

Admission Guidelines for

Doctor of Philosophy (Ph.D.)

Session 2022-23



GURUGRAM UNIVERSITY, GURUGRAM

(Established under Haryana Act 17 of 2017)

www.gurugramuniversity.ac.in

for admission queries: helpdesk@gurugramuniversity.ac.in

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OFFICERS OF THE UNIVERSITY

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**Hon'ble Governor-Haryana,
Chancellor, Gurugram University**

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DEANS OF FACULTIES

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1.	Prof. Dhirender Kaushik	Faculty of Life Sciences	dean.lifesciences@gurugramuniversity.ac.in
2.	Prof. Amarjeet Kaur	Faculty of Commerce and Management	dean.commandgmt@gurugramuniversity.ac.in
3.	Prof. Rakesh Kumar Yogi	Faculty of Law & Humanities	dean.lawandhum@gurugramuniversity.ac.in
4.	Prof. Gayatri Raina Arya	Faculty of Social Sciences & Education	dean.socsciandedun@gurugramuniversity.ac.in
5.	Dr. Ashok Khanna	Faculty of Science & Technology	dean.sciandtech@gurugramuniversity.ac.in

CHAIRPERSONS AND INCHARGES

S. No.	Chairperson	Dept. / Institute	Phone
1.	Prof. Dhirender Kaushik	Dept. of Pharmaceutical Sciences	9416055522
2.	Prof. Amarjeet Kaur	Dept. of Management	9810867688
3.	Prof. Rakesh Kumar Yogi	Dept. of Media Studies Dept. of Hindi Dept. of English	9871621567
4.	Prof. Neera Verma, (Retd.)	Dept. of Economics	9416035388
5.	Prof. Pratap Singh (Retd.)	Dept. of Physics	9810148929
6.	Prof. Gayatri Raina Arya	Dept. of Psychology Dept. of Social Works	8219363880
7.	Dr. Ashok Khanna	Dept. of Engg. & Technology Dept. of Mathematics	9812397776
8.	Dr. Seema Mahlawat	Dept. of Commerce	9728157599
9.	Dr. Annapurna Sharma	Dept. of Public Administration	9999610854
10.	Dr. Neelam Vashisth	Dept. of Chemistry (Incharge)	9250543728
11.	Dr. Shivkant Sharma	Dept. of Social Work (Incharge)	9215511554
12.	Dr. Renu Chaudhary	Dept. of Law (Incharge)	8901181080
13.	Dr. Naveen Kumar	Dept. of English (Incharge)	8802485693
14.	Dr. Hawa Singh	Dept. of Education (Incharge)	9467030980
15.	Dr. Parijat Pandey	Dept. of Neurosciences (Incharge)	9996233398
16.	Dr. Bharti Sharma	Dept. of Physiotherapy (Incharge)	9899381400
17.	Dr. Avneet Kaur Lamba	Dept. of Public Health (Incharge)	9654334472

Dr. Hawa Singh is PIO and Dr. Subham Gandhi, Deputy Registrar, Colleges is APIO

FACULTIES, DEPARTMENTS AND PROGRAMMES

1. FACULTY OF LIFE SCIENCES
<i>Department of Pharmaceutical Sciences</i>
a. Bachelor of Pharmacy (B.Pharm.)
b. B.Pharma (LEET)
c. Master of Pharmacy (Pharmacology)
d. Master of Pharmacy (Pharmaceutical Chemistry)
e. Ph.D
<i>Department of Physiotherapy</i>
e. Bachelor of Physiotherapy (B.PT)
f. Master of Physiotherapy (Orthopaedic)
g. Master of Physiotherapy (Cardio Pulmonary)
2. FACULTY OF SCIENCE AND TECHNOLOGY
<i>Department of Engineering and Technology</i>
a. B.Tech. Computer Science and Engineering (Artificial Intelligence)
b. B.Tech. Computer Science and Engineering (Artificial Intelligence) (LEET)
c. B.Tech Computer Science and Engineering (Internet of Things)
d. B.Tech Computer Science and Engineering (Cyber Security)
e. B.Tech Electronics Science and Engineering (VLSI Design Technology)
<i>Department of Mathematics</i>
f. M.Sc. (Mathematics)
<i>Department of Physics</i>
g. M. Sc. (Physics)
<i>Department of Chemistry</i>
h. M.Sc. (Chemistry)
3. FACULTY OF COMMERCE & MANAGEMENT
<i>Department of Commerce</i>
a. M.Com
b. M.Com.(Integrated)
c. Ph.D.
<i>Department of Management</i>
d. MBA
e. MBA (Integrated)

f.	Ph.D
4.	FACULTY OF LAW & HUMANITIES
	<i>Department of Indian and Foreign Languages</i>
a.	M.A (English) Professional/Communication Skills
b.	Diploma in Japanese
c.	Diploma in German
	<i>Department of Media Studies</i>
d.	Master of Arts (Mass Communication) (MAMC)
e.	Master of Arts (Mass Communication) MAMC (Integrated)
f.	B.Sc. (Animation and Multimedia)
	<i>Department of Law</i>
g.	L.L.B
h.	Master of Laws (LLM) Specialization -Corporate Law -Criminal Law -International Law
i.	Ph.D.
5.	FACULTY OF SOCIAL SCIENCES & EDUCATION
	<i>Department of Public Administration</i>
a.	M.A. (Public Policy, Administration and Governance)
b.	Ph.D.
	<i>Department of Political Science</i>
c.	M.A. (Political Science)
	<i>Department of Psychology</i>
d.	M.Sc. (Psychology)
e.	Ph.D.
	<i>Department of Economics</i>
f.	M.A. (Applied Economics)

CHAPTER-I

ADMISSION SCHEDULE

Opening date for submission of online	02.01.2023
The last date for submission of online	16.01.2023

Tentative Schedule of Entrance Tests:

Date	12.00 PM to 1.00 PM
02.02.2023	Pharmaceutical Sciences
02.02.2023	Public Administration
02.02.2023	Commerce
03.02.2023	Management
03.02.2023	Psychology
03.02.2023	Law

Tentative Schedule of Interview and Counseling:

- i) Dates of Interview for Ph.D.: - Schedule for the Interview, counseling and commencement of Ph.D. course work shall be notified on the University Website.

Date	Name of the Department
09.02.2023	Pharmaceutical Sciences
09.02.2023	Public Administration
09.02.2023	Commerce
10.02.2023	Management
10.02.2023	Psychology
10.02.2023	Law

Sr. No.	Particulars	Date
i.	Display of merit list	13.02.2023
ii.	Payment of fee with the University cashier/Bank	17.02.2023
iii.	Commencement of classes for Ph.D. Course Work	20.02.2023

Note:

The schedule of admission and entrance test is tentative and may change which will be notified on the University website. The applicants are advised to keep visiting the University website <http://www.gurugramuniversity.ac.in> for related update.

CHAPTER-II

NUMBER OF SEATS, ELIGIBILITY AND PROCEDURE FOR ADMISSION TO Ph.D. PROGRAMME

Seats for Ph.D. Programme for the session 2022-23.

The seat matrix is as follows:

Sr. No.	Name of Course	Total Vacant Seats session 2022-23	All India	Haryana Reserved Total	Haryana Open General Category	EWS	SC	BCA	BCB	PH/DAP	ESM/FF
			15%	85%	50% of HR-EWS	10% of HR	20% OF HR	16% OF HR	11% OF HR	3% OF HR	
1.	Pharmacy	15	2.25	12.75	5.7375	0.6375	2.55	2.04	1.4025	0.3825	
			2	13	6	1	2	2	2	0	
2.	Public Administration	04	0.6	3.4	1.53	0.17	0.68	0.544	0.374	0.102	
			1	3	1	0	1	1	0	0	
3.	Commerce	04	0.6	3.4	1.53	0.17	0.68	0.544	0.374	0.102	
			1	3	1	0	1	1	0	0	
4.	Management	08	1.2	6.8	3.06	0.34	1.36	1.088	0.748	0.204	
			1	7	3	1	1	1	1	0	
5.	Law	04	0.6	3.4	1.53	0.17	0.68	0.544	0.374	0.102	
			1	3	1	0	1	1	0	0	
6.	Psychology	03	0.45	2.55	1.1475	0.1275	0.51	0.408	0.2805	0.0765	
			1	2	1	0	0	1	0	0	
	Total	38									

1 ELIGIBILITY AND PROCEDURE FOR ADMISSION TO Ph.D. PROGRAMME

ACADEMIC ELIGIBILITY

- 1.1 Master's Degree (1 year/2 semester Master's Programme after 4 year/8 semesters bachelor's degree programme or 2 year/4 semester Master's Programme after 3 year/6 semesters bachelor's degree programme) with 55% marks in the main subject (or an examination recognized as equivalent thereto)/allied subject (or an examination recognized as equivalent thereto) OR its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed, calculations of marks as per CBCS pattern).
- 1.2 A relaxation of 5% marks i.e. from 55% to 50% marks in the aforesaid Degrees is allowed for those candidates belonging to SC/ST/BC (Block A & B) non-creamy layer)/ Differently Abled of Haryana, Economically

weaker section and other categories as per decision of commission from time to time.

- 1.3 In case of candidate possessing Degree equivalent to Master's Degree from a Foreign University, degree equivalence certificated issued by AIU is mandatory.

2 PROCEDURE FOR ADMISSION TO Ph.D. COURSE WORK

- 2.1 Applications for admission to Ph.D. programme are invited in online mode only.
- 2.2 The department wise predetermined total number of seats as recommended by the Departmental Research Committee's (DRC) of the respective department is given in **Chapter 2**.
- 2.3 Admissions to the Ph.D. Programme will be made through an Entrance Test conducted by the University for each Discipline. The syllabus for the Entrance Test is as laid down by the concerned Teaching Departments. The entrance test will be of three hours duration and will be for 100 marks. The question paper will have two parts. Part-1 of the question paper shall be common for all the disciplines and Part-II of the question paper shall be discipline specific. Part-I will have 50 objective-type questions carrying 50 marks related to research methodology and Part-II carrying 50 marks will require the students to answer Objective-type/short answer questions in the subject concerned. There shall be no negative marking. A candidate must secure 50% marks to qualify the entrance test (47.50% for SC/ST/Differently abled candidates).
- 2.4 The following categories of candidates are exempted from Ph.D. entrance test:
 - 2.4.1 UGC/CSIR-JRF/NET (with validity period)/Teacher Fellowship holder/awardee of fellowship by DST, ICMR, ICSSR or any other equivalent National level fellowship (with validity period)/GATE (with validity period)/GPAT(with validity period) is eligible.
- 2.5 The admission in Ph.D. Programme shall be made in order of merit on the basis of the following criteria:

Sr. No.	Particulars	Weightage
1.	Percentage of marks in 12th Class examination	05%
2.	Percentage of marks in UG examination	15%
3.	Percentage of marks in PG examination	25%
4.	Percentage of Total % age marks secured in Entrance Examination	50%
	Or	Or
	Weightage of Marks to candidates who have passed JRF or GPAT or GATE (with validity)	40 Marks
	Or	
	Weightage of Marks to candidates who have passed NET	30 Marks
5.	Qualifying Examination from Gurugram University	05 marks
6.	Interview	10 Marks

2.6 The qualified candidates (Maximum 4 times of number of vacant seats) will be called for interview by the concerned department.

2.7 Supernumerary seats

One seat in each Department for senior military officials, top corporate managers and other experienced professionals with atleast 15 years of work experience in respective fields.

The merit list will be prepared by the Department on the basis of criteria mentioned in 2.5 and admissions will be made by DRC.

IMPORTANT NOTE

1. Mere possession of the prescribed academic qualifications does not entitle a candidate for admission to the programme. Candidates would be required to fulfill all the conditions as spelt out in the Admission guidelines/University Ordinance.
2. The eligibility of the candidates shall be ascertained by the University as per rules given in the Admission Guidelines for Doctor of Philosophy (Ph.D.).
3. Merit list of all the eligible candidates shall be prepared as per criteria given in

the Admission Guidelines for Doctor of Philosophy (Ph.D.) and shall be available on the website of the University.

4. If two or more candidates secure identical marks in merit list, then the candidate senior in age will be given preference.
5. Seats remaining vacant in 1st merit list, will be filled up in the subsequent merit list.
6. The admissions will be closed as soon as all the seats in each category are filled.
7. Other details such as regarding enrolment of students, students conduct and discipline Rules, prohibition of ragging, etc. will be as per University rules.

CHAPTER-III

HOW TO APPLY FOR Ph.D PROGRAMME

1. The candidates are advised to read the Admission Guidelines for Doctor of Philosophy (Ph.D.) and Ph.D. Ordinance carefully before filling the Application Form.
2. The Admission Guidelines can be downloaded from the University Website: <https://gurugramuniversity.ac.in>. The processing charges for the application form for admission are Rs. 1000/- for General Category and Rs. 250/- for Scheduled Caste, Backward Class of Haryana, differently abled persons and Economically Weaker Sections (EWS) of Haryana.
3. Change in Subject or category, once opted for the purpose of admission, will not be allowed.
4. The candidates claiming the benefit of reservation shall submit a certificate to this effect from the competent authority. Refer to Appendices A to M for instructions and formats of certificates.
5. The Candidate shall be personally responsible in case, he/she is not eligible to apply as per the given eligibility criteria.

ADMISSION PROCESS

Online Admission Process:-

1. User has to click on the below URL
<https://gu.aimserp.co.in/gu-admissions/#/>
2. Step 1: - Register Now. (If you are an existing user, you may skip this and click on sign in)

A user can register his /her self by filling the below details.

- First Name
- Middle Name
- Last Name
- Aadhar number (for Indian applicants) /Passport Number (only for foreign applicants)
- Email Id (will be the user name)
- Mobile number (used for communications from university)
- DOB
- Password/confirm password
- Click on Register

3. After successfully registering on the admission portal, user may now sign-in, by clicking on the “sign-in” button or can also directly click on the “Apply now” button adjacent to the programme name-which prompt the login window on the screen.

User has to login by the email id and password created while registering.

4. After successful sign-in user can now click on “Apply now” button adjacent to the programme name.

*Note: -

4.1 The admission landing page has all the Current open registering programme on the Top and registration closed programme on the bottom/end of the page.

4.2 Each programme status is available and displayed either in **open** status or **closed** status under the respective headers as: -

- Programme Type (Ph.D.)
- Department Name, and
- Programme Name (against which the apply now button is being displayed)

5. Once the user/applicant clicks on “Apply now” The online application form opens

**Please note that the Online Application form has been divided into 4 steps: -

- Personal Information
- Academic Information
- Verify and Submit
- Payment Status

6. Applicant has to fill all the mandatory fields and attach all the mandatory attachments as required against the application form. (In personal and academic information)

**Note: -

- i. Documents required to be submitted are solely depended on the type of programme applied (Ph.D.)
- ii. Category against which application is filled (exempted or non-exempted)
- iii. The eligibility criteria for the programme selected (please refer to the Chapter-II)

7. After filling the application form, and prior to the final submission User can preview the full application form by clicking on “Preview Application” (wherein an applicant can check all the filled details and attachments uploaded and he/she has the feasibility to re-check whether the attachments are visible and readable).

8. To finally submit the application form, user has to click on the checkbox for “I agree” against the T&C and click on “Verify and Submit”.

Once clicked the User shall be redirected to the Payment Gateway, wherein User has the feasibility to pay the application fee by UPI, Debit/Credit card, Net banking options.

9. Once the payment is successfully completed, the user will be redirected to the admission portal and will have an option to download the admission form and the fee receipt.
10. On successful submission of the Application form, after the fee is paid User/Applicant shall receive an updated status against his form via email as well as SMS via Gurugram University.

***Note: - This **Completes** the Admission Application form process. Kindly note that Gurugram University has a right to ask the Applicant to Resubmit the Application Form, if they encounter any discrepancy against the submitted documents or the filled details.

Under Resubmission Application Status:

Gurugram University has the right to review the application form in detail and is authorised to **Verify and Approve** the application or put the application in **Resubmission Status**.

If the application has status as **Resubmission Status**, the user/applicant shall receive a SMS (on the registered mobile number) with the status of their application being in the said status. Also, an email with detailed comments as mentioned by the Gurugram University against the GAPS found and inputs required too shall be sent on the email id mentioned by him/her at the time of registration.

Action required from User/Applicant's end: He/she has to re-submit the application before the application end-date so that Gurugram University can re-verify the application form.

The applicant/user can edit the application form, if it is in **Resubmission status** (before the last date of submission of admission form). He/she can log on the admission portal and click on update after making the required changes. Once the admission form is resubmitted, Gurugram University will be notified for the same and can then verify/ re-evaluate the application form.

***The above mentioned process for verification and resubmission of application form does not effect the merit process. As per the prerequisites and the terms and conditions, if any discrepancy is found in the application form, the Gurugram University stands full rights to reject the application form without intimating the applicant.**

CHAPTER-IV

DOCUMENTS REQUIRED AT THE TIME OF ADMISSION

(Original documents for verification/submission along with one set of self-attested copies)

1. Computer generated application form duly signed by the applicant.
2. 10th Certificate
3. 12th Certificate
4. Degree and Marksheets of Graduation
5. Marksheet of the qualifying examination (M.A./ M.Com/ M.Sc./ M.Pharmacy etc)
6. Certificate of NET/JRF/SLET, if any
7. Latest Character Certificate
8. Certificate of Reserved Category and other related certificates, if applicable, as mentioned in the Admission Guidelines for Doctor of Philosophy (Ph.D.).
9. Income certificate, if required.
10. Haryana Residence Certificate, if applicable (Appendix A1 to A4).
11. Undertaking from the candidate and parents regarding anti ragging. As per Appendix-N and Appendix-O.
12. Certificate of gap year, if any.
13. Migration Certificate (within 15 days of admission)
14. Address Proof (Aadhar Card)

RESERVATION OF SEATS AND WEIGHTAGES

Category	Percentage
a) All India Open Category Seats	15% of the sanctioned intake
b) State Quota	85% of the sanctioned take
(b-1) Haryana Open General Category (HOGC)	50% of the State Quota i.e. 42.5% of total intake.
Economically Weaker Section	*10% seats out of HOG and AIO are reserved for EWS (refer letter no. 22/12/2019-1GS-III dated 05.02.2019 at Appendix J and letter No.40395 DHE-190005/97/2020-UNP (STATE)-DHE dated 19.04.2021
(b-2) Reserved Categories of Haryana	50% of the State Quota i.e. 42.5% of total intake

Scheduled Caste (SC)	20% of State Quota (17% of total intake) Fifty per cent of the twenty per cent seats reserved for Scheduled Caste for admission in any Government educational institution shall be set aside for candidate belonging to deprived Scheduled Caste. Refer to appendix - I
Backward Classes of Haryana (A) (BCA)	16% of State Quota (13.6% of total intake)
Backward Classes of Haryana (B) (BCB)	11% of State Quota (9.35% of total intake)
Physically Handicapped (PH)	03% of State quota (2.55% of total intake).

GUIDELINES FOR RESERVATION

- 1. The reservation of seats is as per the Reservation Policy of Haryana Govt. and is subject to change/amendment made by the State Govt. from time to time.**
- Candidates belonging to SC/ST are required to submit a certificate from the competent authority as per **Appendix-C**. The list of Scheduled Castes notified by the Haryana Government is available at **Appendix-H**.
- Candidates belonging to Backward Classes are required to submit a certificate from the competent authority as per **Appendix-D**. The list of Backward Classes in Haryana notified by the Haryana Government is available at **Appendix-F**. Circular no. 1170 SW(l)-95 dated 7.6.95 of the Haryana Govt. for excluding Socially Advanced Persons/Sections (Creamy Layer) from Backward Classes may be referred to at **Appendix- G**.
- Only those candidates who have permanent disability of not less than 40% (being otherwise fit for admission to the programme) will be considered for admission as Physically Handicapped. They will submit a certificate from the competent authority as per **Appendix-E**. Disability Certificate shall, however, be subject to verification by a Medical Board to be constituted by the University. The decision of Medical Board in this regard shall be final.
- A candidate who applies for a reserved category or for both reserved and general categories will be considered first in general category. In case, he

is not selected in general category, he will be considered for reserved category. The Scheduled Castes/Backward Classes candidates who get selected /admitted in open competition on the basis of their own merit, will not be counted against the quota reserved for scheduled caste/backward classes, rather they will be treated as open competition candidates. However, such candidates shall fulfill condition of eligibility regarding age etc. as are meant for general category candidates (Memo No.13864-75 dated 24.8.2012 received from the Principal Secretary to Govt. of Haryana, Welfare of Scheduled Caste and Backward Classes, Department, Chandigarh).

6. If a candidate belongs to more than one reserved category, he/she shall be required to give his/her preference at the time of filling up the admission form. Preference once given shall not be changed.
7. If any seat remains vacant in sub-categories of BC(A) and BC(B), the same will be filled up through the candidates belonging to other category. For example, if any seat in BC(B) category remains vacant, the same will be filled up from BC(A) category and vice-versa. The same Clause is applicable to SC and SC Deprived.
8. Benefit of reservation will be given to the reserved categories upto 3rd merit list.

However, after third merit list, the vacant seats will be converted into general category seats and will be filled accordingly in the Physical counseling.

INTERPRETATION

In case of any doubt, the interpretation of the Vice Chancellor regarding the provisions in the Admission Guidelines shall be final.

LEGAL JURISDICTION

All disputes pertaining to admissions shall fall within the jurisdiction of Gurugram Only.

CHAPTER-V

SYLLABI AND PATTERN OF ENTRANCE EXAMINATIONS

1. Admission to Ph.D. programme shall be made through Entrance Test, the syllabus of which shall be the same as is prescribed for National Eligibility Test (NET) by the University Grants Commission/Council for Scientific and Industrial Research (CSIR)/Indian Council of Agriculture and Research (ICAR) etc.

For programmes, where NET examination is not conducted, the syllabus (it will be notified separately on the University website) of entrance test will be as prescribed by the Department concerned.

2. The entrance test will be of three hours duration and will be for 100 marks. The question paper will have two parts. Part-1 of the question paper shall be common for all the disciplines and Part-II of the question paper shall be discipline specific. Part-I will have 50 objective-type questions/short answer questions carrying 50 marks related to research methodology and Part-II carrying 50 marks will require the students to answer Objective-type/short answer questions in the subject concerned. There shall be no negative marking. A candidate must secure 50% marks to qualify the entrance test (47.50% for SC/ST/Differently abled candidates).
3. The syllabi of entrance test is available on the University website i.e. <https://gurugramuniversity.ac.in/>
4. Question papers shall be in English.

CHAPTER-VI

RULES AND GUIDELINES FOR ENTRANCE EXAMINATION

1. The Entrance Examination is meant to assess the candidates' suitability for the Ph.D. Programme.
2. No candidate will be admitted to the Entrance Examination Hall unless he/she produces the Admit Card which must be obtained from the Department concerned.
3. No request for postponement of Entrance Examination will be entertained under any circumstances.
4. Question paper for the Entrance Examination will consist of objective type multiple choice questions only with four choices each.
5. The candidates should refer to **“Syllabi for Entrance Examinations”** for outlines of syllabi and composition of Entrance Examination Question Papers.
6. The venue/centre for the Entrance Examination will be Gurugram University unless otherwise changed by the University through a special notification.
7. Question Booklet
 - i) The examinees, immediately after taking their seats, will be given a sealed Test Booklet alongwith OMR Sheet. The examinees are advised to read and follow the instructions on the title and back-page of the question Booklet carefully.
 - ii) Booklet Number and a Booklet Code (A or B or C or D) are given on the front page of the Question Booklet. The examinees must write the Number and the Code carefully in the appropriate places on the OMR/ Answer Sheet.
 - iii) The examinee must affix his/her signature on the front page of the Question Booklet at the place earmarked for this purpose.
 - iv) The Question Booklet has paper seal pasted on it. The examinees should open the Question Booklet by breaking the paper seal only when they are asked to do so by the Invigilator.
 - v) The examinees must check immediately after breaking the seal that the Question Booklet contains the same number of questions as indicated in the instructions at the top. If any deficiency is noticed in the Question Booklet, the Invigilator may be requested to replace the same immediately.
 - vi) The Question Booklet and the Answer Sheet must be returned to the Invigilator before leaving the Examination Hall.
8. OMR/Answer Sheet
 - i) The examinees must check their Answer Sheets which are serially numbered. If any discrepancy is detected, the same should be brought to the notice of the Invigilator immediately.

- ii) Use good quality ball point pen (blue or black) strictly as directed on the OMR Answer Sheet.
- iii) Do not fold or put any stray mark or do any rough work on the Answer Sheet.
- iv) Fill in the Roll No., Question Booklet No. and Booklet Code in the blocks provided for the purpose on the OMR Answer Sheet.
- v) The examinee must affix his/her signature with the ball point pen at the appropriate place on the OMR Answer Sheet.

9. Rough Work

The examinees should not do any rough work or writing work on the **OMR Answer Sheet**.

Rough work, if any, may be done in the Test Booklet itself.

10. The following procedure shall be followed in the Examination Hall:

- i) No candidate will be allowed to enter the Examination Hall 15 minutes after the commencement of the examination.
- ii) No candidate will be allowed to leave the Examination Hall before the expiry of time.
- iii) The doors of Examination Hall will be opened 30 minutes before the time fixed for commencement of the Examination.
- iv) Each examinee will be given a sealed Test Booklet with an OMR Answer Sheet 10 minutes before the commencement of the Examination.
- v) The examinees, immediately on receipt of the Test Booklet, will fill in the required particulars with the ball point (black or blue) pen only on its cover page.
- vi) The examinees shall not open the Test Booklet until asked to do so by the Invigilator.
- vii) Use of calculators, slide rules or log tables, books, papers, cellular phones or any other electronic device, etc. is not allowed.
- viii) The Examination will start exactly at the appointed time. The Invigilator will make an announcement to this effect. The examinees should start writing only after the announcement of the Invigilator.
- ix) The Invigilator will check 'Admit Card' of each examinee during the Examination to satisfy himself about each of them.
- x) The Invigilator will also put his/her signature in the place provided in the question booklet and OMR Answer Sheet.
- xi) The examinees shall bring their own ball point pens (blue or black), eraser, and foot-rule. These items will not be supplied by the University.
- xii) After completing the test and before handing over the Test Booklet and Answer Sheet, the examinees must check again that all the particulars required in the Test Booklet and the Answer Sheet has been correctly written.
- xiii) A signal will be given at the beginning of the Examination and at half-time. A signal will also be given before the closing time when the examinees must stop marking responses.

11. Punishment for use of Unfair Means

If any candidate is found guilty of any breach of rules mentioned in the Prospectus or guilty of using unfair means, he/she will be liable to be

punished according to the Act, Statutes, Ordinances, and Rules & Regulations of Gurugram University, Gurugram.

12. Re-Checking

There shall be no re-checking or re-evaluation of answer sheets of the Entrance Examination. No request in this regard shall be entertained.

13. If any person(s) or officer(s) or official(s) dealing with the conduct of Entrance Examination is found indulged in any act which may result in the leakage of the question paper(s) or render help directly or indirectly in the use of unfair means in the examination, he/she shall be liable to be prosecuted under the Indian Penal Code.

14. Enquiries regarding Entrance Examinations, if any, may be made till a day before the Entrance Examinations during office hours and not on the day of Entrance Examination with the Department concerned.

15. Candidate may raise/valid objection/complaint if any, with regard to discrepancy in the Question Booklet/Answer key within 24 Hours of uploading the same on the University website. The complaint be sent by the students to the Controller of Examinations by hand or through email (coe@gurugramuniversity.ac.in). Thereafter no complaint in any case, will be considered.

16. Confidential material of Entrance Examinations i.e. used OMR/Answer Sheet of the appeared candidates received from the examination Centres may be kept in safe custody by the concerned HODs/Deans for future reference.

17. The process for compilation of result may be started after consideration of complaints received from the examinees, if any with regard to discrepancy in the question booklet/answer key. The complaints received from the students with regard to discrepancy in question booklet/answer key be resolved normally in 48 hours.

18. Keeping in view of requests of the candidates from time to time for supplying copy of OMR/Answer Sheet of Entrance Examinations, the Committee recommended that carbonless OMR/Answer sheet be got printed by the Controller of Examinations so that the same to be retained by the candidate.

CHAPTER-VII

FEE STRUCTURE

Fee for Ph.D. work

- 3.1 The research scholars enrolled for Ph.D. course shall deposit their fee as per fee structure notified or laid down from time to time by the University during the Ph.D. Course.
- 3.2 No fees/dues deposited by the research scholar shall not be refunded by the University in case the research scholar leaves the Ph.D. Programme at his/her own level or found ineligible.
- 3.3 Ph.D. course work fee (to be paid by those who are required to complete course work):

Course work fee for the subjects involving **Rs. 30000/-**

Laboratory subjects Such as Psychology, Geography, science subjects such as Maths, Statistics, Physics, Chemistry, Pharmacy, Life Sciences, Engineering and Technology, Media Studies etc.

Course work fee for others **Rs. 20000/-**

For Ph.D. Programme every research scholar shall pay fee as under:

Registration Fee **Rs. 20000/**

In case of foreign/NRI students except for students from less developed countries, this fee shall be **US \$1500**

Annual Fee for the subjects involving **Rs. 30000/**

Laboratory subjects Such as Psychology, Geography, science subjects such as Maths, Statistics, Physics, Chemistry, Pharmacy, Life Sciences, Engineering and Technology, Media Studies etc.

Annual Fee for subject without Laboratory subjects **Rs.20,000/**

For scholars utilizing research facilities including research supervision at affiliated colleges/institution then additional annual fees of Rs. 15,000/- p.a. shall be paid by the scholar to the concerned affiliated

*college/institution.**

**Evaluation fee to be charged at the time of submission Rs.10000/-
of Ph.D. thesis**

Late fee for delayed payment of annual fee:

- upto six months **Rs.1000/- p.m.**
- beyond six months **Rs.2000/- p.m.**

3.4 The fees shall be subject to changes as decided by the University from time to time.

Note: - At the time of admission, fee/fund like enrolment registration, tuition fee, sports, Union, Library, Magazine, medical, Examination fee and other funds may not be charged from the SC students whose parents' annual income is not more than Rs. 2.5 lacs. The claim on account of such fee may be submitted to the Higher Education Commissioner, Haryana, Panchkula after getting the same vetted from the Auditors of the Directorate for reimbursement. The affiliated Colleges shall however pay all the University dues at the time of submitting the registration return/examination form as usual.

Instructions received from the State Government from time to time on this issue shall be followed.

APPENDIX-A-1

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DEPUTY COMMISSIONER/SUB-DIVISIONAL OFFICER (CIVIL)/, G.A. TO D.C./D.R.O./E.M/TEHSILDAR

Certified that Sh.S/o Sh. father/guardian of Miss/Mr. holds (name of the child/ward with full address) immovable property at (place and District) in the State of Haryana for the past years.

OR

Certified that Miss/Mr. S/o Sh. Resident of was born in Haryana as per birth certificate.

Date:

**Signature of the Authority
(Mentioned above)
(with seal)**

APPENDIX-A-2

RESIDENCE CERTIFICATE TO BE ISSUED BY HEAD OF DEPARTMENT

Certified that Sh. S/o Sh. father of Miss/Mr.is an employee of the (Name of office) of Haryana Government. He is working as, and is posted at He has more than three years' service at his credit.

Dated:

Place:

**Head of the Department
(with seal)**

APPENDIX-A-3

RESIDENCE CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEAD MASTER OF THE GOVERNMENT/RECOGNIZED SCHOOL/COLLEGE

It is certified that Miss/Mr. S/o D/o Sh. has been a student of this School/College for a period ofYear(s), from to He/She left the school/college on

Dated:

Place:

**Sign. of Principal/Head Master
(with Seal)**

APPENDIX-A-4

RESIDENCE CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPARTMENT IN THE CASE OF THE GOVERNMENT EMPLOYEES

Certified that Sh. S/o Sh. father of Miss/Mr. is an employee of Government of India working as.....He has been posted at Chandigarh/Haryana in connection with the affairs of Haryana Government for the past three years.

Dated:

**Head of Department
(with seal)**

APPENDIX-B

AFFIDAVIT OF THE PARENT/ GUARDIAN TO BE ATTESTED BY THE EXECUTIVE MAGISTRATE/ OATH COMMISSIONER/ NOTARY PUBLIC

I Father /mother/guardian of Miss/Mr.resident of do hereby solemnly state and affirm as under:

1. That I am a Citizen of India.
2. That neither the deponent nor the child/ward of the deponent has obtained the benefit of "Residence" in any other state.

Dated:

DEPONENT

Verification

Verified that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Dated:

DEPONENT

HARYANA GOVERNMENT

Certificate Sr. No/Year/ Teh.....

Photo of applicant
To be attested by
the Issuing Authority

SCHEDULED CASTE-CERTIFICATE

This is to certify that Shri/Smt./Kumari..... Son/Daughter of Sh.
Resident of Village/Town Tehsil. District..... of the
State/Union Territory belongs to the Caste/Tribe, which is
recognized as a Scheduled Caste/Scheduled Tribe under the Constitution (Scheduled Castes)
Order 1950.

2. Shri/Smt./Kumari and/or his/her family ordinarily Reside(s) in
Village/Town of Tehsil District of the
State/Union Territory

Dated:

Place:

Signature with seal of issuing Authority

Full Name.....

Designation.....

Address with.....

Telephone No. with STD Code.....

**Issuing Authority: Tehsildar-cum-Executive Magistrate,
Naib Tehsildar-cum-Executive Magistrate
Head of Department in case of Government employee.**

HARYANA GOVERNMENT

Certificate Sr. No /Year /Teh.

**Photo of the applicant
To be attested by
The Issuing Authority**

**Backward class certificate
Block 'A' OR 'B'**

This is to certify that Shri/Smt./Kumari Son/Daughter of Sh. resident of Village/Town Tehsil District the State/Union Territory belongs to the Caste. This caste is mentioned in the State list of BC Block

2. Shri/Smt./Kumariand/or his/her family ordinarily Reside(s) in Village/Town of Tehsil District of the State/Union Territory

3. This is to certify that he/she does not belong to the person /section (Creamy layer) as per State Govt. Letter No.1170-SW (1)-95 dated 07.06.1995, No.22/36/2000-3GS-III dated 09.08.2000 and No.213-SW (1)-2010 dated 31.08.2010.

Dated:

Place:

Signature with seal of Issuing Authority
Full Name.....
Designation.....
Address with.....
Telephone No. with STD Code.....

**Issuing Authority: Tehsildar-cum-Executive Magistrate,
Naib Tehsildar-cum-Executive Magistrate
Head of Department in case of Government employee.**

**MEDICAL CERTIFICATE FOR PHYSICALLY HANDICAPPED OFFICE OF THE CHIEF
MEDICAL OFFICER OF THE CONCERNED DISTRICT**

No.

Dated.....

Certified that Shri/Km./Smt. Son/Daughter of Shri resident of District appeared before the undersigned for medical check-up. On medical examination, he/she is found suffering from and thus he/she is Physically Handicapped. His/her percentage of Handicap is % (in figure) (in words).

(Signature of Applicant)
and Head

Chief Medical officer

Professor

.....(Haryana) Dept. of
(seal of the above authority) (seal of the above
authority)

**LIST OF BACKWARD CLASSES IN HARYANA STATE
BLOCK 'A'**

- | | |
|---|--------------------------------------|
| 1. Aheria, Aheri, Heri,
Naik, Thori or Turi, Hari | 33. Kurmi |
| 2. Barra | 34. Kumhars, Prajapati |
| 3. Beta, Hensi or Hesi | 35. Kamboj |
| 4. Bagria | 36. Khanjhera |
| 5. Barwar | 37. Kuchband |
| 6. Barai, Tamboli | 38. Labana |
| 7. Baragi, Bairagi, Swami Sadh | 39. Lakhera, Manihar, Kachera |
| 8. Battera | 40. Lohar, Panel-tal-Brahmin |
| 9. Bharbhuja, Bharbhunja | 41. Madari |
| 10. Bhat, Bhatra, Darpi, Ramiya | 42. Moehi |
| 11. Bhuhalia Lohar | 43. Mirasi |
| 12. Changar | 44. Nar |
| 13. Chirimar | 45. Noongar |
| 14. Chang | 46. Nalband |
| 15. Chimba, Chhipi, Chimpa,
Darzi, Rohilla | 47. Pinja, Penja |
| 16. Daiya | 48. Rehor, Rehara or Re |
| 17. Dhobis | 49. Raigar |
| 18. Dakaut | 50. Rai Sikhs |
| 19. Dhimar, Mallah, Kashyap,
Rajpoot, Kahar, Jhiwar,
Dhinwar, Khewat, Mehra,
Nishad, Sakka, Bhisti,
Sheikh-Abbasi | 51. Rechband |
| 20. Dhosali, Dosali | 52. Shorgir, Shergir |
| 21. Faquir | 53. Soi |
| 22. Gwaria, Gauria or Gwar | 54. Singhikant, Singiwala |
| 23. Ghirath | 55. Sunar, Zargar, Soni |
| 24. Ghasi, Ghasiara or Ghosi | 56. Thathera, Tamera |
| 25. Gorkhas | 57. Teli |
| 26. Gawala, Gowala | 58. Banjara, Banjara |
| 27. Gadaria, Pal, Baghel | 59. Weaver (Jullaha) |
| 28. Garhi-Lohar | 60. Badi/Baddon |
| 29. Hajjam, Nai, Nais, Sain | 61. Bhattu/Chattu |
| 30. Jhangra Brahman, Khati,
Suthar, Dhiman- Brahmin
Tarkhan, Barhai, Baddi. | 62. Mina |
| 31. Joginath, Jogi, Nath, Yogi | 63. Rahbari |
| 32. Kanjar or Kanchan | 64. Charon |
| | 65. Chaaraj (Mahabrahman) |
| | 66. Udasin |
| | 67. Ramgarhia |
| | 68. Rangrez, Lilgar, Nilgar, Lallari |
| | 69. Dawala, Soni-Dawala, Nyaaria |
| | 70. Bhar, Rajbhar |
| | 71. Nat (Muslim) |
| | 72. Jangam |

BLOCK 'B'

- | | |
|-----------------------------|-------------------------|
| 1. Ahir/Yadav | Koeri, Maurya |
| 2. Gujjar | 5. Meo |
| 3. Lodh/Lodha/Lodhi | 6. Gosai/Gosain/Goswami |
| 4. Saini, Shakya, Kushwaha, | |

Copy of letter No. 1170-SW (I)-95 dated 7.6.95 received from the Commissioner and Secretary to Government, Haryana, Welfare of Scheduled Castes and Backward Classes Department, Haryana, Chandigarh, addressed to all Heads of Departments, Commissioners, Ambala, Hisar, Rohtak: and Gurgaon Divisions, all Deputy Commissioners and Sub Divisional Officers in Haryana and Registrar, Punjab and Haryana High Court, Chandigarh.

Sub: Exclusion of socially advanced persons/sections (Creamy Layer) from Backward Classes.

Sir,

I am directed to invite your attention to the subject mentioned above and to state that following the Supreme Court judgment in the Indira Sawhney and others versus Union of India case, the Haryana Government vide notification dated 12.10.1993 had set up the Haryana Second Backward Classes Commission. The terms of reference of this Commission were to entertain, examine and recommend upon requests for inclusion and complaints of over- inclusion and under-inclusion in the list of Backward Classes. Vide notification dated 26-5-1994, the Commission was also assigned the function of specifying the basis, applying the relevant and requisite socio-economic criteria to exclude socially advanced persons/sections (Creamy Layer) from Backward Classes.

In its report submitted on 16.5.1995, the Haryana Second Backward Classes Commission had recommended the criteria for excluding socially advanced persons/sections (Creamy Layer) from Backward Classes. After considering these recommendations, the Government has decided that the benefit of reservation shall not apply to persons/sections mentioned in **Annexure 'A'**, which is enclosed.

All the departments are requested to bring the above instructions to the notice of all the Heads of Departments and appointing authorities under their control for necessary compliance

ANNEXURE-A

1. Constitutional Posts

Description of Category To whom rule of exclusion will apply

Son(s) and daughter(s) of

- a) President of India;
- b) Vice President of India;
- c) Judges of the Supreme Court and of the High Courts;
- d) Chairman and Members of UPSC and of the State Public Service Commission; Chief Election Commissioner; Comptroller and Auditor General of India;
- e) Persons holding Constitutional positions of like nature.

II

Son(s) and daughter(s) of

- a) parents, both of whom are Class-I Officers;

- b) parents, either of whom is a Class-I Officer;
- c) parents, both of whom are Class-1 Officers, but one of them dies or suffers permanent incapacitation.
- d) parents, either of whom is a Class-I Officer and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any Inter-national Organization like UN, IMF, World Bank, etc. for a period of not less than 5years.
- e) parents, both of whom are Class-I Officers die or suffer permanent incapacitation and before such death or such incapacitation of the both, either of them has had the benefit of employment in any Inter-national Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years.

A.

Provided that the rule of exclusion shall not apply in the following cases:

- a) Sons and daughters of parents either of whom or both of whom are Class-I Officers and such parent(s) dies/die or suffer permanent incapacitation.
- b) A lady belonging to OBC category has got married to a Class-I Officer and may herself like to apply for a job.

B.

Son(s) and daughter(s) of

- a) parents both of whom are Class-II Officers.
- b) parents of whom only the husband is a Class-I Officer and he gets into Class-I at the age of 40 or earlier.
- c) parents, both of whom are Class- II officers and one of them dies or suffers permanent incapacitation and either one of them has had the benefit of employment in any Inter-national Organization like UN, IMF, World Bank,

etc. for a period of not less than 5 years before such death or permanent incapacitation:

- d) parents of whom the husband is a Class- I Officer (direct recruit or pre-forty promoted) and the wife is a Class-II officer and the wife dies or suffers permanent incapacitation; and
- e) parents, of whom the wife is a Class- I Officer (Direct Recruit or pre-forty promoted) and the husband is a Class-II officer and the husband dies or suffers permanent incapacitation.

Provided that the rule of exclusion shall not apply in the following cases:

Sons and daughters of

- a) parents, both of whom are Class II officers and one of them dies or suffers permanent incapacitation.
- b) parents, both of whom are Class-II officers and both of them die or suffer permanent incapacitation, even though either of them has had the benefit of employment in any Inter-national Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation.

C.

The criteria enumerated in A and B above in this Category will apply mutatis mutatis to officers holding equivalent or comparable posts in PSUs, Banks, Insurance Organizations, Universities, etc. pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category V below will apply to the officers in these Institutions.

III

Sons(s) and daughter(s) of parents either or both of whom is or are in the rank of Colonel and above in the army

and to equivalent posts in the Navy and the Air Force and the Para Military Forces:

Provided that

- i) If the wife of an Armed Forces Officer is herself in the Armed Forces (i.e. the category under consideration), the rule of exclusion will apply only when she herself has reached the rank of Colonel;
- ii) the service ranks below Colonel of husband and wife shall not be clubbed together;
- iii) If the wife of an officer in the Armed Forces is in Civil employment, this will not be taken into account for applying the rule of exclusion unless she falls in the service category under item No. II in which case the criteria and conditions enumerated therein will apply to her independently.

IV

Son(s) and daughter(s) of persons belonging to a family (father, mother and minor children) which owns land more than land permissible under the Ceiling Act of Haryana State.

V. Income/Wealth Tax

Son(s) and daughter(s) of:

- a) Persons having gross annual income of Rs. 6.00 lakhs or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years. (Range of income has been revised from Rs. 4.50 lakhs to Rs. 6.00 lakhs vide Chief Secretary letter No. 22/2212004-3GSIII dt 06.1.2014/14.6.2016).
- b) Persons in Categories I, II, III and IV who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income/wealth criteria mentioned in (a) above.

Explanation:

- i) Income from salaries or agricultural land shall not be clubbed;
- ii) The income criteria in terms of rupee will be modified taking into account the change in its value every three years. If the situation, however, so demands, the interregnum may be less.
- iii) Where the husband is in some profession and the wife is in a Class II or lower grade employment, the income/wealth test will apply only on the basis of the husband's income.
- iv) If the wife is in any profession and the husband is in employment in a Class II or lower rank post, then the income/wealth criterion will apply only on the basis of the wife's income and the husband's income will not be clubbed with it.

Explanation: Wherever the expression, ' permanent incapacitation' occurs in this schedule it shall mean incapacitation which results in putting an Officer out of service.

From

The Chief Secretary of Govt. of Haryana

To

1. All the Heads of Departments Commissioners, Ambala, Hisar, Rohtak and Gurugram Divisions
2. All the Deputy Commissioners and Sub-Divisions Officers (Civil) in Haryana State.

Subject: Clarification regarding issuance of certificate of Haryana Backward Classes.
Sir,

I am directed to invite your attention to the Govt. of Haryana, Social Welfare Department Letter No. 1170-SW (1) 95, dated 07.06.1995 on the subject noted above, therein criteria was laid down to assess the creamy layer persons of Haryana Backward Classed in Haryana State. The Backward Classes of Haryana are facing difficulty in obtaining the Backward Classes certificate from the certificate issuing authority due to some understanding in the instruction dated 07.06.1995. After careful consideration the Govt. of Haryana has decided to issue clear cut direction to all the Heads of Department and Deputy Commissioners in the state for issuing Backward Classes Certificate without any further delay.

It is **clarified** that the income from salary will not be taken into account for the purpose of income /wealth tax in who is not covered and while calculating income or wealth **tax** of the Government employee of Backward Classed who is not covered under Annexure-A, description of categories No. I, II (a, b, c, d) and III and IV, hence becoming entitled for the benefit of reservation under Backward Classes category, his salary should not be including but his other sources of income/wealth be including for income/wealth tax.

All the departments are requesting to bring the above instructions to the notice of all the Head of Departments and appointing authorities under their control for necessary compliance.

Your faithfully,

Sd/-

Joint Secretary General Administration
for Chief Secretary to Govt. Haryana

Copy to

1. All the Financial Commissioners and Secretaries to Govt. Haryana
2. All the Administrative Secretaries to Govt. Haryana

S.NO.	NAME OF THE CASTES
1.	Ad Dharmi
1A	Aheria, Aheri, Heri, Naik, Thori or Turi, Hari
2.	Balmiki
3.	Bangali
4.	Barar, Burar, Berar
5.	Batwal, Barwala
6.	Bauria, Bawaria
7.	Bazigar
8.	Bhanjra
9.	Chamar, Jatia Chamar, Rehgar, Raigar Ramdasi, Ravidasi, Balahi, Batoi, Bhambi, Chamar Rohidas, Jatava, Bhatoi, Ramdasia, Jatava
10.	Chanal
11.	Dagi
12.	Darain
13.	Deha, Dhea, Dhaya
14.	Dhanak
15.	Dhogri, Dhangri, Siggri
16.	Dumna, Mahasha, Doom
17.	Gagra
18.	Gandhila, Gandil, Gondola
19.	Kabirpanthi, Julaha
20.	Khatik
21.	Kori, Koli
22.	Marija, Marecha
23.	Mazhabi, Mazhabi Sikh
24.	Megh, Meghwal
25.	Nat, Badi
26.	Od
27.	Pasi
28.	Perna
29.	Pherera
30.	Sanhai
31.	Sanhal
32.	Sansi, Bhedkut Manesh
33.	Sansoi
34.	Sapela, Sapera
35.	Sarera
36.	Sikligar, Bariya
37.	Sirikiband

LIST OF DEPRIVED SCHEDULED CASTES

- 1.Ad Dharmi
- 2.Balmiki
- 3.Bangali
- 4.Barar, Burar, Berar
- 5.Batwal, Barwala
- 6.Bauria, Bawaria
- 7.Bazigar
- 8.Bhanjra
- 9.Chanal
- 10.Dagi
- 11.Darain
- 12.Deha, Dhaya, Dhea
- 13.Dhanak
- 14.Dhogri, Dhangri, Siggri
- 15.Dumna, Mahasha, Doom
- 16.Gagra
- 17.Gandhila, Gandil, Gondola
- 18.Kabirpanthi, Julaha
- 19.Khatik
- 20.Kori, Koli
- 21.Marija, Marecha
- 22.Mazhabi, Mazhabi Sikh
- 23.Megh, Meghwal
- 24.Nat, Badi
- 25.Od
- 26.Pasi
- 27.Perna
- 28.Pherera
- 29.Sanhai
- 30.Sanhal
- 31.Sansi, Bhedkut, Manesh
- 32.Sansoi
- 33.Sapela, Sopera
- 34.Sarera
- 35.Sikligar, Bariya
- 36.Sirkiband

No. 22/12/2019-1GS-III

Government of Haryana
General Administration Department
(General Services. iii Branch)

Dated Chandigarh, the 5th February, 2019

To

1. All the Administrative Secretaries to Government Haryana
2. All Heads Departments in the State of Haryana.
3. All the Managing Directors/Chief Administrators of Boards/Corporations Public Sector Undertakings in Haryana.
4. The Registrar General of Punjab and Haryana High Court Chandigarh.
5. All the Divisional commissioners in the State of Haryana.
6. All the Deputy Commissioners and sub Divisional officers (Civil) in the State of Haryana.
7. The Registrars of all the universities of the state of Haryana.

Subject: Reservation for Economically weaker sections in Direct recruitment in civil posts and services as well as in admissions in Government/Government Aided Educational institutions in the State of Haryana.

I am directed to inform that Government of India has notified The Constitution (One Hundred And Third Amendment) Act. 2019" on 12 January 2019 amending Article 15 and 16 which now read as under.

Amendment of article 15

In Article 15 of the Constitution after clause (5) the following clause shall be inserted namely--

"(6) Nothing in this article or sub-clause (g) of clause (1) of article 19 or clause (2) of article 29 shall prevent the State from making-

- (a) any special provision for the advancement of any economically weaker sections of citizens other than the classes mentioned in clauses (4) and (5); and
- (b) any special provision for the advancement of any economically weaker sections of citizens other than the classes mentioned in clauses (4) and (5) in so far as such special provisions relate to their admission to educational institutions including private educational institutions, whether aided or unaided by the State, other than the minority educational institutions referred to in clause (1) of article 30, which in the case of reservation would be in addition to the existing reservations and subject to a maximum of ten per cent of the total seats in each category. **Explanation-** For the purposes of this article and article 16, "economically weaker sections" shall be such as may be notified by the state from time to time on the basis of family income and other indicators of economic disadvantage.'

Amendment of article 16

In Article 16 of the Constitution after clause (5) the following clause shall be inserted namely-

"(6) Nothing in this article shall prevent the State from making any provision for the reservation of appointments or posts in favour of any economically weaker sections of

citizens other than the classes mentioned in clause (4) in addition to the existing reservation and subject to a maximum often per cent of the posts in each category".

In the wake of above enabling provisions State Government has considered the matter and decided to provide benefits of reservation on a preferential basis in Civil Posts in all its Departments/ Boards/ corporations/Local Bodies and in Admissions to Government/Government Aided Educational institutions to those Economically Weaker Sections (EWSs) who are not converted under the existing scheme of reservation for the scheduled Castes, Backward Classes (Block-A) and Backward Classes (Block-B)

2. Quantum Of Reservation

The persons belonging to EWSs who are not covered under the existing scheme of reservation for scheduled castes Backward Classes (Block-A) and Backward Classes (Block-B) Shall get 10% reservation in direct recruitment to group A, B, C and D posts in the department/Board/Corporations/ Local Bodies of government of Haryana and also in admission to government/government aided educational institutions in the state of Haryana.

3. EFFECTING RESRVATION -ROSTER POINT:

- 3.1 Direct recruitment in case of Group-A and B
Roster point No 11-20-30-40-51-60-70-80-90 and 99
- 3.2 Direct recruitment in case of Group- C and D
RosterpointNo.4-14-24-34-43-53-66-76-83 and 94
- 3.3 Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non-availability of a suitable candidate belonging to EWS such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog and will be filled from unreserved category.
- 3.4 Persons belonging to EWS selected against the quota for persons with benchmark disabilities/ex-servicemen shall be placed against the roster points earmarked for EWS.

4. CRITERIA OF INCOME and ASSETS:

- 4.1 Persons who are not covered under the exiting scheme of reservation for Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B) and whose family has gross annual income below Rs 6.00 Lakh (Rupees six lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e., salary agriculture business profession etc. For the financial year prior to the year of application.
- 4.2 Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS irrespective of the family income.
 - i. Acres of agricultural land and above.
 - ii. Residential fiat of 1000sqft and above.
 - iii. Residential plot of 100sqyards and above in notified municipalities.
 - iv. Residential plot 200 sq.Yards and above in areas other than the notified municipalities.
 - v. Total immovable assets owned are valued at Rs. One Crore or more.
- 4.3 The Property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.
- 4.4 The term "Family" for the purpose will Include the person who applies for benefit of reservation, his/her parents, spouse as well as children and siblings below the age of 18years.

5. INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION

OF CERTIFICATE:

5.1 The benefit of reservation under EWS can be availed upon production of an income and Asset Certificate issued by a competent Authority. The Competent Authority for EWS income and Asset Certificate shall be Tehsildar of the area where the applicant normally resides.

5.2 The prescribed format for EWS Income and Asset Certificate shall be as provided at Annexure-I

5.3 The officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the State.

5.4 The crucial date for submitting income and Asset Certificate by the candidate may be treated as the closing date for receipt of application for the post except in cases where crucial date is fixed otherwise.

5.5 The appointing authorities should in the offer of appointment to the candidate claiming to be belonging to EWS include the following clause-

'The appointment is provisional and is subject to the income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code of production of fake/false certificate,

The appointing authority should verify the veracity of the income and asset certificate submitted by the candidate through the certificate issuing authority.

5.6 Instructions referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure employment on the basis of a false claim and if any person gets an appointment on the basis of such false claim her/his services shall be terminated and penal action shall also be invoked.

6 ADJUSTMENT AGAINST UNRESERVED VACANCIES:

A person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.

7 The above scheme of reservation will be effective in respect of all direct recruitment vacancies to be notified on After 01.02.2019.

(Vijayendra Kumar, IAS)
Secretary, General Administration Department,
For chief Secretary to the Government of Haryana

Verifying authorities for issue of EWS certificate shall be same as prescribed for issue of resident /income certificates as specified in instruction No 22/28/2003-3GS-III dated 30.01.2004 (Amended vide Government of Haryana, General Administration Department, (OS-III) Notification No. 22/12/2019-IGS-III dated 13.03.2019)

Government of Haryana
(Name & Address of the authority issuing certificate)
(ECONOMICALLY WEAKER SECTIONS)

EWS INCOME AND ASSET CERTIFICATE

Certificate No.....

Date.....

VALID FOR THE YEAR-----

This is to certify that Shri/Smt./Kumarison/daughter/wife of is permanent resident of..... Village/Street.Post Office....., District.Pin code..... Whose photograph is affixed below and attested below belongs to Economically Weaker Section., since the gross annual income* of his/her family** is below Rs. 6 Lakh (Rupees Six lakh only) for the financial year

Its further certified that 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 1000sq. ft, and above;
- III Residential plot of 100sq, yards and above in notified municipalities;
- IV Residential plot of 200 sq, yards and above in areas other than the notified municipalities.
- V Total immovable assets owned are valued at Rs. One Crore or more.

2. Shri/Smt./Kumaribelongs to the Recognized as a Scheduled Caste. Backward Classes (Block-A) and Backward Classes (Block-B).

Signature with seal of Office
Name
Designation

Note I; Income means income from all sources i.e salary, agriculture, business profession etc.

Note2; The term Family for this purpose will include the person who applies for benefit of reservation his/her parents' spouse as well as children and siblings below the age of 18 years.

Note3; The property held by a Family in different location or different places/cities are to be dubbed while applying the land or property holding test to determine EWS status.

LIST OF GAMES APPROVED BY AIU

Sr. No.	National Championships
1.	American Football (M and W)
3.	Archery (M &W)
5.	Badminton (M &W)
7.	Baseball (M and W)
9.	Basketball (M and W)
11.	Boxing (M and W)
13.	Chess (M and W)
15.	Cross Country (MW)
17.	Cycling Track (MW)
19.	Fencing (M and W)
21.	Gatka (M and W)
23.	Handball (M and W)
25.	Hockey 5' s (M and W)
27.	Kabaddi NS (M &W)
29.	Kho-Kho (M and W)
31.	Lawn Tennis (M and W)
33.	Pistol Shooting and 177, Air Rifle Peep Sight (M and W)
35.	Relay Race (M)
37.	Roller Sports (M&W)
39.	Sepak Takraw (M &W)
41.	Softball (M and W)
43.	Table Tennis (M and W)
45.	Tug of War (M and W)
47.	Wrestling FS and GR (M and W)
49.	Wushu (M and W)
51.	Yoga (M and W)
53.	Kick Boxing (M&W)
55.	Floorball (M&W)
57.	M-Sports (M&W)

Sr. No.	National Championships
2.	Aquatics (M &W)
4.	Athletics (M& W)
6.	Ball Badminton (M and W)
8.	Drop Roball (M&W)
10.	Best Physique (M)
12.	Canoeing and Kayaking (M&W)
14.	Cricket (M and W)
16.	Cycling Road (M&W)
18.	E- Sports (M and W)
20.	Football (M and W)
22.	Gymnastics (M and W)
24.	Hockey (M and W)
26.	Judo (M and W)
28.	Kabaddi Circle Style (M and W)
30.	Korf Ball (Mixed M&W)
32.	Netball (M and W)
34.	Power Lifting (M and W)
36.	Roll Ball (M and W)
38.	Rowing (M &W)
40.	Soft Tennis (M and W)
42.	Squash Rackets (M and W)
44.	Taekwondo (M and W)
46.	Volleyball (M and W)
48.	Wt. Lifting (M and W)
50.	Yachting (M and W)
52.	Throwball (M&W)
54.	Rugby(M&W)
56.	Roller Hockey (M&W Inline)

LIST OF SELF-STYLED INSTITUTES/ UNIVERSITIES WHICH HAVE BEEN DECLARED BOGUS BY THE UNIVERSITY GRANTS COMMISSION

1. Maithili University/Vishwavidyalaya, Darbhanga, Bihar.
2. Commercial University Ltd., Daryaganj, Delhi.
3. United Nations University, Delhi.
4. Vocational University, Delhi.
5. ADR-Centric Juridical University, ADRHouse, 8J, Gopala Tower, 25 Rajendra Place, New Delhi -110 008.
6. Indian Institute of Science and Engineering, New Delhi.
7. Viswakarma Open University for Self-Employment, Rozgar Sewasadan, 672, Sanjay Enclave, Opp. GTKDepot, Delhi-110033.
8. Adhyatmik Vishwavidyalaya (Spiritual University), 351-352, Phase-I, Block-A, Vijay Vihar, Rithala, Rohini, Delhi-110085
9. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum, Karnataka.
10. St. John's University, Kishanattam, Kerala.
11. Raja Arabic University, Nagpur, Maharashtra.
12. Indian Institute of Alternative Medicine, Kolkata.
13. Institute of Alternative Medicine and Research, 8-A, Diamond Harbour Road, Bultech inn, 2nd Floor, Thakurpurkur, Kolkata- 700063
14. Varanaseya Sanskrit Vishwavidyalaya, Varanasi (UP) Jagatpuri, Delhi.
15. Mahila Gram Vidyapith/Vishwavidyalaya, (Women's University) Prayag, Allahabad, Uttar Pradesh.
16. Gandhi Hindi Vidyapith, Prayag Allahabad, Uttar Pradesh.
17. National University of Electro Complex Homeopathy, Kanpur, Uttar Pradesh.
18. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh, Uttar Pradesh.
19. Uttar Pradesh Vishwavidyalaya, Kosi Kalan, Mathura, Uttar Pradesh.
20. Maharana Pratap Shiksha Niketan Vishwavidyalaya, Pratapgarh, Uttar Pradesh.
21. Indraprastha Shiksha Parishad, Institutional Area, Khoda, Makaanpur, Noida Phase-II, Uttar Pradesh.
22. Nababharat Shiksha Parishad, Anupooma Bhawan, Plot No. 242, Pani Tanki Road, Shaktinagar, Rourkela-769014.
23. North Orissa University of Agriculture and Technology, Odisha.
24. Sree Bodhi Academy of Higher Education, No. 186, Thilaspeta, Vazhuthavoor Road, Puducherry-605009

*** Bhartiya Shiksha Parishad, Lucknow, UP- the matter is subjudice before the District Judge- Lucknow**

For more details please login to: www.ugc.ac.in

Note: - Before finalizing the admissions, the up-dated lists of recognized examinations of Haryana School Education Board, Bhiwani/Other Boards/Universities is/are also required to be consulted.

DECLARATION OF NON-RESIDENT INDIAN

I..... son/daughter of Shri Presently residing at do hereby solemnly declare that I am having a status of non-resident Indian*, a proof of which is enclosed herewith. I shall pay all the University fee chargeable in convertible foreign currency payable at Rohtak.

Full Signature of the Candidate

.....
Full signature of the NRI

Place:

Date:

Name:

Address.....

*Visa No.....

NRI Account No.....

Passport No.

Foreign Bank

Note: Photocopies of Passport and Visa shall be attached.

UNDERTAKING

1.
.....
..... (full name of student with Admission/Registration/
Enrollment number) Son/Daughter of
.....Having been admitted to
..... {Name of Institution)

Having received a copy of UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"). I have carefully read and fully understood the provisions contained in the said Regulations.

2. I have also, 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 me, in case I am found guilty of 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 abet or propagate through any act of commission or omission that may be constituted as Ragging under Cause 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 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 false, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ Year.

Signature of Applicant
Name: _____

(To be submitted along with Application Form)

UNDERTAKING (By Parent)

1. Mr./Mrs./Ms..... (full name of Parent/Guardian) Father/Mother/Guardian of (Full name of student with Admission/Registration/Enrollment Number), having been admitted to (Name of Institution) Have received a copy of UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009, (hereinafter called the "Regulation"). I have carefully read and fully understood the provisions contained in the said Regulations.
2. I have also, 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 I am found guilty of 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 or commission or omission that may be constituted as Ragging under Cause 3 of the Regulations.
5. I hereby affirm that, if found guilty or 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 false, the admission of my ward is liable to be cancelled.
Declared this.....day of.....month of.....year.

Signature of Applicant
Name: _____
Address: _____
Ph./Mobile: _____

CERTIFICATE OF EMPLOYER

It is certified thatS/o Sh.....is working as..... in our Organization/Department. I have no objection to his/her pursuing in the whole-time programme in the Gurugram University. Gurugram.

Dated:

Signature & Designation of the employer
(with seal)