Marks Sheet & Certificate, 12th Marks Sheet & Certificate, Aadhar Card or Domicile (if available), Caste certificate and Medical reports as desired in counseling letter must be shown at the time of counseling.
- Non production of original documents at the time of counseling attracts cancellation of candidature.
- All original document of candidate will be taken into custody of RHTC & LRHS authority for verification. And will return to candidates after verification report received from the concerned Examination Body or other respective board(s)/competent authority.
- If seat is not filling in the counseling, then it will be given to the candidate who is in waiting list at the time of waiting/panel counseling.

11.2. Fee & Other Charges:

S.No.	Fee & charges	Amount (in Rupees)
1.	Online Application Fee	
	a) For UR & OBC/ EWS candidates	700/- (Bank charges extra)
	b) For SC/ST//PwD candidates	600/- (Bank charges extra)
2.	Security Money (Deposited at the time of Admission)	3,000/- (Re-Fundable) *

***Rs.3,000/- Re-fundable after completion of course.**

11.3. Return of Security Money: If a candidate chooses to withdraw from the course (in the middle of session) in which candidate is enrolled, security money deposited by the

candidate will be refunded to candidate within 30 days from the receiving a written application by candidate in this regard after deducting 5% of processing charge.

12. Documentation

12.1. Documents required for filling up Online Application Form

- Aadhar Card (having Delhi address)
- Class 10th Marks Sheet & Certificate
- Class 12th Marks Sheet & Certificate
- Candidates who are appearing 12th Examination 2024 submit their Admit Card/Roll No. for the same.
- SC/ST/OBC/PwD/EWSs (latest) Certificate as per Govt. of India format. (not in State Govt. format)
- Latest Color Photo (with Name & Date & White background)
- Signature.
- Character Certificate
- Domicile Certificate (if required)

Note: All the documents mentioned above must be uploaded in jpg. Or jpeg. format.

12.2. Documents required at the time of counseling (must be produce in Original along with self attested copies)

- Aadhar card (having Delhi address)
- Class 10th Marks Sheet & Certificate
- Class 12th Marks Sheet & Certificate
- SC/ST/OBC/PwD/EWSs certificate as per Govt. of India format.
- Latest Color Photograph (with name, date & white background).
- Character Certificate (not more than 6 months old)
- Medical reports as required in counseling letter.

Note: Original documents will take into custody for verification and will return after verification to candidates.

13. Medical Examination

- 13.1. A Medical Test will conduct at Rural Health Training Centre, Najafgarh to check the medical fitness of the candidates as per norms of the Indian Nursing Council in supervision of two doctors authorized by the Committee.
- 13.2. If candidate found unfit in medical test conducted by Rural Health Training Centre, Najafgarh her candidature will be cancelled with immediate effect.
- 13.3. Candidate must produce X-Ray Chest PA view with report and Eye Fitness Certificate at the time of Medical Test as required in counseling letter
- 13.4. For PwD candidates whose disability not mentioned in Indian Nursing Council norms will refer to Medical Board of a Higher Institution to check the eligibility & fitness of candidate for ANM course. After Medical Board gives fitness certificate to candidate only then they will get admission into course.

Note: Until Fitness or Unfit certificate receives from the Medical Board, admission of the candidate will be on standby and no other candidate will be given admission on their seat.

14. Hostel is currently under maintenance at RHTC & LRHS.

15. Maintenance of Discipline among students of the Institutions.

- 15.1.** The following shall amount to acts of gross indiscipline.
- a) Physical assault or threat to use physical force, against any member of the teaching and non-teaching staff of the institutions and against any students within in the *institution*.
 - b) Carrying of, use of, or threat of use of any weapons.
 - c) Any violation of the provisions of the Civil Rights Protection Act, 1976.
 - d) Violation of the status, dignity and honour of students belonging to the scheduled castes and scheduled tribes.
 - e) Any practice whether verbal or otherwise derogatory of women.
 - f) Any attempt at bribing or corruption in any manner.
 - g) Willful destruction of institution property.
 - h) Creating ill-will of intolerance on religious or communal grounds.
 - i) Causing disruption in any manner of the academic functioning of the university system.
 - j) Ragging in any manner.

15.2. Maintenance of Discipline and taking such action in interest of maintaining discipline as may seems appropriate, the head of the Institute may exercise his/her powers aforesaid order or direct that any student or students;

- a) Be expelled; OR
- b) Be, for a stated period rusticated; OR
- c) Be not for a stated period, admitted to a course or courses of study in collage, Department or institution ; OR
- d) Be fined with a sum of rupees that may be specified; OR
- e) Be debarred from taking a Institution/Collage or Departmental examination or examinations for one or more years; OR
- f) That the result of the student or students concerned in the examination or examinations in which student or students have appeared be cancelled.

16. Ordinance XV-C

Prohibition of and Punishment for Ragging

- a) Ragging in any form is strictly prohibited, within the premises of the Institutions.
- b) Any individual or collective act or practice or ragging constitutes gross indiscipline and shall be dealt with under this ordinance. Ragging for the purpose of this ordinance, ordinarily means any act conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by other students and includes individual or collective acts or practice which:
 - Involve physical assault or threat or use of physical force.
 - Violate the status, dignity and honour of female.
 - Violate the status, dignity and honour of the students belonging to the scheduled castes and scheduled tribes.
 - Expose students to ridicule on contempt and affect their self-esteem.
 - Entail verbal abuse and aggression, indecent gestures and obscene behavior.
- c) The principal of the institution, the head of the department or institution, the authorities of institution, Hostel or Halls or residence shall take immediate action on any information of the occurrence of ragging.
- d) The Proctor may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of ragging incident.
- e) The HOD/HOI may in other cases of the ragging order or direct that any student or students be expelled or not to be stated, period admitted to a course of study and results of the student or students concerned in the examination or examinations in which they appeared be cancelled.

- f) In case where students who have obtained diploma of the institute are found guilty under this ordinance, appropriate action will be taken or withdrawal of diploma conferred by the Institution.
- g) For the purpose of this ordinance, abetment of ragging will also be amount to ragging.

UGC Regulations on curbing the menace of ragging higher educational institution under section 26(1)(G) of the University Grants Commision Act, 1956

Following measures are taken by the institution to prevent ragging.

- a) Written notice expressing that ragging is totally prohibited in the institution.
- b) Those who found guilty of ragging/abetting ragging, actively or passively or being part of a conspiracy to promote ragging is liable to be punished in accordance with these regulations as well as under the provisions of any penal law for the time being in force.
- c) Members of Anti Ragging Committee are as follows.

Anti Ragging Committee, RHTC, Najafgarh

Sno.	Name	Faculty
1.	Dr. G. Kausalya (Director, RHTC)	Chairperson
2.	Dr. Sunil Sindhu (CMO (NFSG) I/C Trg.)	Member
3.	Mrs. Geeta Pasricha (PHNO I/C ANM School)	Member
4.	Mr. Chandra Bhan Singh (S.S.I)	Member

Anti Ragging Committee, LRHS, Bara Hindu Rao

Sno.	Name	Faculty
1.	Mrs. Ambika k.v (Sister Tutor)	Member
2.	Mrs. Harjeet Kaur (Sister Tutor)	Member

3.	Mrs. Santosh Kumari (Sister Tutor)	Member
4.	Mrs. Suresh Kumari (Sister Tutor)	Member

17. Policy on Sexual Harassment (Ordinance XV-D).

In accordance with the policy on sexual harassment ordinance XV(D): Prohibition of the Punishment for Sexual Harassment, a Institution Complaints Committee consisting of the following members, has been formulated in the Institution for dealing with cases of sexual harassment:

Sexual Harassment Committee, RHTC, Najafgarh

Sno.	Name	Faculty
1.	Dr. G. Kausalya (Director, RHTC)	Chairperson
2.	Dr. Sunil Sindhu (CMO (NFSG) I/C Trg.)	Member
3.	Mrs. Geeta Pasricha (PHNO I/C, ANM School)	Member
4.	Mrs. Anju Sethi (Warden)	Member

Sexual Harassment Committee, LRHS, Bara Hindu Rao

Sno.	Name	Faculty
1.	Mrs. Ambika k.v (Sister Tutor)	Member
2.	Mrs. Harjeet Kaur (Sister Tutor)	Member
3.	Mrs. Santosh Kumari (Sister Tutor)	Member
4.	Mrs. Suresh Kumari (Sister Tutor)	Member

Any staff or student of the institution if having any complaint of sexual harassment may report to any of the above-mentioned members of their respective institute.

ANNEXURE I (Anti-Ragging)
AFFIDAVIT BY THE STUDENT

I, _____ (full name of student with admission/registration/enrolment number) s/o - d/o
Mr./Mrs./Ms _____

- 1) having been admitted to _____ (name of the institution) _have received a copy of the AICTE regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood 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 Regulation 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) _____ on 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 II (Anti-Ragging)

AFFIDAVIT BY PARENT/GUARDIAN

I, _____ Mr./Mrs./Ms.

(full name of parent/guardian) father / mother/guardian of _____ (full
name of student with admission /registration/enrolment number),

- 1) having been admitted to _____ (name of the
Institution), have received a copy of the AICTE regulations on Curbing the menace of Ragging
in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and
fully understood 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 my ward in case he/she is
found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote
ragging.
- 4) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging
under clause 3 of the Regulations.
 - b) My ward 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, my ward is liable for punishment according to
clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken
against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution
in the country on account of being found guilty of, abetting or being part of a conspiracy to

promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my word 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) on this the _____ (day) of _____ (month) and _____ (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

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.

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents(or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town/* _____ in District/Division _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* 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 Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & 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 (Dadra and Nagar Haveli) Scheduled Castes order 1962.
 The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
 The Constitution (Pondicherry) Scheduled Castes Order 1964@
 The Constitution (Scheduled Tribes) (Uttar Pradesh) 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 (Jammu & Kashmir) Scheduled Tribes Order 1989@
 The Constitution (SC) orders (Amendment) Act, 1990@
 The Constitution (ST) orders (Amendment) Ordinance 1991@
 The Constitution (ST) orders (Second Amendment) Act, 1991@
 The Constitution (ST) orders (Amendment) Ordinance 1996
 The Scheduled Caste and Scheduled Tribe Orders(Amendment) Act 2002.
 The Constitution (Scheduled Caste) Orders(Amendment) Act 2002.
 The Constitution(Scheduled Caste and Scheduled Tribe) Orders(Amendment) Act 2002.
 The Constitution (Scheduled Caste) Order (Amendment) Act 2007.
 %2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes
 certificate issued to Shri/Shrimati _____ of _____
 Shri/Srimati/Kumari* _____ of village/town* _____
 _____ in District/Division* _____ of the State/Union
 Territory* _____ who belong to the _____ Caste/Tribe
 which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory*
 issued by the _____ dated _____
 %3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in
 village/town* _____ of _____
 District/Division* _____ of the State/Union Territory of

Signature _____
 ** Designation _____
 (with seal of office)

Place _____

Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term 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 Certificates:**

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

OBC 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:

- (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.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

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, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of
the Government of India.

Dated:

District Magistrate /
Deputy Commissioner /
Competent Authority

Seal

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

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 / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist 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.