

**CENTRAL UNIVERSITY OF JHARKHAND**  
**ADMISSION RULES OF STUDENT TO THE UNIVERSITY**

*[Under Section 28 of the Central Universities Act, 2009 read with Statutes 14]*

1. Without prejudice to the provisions of the Act and Statutes of the University a student shall be eligible for admission to any undergraduate level or post Graduate level Course of study under the University provided she/he has passed the examination or examinations prescribed by the University as prerequisite for admission to the concerned course or courses.
2. The candidates seeking admission to a course of study in the University including the recognized Institutes must satisfy the Rules and Regulations made in this behalf.
3. The candidates are required to apply for admission to a programme offered by the University in the prescribed form within the last date fixed and notified.
4. Admission to the all programmes in CUJ shall be made on the basis of All India entrance-test or through any other method (only for Ph.D.) as may be provided in this Regulation.
5. Admission to the programme leading to the Degree of Doctor of Philosophy shall be considered by the concerned School Board.
6. Such candidates who satisfy the requisite qualifications may be considered for admission on the basis of the academic record, and/or performance of the candidate at the entrance test/viva- voc. as may be prescribed in respect of each programme.
7. Only such candidates, who have passed an examination of an Indian University incorporated by any law for the time being in force, or such other examination as has been recognized equivalent, shall be considered for admission.
8. No Student shall ordinarily be admitted to more than one programme at a time.
9. The minimum and maximum duration for the programmes offered by the University shall be prescribed by the Academic Council.
10. A candidate shall be admitted to the programme for which s/he has applied in the entrance test after paying the enrolment/registration fee prescribed by the University.
11. Request for change of Programme is not mandatory. However, if a candidate has already appeared for more than one programme, s/he may opt for a vacant seat in one of these programmes within the closing date of admissions. In any case, the candidate admission shall subject to the merit in the respective programme.
12. If at any point of time, any of the certificate(s)/marksheets/documents submitted for the purpose of admission is found fake or forged, admission shall be cancelled with immediate effect and no refund of any fee deposited will be allowed.

**Mandatory Increase of Seats**

13. Central University of Jhrakhand shall, with the prior approval of the appropriate authority, increase the number of seats in a branch of study or faculty over and above its annual permitted strength so that the number of seats, excluding those reserved for the persons belonging to the Scheduled Castes, the Scheduled Tribes and the Other Backward Classes, is not less than the number of such seats available for the academic session.
14. Where, on a representation by Central University of Jharkhand, the Central Government, in consultation with the appropriate authority, is satisfied that for reasons of financial, physical or academic limitations or in order to maintain the standards of education, the

annual permitted strength in any branch of study or faculty of CUJ cannot be increased for the academic session, it may permit by notification in the Official Gazette, to increase the annual permitted strength over a maximum period of three years beginning with the academic; and then, the extent of reservation for the Other Backward Classes as provided by the University shall be limited for that academic session in such manner that the number of seats available to the Other Backward Classes for each academic session are commensurate with the increase in the permitted strength for each year.

#### **Specific Provisions for the Conduct of Entrance Examination for Admission:**

15. All the admission shall be done on the basis of All India Entrance Test. Presently it is being conducted through Common Entrance Examination conducted by Central University Common Entrance Test (CUCET) for admission in the undergraduate, postgraduate and research degree programmes respectively.
16. During an entrance examination, all candidates shall be under the disciplinary control of the Centre Superintendent, whose instructions on the conduct of examination shall be final and binding. If a candidate disobeys instructions or misbehaves with Centre Superintendent / Supervisory staff / invigilator / any other staff / other examinees, he/she may be expelled from the examination.
17. Only Entrance Test marks will be considered for the preparation of merit list and admission in UG/PG academic programmes in CUJ. Separate merit criteria for the Ph.D. course will be decided by the University.
18. There will be lower cut-off marks for the admission will be applicable, which will be based on the score obtained by the candidate in the Entrance Exam. The lowest cut-off will be decided by the University every year. For the admission in the academic session 2016-17, the lowest cut-off marks for the Science, Engineering & Management stream will be 25 percentile whereas in the Humanities & Social Science it will be 15 percentile. 10% relaxation of the lower cut-off marks of UR category will be given to the candidates belonging to SC/ST/OBC category.

#### **Reservation in Admission and Guidelines for Special Categories** as per GOI norms

19. **Procedures to be followed in matters of reservation for admission: (As per UGC Office Order No. F.1.-5/2006(SCT) dated 25.08.2006 (Annexure-I) and F.1-15/2008(SCT) of dated 20 Sep, 2013.**
  - (a) All the procedures prescribed under various instructions from the Central Government from time to time, as referred to in sub-clause mentioned in Annexure-III, shall be applicable mutatis mutandis to matters of admission of students referred to in all the educational institutions referred to in sub clause (a) of Annexure-IV.
  - (b) In cases of admissions, the following procedures are also to be followed:
    - i. No SC/ST students can seek admission or claim reservation, unless he/she appears in national or State/Common or University/Institution tests held for the purpose, in order to avail the quota of Seats reserved for them, by the University referred to in Sub-Clause (a) of Annexure-IV;
    - ii. In cases, where National or Common University Test is not prescribed as necessary for selecting candidates for admission, the SC/ST candidates seeking admission shall be arranged in the order of merit among themselves, as per the merit position obtained in the qualifying examination;
    - iii. Rules of reservation are applicable for under graduate as well as post graduate and research degrees;

- iv. Percentage of reservation shall be applied separately for each academic years and not whenever interviews take place, or recruitment is made;
- v. Rules of interchangeability among SC-s and ST-s are applicable, wherever necessary to fill up the number of vacant seats;
- vi. In case of no eligible reserved candidates are available, the vacant seats in the reserved quota shall not be filled by non SC/ST candidates. Every effort shall be made to re-advertise for wider publicity in the leading national news papers;
- vii. In the University, if Central Registration for admission of SC/ST students will be introduced, all admission procedures must be completed at the central level itself, and the assigned Centres as the case may be only permitted to make attempts to fill in the vacant SC/ST seats, at their instance;
- viii. All the Centres should give the maximum possible arrangement and support to girls of SC/ST in admission.

**20. Reservation / relaxation**

- a. 15% of the seats are reserved for Scheduled Caste candidates.
- b. 7.5% of the seats are reserved for Scheduled Tribe candidates.
- c. 27% seats are reserved for other backward classes (Non-creamy layer) candidates.
- d. 3% seats are reserved for the physically challenged candidates.
- e. 5% of the seats are reserved for Children / Widows of the Officers and men of Armed Forces including paramilitary personnel killed / disabled during the hostilities over and above the sanctioned seat.

**Priority of the CW of Armed forces are:**

- I. Widows/wards of Defence personnel/Para-Military Personnel killed in action.  
**Required Certificate:** Proof in Original.
- II. Wards of serving Defence Personnel and ex-servicemen/Para-Military personnel disabled in action.  
**Required Certificate:** Original disability certificate clearly indicating the disability is attributable to Military Services.
- III. Widows/wards of Defence Personnel/Para-Military Personnel who died in peace time with death attributable to Military Service.  
**Required Certificate:** Original death certificate clearly indicating the cause of death is attributable to Military Services.
- IV. Wards of Defence Personnel/Para-Military Personnel disabled in peace time with disability attributable to Military Service.  
**Required Certificate:** Original disability certificate clearly indicating the disability is attributable to Military Services.
- V. Wards of serving Defence Personnel and ex-servicemen Para-Military/Police Personnel who are in receipt of Gallantry Awards.  
**Required Certificate:** Proof in Original.
  - 1. Param Vir Chakra
  - 2. Ashok Chakra
  - 3. Sarvottam Youth Seva Medal
  - 4. Maha Vir Chakra
  - 5. Kirti Chakra
  - 6. Uttam Youth Seva Medal
  - 7. Vir Chakra
  - 8. Saurya Chakra
  - 9. Yudh Seva Medal
  - 10. Sena, Nau Sena, Vayusena Medal
  - 11. Mention –in-Despatches
- VI. Wards of Defence Ex-servicemen.

*Required Certificate:* Original ex-servicemen Identity Card/discharge book/PPO(Pension Payment Order).

VII. Wards of serving Defense Personnel.

*Required Certificate:* Original Service Identity Cards and Dependant Card/Certificate issued by the Competent Authority

f. Two seat over and above the sanctioned seats in each course shall be reserved for Kashmiri Migrants candidate who: (a) has passed the requisite qualifying examination from a school / college / institute located within Jharkhand; (b) is registered in Jharkhand as Kashmiri Migrant; In case of seat remaining vacant, Kashmiri Migrant settled outside Jharkhand will be considered. Since the seats of Kashmiri Migrant Quota are supernumerary, they will not be converted at all in any other category in case they remain unfilled The candidates seeking admission under Kashmiri Migrants seats should submit attested copies of the following documents along with the application form and bring the same in original at the time of verification of documents at CUJ:

- i. Certificate of registration as Kashmiri Migrants issued by the Relief Commissioner, Jammu or Divisional Commissioner, Delhi to establish the status of the applicant as registered migrants.
- ii. Provisional or Senior School Certificate examination recognized as equivalent thereto.
- iii. Mark-sheet of the Senior School Certificate Examination or an examination recognized as equivalent thereto.
- iv. Secondary School Examination or an examination recognized as equivalent thereto (showing the Date of Birth).
- v. Proof of property in Kashmir of the parent of the candidate.
- vi. Proof of current residence such as Ration Card, Photo Identity Card issued by the Election Commissioner, Driving License etc.
- vii. A certificate of competent authority for availing admission against Kashmiri Migrant Quota is to be produced by the candidates at the time of counselling/ admission.

(UGC Secretary (Prof. Dr. Jaspal S Sandhu) Letter NoDO No.F.1-1/2012(SA-III) 11<sup>th</sup> July, 2016)

- g. One seat shall be reserved for sports quota applicant. All the sports quota candidate may get additional weightage in CUCET marks as 15% for International, 10% for National and 5% for state level games/sports irrespective of number of participation (highest level of games/sports).
- h. Relaxation of 5% marks in the minimum eligibility will also be allowed to categories of OBC (Non Creamy Layer)/SC/ST / Physically Challenged candidates/ Widows of the officers and men of Armed Forces including paramilitary personnel killed / disabled during hostilities.

## **21. ADMISSION TO Ph.D. PROGRAMME:**

- 21.1 Admission to Ph.D. programme shall be open to candidates who have obtained Master Degree/Integrated Master degree of Central University of Jharkhand or any other University established by law in force or any other degree recognized by UGC/AIU as equivalent in the concerned or relevant discipline.
- 21.2 The details of the eligibility criteria (i.e. minimum qualifications and experience) for admission to various PhD programmes in different streams are given in the clause 22.1 to 22.3 below. Relaxation in academic qualification for reserved categories of students is as per Government of India guidelines.
- 21.3 Appearing candidates in the last year/semester of the Master Degree examination, as the case may be, shall be eligible for applying for admission. However, s/he shall have to produce the final result on the day of interview, failing which his / her candidature will be cancelled.

## **22. MINIMUM QUALIFICATION**

### **22.1 PhD in Engineering& Technology / Natural Resource Management**

For admission to the PhD Programme in engineering & Technology, a candidate must satisfy one of the following criteria:

26.1.1	Master's or MS by Research degree in Engineering/Technology/Science in a relevant area with a minimum 60% of marks. (55% marks for OBC (Non-creamy layer) / SC / ST / Physically Challenged candidates and Children / Widows of the Officers and men of Armed Forces including paramilitary personnel killed / disabled during the hostilities)
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### **22.2 PhD in Natural Sciences/ Education (Science stream)**

For admission to the PhD Programme in Sciences, a candidate must satisfy one of the following criteria:

26.2.1	Master's Degree in Science in a relevant area with a minimum 55% marks/equivalent CGPA/GPA/CPI. (50% marks for OBC (Non-creamy layer) / SC / ST / Physically Challenged candidates and Children / Widows of the Officers and men of Armed Forces including paramilitary personnel killed / disabled during the hostilities)
26.2.2	Master's Degree in Engineering / Technology or equivalent, with First class or 60% marks(55% marks for OBC (Non-creamy layer) / SC / ST / Physically Challenged candidates and Children / Widows of the Officers and men of Armed Forces including paramilitary personnel killed / disabled during the hostilities)

### **22.3 PhD in Humanities and Social Sciences/ Management / Mass Communication & Media Technologies / Languages/Culture Studies/Social Science & Humanities/ Education (Humanities & Arts stream) / Human Rights and Conflict Management Disciplines:**

For admission to the PhD Programme in the Humanities and Social Sciences/ Management / Mass Communication & Media Technologies / Languages/ Culture Studies/ Social

Science & Humanities/ Education (Humanities & Arts stream), a candidate must satisfy the following criteria:

26.3.1	Master's degree in relevant area with a minimum 55% marks (50% marks for OBC (Non-creamy layer) / SC / ST / Physically Challenged candidates and Children / Widows of the Officers and men of Armed Forces including paramilitary personnel killed / disabled during the hostilities)
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### 23. ADMISSION PROCEDURE

- 23.1 The Provisional admission to the Ph. D. program shall be either through a Research Entrance Test or through direct admission (relaxation from entrance test) as per Clause laid down below in these ordinances.
- 23.2 The application form shall be the same for both these types of candidates. The candidates who are eligible for direct admission (relaxed from the entrance test) shall indicate in the form that they are exempted from entrance test. The candidates shall submit the duly filled in application form to the competent university authority mentioned in the advertisement for the research entrance test on or before the last date announced by the University.
- 23.3 **Entrance test:** The admission notification well in advance shall be widely circulated by displaying it on the University website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, mentioning the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s), where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates (Excluding exempted candidates as in clause 23.4) followed by an interview. Candidates exempted from the entrance test as in 23.4 will directly appear in the interview.
- 23.4 **Direct Admission** (exemption from the entrance test): A candidate who fulfils one of the following requirements are exempted from the entrance test and may be considered for direct provisional admission to the Ph. D. program without appearing in the written entrance test:

(However, the University, if required, may conduct separate Entrance Test (within the centre) for those students who are exempted from the main entrance test ).

- i. A candidate who is qualified in a national level test such as UGC-NET (with JRF)/UGC-CSIR NET (with JRF)
- ii. UGC-NET/UGC-CSIR NET/SLET/GATE/teacher fellowship holder or have passed M.Phil programme
- iii. Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.
- iv. A foreign national who is a recipient of fellowship by agencies of government of India and or who is sponsored by foreign government/agencies.

- v. A NET qualified person, employed in other university/ institution/ college, who is sponsored as a full-time candidate by the said organization, with at least two years of experience and is relieved on study leave for a period of not less than two years for pursuing Ph.D. program in a Centre/ School of the University. The number of seats under this category shall not exceed 15% of the total seats available in a centre.
- vi. A NET qualified regular teacher of this University (CUJ) should have been relieved on study leave for a period of at least two years. The number of seats under this category shall not exceed 15% of the total seats available in a centre.
- vii. A foreign national who is a recipient of fellowship by agencies of government of India and or who is sponsored by foreign government/agencies. Moreover, such candidates shall be governed by the rules and regulations formed for foreign students.

(The NET with JRF or GATE with fellowship applicants shall be over and above the approved seats)

### 23.5 **Candidates working in an extra mural research projects.**

A candidate, working in an extra mural research project in the University as research personnel, may be allowed to register for Ph.D. in the University provided s/he gets short-listed in the entrance test and then selected in the interview. Provided further that in such cases, the consent of the PI and the supervisor (in case PI is not the supervisor) is available to the effect that the research work of the Project and that of the Ph.D. are overlapping and/or working in both simultaneously will not hamper the interest of either.

- 24. **Entrance Test Methodology:** The Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance Test shall be conducted at the Centre(s) notified well in advance.
- 25. The candidates shall discuss in the interview, their research interest/area through a presentation before a duly constituted Department Research Committee (which may be called as Admission Committee of the Department/Centre). The interview/viva voce shall also consider the following aspects, viz.
  - Competence of the candidate for the proposed research
  - Suitability of the research work to be undertaken at the University.
  - Whether the proposed area of research can contribute to new/additional to knowledge.
- 26. **The Merit List** of candidates appeared in the entrance test shall be prepared on the basis of the following criteria:
  - 50% weightage for percentage of marks obtained in the PG Degree of concerned/relevant subject.
  - 50 % weightage shall be given to personal interview.
- 27. The following additional documents are to be furnished along with the application by candidates falling under Sponsored, Project Staff and External categories:
  - Form I: Sponsorship letter for Sponsored category.
  - Form II: No objection certificate from Principal investigator/Project Supervisor for Project Staff category.
  - On the day of Interview, candidate has to produce Marksheet/certificates of PG degree, failing which admission shall not be done.

- The number of seats available for admission in each Centre along with the list of available specializations shall be mentioned in the Admission Notification/Prospectus of the University. While granting admission of students to PhD programme, the centres will pay due attention to the national reservation policy.
28. An admitted Ph.D. candidate shall not be permitted to join any other regular degree course. The candidate should not join any full time or part time job during his/her Ph.D. If found so, the candidature shall be terminated with immediate effect.

**Refund of Fees in case of cancellation/Withdrawal of Admission (UG, PG & Research):**

29. In case a student, after having paid the fees, desires his/her admission to be cancelled, he/she shall be entitled to refund of fees subject to the following rules:
- a. Students seeking withdrawal/cancellation of admission shall be required to apply in writing to the Chairman, Admission Committee through Head of Centre;
  - b. In case a student submits application for withdrawal/cancellation of admission prior to the commencement of the academic session, he/she shall be refunded all fees and deposits after a deduction of Rs. 1000/- (Rupees One Thousand only), being the processing fees;
  - c. In case a student submits application for withdrawal/cancellation of admission after the commencement of the academic session, he/she shall be refunded only the Security Deposit/Caution Money;
  - d. If a Student owes any money to the University on account of any damage, he/she may have caused to the University property, it shall be deducted from the Security Deposit due to him along with outstanding Tuition Fee and fines, if any.

**Refund of Security Deposit/Caution Money etc.:**

- 28 Security Deposit/ Caution Money are refundable, on an application from the student on his/her leaving the University, after deducting all dues, fines and other claims against him.
- 29 In case a student does not claim the refund of any amount lying to his/her credit within one calendar year of his/her leaving the University, it shall be considered to have been donated by him/her to the Students' Aid Fund. (Explanation: The period of one calendar year shall be reckoned from the date of announcement of the result of the examination taken by the student or the date from which his/her name is struck off from the rolls of the University).

*This is only the guidelines and subject to change time to time as per recommendation of Academic Council/Executive Council of the University.*



## ANNEXURE-I

### FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES 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.....Village.....  
District/Division.....in.....State, belongs  
to.....community which is recognized as a backward class under

- i. Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.
- ii. Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.
- iii. Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.
- iv. Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.
- v. Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.
- vi. Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.
- vii. Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.
- viii. Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.
- ix. Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.
- x. Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.
- xi. Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.
- xii. Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.
- xiii. Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.
- xiv. Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 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. Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.
- xvii. Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/2/2007-BCC dated 18th August, 2010 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 232 dated 18th August, 2010.
- xviii. Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/2/2007-BCC dated 11th October, 2010 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 274 dated 12th October, 2010.
- xix. Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/15/2008-BCC dated 16th June, 2011 published in the Gazette of India Extraordinary, Part-I, Section-1, No. -123 dated 16th June, 2011.
- xx. Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/13/2010-BC-II dated 8th December, 2011 published in the Gazette of India Extraordinary, Part-I, Section-1, No.-257 dated 8th December, 2011.
- xxi. Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/05/2011-BC-II dated 17th February, 2014 published in the Gazette of India Extraordinary, Part-I, Section-1, No.-41 dated 17th February, 2014.
- xxii. Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/04/2014-BC-II dated 14th January, 2015 published in the Gazette of India Extraordinary, Part-I, Section-1, No.-16 dated 14th January, 2015
- xxiii. Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/7/2014-BC-II dated 23rd January, 2015 published in the Gazette of India Extraordinary, Part-I, Section-1, No.-26 dated 27th January, 2015.
- xxiv. Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2015-BC-II dated 27th May, 2015 published in the Gazette of India Extraordinary, Part-I, Section-1, No.-144 dated 27th May, 2015.
- xxv. Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/06/2014-BC-II dated 9th September, 2015 published in the Gazette of India Extraordinary, Part-I, Section-1, No.-234 dated 9th September, 2015.

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, and as revised from time to time.

Dated:

District Magistrate/Dy Commissioner etc.,

NOTE:

- a) The term “Ordinarily resides” used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
- b) **The Authorities competent to issue caste certificates are indicated below:**
  - i. The District Magistrate/Additional Magistrate/Collector/ Deputy Commissioner / Additional Deputy Commissioner/ Deputy Collector/First Class Stipendiary Magistrate/ Sub- 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.

## ANNEXURE-II

### **Declaration / Undertaking – for OBC Candidates only**

I, Shri/Smt./Kum. \_\_\_\_\_, son / daughter of Shri/Smt. \_\_\_\_\_, resident of village/town/city \_\_\_\_\_, district \_\_\_\_\_ State \_\_\_\_\_, hereby declare that I belong to the \_\_\_\_\_ Community which is recognized as a backward class by the Government of India for the purpose of reservation in admission in Central Educational Institutions 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 08.09.1993, and as revised from time to time.

Signature of the Candidate

Place:.....

Date: .....

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

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**ANNEXURE-III**  
**FORMAT FOR CASTE CERTIFICATE FOR SC / ST APPLICANTS**

This is to certify that Shri/Shrimati/Kumari \_\_\_\_\_ Son/Daughter of \_\_\_\_\_  
Village/Town \_\_\_\_\_ District/Division \_\_\_\_\_ of  
the \_\_\_\_\_ State/Union Territory belongs to the  
\_\_\_\_\_ Caste / Tribe which is recognized as a Scheduled

Caste/Tribe under :

- The Constitution Scheduled Castes Order, 1950.
- The Constitution Scheduled Tribes Order, 1950.
- The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;
- The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951; [As amended by the Scheduled Castes and Scheduled Tribes List (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 and Kashmir)\* Scheduled Castes Orders, 1956.
- The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 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 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 & Kashmir) Scheduled Tribes Order, 1989.
- The Constitution (SC) Orders (Amendment) Act, 1990.
- The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
- The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
- The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
- The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

**Applicable in the case of Scheduled Castes / Scheduled Tribes persons who have  
migrated from one State/Union Territory Administration to the other**

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 belongs to the Caste\*/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_

Shri/Shrimati/Kumari and/or his/her family ordinarily reside(s) in Village/Town \_\_\_\_\_ District/Division \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_.

Place \_\_\_\_\_ Date \_\_\_\_\_ (with seal of Office)

Signature \_\_\_\_\_ Designation \_\_\_\_\_

@ - Please quote specific Presidential Order

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorized to issue caste certificates :

- District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner / Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
- Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- Revenue Officer not below the rank of Tehsildar.
- Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
- Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.
- Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).

## ANNEXURE-IV

### Format for the Certificate for Persons with Disability (PwD)

Name and address of the Institute/Hospital: Certificate No.:

Date:

This is to certify that Shri/Smt/Kumari\* \_\_\_\_\_ son/daughter\* of \_\_\_\_\_, Age \_\_\_\_\_ years, Registration No. \_\_\_\_\_ is a case of Locomotor disability/ Cerebral Palsy/ Blindness/ Low vision/ Hearing impairment/ Other disability\* and has been suffering from degree of disability not less than \_\_\_\_\_ % (\_\_\_\_\_. The details of his/her above mentioned disability is described below: (IN CAPITAL LETTERS)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Note:- 1. This condition is progressive/non-progressive/likely to improve/not likely to improve.\* 2. Re-assessment is not recommended/is recommended after a period of \_\_\_\_\_ months/years. 3. The certificate is issued as per PWD Act, 1995. \* Strike out which is not applicable.

Signature (Name of Doctor)

Seal

Signature/Thumb impression of the patient:

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

Recent Attested Photograph showing the disability affixed here:



**CENTRAL UNIVERSITY OF JHARKHAND**  
**RATU-LOHARDAGA ROAD, BRAMBE, RANCHI-835205**

**APPLICATION FORM FOR ADMISSION WITHDRAWAL**

1.	Name of the Student						
2.	Father's Na						
3.	Course of Study						
4.	Category	<b>GE</b>	<b>SC</b>	<b>ST</b>	<b>OBC</b>	<b>PH</b>	<b>DP</b>
5.	Date of Joining						
6.	Hall ticket / Enrol. No.						
7.	Date of leaving						
8.	Reason(s) for leaving (Please fill / tick appropriate reason)	Joining another University: Course:					
		Taking up an employment			Financial Problems		
		Non-availability of Hostel			Personal Problems		
		Any other reason, please specify:					
9.	Particulars of the fees paid	Tuition and other fees paid on Dt. _____ Rs. _____					
10.	Bank A/c details of the Student (IN BLOCK LETTERS)	Bank Name					
		Bank Account No.					
		Branch Name and IFSC Code					

Date: \_\_\_\_\_ Signature of the Student  
 .....

The student may be permitted to withdraw his / her admission.

Date: \_\_\_\_\_ Dean of the School /  
 Head of the Department / Centre  
 .....

Based on the recommendations of the recommendations of the HoD / Dean, the admission of the student is cancelled.

Dealing Asst.                      DR (Acad)                      Chairman, Admission Committee                      Controller of Examinations



**CENTRAL UNIVERSITY OF JHARKHAND**  
**RATU-LOHARDAGA ROAD, BRAMBE, RANCHI-835205**

1. Name of the Student :  
Course / Subject :
2. Enrolment Number :
3. Date of joining of the course :
4. Date of leaving of the course :
5. Reasons for leaving :  
(Course completion /  
Withdrawal of admission, etc.)
6. Caution deposits paid :  
a) Library Deposit : Rs.  
b) Laboratory Deposit : Rs.  
c) Hostel Deposit, if any : Rs.
7. Mailing Address (To receive back Caution Deposit) :

SBI, HCU Br. A/c. No.

**I solemnly declare that the particulars furnished above are true to the best of my knowledge and belief.**

**Signature of the Student**

**Certified that the entries made at Sl. No. 1 to 7 are correct.**

**Signature of the Head of the Department/Centre  
Dean of the School**



NO DUES CERTIFICATE	
Name of the Department / Centre / School	Signature and Office Seal
Department / Centre / School	
Library	
Certified that the student has vacated the Hostel on ..... and cleared al Warden, Hostel concerned (to be signed by the Warden only)	
Certified that the student is not a boarder of any of the hostels.	Chief Warden
Students' Section (Finance & Accounts)	

### PAYMENT ORDER

The caution deposit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) pertaining to the above student may be refunded.

Date:

Deputy Registrar (Academic)/  
Section Officer (Academic)

=====

### Finance & Accounts –Audit Enfacement

Verified the records and passed for payment of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only) being the full and final settlement of the caution money deposit, as mentioned above.

Date:

Section Officer

Deputy Registrar (Acad)



**CENTRAL UNIVERSITY OF JHARKHAND**  
**RATU-LOHARDAGA ROAD, BRAMBE, RANCHI-835205**

**Application for issue of Transfer Certificate (TC), Migration Certificate (MC)  
 Bonafide Certificate (BC) and Provisional Certificate (PC)**

(To be submitted with No Dues Certificate)

1. Name of the Student, Course, Dept./School :
2. Father's / Guardian's : Name
3. Mother's Name :
4. Date of (a) Joining (b) Leaving : (a) (b)
5. Reasons for leaving : Course  
Completed/Discontinued/Cancelled
6. Whether cleared all dues :
7. Particulars of fees paid for issue of certificate : Bank Challan No.  
Date of Payment:

**Signature of the Student**

Note:

The above application must be accompanied by the following:

1. No Dues Certificate (2) Students Identity Card (3) Acknowledgement receipt of Original certificates issued by the Academic Section at the time of admission.
2. Copy of the Challan.

Certified that entries made in column 1 to 4 above are correct. Also certified that the conduct of the student is / was \_\_\_\_\_.

Date:

**Head of the Centre / Dean of the School**

**CENTRAL UNIVERSITY OF JHARKHAND**  
**NO DUES SUBMISSION ACKNOWLEDGEMENT**  
**(TO BE SUBMITTED IN THE EXAMINATION SECTION FOR PROCESSING RESULTS)**

1)	Name of the Student		
2)	Enrolment No. & Date of Joining	Enrolment No:	Date of Joining:
3)	Course & Subject	Course:	Subject:
4)	Fee Particulars	Challan No.	Date: Amount (Rs.)
5)	Details of Certificates required		
6)	Date of Submission of NDC		
<b>Note:</b> Please fill complete current mailing address in CAPITAL LETTERS, with Mobile No. & Email ID for future needs		<b>Address</b> :   <b>Mobile No:</b> <b>Email</b> <b>ID</b> :	

**CERTIFICATE TO BE GIVEN BE ACADEMIC SECTION**

Mr./Ms. \_\_\_\_\_ has submitted No Dues Certificate on : \_\_\_\_\_

Signature of the Dealing Asst. with Name

**FORMAT OF CERTIFICATE FOR AVAILING ADMISSION AGAINST KASHMIRI MIGRANT**  
**QUOTA**

Photograph of the  
Applicant Duly  
attested by  
the officer who

Certified that Mr./ Ms. \_\_\_\_\_

son / daughter / wife of Shri \_\_\_\_\_

resident of \_\_\_\_\_

is registered as migrant from Jammu & Kashmir.

The Registration number is \_\_\_\_\_ dated \_\_\_\_\_.

It is also certified that Mr./ Ms. \_\_\_\_\_ is registered as a J & K  
Migrant on

Name & Signature of Deputy Commissioner / Competent Authority

(Office Stamp)

Place : Date :

## **AFFIDAVIT BY THE STUDENT**

(On non-judicial Stamp paper of Rs.10/- or above)

I, \_\_\_\_\_ (full name of student with admission/registration/enrolment number); son / daughter of Mr./Mrs./Ms. \_\_\_\_\_, having been admitted to **Central University of Jharkhand (Ranchi, Jharkhand, INDIA)**, have downloaded and printed a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 from the website of Central University of Jharkhand (hereinafter called the "Regulations") and have carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. 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.
3. 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.
4. 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.
5. 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

## **AFFIDAVIT BY PARENT/GUARDIAN**

(On non-judicial Stamp paper of Rs.10/- or above)

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of, \_\_\_\_\_ (full name of student with admission/registration/enrolment number) who has been admitted to **Central University of Jharkhand (Ranchi, Jharkhand, INDIA)**, have downloaded and printed a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 from the website of Central University of Jharkhand (hereinafter called the "Regulations") and have carefully read and fully understood the provisions contained in the said Regulations.

1. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2. 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 of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3. I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behaviour 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.
4. 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.
5. 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, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_day of \_\_\_\_month of \_\_\_\_year.

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

Name:

Complete 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),  
\_\_\_\_\_ (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

## **APPLICATION FOR CANCELLATION OF ADMISSION**

**(before commencement of classes)**

Date : .....

To,  
The Chairman  
Admission Committee - 2016 CUJ, Brambe, Ranchi

(Through the Centre Head/Coordinator)

Subject : Cancellation of Admission

Sir,

I took admission in the course ..... during the first/second/third counseling on dated.....

I am willing to cancel my admission and take my original documents submitted in the centre. I request you to kindly return my deposited fee to the given address after necessary deduction.

Permanent Address

Yours faithfully

Signature:

Name :

CUCET Application ID :

---

Certified that Mr./Mrs.....with above mentioned details has taken admission in the course.....on dated..... As per his/her request admission has been cancelled from the course..... He/she has deposited the admission slip in the Centre. The Centre has returned two copies of the fee slip /Challan (in original) + relevant documents to the candidate. He can't make claim for admission to this centre again.

Signature of Centre

Head/Coordinator Name of

Centre.....

.....

---

Approved/Not approved

For necessary action,

Chairman Admission Committee-2016

- The Head/Coordinator, Centre for .....
- Finance Section, CUJ. (if required).

## APPLICATION FOR CHANGE OF COURSE

Date: .....

To,

The Chairman  
Admission Committee - 2016 CUJ, Brambe, Ranchi

(Through the Centre Head/Coordinator)

Subject : Application for Change of Course

Sir,

I have taken admission in the course ..... Now I am interested to  
take admission in the Course.....  
I may be allowed to change my course.

Yours faithfully

Signature: Name :  
CUCET Application ID :

---

Certified that Mr./Mrs.....with above  
mentioned details has taken admission in the  
course.....on  
dated..... As per his/her request admission has been cancelled from the  
course..... He/she has deposited the admission slip in  
the Centre. The Centre has returned two copies of the fee slip/Challan (in original) + relevant  
documents to the candidate. He can't make claim for admission to this centre again.

Signature of Centre Head/Coordinator Name of Centre.....

---

Mr./Mrs.....bearing CUCET  
Application ID ..... is allowed to take admission in the course  
..... if he/she comes  
in the merit. Please verify the merit score. The earlier fee slip/Challan may be considered. If any  
balance amount of fee is due, that may be allowed to deposit with another fee slip/Challan.  
If any amount needs to be refunded, the same may be made as per Admission Rule of CUJ.

For necessary action,  
Chairman Admission Committee-2016

- The Head/Coordinator, Centre for .....
- Finance Section, CUJ. (if required).