

# RESERVATION POLICY

## ACADEMIC SESSION 2025-26



**CENTRAL UNIVERSITY OF JHARKHAND**

(Established under Central Universities Act, 2009)

Website: [www.cuj.ac.in](http://www.cuj.ac.in)



Ref. No.: CUJ/Adm.Cell/2023/05/25

Date: 31<sup>st</sup> January 2025

### Reservation Policy for Admission 2025-26

- 1) **Policy for Unreserved (UR) Seats:** The list for unreserved (UR) category seats will include all applicants based on merit ranking. This means - SC, ST, OBC-NCL, and EWS applicants will also be listed if they fulfill the eligibility criteria for UR category. No applicant will be excluded from the UR merit list due to belonging to or applying under any reserved category. Admission to UR category seats will be strictly merit-based, without excluding eligible SC, ST, OBC-NCL, or EWS candidates.
- 2) **Reservation in Admissions at Central University of Jharkhand:**
  - a) Other Backward Classes (OBC-Non-Creamy Layers): 27% of the total seats of a program
  - b) Scheduled Castes (SC): 15% of the total seats of a program
  - c) Schedule Tribes (ST): 7.5% of the total seats of a program
  - d) Economically Weaker Section (EWS): 10% of the total seats of a program
  - e) Person with Benchmark Disability (PwBD): 05% (Horizontal)

Any modifications in reservation by UGC/GoI shall be applicable mutatis-mutandis.

- 3) **Competent Authorities:** As per directives issued from time to time by the Govt. of India, the following authorities are competent to issue the requisite SC/ST/OBC (Non-Creamy Layer)/EWS certificates:
  - District Magistrate/Additional District Magistrate/Collector, Deputy Commissioner
  - Additional Deputy Commissioner
  - 1st Class Stipendiary Magistrate
  - Sub-Divisional Magistrate
  - Taluka Magistrate
  - Executive Magistrate
  - Extra Assistant Commissioner (not below the rank of 1st class Stipendiary Magistrate)
  - Chief Presidency Magistrate
  - Additional Chief Presidency Magistrate
  - Presidency Magistrate
  - Tehsildar
  - Sub-Divisional Officer of the area where the Applicant and/or his/her family normally resides

Applicants seeking reservation benefits under SC/ST/OBC (Non-Creamy Layer)/EWS categories must provide valid certificate issued by any of the designated competent authorities as mentioned above in the Government of India (GoI) prescribed format. Any request for extension of time for providing the category certificate (SC/ST/OBC (Non-Creamy Layer)/EWS) shall NOT be entertained.

**Note:** Certificates issued by a Circle Officer will be accepted provisionally. However, if a seat is allotted, the candidate must submit the requisite certificate from any of the specified competent authorities within 15 days of seat allotment. Failure to do so will result in the cancellation of admission.

#### **4) Reservation for Applicants Claiming to the GEN-EWS Category**

- a) The Govt. of India MHRD OM No. F. No.: 12-4/2019-U1 dated 17<sup>th</sup> January 2019 and MSJE OM No. 20013/01/2018-BC-II dated 17<sup>th</sup> January 2019 enabling provision of reservation for the Economically Weaker Sections (EWSs) who are not covered under the existing scheme of reservations for the Scheduled Castes (SC), the Scheduled Tribes (ST) and the Socially and Educationally Backward Classes (SEBC), it has been decided to provide reservation in admission to educational institutes subject to a maximum of TEN percent (10%) of total seats in each program. For availing this reservation, such applicants need to produce valid certificate from the authorized officer. For further details applicants can visit: (<https://dopt.gov.in/sites/default/files/ewsf28fT.PDF>)
- b) GEN-EWS certificate (Annexure-IA) needs to be uploaded during online registration for the admission in Central University of Jharkhand which should have been issued on or after **1<sup>st</sup> April 2025** in consonance with the latest guidelines of the Government of India. If any GEN-EWS candidate fails to submit the GEN-EWS certificate issued on or after 1<sup>st</sup> April 2025 at the time of online registration, the candidate has to upload a declaration [Declaration in Lieu of Gen-EWS Certificate at Annexure-IB] or the acknowledgement slip of the Gen-EWS Certificate application applied to the office of the competent authority to that effect (Reference: No.F.No.20013/01/2018-BC-II). Certificate issued by authorized officials before the above-mentioned date shall not be entertained.
- c) In case of non-production of certificate on the day of counselling, the applicant shall be treated under unreserved category (UR) and the next applicant in the merit list, with valid certificate, shall be considered for admission in this category.

#### **5) Reservation for Applicants Claiming to the OBC-NCL Category**

- a) Twenty-seven percent (27%) of the total seats in each program shall be reserved for applicants belonging to Other Backward Classes (OBC) – Non-Creamy Layer. This reservation applies strictly to the categories listed in the Central Government's OBC list.



- b) OBC-NCL certificate (Annexure-IIA) needs to be uploaded during online registration for the admission in Central University of Jharkhand which should have been issued in consonance with the latest guidelines of the Government of India. If any OBC-NCL candidate fails to upload the OBC-NCL certificate issued on or after **1<sup>st</sup> April 2025** at the time of online registration, the candidate has to upload a declaration [Declaration in Lieu of OBC-NCL Certificate as per Annexure-IIB] or the acknowledgement slip of the OBC-NCL certificate application applied to the office of the competent authority to that effect. Visit <http://www.ncbc.nic.in> for the latest guidelines and updates on the Central List of State-wise OBCs. Certificate issued by a non-competent authority or issued before **1<sup>st</sup> April 2025** shall not be accepted.
- c) At the time of giving admission to an OBC applicant, the admission committee will ensure that the caste is included in the Central List of OBC (the OBC status is to be determined on the basis of the Central (Govt. of India) List of OBCs notified by the Ministry of Social Justice and Empowerment on the recommendations of the National Commission for Backward Classes available at the website [http://ncbc.nic.in/backward\\_classes/index.html](http://ncbc.nic.in/backward_classes/index.html)). The certificate must mention non-creamy layer status of the applicant (Non-creamy layer status issued by an authority mentioned in DOPT Office Memorandum no. 36012/22/93-Estt. (SCT) dated 15.11.1993).
- d) In case of non-production of caste certificate on the day of counselling, the applicant shall be treated under unreserved category (UR) and the next applicant in the merit list, with valid caste certificate, shall be considered for admission under the particular category.

#### 6) Reservation for Applicants Claiming to the SC / ST Category

- a) A total of 22.5% of the total seats in each program is reserved for applicants belonging to the Scheduled Castes (SC) and Scheduled Tribes (ST). This includes 15% of seats reserved for applicants from the Scheduled Caste (SC) category, and 7.5% of seats reserved for applicants from the Scheduled Tribe (ST) category. The reserved seats for SC/ST applicants shall be filled strictly by eligible applicants from the SC/ST category.
- b) SC/ST applicants claiming reservation benefits must upload their caste certificate (Annexure-III A) during the online registration process. Only certificates issued by authorized competent authorities will be accepted as valid proof of eligibility for reservation. If any SC/ST applicant fails to upload certificate at the time of online registration, the applicant has to upload a declaration [Declaration in Lieu of SC/ST Certificate as per **Annexure-IIIB**] or the acknowledgement slip of SC/ST certificate application applied to the office of the competent authority to that effect. Visit <https://ncsc.nic.in> / <http://ncsc.nic.in> for the latest guidelines and updates.



- c) In case of non-production of valid caste certificate on the day of counselling, the applicant shall be treated in unreserved (UR) category and the next applicant in the merit list, with valid caste certificate, shall be considered for admission under the particular category.

**7) Reservation for Persons with Benchmark Disability (V.I. / O.H. / H.I.)**

- a) As per Govt. of India (GoI) norms, FIVE percent (5%) horizontal reservation is provided for Persons with Benchmark Disability. For availing this reservation, such applicants need to produce medical certificate from the authorized medical officer. Such applicants will get the horizontal entry in the respective category seats.
- b) Special care must be taken that the certificate bears the photograph of the applicant and the disability percentage should not be less than 40 %.
- c) In case of non-production of certificate as per the above-mentioned parameters, on the date of counselling, the applicant shall be treated as any other regular applicant and the next applicant in the merit list, with valid disability certificate, shall be considered for admission under the said category.
- d) Any request for extending timeline for providing requisite certificate shall NOT be entertained under any circumstance.

**8) Supernumerary Seats**

**8.1. Non-Applicability of Supernumerary Seats for B.Ed. Program:** The provision of supernumerary seats does not apply to the Bachelor of Education (B.Ed.) program. Hence, no additional seats beyond the sanctioned intake will be available.

**8.2. Sports Quota Applicants:**

- a) Provision of supernumerary seats under sports quota is only for those candidates who have actively participated at the university/state/national/international level sports activities recognized by Ministry of Youth Affairs, Govt. of India or as mentioned below at Sl. No. (e).
- b) Five percent (5%) of total intake in each program (only UG & PG) shall be filled by candidates belonging to the sports quota. The admission under this category shall be made in accordance with the guidelines issued by the University from time to time.
- c) Sports certificate of invitational/memorial/open/prize money league/ranking competitions will not be considered.
- d) Merit/participation sports certificate of preceding three years, i.e., from 1st July 2022 to 30<sup>th</sup> June 2025 will only be considered for the current academic session.
- e) Applicants are required to upload self-attested copies of Merit/Participation Sports Certificates. Only the highest Merit/Participation Sports Certificate will be considered for granting weightage. The criteria for awarding weightage based on Sports

Participation for granting admission to integrated, undergraduate and postgraduate programmes for the academic year 2025-26 are as follows:

Sl.	Level of Competition	Certificate Issuing Authority	Maximum Marks (out of 30)			
			1 <sup>st</sup> Position	2 <sup>nd</sup> Position	3 <sup>rd</sup> Position	Participation
1.	Represented India in Olympic Games/World Championships/ World Cups/ Commonwealth Games/Asian Games	IOC/ISFs/CGF/OCA/SASC/IPC/IOA/NSF recognized and/or funded by the Ministry of Youth Affairs & Sports (MYAS)	Direct Admission			
2.	Position and/or Participation in International Youth/Junior Competitions	International Sports Federation (ISF/NSF) recognized and/or funded by the Ministry of Youth	30	28	26	24
3.	Position and/or Participation in National Games/ Federation Cup/ Senior National/ Inter- Zonal National/ National Competitions	IOA/NSF recognized and funded by the Ministry of Youth Affairs & Sports (MYAS)	22	20	18	16
4.	Position and/or Participation in Under 19/17, Khelo India National School Games Under 17/Youth/ Khelo India University Games/ Junior National/National Women Sports Competition/Sub-Junior/ Cadet National Competition/Zonal Competitions	School Games Federation of India (SGFI)/NSF recognized and/ or funded by Ministry of Youth Affairs & Sports (MYAS)	14	12	10	9
5.	Position in State Competitions/ State Women Sports Competitions/Inter-Zonal/Inter-District/CBSE National/KVS National/IPSC National/ICSE National/ DAV National/NVS National/Vidya Bharti National Competitions	State Sports Association, State Directorate of Education/School Boards	8	7	6	Nil



6.	Position in District/Zonal, CBSE Cluster/Zonal, KVS/NVS - Regional, DAV/Vidya Bharti-Zonal, Subroto Cup, other School Board Competitions	District Sports Association, District/Zonal Regional Directorate of Education/School Boards	4	3	2	Nil
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### 8.3. International Students:

In pursuance of notification no. CUJ/LC/SCAC/32/2021/328 dated 26 March 2024:

- 25% supernumerary seat for international students, over and above of sanctioned enrolment for undergraduate programs, has been provisioned.
- These supernumerary seats for international students will not include international students under exchange programmes or/and through Memorandum of Understanding (MoU) between institutions of Government of India and other countries.
- These 25% seats will be distributed among all departments, schools and centres of study in the University.
- If seats remain vacant, it shall not be allocated to anyone other than an international student.
- International students in this context shall be defined as the one who shall possess a foreign passport.

### 8.4. Kashmiri Migrants:

As per UGC D.O. letter no. 1-13/2010(CPP-II) dated 20th March 2018, the following will be extended to wards of Kashmiri Migrants and Kashmiri Pandits / Kashmiri hindu families (non-migrants) living in Kashmir valley for admission in higher educational institutions:

- Relaxation in cut off percentage upto 10% subject to minimum eligibility requirement
- Increase in intake capacity up to 5% program wise
- Reservation of at least one seat in merit quota in technical / professional institutions
- Waiving of domicile requirements

For availing this benefit, the eligible applicants are required to produce certificate issued by competent authority and produce on the date of counselling

### 8.5. PM CARES Children Scheme:

In pursuance of notification no. CUJ/LC/SCAC/32/2021/330 dated 26 March 2024, five percent (5%) supernumerary seats in all programs (including special programs and

excluding doctoral programs) shall be available for children who have PM CARES Children Scheme, 2021 certificate.

#### **8.6. Defence Quota Applicants:**

Five percent (5%) supernumerary seats are sanctioned for widows/wards of the defence personnel killed/disabled in action or during peace time, with following priority:

- 1) Widows/wards of defence personnel/para-military personnel killed in action (Required Certificate: Proof in original)
- 2) Wards of serving defence personnel and ex-servicemen/para-military personnel disabled in action and boarded out from service (Required Certificate: Original disability certificate clearly indicating the disability is attributable to military services).
- 3) Widows/wards of defence personnel/para-military personnel who died in peace time with death attributable to military service (Required Certificate: Original death certificate clearly indicating the cause of death is attributable to military service).
- 4) Wards of defence personnel/para-military personnel disabled in peace time with disability attributable to military service (Required Certificate: Original disability certificate clearly indicating the disability is attributable to military service).
- 5) Wards of serving defence personnel and ex-servicemen para-military including personnel of police forces who are in receipt of Gallantry Awards: Param Vir Chakra, Ashok Chakra, Maha Vir Chakra, Kirti Chakra, Vir Chakra, Shaurya Chakra, Sena, Nau Sena, Vayu Sena Medal, Mentioned- in-Dispatches (Required Certificate: Proof of Award in Original).
- 6) Wards of ex-servicemen (Required Certificate: Original ex-servicemen identity card/discharge book/PPO (Pension Payment Order).
- 7) Wives of : (i) defence personnel disabled in action and boarded out from service. (ii) defence personnel disabled in service and boarded out with disability attributable to military service. (iii) ex -servicemen and serving personnel who are in receipt of Gallantry Awards. (Required Certificate: Proof of Award in Original).
- 8) Wards of serving defence personnel (Required Certificate: original service identity card and dependent card/certificate issued by competent authority).
- 9) Wives of defence serving personnel (Required Certificate: original service identity card and dependent card/certificate issued by competent authority).

Applicants need to produce/submit the required valid certificate on the date of counselling

#### **9. Note for Applicants:**

- a) Applicants should carefully review reservation policy details and regularly check the University website for updates or changes.
- b) The category declared by applicants in the registration form will be considered final during preparation of the merit list.
- c) Supernumerary seats are not applicable to B.Ed. program.



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- d) Admission granted based on category information provided during online registration will be provisional.
- e) Category-related information furnished by applicants will be subject to verification by the Admission Committee or any other committee designated by the university.
- f) Category-related information and documents submitted during online registration must match original documents during physical verification.
- g) Failure to produce required category-related documents within the stipulated time will lead to cancellation of admission.
- h) Applicants must ensure accuracy of submitted information and documents to avoid disqualification during verification.

**10. University Discretion:**

This information is subject to change. The university reserves the right to amend any provisions of the reservation policy without prior notice.

  
CHAIRMAN  
ADMISSION CELL  
अध्यक्ष, नामांकन प्रकोष्ठ  
CHAIRMAN, ADMISSION CELL  
झारखण्ड केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF JHARKHAND

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Annexure - IA

PROFORMA FOR ECONOMICALLY WEAKER SECTIONS (EWS) CERTIFICATE  
INCOME & ASSET CERTIFICATE TO BE PRODUCED BY  
ECONOMICALLY WEAKER SECTIONS

Government of .....

(Name & Address of the authority issuing the certificate)

Certificate No. \_\_\_\_\_

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

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/ Smt. / Kumari \_\_\_\_\_ son/ daughter/ wife of  
\_\_\_\_\_ permanent resident of \_\_\_\_\_ Village/  
Street \_\_\_\_\_ Post. Office \_\_\_\_\_ District \_\_\_\_\_ in  
the State/ Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is  
attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/  
her 'family' \*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year  
\_\_\_\_\_. His/ her family does not own or possess any of the following assets\*\*\*:

- 5 acres of agricultural land and above;
- Residential flat of 1000 sq. ft and above;
- Residential plot of 100 sq. yards and above in notified municipalities;
- Residential plot of 200 sq. yard and above in areas other than the notified municipalities.

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

Recent Passport  
size attested  
photograph of  
the applicant

Signature with seal of office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

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

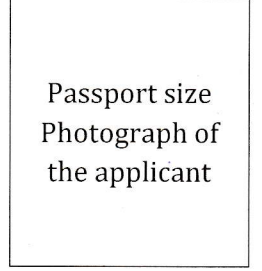
\*\* Note 2: The term 'Family' for this purpose include the person, who seeks benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.



DECLARATION BY THE CANDIDATE IN LIEU OF GEN-EWS CERTIFICATE  
(valid only for registration for admission)

Name of the candidate: .....  
Address: .....  
.....  
.....  
Application Number of CUET (UG/PG) 2025/JEE: .....  
Mobile No: .....  
Email: .....



I understand that as per the new guideline from the Ministry of Personnel, Public Grievances and Pensions, GoI, I am required to submit a GEN-EWS certificate in approved format by competent authority as approved by GOI issued on or after 1<sup>st</sup> April 2025. Since I have not been able to collect the said certificate on time, I may kindly be allowed to register for counselling at CUJ.

I hereby declare that I will upload/provide a fresh certificate (issued on or after 1<sup>st</sup> April 2025) at the time of counselling for seat allocation.

I understand that inability to upload the same by the given date and time will lead to the withdrawal of the GEN-EWS benefit. I also understand that, my admission will be adjusted accordingly in the merit List.

Signature of Father/Mother:.....

Name of Father/Mother:.....

Date: .....

Signature of Applicant:.....

Date:.....

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Annexure - IIA

Proforma for Other Backward Class (Non-Creamy Layer) Certificate  
(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR ADMISSIONS TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs)  
UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kumari .....Son/Daughter of  
.....of Village/Town .....in  
District/Division .....in the State/Union Territory  
..... belongs to the.....  
Community which is recognized as a backward class under the Government of India, Ministry of Social  
Justice and Empowerment's Resolution No. ....dated  
.....\*. Shri/Smt./Kumari..... and/or his/her  
family ordinarily reside(s) in the..... District/Division  
of..... 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  
08.09.1993 which is modified vide OM No. 36033/3/2004 Estt. (Res.) dated 09/03/2004 and further  
modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 and further modified vide OM No.  
36033/1/2013-Estt (Res.) dated 27/05/2013 or the latest notification of the Government of India.

Date:

Seal:

District Magistrate/Dy Commissioner/Competent Authority

\* - The authority issuing the certificate may have to mention the details of Resolution (Number and Date) of Government of India, in which the caste of the Applicant is mentioned as OBC.

NOTE:

(a) The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.



DECLARATION BY THE CANDIDATE IN LIEU OF OBC-NCL CERTIFICATE  
(valid only for registration for admission)

Name of the candidate: .....

Address: .....

.....

.....

Application Number of CUET (UG/PG) 2025/JEE: .....

Mobile No: .....

Email: .....

Passport size  
Photograph of  
the applicant

I understand that as per the new guideline from the Ministry of Personnel, Public Grievances and Pensions, GoI, I am required to submit an OBC-NCL certificate in approved format by competent authority as approved by GOI issued on or after 1<sup>st</sup> April 2025. Since I have not been able to collect the said certificate on time, I may kindly be allowed to register for counselling at CUJ.

I hereby declare that I will upload/provide a fresh certificate (issued on or after 1<sup>st</sup> April 2025) at the time of counselling for seat allocation.

I understand that inability to upload the same by the given date and time will lead to the withdrawal of the OBC-NCL benefit. I also understand that, my admission will be adjusted accordingly in the merit List.

Signature of Father/Mother:.....

Name of Father/Mother:.....

Date: .....

Signature of Applicant:.....

Date:.....

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Annexure-III

Proforma for SC/ST Certificate  
**FORMAT FOR CASTE CERTIFICATE FOR SC / ST APPLICANTS**

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

- @ The Constitution Scheduled Castes Order, 1950.
- @ The Constitution Scheduled Tribes Order, 1950.
- @ The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;
- @ The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951; [As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]
- @ The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956.
- @ The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976
- @ The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962.
- @ The Constitution (Dadra and Nagar Haveli)\* Scheduled Tribes Order, 1962.
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- @ The Constitution (SC) Orders (Amendment) Act, 1990.
- @ The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
- @ The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
- @ The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons who have migrated from one State/Union Territory Administration

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati\*..... father/mother of Shri/ Shrimati/Kumari..... of Village/Town\* in District/ Division\*.....of the State/Union Territory\*..... who belongs to the Caste\*/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the Station/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 .....

Place:.....  
Date:.....  
(with seal of Office)

Signature.....  
Designation.....  
State/Union Territory.....

\* @Please quote specific Presidential Order,

\*\*Please delete the paragraph which is not applicable

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