

# Admissions Brochure

Joint Seat Allocation for B.Des. at IIT Bombay,  
IIT Guwahati, IIT Hyderabad and IIITDM Jabalpur

## GENERAL INFORMATION

UCEED 2019 will be conducted by Indian Institute of Technology Bombay, under the guidance of the UCEED-CEED Implementation Committee 2019.

UCEED 2019 is open to all nationals (Indian/Foreign). Candidates seeking admission to the Bachelor Degree programme in Design (B. Des.) at Indian Institute of Technology Bombay (IITB), Indian Institute of Technology Guwahati (IITG), Indian Institute of Technology Hyderabad (IITH), and Indian Institute of Information Technology Design and Manufacturing Jabalpur (IIITDMJ) must appear in UCEED 2019.

Candidates should note that the mere appearance in UCEED 2019 or being in the rank list neither guarantees nor provides any automatic entitlement to admission. UCEED qualified candidates will have to apply separately for B. Des admissions as per the prescribed procedure described in this Brochure. Admissions shall be made in order of merit in each category.

UCEED 2019 score is valid only for admission to the academic year 2019-2020.

With regard to the interpretation of the provisions on any matter not covered in this Information Brochure, the decision of the Organizing Institute (IIT Bombay) shall be final and binding on all the parties concerned.

In all matters concerning UCEED 2019, the decision of the Organizing Institute or the Organizing Chairman, JEE(Advanced), UCEED & CEED 2019 will be final and binding on all the applicants.

Although UCEED 2019 is held at different centres across the country, Indian Institute of Technology Bombay is the Organizing Institute and has the overall responsibility of conducting UCEED 2019. In case of any claims or disputes arising in respect of UCEED 2019, it is hereby made absolutely clear that the Mumbai High Court alone shall have the exclusive jurisdiction to entertain and settle any such claims and disputes.

## **B.Des PROGRAMME AT IDC, IIT BOMBAY**

Industrial Design Centre (IDC) at IIT Bombay has a well-established Master of Design degree (M. Des) programme in Industrial Design, Visual Communication, Animation Design, Interaction Design & Mobility and Vehicle Design as well as a Ph. D programme in Design.

IDC provides a conducive environment for research, academics and collaborative projects. Supported by excellent research facilities, technical expertise and academic diversity of IIT Bombay, IDC has been involved with various initiatives in all areas of design. The potential for innovation at IDC lies fundamentally in terms of solving real world problems.

From the year 2015 onwards, IDC started offering a four year, eight semester Bachelor of Design (B. Des) programme and a five year, ten semesters dual degree B. Des + M. Des programme. However, the option of doing the dual degree B Des + M Des will be available only at the end of the 3<sup>rd</sup> year. **The total number of seats sanctioned for both these programmes is 30.** Both these programmes would be credit-based and thus offer the flexibility to progress at one's own pace. A minimum level of performance is essential for satisfactory progress. The medium of instruction is English. Students admitted to the B. Des programme will not be eligible for branch change to any other undergraduate programmes offered by IIT Bombay at any time during the entire duration of the programme. Read more about IDC at: <http://www.idc.iitb.ac.in>

## **DoD, IIT Guwahati**

The Department of Design (DoD), one of the thirteen departments at IIT Guwahati, was set up with a vision to enkindle some of the brightest technical minds of the country a passion for innovation in technology driven by firm understanding, appreciation and celebration of design.

The department offers a M.Des. degree, a B.Des. degree and a PhD degree in Design. The focus of the program is on the study, invention, and creative use of technologies to create effective, usable, enjoyable experiences with technology through interdisciplinary research in engineering, design, behavioural and social sciences, and to understand the impact of technology on individuals, groups, and organizations. The department envisions to produce successful graduates who will be capable of leading the changing scenarios of today and tomorrow through thought, innovation and values. Read more about DoD at: <http://www.iitg.ernet.in/design>

## **Design Discipline IIITDM Jabalpur**

In the Design Discipline at IIITDM Jabalpur, a holistic and all-inclusive philosophy is applied to train human resources the paradigm of Modern Design at Bachelors, Masters and Doctoral level, so as to make them adept designers. The rigorous curriculum, the intense research methodologies, the diligent practice in skills create knowledge based professionals of industrial design and innovation. The modern-age facilities of Rapid Prototyping, 3D scanning, Ultrasonic Plastic Welding, Water-Jet cutting, CNC (Lathe and Milling), Injection Moulding, Vacuum Forming, Laser Cutting, Universal Wood Working, etc. with support staff skilled in wood, metal, polymer, FRPs and composite fabrication provide an incredible hands-on practical training to the students. Read more about Design Discipline at: <http://design.iiitdmj.ac.in/>

## **Department of Design IIT Hyderabad**

The Department of Design at IIT-Hyderabad offers a vibrant environment for learning, practicing and exploring several facets of design. The department envisions to creatively engage in the space between technologies and people. This involves facilitating innovation in the key emergent areas such as Participatory and collaborative Design, Professional Ethics/ Sustainability, Product Systems and Services, Design and education, Wellness, Crowd sourced Design. The degrees offered in this department are M.Des. degree, B.Des. degree and PhD degree in Design.

The intention behind the B Des course curriculum proposed by the Department of Design, is to tackle an increasing need and demand both with the academic and the professional aspect of the discipline for undergraduate programs in Design. The BDes curriculum is designed as part of a four level structure leading to a gradual movement from general, foundational courses at level 1 to more specialized inputs at level 4. The program attempts to constitute both the 'general' dimension of design (breadth) and the specific dimensions (depth) through a 4-level structure which allows gradual focus areas to emerge. As the student moves upwards from level 1 to level 2, the student graduates to choosing between courses which offer different kinds skills from soft to hard. The courses at level 1 would help the students to choose the mix of skills they prefer to acquire. At level 3 it is hoped that the student has explored various mix of skills and is ready to fine tune a certain mix or a set of skills into a specialization. It is at this stage that the specializations emerge - Product Design, Visual Communication, User Experience Design, etc. At Level 4 the student employs all that has been gained in terms of skills and understanding and applies or uses them in independent projects. Level 4 is purely about design as a 'practice'. It provides real-life environments to provide the students with a taste of what it means to practice design.

## **ELIGIBILITY CRITERIA FOR APPLYING FOR B. DES**

To apply for admission, an applicant is required to fulfil the following 3 criteria.

### **Criterion 1 - Age limit:**

The candidate should have been born on or after October 1, 1994 if belonging to the OPEN, EWS or OBC-NCL category and, on or after October 1, 1989 if belonging to the SC, ST or PwD category.

### **Criterion 2 - UCEED qualification:**

The candidate should have qualified, i.e., obtained a rank in UCEED 2019.

### **Criterion 3 - Qualifying examination:**

The candidate should have passed the qualifying examination (Class XII or equivalent) in 2018 or 2019. Those who appeared for the first time in their qualifying examination in 2017 or earlier are NOT eligible.

Candidates from the Science Stream with Physics, Chemistry and Maths as subjects are eligible to apply to all the four institutes. Candidates from any other stream (Science without Maths or Physics or Chemistry, Commerce, and Arts & Humanities) are eligible to apply to IIT Bombay, IIT Hyderabad and IIITDM Jabalpur.

The candidates appearing for their qualifying examination (Class XII or equivalent) in 2019 should ensure that, (a) all parts of their final examination are completed by the date of registration in respective admitting institute, and (b) proof of having passed the qualifying examination with required eligibility is submitted by September 30, 2019 to the admitting institute.

If a qualifying examination Board awards only letter grades without providing information on the passing grade on the grade sheet, the candidate should obtain a certificate from the Board specifying the passing grade and upload it along with the grade sheet. In case such a certificate is not provided, the decision taken by the B. Des. Admissions Committee will be final.

The criteria, as specified above, is applicable “in toto” to all the applicants including foreign nationals. Applications from foreign nationals including OCI (Overseas Citizen of India)/ PIO (People of Indian Origin) card holders are considered under the open category and they are outside the ambit of reservation of seats under the EWS, OBC-NCL, SC, ST and PwD categories. Seats allotted to foreign nationals are supernumerary. However, seats allotted to OCI/PIO candidates are not supernumerary.

**SEATS AVAILABLE FOR ACADEMIC YEAR 2019-2020**

	<b>OPEN</b>	<b>OPEN-PwD</b>	<b>EWS</b>	<b>EWS-PwD</b>	<b>OBC-NCL</b>	<b>OBC-NCL-PwD</b>	<b>SC</b>	<b>SC-PwD</b>	<b>ST</b>	<b>ST-PwD</b>	<b>Total</b>
<b>IITB</b>	14	1	1	0	8	1	5	0	2	0	<b>32</b>
<b>IITG</b>	21	2	6	0	14	1	8	0	4	0	<b>56</b>
<b>ITH</b>	5	0	0	0	3	0	1	0	1	0	<b>10</b>
<b>IIITDMJ</b>	14	1	3	0	8	0	5	0	2	0	<b>33</b>
<b>Total</b>	<b>54</b>	<b>4</b>	<b>10</b>	<b>0</b>	<b>33</b>	<b>2</b>	<b>19</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>131</b>

## **APPLICATION FORM FOR ADMISSION**

Only UCEED 2019 qualified students can apply for admission to the B. Des programme at IIT Bombay, IIT Guwahati, IIT Hyderabad and IIITDM Jabalpur for the academic year 2019-2020. The 4 institutes will have a common application form for admissions to their respective B. Des programmes. The UCEED Office, IIT Bombay will process the common application form and carry out the joint seat allocation process.

The common application form available through the IIT Bombay Admissions Portal. Applicants will be able to fill in their personal particulars and select institutes of their choice by indicating the order of preference.

The application can be submitted after paying the application processing fee, uploading digital copies of relevant supporting documents, and uploading the signed copy of the completed application form (first page only). Detailed instructions on each step of the application process are provided within the online application form.

The supporting documents required for application are digital copies of Photo, Signature, UCEED Score Card, Qualifying Examination Mark Sheet (Class XII or equivalent), and where applicable, EWS/OBC-NCL/SC/ST Certificate, PwD Certificate, and OCI/PIO Card.

Applicants will be able to edit their application form, including the order of preference of institutes and resubmit it, till the closing date of the application period. However, after the closing date, all applications are treated as FINAL. Requests for ANY changes in the application will be strictly NOT entertained.

It will entirely be the responsibility of the candidate to provide the correct information regarding the qualifying exam and category, and upload the correct documents in the required formats in the application form. Application forms, incomplete in any way, will be summarily rejected and the application will be considered invalid. The admitting institutes have the right to cancel, at any stage, the admission of a candidate in accordance with the rules and regulations in force, if it is found that any information provided by the candidate is incorrect or the application is incomplete.

## **APPLICATION PROCESSING FEES**

The B. Des application processing fee for applicants of all categories and genders is **Rupees 1000** (One Thousand Indian Rupees).



## SEAT ALLOTMENT

Three rounds of seat allocation will be conducted. However, once the seats are filled, the seat allocation will be closed. Seats will be allotted based on the applicant UCEED rank, category and choice of institutes. Selected candidates will be sent provisional allotment letters via their registered email, and will be directed to an online payment system to remit the Seat Acceptance Fee of Rs. 60,000 (Sixty Thousand Indian Rupees) for GEN, OBC-NCL and EWS and Rs. 15,000/- for SC/ST/PwD. The joint seat allotment will be governed by the following rules:

If the selected candidates do not remit the seat acceptance fee before the given deadline or decline the admission, their application will stand cancelled. These vacant seats will be filled during the subsequent rounds of seat allotment.

If an applicant is allotted his/her FIRST choice of institute, the candidate can either ACCEPT ('freeze') the choice or DECLINE the offer.

If an applicant is allotted his/her SECOND or THIRD choice of institute, the candidate can opt to either ACCEPT ('freeze') the choice, or ACCEPT WITH THE OPTION TO BE CONSIDERED FOR UPWARD MOVEMENT ('float') the choice for subsequent round(s), if any, of the joint seat allocation.

In the 'freezing' option, candidates ACCEPT the offer and indicate that they do not want to participate in further rounds of seat allocation. Such candidates will NOT be considered in subsequent rounds of admission.

In the 'floating' option, candidates ACCEPT the offered seat and indicate that, if admission to an institute of his/her higher preference is offered, they will accept it. Else, they will continue with the currently accepted institute. Such candidates will be considered in subsequent rounds of admission.

For candidates who choose the 'float' option, allocation of a seat in an institute of his/her higher preference would automatically result in the forfeiture of the seat accepted by him/her in the earlier round.

Candidates offered seats have to remit seat acceptance fee only once. Thus candidates who are allotted another seat (because they chose the 'float' option) do not have to pay seat acceptance fee again.

For candidates who accept offered seat, the seat acceptance fee will be adjusted against the institute fees of the admitting institute at the time of joining. For candidates who decline the offered seat after remitting the seat acceptance fee, the refund will be governed by the policies of the admitting institute.

If a candidate has paid the seat accepting fee and opts for withdrawal either during the end of first round or before the end of second round, will get full refund after deducting the processing charges of Rs. 1500/-.

Candidates do not have an option to withdraw an accepted/allotted seat after the announcement of last round of seat allocation.

## CONTACT INFORMATION

For UCEED & B. Des Seat Allocation related inquiries only:

Chairman,  
JEE (Advance), UCEED-CEED 2019,  
IIT Bombay  
Powai, Mumbai - 400 076

Website:      www.uceed.iitb.ac.in  
Email:         uceed@iitb.ac.in  
Phone:         +91-22-2576-4063/ 9093/ 9094  
Fax:            +91-22-2572-0305

For all other information related to the B. Des programmes such as curriculum, course structure, facilities etc., at [IIT Bombay](#), [IIT Guwahati](#), [IIT Hyderabad](#), and [IIITDM Jabalpur](#) or general information related to the Institutes, please contact the respective department or institute.

**IMPORTANT DATES**

<b>Activity</b>	<b>Date</b>
Start date for Online Registration	9th October, 2018
Last date for Online Registration with regular fee	14th November, 2018
Last date for Online Registration with late fee	20th November, 2018
Start date for Admit Card downloading	1st January, 2019 onwards
Last date for rectification of discrepancies in the admit card	5th January, 2019
UCEED 2019 Examination	Saturday 19th January, 2019
Release of Draft Answer Key	25th January, 2019
Last date for sending Comments about Draft Answer Key	31st January, 2019
Declaration of result	1st March, 2019
Start date for Score Card downloading	1st March, 2019
Application for B. Des. Programme (We have to discussed with Chairs)	8th to 30th June 2019
Seat allotment round 1	4th July, 2019
Seat allotment round 2	11th July, 2019
Seat allotment round 3	15th July, 2019

## **CERTIFICATE FORMATS.**

### **For Candidates seeking admission under the GEN-EWS category**

GEN-EWS certificate (FORM-GEN-EWS) should have been issued on or after April 01, 2019 in confirmation with the OM No. 20013/01/2018-BC-II dated January 17, 2019 issued by the Ministry of Social Justice and Empowerment and the OM No. 12-4/2019-U1 dated 17.01.2019.

### **For Candidates seeking admission under the OBC-NCL category**

OBC-NCL certificate (FORM-OBC-NCL) should have been issued on or after April 01, 2019 in confirmation with the latest guidelines of the Government of India. Visit [www.ncbc.nic.in](http://www.ncbc.nic.in) for latest guidelines and updates on the Central List of State-wise OBCs.

### **For Candidates seeking admission under the SC or ST category**

Caste (for SC) or tribe (for ST) certificate (FORM-SC/ST), the latest guidelines of the Government of India.

### **For Candidates seeking admission under the PwD category**

Physical Disability certificate (FORM-PwD II/III/IV whichever is applicable) issued by the notified medical authority.

Dyslexic candidate needs to submit FORM-DYSLEXIC 1 and 2 instead of FORM-PwD.

Benefit would be given to those who have at least 40% impairment irrespective of the type of disability i.e., locomotor, visual or SEVERE dyslexic. Individual IITs may constitute a medical board at the time of admission to test the candidate's level of disability.

## **APPENDICES**

Appendix 1. EWS certificate format

Appendix 2. OBC-NCL certificate format

Appendix 3. SC/ST certificate format

Appendix 4. Person with Disability (PwD) certificate – Form II

Appendix 5. Person with Disability (PwD) certificate – Form III

Appendix 6. Person with Disability (PwD) certificate – Form IV

Appendix 7. Format of Medical Certificate/Report to be produced by Dyslexic candidate

## Appendix 1. EWS certificate format [issued on or after April 1, 2019]

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

### INCOME & ASSET 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 in 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.

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

Signature with seal of Officer \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
attested photograph  
of the applicant

The income and assets of the families as mentioned  
would be required to be certified by an officer not  
below the rank of Tehsildar in the States/UTs.

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\*Note1: Income covered all sources i.e. salary, agricultural, business, profession, etc.

\*\*Note2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents are siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note3: 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.

## Appendix 2. OBC-NCL Certificate Format [issued on or after April 1, 2019]

### 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) dated  
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

The term 'Ordinarily resides' 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:

District Magistrate / Additional 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 (not below the rank of 1<sup>st</sup>  
Class Stipendiary Magistrate).

Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

Revenue Officer not below the rank of Tehsildar' and Sub-Divisional Officer of the area where  
the candidate and / or his family resides

**ANNEXURE for FORM-OBC-NCL**

Sl. No.	Resolution No.	Date of Notification
1	No.12011/68/93-BCC(C)	13.09.1993
2	No.12011/9/94-BCC	19.10.1994
3	No.12011/7/95-BCC	24.05.1995
4	No.12011/96/94-BCC	09.03.1996
5	No.12011/44/96-BCC	11.12.1996
6	No.12011/13/97-BCC	03.12.1997
7	No.12011/99/94-BCC	11.12.1997
8	No.12011/68/98-BCC	27.10.1999
9	No.12011/88/98-BCC	06.12.1999
10	No.12011/36/99-BCC	04.04.2000
11	No.12011/44/99-BCC	21.09.2000
12	No.12015/9/2000-BCC	06.09.2001
13	No.12011/1/2001-BCC	19.06.2003
14	No.12011/4/2002-BCC	13.01.2004
15	No.12011/9/2004-BCC	16.01.2006
16	No.12011/14/2004-BCC	12.03.2007
17	No.12011/16/2007-BCC	12.10.2007
18	No.12018/6/2005-BCC	30.07.2010
19	No. 12015/2/2007-BCC	18.08.2010
20	No.12015/15/2008-BCC	16.06.2011
21	No.12015/13/2010-BC-II	08.12.2011
22	No.12015/5/2011-BC-II	17.02.2014



### Appendix 3. 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 / Shirmati / 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 \_\_\_\_\_

(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 / 1<sup>st</sup> 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 (Lakshadweep Island).
6. Certificate issued by any other authority will be rejected.

## Appendix 4. Form-II

### Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See rule 4)

Recent PP size  
Attested  
Photograph  
(showing face  
only) of the  
person

Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_

This is to certify that I have carefully examined Shri / Smt. / Kum. \_\_\_\_\_ 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:

1. he / she is a case of:
  - a. locomotor disability
  - b. blindness

(Please tick as applicable)
2. the diagnosis in his / her case is \_\_\_\_\_
3. He / She has \_\_\_\_\_% (in figure) \_\_\_\_\_ percent (in words) permanent physical impairment / blindness in relation to his / her \_\_\_\_\_ (part of body) as per guidelines (to be specified).
4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

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

## Appendix 5. Form-III

### Disability Certificate (In cases multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See rule 4)

Recent PP size  
Attested  
Photograph  
(showing face  
only) of the  
person

Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_  
This is to certify that I have carefully examined Shri / Smt. / Kum. \_\_\_\_\_ 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 are satisfied that:

1. He / she is a Case of **Multiple Disability**. His / her extent of permanent physical impairment / disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment / mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both eyes		
4	Hearing impairment	£		
5	Mental retardation			
6	Mental-illness			

@ - e.g. Left / Right / both arms / legs

# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

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

5. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

6. Signature and seal of the Medical Authority

Name and Seal of Member (1)	Name and Seal of Member (2)	Name and Seal of the Chairperson

Signature / Thumb impression of the person in whose favour disability certificate is issued
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**Appendix 6. Form-IV****Disability Certificate****(In cases other than those mentioned in Forms II and III)**

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See rule 4)

Recent PP size Attested Photograph (showing face only) of the person
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Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_

This is to certify that I have carefully examined Shri / Smt. / Kum. \_\_\_\_\_ 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 are satisfied that he / she is a case of disability.

1. His / her extent of percentage of physical impairment / disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment / mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both eyes		
4	Hearing impairment	£		
5	Mental retardation			
6	Mental-illness			

@ - e.g. Left / Right / both arms / legs

# - e.g. Single eye / both eyes £

- e.g. Left / Right / both ears

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive / non-progressive / likely to improve / not likely to improve.

3. Reassessment of disability is:

- a. not necessary
- b. 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:

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

{Countersignature and seal of the CMO / Medical Superintendent / Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

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

**Note:** In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

**Note:** The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.

## Appendix 7. Format of Medical Certificate / Report to be produced by Dyslexic candidate

{To be obtained from any Dyslexia Association\*}

Date: \_\_\_\_\_ **PSYCHO-EDUCATION EVALUATION REPORT**

Recent PP size  
Attested  
Photograph  
(showing face  
only) of the

Name of the candidate:

Date of Birth:

Registration in the Dyslexia Assn. (date / number):

Name of the Father / Mother / Guardian:

Name / address and Regn. No. of the Dyslexia Association:

Physical & Neurologic Assessment: [            ]

Psychological Assessment: [            ]

WISC

Verbal IQ:

Performance IQ:

Full Scale IQ:

Interpretation: [            ]

Educational Assessment: [            ]

Certified that:

1. The percentage of the handicap is not less than 40% \*\*
2. The disability is PERMANENT in nature.

\*Some Dyslexia Associations:

1. Dyslexia Trust of Kolkatta, Divya Jalan, Aruna Bhaskar 3, Dover Park, Kolkata – 700019
2. Dyslexia Association of Andhra Pradesh (DAAP), 3-4-494 / 1,1st Floor, Macherla Gastrology Hospital, Reddy College Road, Barkatpura, Hyderabad, Telangana, 500027
3. Madras Dyslexia Association, 94 Park View, 1st Floor, G.N. Chetty Road, T. Nagar, Chennai – 600017
4. Maharashtra Dyslexia Association, 003, Amit Park Bldg, L J Road, Deonar, Mumbai 400088
5. The Dyslexia Association of India, MZ-47, The Center Stage Mall, Plot No 01, Block L, Sector 18, NOIDA 201303

\*\*Learning Disability is a permanent developmental disorder. Currently there are no standard approved methods to quantify the disorder. However, the method of diagnosis is based on significant impairment in academic achievement.

Name of the certifying official:

Seal: