

Admission Brochure

for

BHM&CT PROGRAMME

for the session 2009-10

in

***The University Departments, Govt. /Govt. Aided/Private
institutions located in State of Haryana***



Also available at:

<http://techeduhry.nic.in>

<http://hscs.org>

**Issued under the authority of
Haryana State Counseling Society**

Bays 7-12, Sector- 4, Panchkula.

“To reorient Technical Education which shall be relevant to the real world-of-work, attractive to the students, responsive to the industry and connected to the community at large.”

- Vision -

BHUPINDER SINGH HOODA

D.O.No.CMH-2009/55

CHIEF MINISTER, HARYANA,
CHANDIGARH.

Dated : 24.02.2009

MESSAGE

Technical education plays a vital role in the socio-economic development of the country in the present age of knowledge based economy.

In the past four years, our endeavor has been to further strengthen infrastructure of technical institutes in the State so as to keep pace with the changing scenario. We have taken effective steps to equip technical institutes with latest equipments and computers, buildings & appropriate faculty as per the revised curricula. The network of the technical institutions has been expanded by setting up new institutions and capacity of such existing institutions has been enhanced. Emphasis has been laid on training students in such a manner that they easily get employment. Merit scholarships / fee waivers for every topper in every discipline in every Govt./Govt. aided and private technical institute are being provided to students. SC candidates are also being reimbursed tuition fees. Efforts are being made to cope up with the quantitative and qualitative requirements of trained manpower of industries within and outside the State.

Haryana is the first State to introduce “On Line Off Campus” counseling, Online Payment System with Call Centre Support Services for all technical course.

Department of Technical Education, Haryana has received appreciation at National level and won “Golden Icon Award 2007-08” and CSI – Nihilent “Best e-Governed Project (Excellent Project) Award” for 2007-2008 for e-governance initiatives.

I wish a bright career for all students.

(Bhupinder Singh Hooda)

A.C.Chaudhry

D.O.No.166
Urban Local Bodies,
Labour & Employment, Industrial
Training & Vocational Education and
Technical Education Minister, Haryana,
Chandigarh
Dated : 03.03.2009

MESSAGE

I am glad to know that Department of Technical Education, Haryana has been conferred appreciation at National level and won “Golden Icon Award 2007-08” and CSI – Nihilent “Best e-Governed Project (Excellent Project) Award” for 2007-2008 for e-governance initiatives.

Technical Education plays an important role in the socio-economic development of the country in general, emancipation and empowerment of poor and disadvantaged groups / population in particular. It provides varied type of manpower. It is backbone of a country for its infrastructural, industrial and economic development. Our Technical Education system provides the practical education to students so as to groom up their personalities to such a level that they create a mark not only in the growth and development of our own country but also make a remarkable and positive dent in developed knowledge economies of the world.

During the last four years the State Government / the Department has taken many initiatives to improve the quality of Technical Education so as to make degree / diploma holders employable from day-‘1’.

I have full confidence that the Technical Education Department will enjoy a bright future in its goal to achieve academic excellence and world class standard in the field of Technical Education. My best wishes for the success of Technical Education Department and a bright future for the Students.

(A.C.Chaudhary)

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IMPORTANT INFORMATION FOR THE SESSION 2009-10:

1. Admissions for BHM&CT shall be made on the basis of the inter se merit of qualifying exam through On-line Off-Campus counseling by NIC.
2. Counseling fee for BHM&CT course is Rs. 500/- (Non-Refundable) only & shall be deposited by the candidate through www.hscs.org , in the account of Haryana State Counseling Society. For more details, refer **Chapter 7**.

Candidates without depositing Rs. 500/- (Non-Refundable) shall not be considered for counseling/ allotment of seat. Candidates are advised in their own interest to deposit counseling participation fee of Rs. 500/- (Non-Refundable) before the Registration and to check display of their fee deposited entry on **“Payment Status”** link on website www.hscs.org

3. Registration for counseling would be done on www.tehadmissions.gov.in. A candidate shall be allowed for change of his/her registration details on the counseling websites as and when required before locking of choices during counseling period. In case any candidate changes registration details after submission of choices, but before locking, all choices filled earlier will be initialized and all choices will be required to be filled in again.
4. The fee structure of various self financing technical institutions is available at Appendix-H and on the website www.techeduhry.nic.in. Candidates are advised in their own interest to see the fee structure of institutes on the website www.techeduhry.nic.in before filling the choices of branch and institute during online counseling.
5. **Locking of submitted choices is compulsory.**
6. **Registration will be allowed only before first counseling. No fresh registration would be allowed after first counseling**, so candidates willing to participate in online off-campus counseling will have to register before the first counseling as per the dates mentioned in **“Key Dates”**. **On registration, password has to be created by the candidate, for use in future logins, candidates are advised to keep records of this password secretly for their own use only and not to disclose this to others. In the event of sharing of password, candidate will be solely responsible for the change of registration details, choices etc.**
7. After the result of 1st counseling, the candidate is required to **deposit token admission fee of Rs. 10,000/- (Rs. 5,000 only for SC candidates)** (only once) in the account of Haryana State Counseling Society through www.hscs.org, **failing which the candidate shall not be allowed to report in the respective institute**. The deposition of this admission fee will entail the candidate, (subject to conformity through e-interface with HSCS), to confirm the admission in the allotted institute besides other formalities of joining/reporting in allotted institute by the candidates and verification of credentials.
8. To participate in subsequent 2nd & 3rd counselling, candidates will have to refill the choices in the order of priority on the counseling website www.tehadmissions.gov.in without depositing the amount of Rs. 500/- in the bank again. Admission procedure i.e. filling of choices of Branch/Institute shall remain the same. **Inc case seat is allotted in 2nd & 3rd subsequent counselings; the earlier allotted/reported seat will be cancelled. Thus candidates are advised to fill the choices in order of priority only**

to upgrade. The candidates who wish to retain the reported seat shall not opt for subsequent counsellings.

9. After the result of counseling and deposition of token admission fee, the candidate shall report in the allotted centre alongwith the provisional allotment letter generated from the website alongwith all requisite documents/certificates/testimonials and password, as per dates mentioned in “**Key Dates**”. The Joining shall be deemed to be confirmed only after online reporting by Institute in the presence of the candidate. As per State Govt. orders, fees from SC students admitted through centralized counseling shall not to be charged by any institute in any case. All institutes are directed to strictly follow this Govt. order failing which action will be taken against the institute.
10. The institute will update the status of joining/non-joining by a candidate by simply tick marking the checklist online only by checking all the parameters of the check list. The **online generated admission slip** shall be given to the candidate after successful joining.
11. Token admission fee deposited is refundable. For refund of token admission fee candidate shall apply online on website www.hscs.org before final cut off date of all admissions, **else no application would be entertained and no refund would be processed in any case.** For details, refer **Refund of token admission fee in chapter 7.**
12. Fulfilling eligibility for BHM&CT w.r.t. qualification and percentage of qualifying exam, shall be proved by the candidate not at the time of seat allotment but during reporting at the respective institute prior to final cut off date for admissions. A candidate may not be eligible on the 1st day of counseling but may be eligible on subsequent days of counseling due to the reasons, whatsoever. The candidate may seek admission at his/her own risk and cost and if he/she is found ineligible at the time of reporting, his/her entire dues shall be forfeited and his/her admission shall be cancelled for which he/she shall have no claim, whatsoever.
13. The institutions are directed not to charge the fee or any other charges for which SC students are eligible as per post matric scholarships schemes. For more details refer Chapter-8.
14. Under no circumstances the original certificates of the candidate should be retained by the institute. The candidate seeking admission will submit 3 sets of his documents/certificates/ testimonials duly attested by the Principal/ Headmaster of the school/college last attended/any gazetted officer, at the time of reporting in the institute. The Director-Principal/Registrar of the Institute will authenticate these documents/certificates/testimonials after comparing these from the originals and the originals will be returned to the candidate. One set of these documents/certificates/ testimonials thus authenticated by the institute shall be deposited in the affiliating University, for the purpose of registration, for which no original certificate shall be demanded. Anyhow, if the affiliating University, so desires, the original certificates from the candidate can be demanded through the institute of his admission for any purpose whatsoever these may be.
15. For the guidance of candidates, Institute-wise first & last ranks of admission status of the session 2008-09 would be available on counseling website www.tehadmissions.gov.in .
16. The student admitted in Online counseling in a particular institute, but branch upgraded/ changed by that Institute (internal sliding within the institute) shall be **considered as institute level admission for all the purposes including fee refund, scholarships etc.**

17. A call center at Haryana State Counseling Society, has been set up to reply any query from the candidates during the counseling period. Queries, if any, may be made at toll free no. 18001802026 or for faster resolution of queries candidates may click on “**Email Help**” link available on www.hscs.org, by giving complete details.

Always quote your BHM&CT Roll No. generated from www.hscs.org, while making correspondence regarding admission to BHM&CT.

CHAPTER: 1

ABBREVIATIONS AND TERMS USED

- i) "AIC" means "All India Category".
- ii) "AICTE" means "All India Council for Technical Education."
- iii) "BC-A" means "Backward Class Block 'A' " of Haryana.
- iv) "BC-B" means "Backward Class Block 'B' " of Haryana.
- v) "B.E." means "Bachelor of Engineering."
- vi) "BHM&CT" means "Bachelor of Hotel Management & Catering Technology".
- vii) "CCS HAU" means "Ch. Charan Singh Haryana Agricultural University, Hisar."
- viii) "CDLU" means "Ch. Devi Lal University, Sirsa."
- ix) "CFF" means "Children of Freedom Fighters" of Haryana.
- x) "Department" means "Department of Technical Education, Haryana."
- xi) "ESM" means "Ex-Servicemen and their Wards" of Haryana.
- xii) "GJU" means "Guru Jambheshwar University of Science & Technology, Hisar."
- xiii) "Haryana Resident" means "a person eligible for grant of Resident Certificate as per instructions of Chief Secretary, Haryana, vide memo No. 62/17/95 – 6 GSI dated 3.10.96, No. 62/27/2003-6GSI Dated 29-7-2003, No.62/32/2000-6GSI Dated 23-5-2003 and No. 22/28/2003-3G.S.III dated 30-1-04.
- xiv) "HOGC" means "Haryana Open General Category".
- xv) "Intake" means "Sanctioned Intake"
- xvi) "KU" means "Kurukshetra University, Kurukshetra".
- xvii) "MDU" means "Maharshi Dayanand University, Rohtak."
- xviii) "HSCS" means Haryana State Counseling Society, Panchkula
- xix) "MHRD" means "Ministry of Human Resource Development, Government of India."
- xx) "PH" means "Physically Handicapped" of Haryana..
- xxi) "Qualifying Examination" : For Qualifying Examination, refer to Chapter 3.
- xxii) "ROM" means "Resident of Murthal."
- xxiii) "SC" means "Scheduled Caste of Haryana."
- xxiv) "NIC" means National Informatics Centre, New Delhi and State Unit, Chandigarh.
- xxv) "State Government" means "Government of Haryana"
- xxvi) "University" means "Affiliating University".
- xxvii) "State Quota" means "the seats meant for Haryana resident candidates in terms of Appendix "A".
- xxviii) "K.M." means "Kashmiri Migrants".
- xxix) "M.Q" means "Minority Quota or the seats available for the candidates of concerned minority community of the Institutes".
- xxx) "NRI's Seats" means "the seats meant for non-resident Indians & their children or wards."
- xxxi) "DCRU" means Deen Bandhu Chhotu Ram University of Sc. & Tech, Murthal (Sonapat).
- xxxii) "SFC" means State Fee Committee.
- xxxiii) "PI" means the 'Participating Institutes' and 'DI' means the institute designated for the purpose of reporting by the candidate on behalf of particular participating Institutes.
- xxxiv) "Allotted Seat" means seat allotted by NIC server.
- xxxv) "Reported seat" means allotted seat confirmed after physical reporting at the institute.
- xxxvi) "TFW" means Tuition fee waiver

CHAPTER: 2

GENERAL INFORMATION

1. Admission Brochure is available for sale in the office of Haryana State Counseling Society / Directorate of Technical Education, Haryana, and can be downloaded from our website www.hscs.org . Admission brochure may also be taken from the institutes offering BHM&CT course.
2. This Admission Brochure is for admission to BHM&CT course for the Academic Year 2009-10 only. Its contents are subject to change without prior notice.
3. Nothing contained in this Admission Brochure should be construed to convey sanction or cited as an authority for which University regulations alone are applicable.
4. Haryana Residents are also entitled for admission against All India Category seats.
5. Three Counsellings will be conducted for admission to AICTE approved BHM&CT course for all the seats of Govt. / Aided/ University Departments (if applicable) & 75% seats of Private Institutes only (for details about counseling refer chapter 7) as follows:
 - 1st Counselling - By the NIC for these seats for General & Reserved Categories
 - 2nd Counselling - By the NIC for General & Reserved Category Candidates, after inter conversion of reserved category seats.
 - 3rd Counselling - By NIC, without any reservation for AIC and HOGC only.
6. The private unaided institutions shall make admission against 25% of the sanctioned seats (including 15% seats for Children/ Wards of NRI's) at their own level with transparency strictly as per Hon'ble Supreme Court directions (refer chapter 5 & 7).
7. The admissions made by private institutes at their own level are open for supervision and monitoring of Directorate of Technical Education, Haryana, Haryana State Counseling Society and State Admission Committee constituted by the State Govt. in pursuance of the judgment dated 14.08.2003 of Hon'ble Supreme Court of India in Writ Petition (Civil) No. 350 of 1993 (Islamic Academy & Anr. vs. State of Karnataka & Ors.).
8. While displaying the status of availability of seats, the number of seats available in an institution will be displayed as per eligibility/category. The non-availability of the seats in a branch of an institution & the seats/institution for which a candidate is not eligible will not be shown to him/ her.
9. If a candidate is admitted on the basis of the information submitted by him/her, which is found to be incorrect or false later on, his/her admission shall be cancelled and all fees and other dues paid by him/her shall be forfeited. The HSCS/ University/ Institute may also take further action, as deemed fit, against the candidate and his/her guardian in accordance with law.
10. If the University authorities are not satisfied with the character, past behavior and antecedents of a candidate, they may refuse to admit him/her in the University/ Institute. In order to ensure academic standards, discipline and peaceful atmosphere in the University/Institute, the Vice-Chancellor of the University concerned may cancel the admission of any student for a specified period.

11. Canvassing in any form is strictly prohibited. Further, if any candidate, person or official engages himself/herself in any act that results in the use of unfair means in this counseling, he/she shall be liable to prosecution under relevant law, including the Indian Penal Code. Candidates indulging in any such activity and/or canvassing may also be denied admission.
12. Candidates seeking admission in private unaided institutions are advised to ensure that they are lawfully admitted failing which, they shall not be authenticated by the HSCS and shall not be registered by the affiliating Universities and they themselves shall be responsible for any such lapse.
13. The decision of the Haryana State Counseling Society (HSCS) in all matters relating to the admissions shall be final.
14. All disputes pertaining to counseling for making admissions to BHM&CT Course for the session 2009-10 are subject to the jurisdiction of Panchkula only. The Haryana State Counseling Society (HSCS) shall be the legal authority in whose name the State may sue or may be sued for this purpose. No suit, prosecution or other legal proceedings shall lie against the State of Haryana or any officer of the State Govt. or the NIC or Haryana State Counseling Society, for anything which is in good faith done or intended to be done for the purpose of on-line off-campus counseling.
15. All the rules and regulations for submission of migration certificate by the candidates who have passed the qualifying examinations from other Universities / Boards will be applicable as per the rules of the concerned university.
16. Ragging in educational institutions is banned and any one indulging in ragging is likely to be punished appropriately, which may include expulsion from the institution, suspension from the institution or classes for a limited period or fine with a public apology. The punishment may also take the shape of (i) withholding scholarships or other benefits, (ii) debarring from representation in events, (iii) withholding results, (iv) suspension or expulsion from hostel or mess, and the like. If the individuals committing or abetting ragging are not/cannot be identified, collective punishment can be awarded to act as a deterrent.

The following will be termed as the act of ragging: any disorderly conduct whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdy or indisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in fresher or junior student(s) or asking the student(s) to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

CHAPTER: 3

ELIGIBILITY AND BASIS OF ADMISSION

A. Minimum Academic Qualifications for BHM&CT:

Should have passed Senior Secondary Certificate examination (10+2 level) of Haryana Board of School Education or of any other Board/Institution recognized equivalent thereto by the Kurukshetra University, Kurukshetra.

Note: If there is any change in minimum academic qualification for private institute for the session 2008-09, it will be incorporated at the time of counseling.

Basis of admission:

Admissions shall be made on the basis of the inter se merit of qualifying exam.

B. Kashmiri Migrants

Minimum Academic Qualifications shall be same as mentioned in section A.

Basis of admission:

Kashmiri Migrants seats for BHM&CT will be supernumerary seats and will be filled separately on the basis of inter-se merit of qualifying examination. **Kashmiri Migrants will be required to have the original certificate of Migration duly signed by the competent authority or Relief commissioner.**

Tie breaking criteria:

The following under mentioned criteria will be followed to break-up the tie if two candidates secure the same marks in qualifying Examination.

- a. The candidate who have secured higher marks in the aggregate of 10th exam. shall rank higher in order of merit.
- b. The candidate who is elder in age shall rank higher in order of merit.

If there is a tie even after that, all such candidates would be given the same rank. However, if they all wish to take admission in same institution and there is only one seat left, and then additional seats would be created for that year only to provide admission to the same rank holders.

Note:

1. Mere possession of the prescribed academic qualifications does not entitle a candidate for admission to BHM&CT course. Candidates would be required to fulfill other conditions as spelt out in the Admission Brochure.
2. Candidates, who are appearing in the qualifying examination this year and are expecting to pass the same, can also compete for counseling for BHM&CT.
3. Fulfilling of eligibility for BHM&CT w.r.t. qualification and percentage of qualifying examination shall be proved by the candidate not at the time of seat allotment but at the time of reporting by the candidate at the institute. A candidate may not be eligible on the 1st day of counseling but may be eligible on subsequent days of counseling due

to the reasons, whatsoever. The candidate may seek admission at his/her own risk and cost and if he/she is found in-eligible, his/her entire dues shall be forfeited and his/her admission shall be cancelled for which he/she shall have no claim, whatsoever.

CHAPTER: 4

INFORMATION REGARDING INTAKE FOR THE SESSION 2009-10 SEATS DETAIL*

* Any change in intake for the session 2009-10 will be incorporated at the time of counseling.

Affiliated to Kurukshetra University, Kurukshetra

Private Institution			
S.N.	Name of the Institute/ year of start	Address	Total Intake
1	Ganpati Instt. of Hotel Mgt, Vill. Marwa Kalan, Bilaspur (Jagadhri)	Ganpati2006@rediffmail.com 01732-200999, 94160-22299, 9416187070 Fax: 01732-262000	60
2	Swami Devi Dayal Institute of Hotel Mgt. & Catering Tech. Vill.- Golpura, Tehsil- Barwala, Panchkula	Ph.- 01734- 258198 Fax.- 01734- 258197	60
			120

LIST OF BHMCT NEW INSTITUTES

Sr. No.	Name & Address of Institute	Contact No.	Course	Intake
1	Faculty of Hotel Management Galaxy Global Educational Trust's Group of Institutions, Shahabad-Saha, Panchkula Highway, NH-73, Vill. Dinarpur, Ambala. (Integrated Campus)	0171-2830111, 2830254, 18001801044 Fax: 0171-2830115 09254360444 galaxy.global91@yahoo.com , galaxy.global91@gmail.com www.galaxygloaledu.com	HMCT	60
2	ICL Institute of Hotel Management & Catering Technology, Shahzadpur, Distt. Ambala.	01734-398200, 278680 (Fax) , 398219 09815084470 info@iclhitech.com	HMCT	60

Sr. No.	Name & Address of Institute	Contact No.	Course	Intake
1	Lakshay College of Hotel Management, Gohana Road, Village Naultha, Panipat.	9416008866, 9996004741	HMCT	60

Note :

1. Institutions/intake is subject to change by the competent authority. The change, if any, shall be incorporated accordingly. New institutions and the variation of intake in the existing institutions shall be considered for admission for the year 2008-09, if the approval from the competent authority such as AICTE/Affiliating University is received before the start of counseling.
2. One seat in each branch in all Universities / Institutes is reserved for **Kashmiri Migrants**, as per guidelines of AICTE for the session 2009-10. These seats are supernumerary seats.

CHAPTER: 5

DISTRIBUTION OF SEATS

(i) For Govt. / Govt. Aided Institutions / University Departments (if applicable):-

(a) All India Category Seats	=	15% of intake
(b) State Quota	=	85% of intake
(b-1) Haryana Open (General)	=	50% of State Quota i.e. 42.5% of intake
(b-2) Reserved Categories of Haryana	=	50% of State Quota i.e. 42.5% of intake
Scheduled Castes	=	20% of SQ (17% of intake)
Backward Classes of Haryana (A)	=	16% of SQ (13.6% of intake)
Backward Classes of Haryana (B)	=	11% of SQ (9.3% of intake)
Physically Handicapped	=	3% of SQ (2.55% of intake)
ESM & their wards & Dependents of Freedom Fighters	=	3% Horizontal (1% each out of Haryana Open General Category, Scheduled Caste and Backward Class)

3% horizontal reservation is provided to Ex. Serviceman / Freedom Fighters and their dependents by providing reservation within reservation of 1% of General Category, 1% out of Scheduled Castes and 1% from Backward Classes for admissions to various educational institutions of Government and Government Aided. This reservation will be in rotation for Block 'A' and Block 'B'.(As per Chief Secretary order no.22/27/2004-2GSIII dated Oct. 20, 2005)

25% horizontal reservation in all above categories shall be provided for girl candidates.

(ii) For private unaided non-minority institutions

The private institutes have voluntarily opted admissions of 75% of total sanctioned intake in their institutes for filling by the candidates belonging to residents of Haryana. These shall be distributed as under :-

- i) 25% of total sanctioned intake shall be filled by Private Engineering Colleges.
- ii) Balance 75% seats shall be filled by NIC.
 - a. 15% of total sanctioned seats for All India Category (11.25% of sanctioned intake)
 - b. Half of the balance 63.75% seats for Haryana residents categories as spelt out in Admission Brochure (31.87% of sanctioned intake)
 - c. Half of these balance 63.75% seats shall be made available for reserved categories of Haryana in the ratio as specified by Govt. of Haryana in case of Govt./Aided.
 - a. 20% for SC (i.e. 12.74% of sanctioned intake)
 - b. 16% for BCA (i.e. 10.18% of sanctioned intake).

c. 11% for BCB (i.e. 7% of sanctioned intake)

d. 3% for PH (i.e. 1.9 % of sanctioned intake)

ESM/ FF/their wards

d. 1% horizontal from General Candidates of Haryana.
(i.e. 0.30% of sanctioned intake)

e. 1% horizontal from SC (i.e. 0.12% of sanctioned intake)

f. 1% horizontal from BC (i.e. 0.17 % of sanctioned intake)

25% horizontal reservation in all above categories shall be provided for girl candidates.

Seat Matrix shall be displayed before the start of counseling.

(iii) For private unaided Minority institutions (if applicable)

- i. All India category including NRI seats not exceeding upto 15% (at the discretion of the management as above).
- ii. Minority Quota - 42.5% of sanctioned intake fixed by the State Govt. vide notification No. 20/5/2004-4TE, dated 25.06.2004.
- iii. Balance- 42.5% (half for Haryana Open General and half for reserved categories of Haryana in the ratio as specified above).

Note:

1. Change, if any, shall be applicable at the time of counseling.
2. Haryana Residents are also entitled for admission against All India Category seats.
3. Only the candidates having the permanent disability of not less than 40% (being otherwise fit for admission to the course) will be considered for admission as Physically Handicapped. Disability certificate must be issued from Chief Medical Officer of the concerned District. However, the certificate shall be subject to verification by a Medical Board constituted by the affiliating university for the purpose. The decision of the Board shall be final. Physically Handicapped candidates belonging to Haryana are required to submit the handicap certificate as per Annexure-VII at the time of Joining/Reporting.
4. The reserved seat(s) of SC, shall be filled in accordance with relevant decision(s) of Hon'ble Court(s).
5. If, the reserved seat(s) of Backward Class 'A' remains vacant, these shall be filled up from Backward Class 'B' & similarly other sub-category within reserve category of Haryana shall be inter converted.
6. Inter conversion of sub-categories in the reserved categories of Haryana shall be made before 2nd counseling. The vacant seats of reserved categories of Haryana shall be

converted and offered to General Category candidates alongwith other net resultant vacancies in the 3rd counseling.

7. Candidates claiming reservation under Scheduled Caste will submit the certificate as per Annexure-IV and Backward Class (Block 'A' & 'B') will submit the Certificate on the prescribed Proforma as per Annexure-V.

The parents of BC candidates (Block A & B) for benefit of reservation for their ward shall also have to furnish an affidavit to the effect that they are not covered under the criteria of creamy layer, as per Annexure-VI at the time of counseling. The said affidavit shall be furnished by both father and mother of the candidate.

8. Children & Grand-children of Freedom Fighters of Haryana are required to submit a certificate from the Deputy Commissioner of the concerned District as per Annexure-VIII at the time of counseling.

9. The seats reserved for ESM category shall be offered in order of following priorities :

- a) Wards of Ex-servicemen died in action while in active service.
- b) Ex-serviceman himself.
- c) Wards of Ex-servicemen.
- d) Wards of Paramilitary Forces

So, the candidates claiming reservation for these categories of Haryana are required to submit the certificate as per Annexure-IX in case of deceased/disabled and Annexure-X in case of discharged or serving personnel, whichever is applicable, at the time of counselling.

11. If the number of seats in any particular category is not a round figure, 0.5 or above will be taken as one and less than 0.5 shall be ignored, except that in Physically Handicapped, Children & Grand-children of Freedom Fighters and Ex-Servicemen and their Wards Categories, at least one candidate will be admitted from all the three categories in total, even if the share is less than 0.5 seats provided the number of sanctioned intake in the particular course is 30 or above

12. Number of reserved seats shall not exceed more than 50% of the State Quota Seats. For that, even a fraction of more than 0.5 is to be ignored.

13. A candidate, who applies for reserved category will be considered first in general category. In case, he/she does not get a seat of his/her choice in general category, then he/she will be considered for reserved category as applicable

(iv) NRI Quota Seats

In compliance of the judgment dated 12.8.2005 of Hon'ble Supreme Court of India in P.A. Inamdar case, a limited reservation of NRI Seats, not exceeding 15%, may be made available to NRIs depending on the discretion of the Management subject to two conditions:

1. Such seats should be utilized Bonafide by the NRIs only and for their children or wards.

CHAPTER 6

INFORMATION REGARDING FEE

In pursuance of the judgement dated August 14, 2003 of Hon'ble Supreme Court of India in writ petition (Civil) No.350 of 1993 (Islamic Academy and Anr. Vs. State of Karnataka and Ors.), the State Government had constituted State Fee Committee to fix fee structure of private unaided minority/non minority institutions for various types of technical courses. The Supreme Court guidelines stipulate that fee structure should be such that it is viable for the Colleges to function as per norms laid down by AICTE, but there should be no profiteering.

The fee structure of various self financing technical institutions is available at Appendix-H and on the website www.techeduhry.nic.in. Candidates are advised to see the changes, if any, in the fee structure of institutes on the website www.techeduhry.nic.in before filling the choices of branch and institutes during online counseling as there are pending requests with State Fee Committee from some institutes for fee revision.

CHAPTER 7

IMPORTANT PROCEDURE FOR SESSION 2009-10

7.1 PROCEDURAL STEPS FOR PARTICIPATING IN ONLINE OFF CAMPUS COUNSELING:

A) PAYMENT OF NON-REFUNDABLE COUNSELING FEE OF Rs. 500/- (by Candidate)

- (1) Visit the website www.hscs.org, click on Pay Counseling Fee link.
- (2) Fill the personal and academic details in the form like Course Name, Name, Email ID, etc. and after submitting the registration details students will get the Roll No. and Password for further proceeding on Confirmation page. Click on "Pay Now" link on Confirmation page to proceed the fee payment or student can also do the payment later by click on Counseling Fee link, once he complete the Registration Process.
- (3) Pay the Counseling Fee by the following modes of payment:
 - 3.1.1 **Credit Card / Debit Card**
 - 3.1.2 **Online Bank to Bank Transfer (Internet Banking)**
 - 3.1.3 **Cash Payment at Online Bank Counters of PNB / Axis Banks**

Select this payment option and generate e-deposit slip and take a printout of this e-deposit slip. Take this e-deposit slip to the respective bank to pay cash. This e-deposit slip has a unique S.No and photocopy can't be used by another candidate. This deposit has to be done through e-deposit slip only and no other slip from bank or elsewhere to be used.

E-deposit slip can also be generated or printed directly from student's zone after registration has been done.
 - 3.1.4 **E-Cash Coupon available at respective institutes and HSCS office.**

Select this mode and enter the 'serial no.' and 'Online Transaction Code' from e-Cash coupon and submit to complete payment.

B) Submission of Application Form at HSCS Office: The candidates who are applying for BHM&CT course (including Kashmiri Migrants) can fill up the Application Form available at annexure-XII and submit the Application Form along with attested copy of marksheet of qualifying exam and other relevant documents at HSCS office till last date of submission of application form as mentioned in "Key Dates". (Kashmiri Migrants will be required to have the original certificate of Migration duly signed by the competent authority or Relief commissioner.) The candidates should also bring the original marksheet along with them during submission for verification by the HSCS officials. After the display of merit list (inter-se merit/ unique ranks) for the eligible candidates they are required to participate in counseling by NIC through www.tehadmissions.gov.in

ON-LINE OFF-CAMPUS COUNSELING (through NIC).

- (1) Go to the website www.tehadmissions.gov.in and enter your **Roll No. generated from www.hscs.org** used for paying your counseling fee.
- (2) Fill in the Candidate Authentication Form and submit.
- (3) Fill in the Registration Form and submit. **Remember the password for future use and do not disclose to anyone else.**
- (4) Fill your choices for institutes for counseling.
- (5) Submit your final choices for counseling.

(6) Lock your choices for seat allotment.

7.2 COUNSELING PROCEDURE

(A) **Counseling Procedure for all the seats of Govt./ Aided/ University Department and 75% Seats of private Institutions to be filled by NIC.**

- Admissions to BH&CT course in the State offered by University Departments/ Govt. / Govt. Aided / Self Financing institutes shall be made through On-Line Counseling by NIC.
- Candidates can register themselves from the premises of any of the Govt. / Govt. Aided / University Department/ private institutes/ Participating Institutions (PIs) or from any Internet point of their choice. The list of PIs, with contact addresses is available on website: **www.hscs.org** or **www.techeduhry.nic.in**
- On registration, Password has to be created by the candidate, for use in future logins, candidates are **advised to keep records of this password secretly for their own use only** and not to disclose this to others. **In the event of sharing of password, candidate will be solely responsible for the change of registration details, choices etc.** In the event of loss of password or the candidates forgets the password, the same can be retrieved by the candidate on replying the queries by the system on the counseling website: **www.tehadmissions.gov.in**

Pre-requisites:

1. To participate in the counseling, it is mandatory for every candidate to register himself/herself through counseling website **www.tehadmissions.gov.in** with correct and complete information only after paying the counseling fees & other formalities on **www.hscs.org**
2. Only those candidates who have deposited non-refundable counseling fees of Rs.500/- through **www.hscs.org** & completed all formalities on this website, are eligible for participation in on-line counseling(s) and fill up the choices priority wise.

Procedure:

1. The counseling would be done by NIC on website **www.tehadmissions.gov.in**.
2. Online registration, filling of choices & locking of choices by Candidates will be allowed, as per counseling schedule mentioned in “Key Dates”. **Locking of choices is mandatory.** Candidates are advised in their own interest to take a print of their filled & locked choices from the system.
3. Registration & filling of choices should be completed before the last cut off date as mentioned in “Key Dates”. **No fresh registration will be allowed after 1st counseling. After result of**

previous counseling, the candidate shall fill in the choices again to participate in subsequent counseling.

4. Candidates shall fill choices in order of priority i.e. first filled in choice will be given highest priority. Candidates are advised in their own interest to fill in maximum number of choices.
5. The Inter-se-Merit (or Rank) of the registered candidates shall be displayed on website by NIC.
6. Three Counsellings will be conducted for admission to BHM&CT courses for all the seats of Govt./ Aided/ University Department and 75% Seats of private institutions only, as follows:
 - 1st Counselling - By the NIC for these seats for General & Reserved Categories
 - 2nd Counselling - By the NIC for General & Reserved Category Candidates, after inter conversion of reserved category seats. BC-A & BC-B shall be converted into BC and ESM-1, ESM-2, ESM-3 & ESM-4 shall be converted into ESM.
 - 3rd Counselling - Counseling shall be done by NIC only for AIC and HOGC categories without any reservation.
7. After the declaration of result of 1st counseling by NIC, the candidate who is allotted seat and is willing to accept that seat is required to **deposit token admission fee of Rs. 10,000/- (Rs. 5,000 only for SC candidates)** (only once) in the account of Haryana State Counseling Society through **www.hscs.org**, **failing which the candidate shall not be allowed to report in the respective institute and his/ her allotted seat will be automatically vacated.** To confirm the admission in the allotted institute, the candidate is required to complete the formalities of joining/reporting (as per Key Dates) in allotted institute, verification of credentials and proof of deposition of this token admission fee(subject to conformity through e-interface with HSCS)
8. The candidate who has not been allotted any seat or the candidate who is allotted seat but not willing to retain that seat, need not deposit the **token admission fee of Rs. 10,000/- (Rs. 5,000 only for SC candidates)** and shall directly participate in next subsequent counselings by filling choices.
9. To participate in 2nd counseling, candidates will have to re-fill the choices in the order of priority on the counseling website **www.tehadmissions.gov.in** without depositing the amount of Rs. 500/- in the bank again. Admission procedure i.e. filling of choices of Branch/Institute shall remain the same. **Inc case seat is allotted in 2nd**

counseling; the earlier allotted/reported seat will be automatically cancelled and the candidate will not be given the previous allotted seat in any case. Thus candidates are advised to fill the choices in order of priority only to upgrade. The candidates who wish to retain the reported seat of 1st counseling, shall not opt for next counseling.

10. After the declaration of result of 2nd counseling by NIC, the same procedure as mentioned above in para-7 shall be followed.
11. To participate in 3rd counseling, candidates will have to refill the choices in the order of priority on the counseling website www.tehadmissions.gov.in without depositing the amount of Rs. 500/- in the bank again. Admission procedure i.e. filling of choices of Branch/Institute shall remain the same. **Incase seat is allotted in 3rd counseling; the earlier allotted/reported seat will be automatically cancelled and the candidate will not be given the previous allotted seat in any case. Thus candidates are advised to fill the choices in order of priority only to upgrade. The candidates who wish to retain the reported seat of 2nd counseling, shall not opt for next counseling.**
12. After the declaration of result of 3rd counseling by NIC, the same procedure as mentioned above in para-7 shall be followed.
13. In 2nd & 3rd counseling, the candidates who were not allotted any seat in previous counseling or who are willing to upgrade their allotted seat, shall fill up choices as mentioned in para-8.
14. After result declaration of each of 1st or 2nd or 3rd counseling, the candidates are required to report for their allotted seat, in the allotted institution for completion of admission formalities. **(The candidates who accept the seat allotted during 1st counseling have to report after 1st counseling, who accept the seat allotted during 2nd counseling have to report after 2nd counseling and who accept the seat allotted during 3rd counseling have to report after 3rd counseling)**
15. The students who have not been allotted any seat till 3rd counseling are unsuccessful.
16. The **candidates shall not deposit the original certificates** to the allotted institute at any point of time. The allotted institute shall not force the candidate to deposit **full semester fee** of the institute (after deducting the token admission fee deposited by the candidate in the account of HSCS), before the declaration of result of 3rd counseling.
17. The fee to be deposited in the institute should be deposited after deducting token admission fee deposited in HSCS account.

(B). Counseling procedure for 25% seats (including 15% seats if any for children/ wards of NRIs) to be filled by the private institutions at their own level and 10% tuition fee waiver quota seats

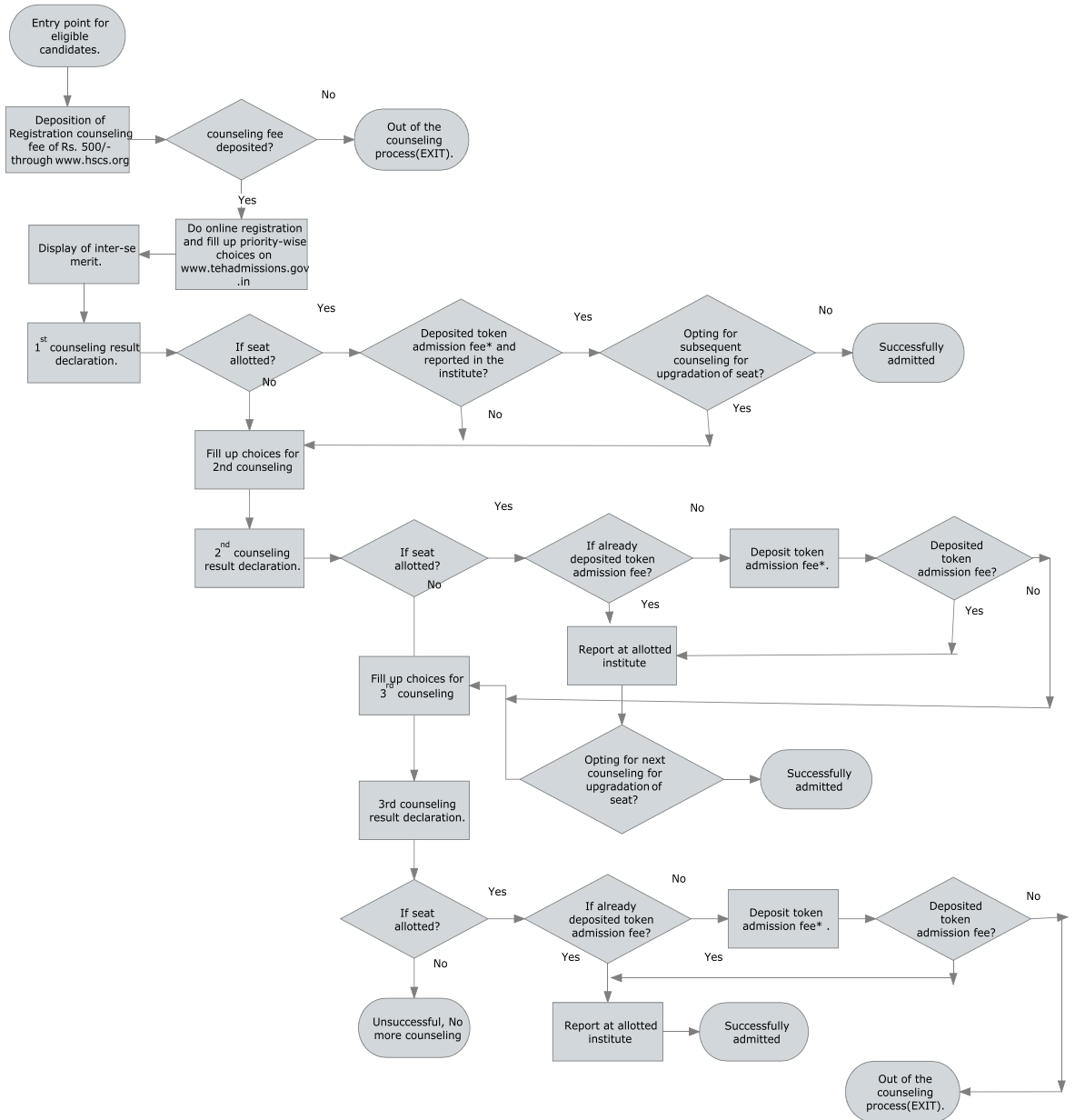
(i) Counseling procedure for 25% seats (including 15% seats if any for children/ wards of NRIs) to be filled by the private institutions at their own level.

1. Private institutions shall fill 25% seats (including 15% seats for children/wards of NRIs) at their own level in a just and transparent manner for which they shall invite the applications, prepare and display the merit list. The procedure shall be displayed by the Institute concerned on its website.
2. The private institutions shall make these admissions before final cut off date of admissions.
3. The minimum eligibility condition for these seats shall remain the same as that for 75% seats to be filled by the Haryana State Counseling Society.
4. In the event of seats remaining vacant, if any, out of these 25% seats, the vacant seats may be filled up between before final cut off date of admissions on **first cum first served basis** on the basis of marks of qualifying examination.
5. In any case all kind of admissions shall be done before the final cut off date admissions (as mentioned in key dates) and the fee fixed by the State Fee Committee shall be charged as per the laid down procedure. In any case higher fee shall not be charged.
6. The final list of admitted candidates (including the institute level admissions) shall be updated online by the institutes by last cut off date of admissions, positively, so that the same may be forwarded to the concerned Universities. The wrong admissions, whatsoever, shall not be permitted.

(ii) Counseling procedure for admission to 10% seats of Tuition Fee Waiver (T.F.W.)

Tuition fee waiver seats shall be filled by HSCS through centralized counseling by NIC, for the institutes who opt for the TFW scheme. Such institutes shall contact this office for the same.

COUNSELING PROCEDURE



7.3 REPORTING

A. REPORTING OF THE CANDIDATE IN THE ALLOTTED INSTITUTE:

- The candidate shall print the provisional allotment letter from website www.tehadmissions.gov.in after depositing the token admission fee of Rs. 10,000/- (Rs. 5,000 only for SC candidates) through www.hscs.org and shall report at the allotted institute along with all requisite documents (refer section B) by a particular fixed reporting date as mentioned in “Key Dates”.
- The candidates who have reported at the allotted institute will get a system generated admission slip from the allotted institute after completing the admission formalities.
- The candidates who have deposited the token admission fee of Rs. 10,000/- (Rs. 5,000/- only for SC candidates) but not reported at the allotted Institute are out of counseling process and they can apply for refund online on www.hscs.org by cutoff date mentioned in “Key Dates”.

B. LIST OF DOCUMENTS TO BE BROUGHT AT THE TIME OF REPORTING IN THE INSTITUTE:

The candidates, at the time of reporting must bring the following Original Certificates/Documents/Testimonials alongwith three sets of duly attested photocopies of these with them. Any candidate, who fails to produce any of the required Certificate / Document / Testimonial at the time of reporting the institution, will forfeit his/her claim to admission.

- Qualifying Examination i.e. 10+2/Intermediate/Senior Secondary School Examination.
- Matriculation/ High School Certificate.
- Character Certificate :
 - Regular Candidates : The candidates who passed their qualifying exam. from School/College as regular students are required to submit the Character Certificate as per Annexure-I.
 - Private Candidates : Candidates, who have passed the qualifying examination as private candidates should submit their Character Certificate, duly signed by a First Class Magistrate.
- Residents Certificate as per Annexure-II, if applicable : Candidates, who have passed their qualifying examination from a Board/Recognized School located in the State of Haryana will be deemed to be Haryana residents and will not be required to submit certificates of bonafide residents of Haryana.
- Certificate from the Employer in the case of Employees of Govt. of Haryana, members of All India Services borne on Haryana Cadre, Employees of Statutory Bodies/Corporations as per Annexure-III, if applicable.
- Scheduled Caste Certificate as per Annexure-IV, if applicable.
- Backward Class Certificate as per Annexure-V, if applicable and affidavit as per Annexure-VI.
- Certificate in respect of Physically Handicapped Candidates as per Annexure-VII, if applicable.

- ix. Certificate required to be furnished by the Children & Grand-children of Freedom Fighters as per Annexure-VIII, if applicable.
- x. Certificate from wards of Deceased/Disabled/Discharged Military/Para-Military personnel/
Ex-Servicemen or Ex-Personnel of Para-Military Forces – Annexure-IX.
- xi. Certificate from wards of ex-employee of Indian Defence Services/ Para-Military Forces-
Annexure-X.
- xii. Certificate of Medical Fitness- Annexure-XI.

Note:

- (i) All Originals and 3 sets of attested photo-copies of all applicable documents/testimonials/certificates must be brought at the time of reporting.
- (ii) The original certificates shall be returned back after verification.
- (iii) The 3 sets of attested copies of certificates/documents/testimonials will be verified & signed by the Director-Principal or his authorized representative & will be retained for registration purposes with the HSCS and subsequently in the University.
- (iv) In case of Kashmiri Migrants, supporting certificates and original certificate of migration duly signed by the competent authority or Relief Commissioner **alongwith the duly filled in application form available at Annexure-XII.**

C. POST COUNSELING INSTRUCTIONS FOR THE INSTITUTES:

- Verification of the credentials of the candidate will be done by the respective institutes at the time of reporting for admission, by comparing with the original certificates against which candidate has been allotted seat. Any entry or information filled/ made by the candidate, if found to be false, shall entail automatic cancellation of admission besides rendering him liable to such action as Deptt. / H.S.C.S may deem proper.
- The candidates found eligible for admission, will be required to complete other admission formalities as per norms. Three set of copies of certificates etc duly attested by a Gazetted officer/ institution last attended shall be submitted by the candidate at the allotted institute.
- Online Reporting of each selected candidate in presence of the candidate shall be done by allotted institute by simply selecting/ tick marking the checklist online for checking all the parameters of the check list. **Token admission fee deposition status of the candidate shall be checked by the institute on www.hscs.org.**
- **After successful admission of the candidate, the institute must give system generated admission slip to candidate.**
- All admissions by institutes including institute level admissions and online updation of the same shall be done by the respective institute by the last date mentioned in “Key Dates”.

- No excess admission shall be made by any institute.
- **All Centralized and Institute Level admissions shall be updated online immediately on the NIC server by the institutes**, as per schedule mentioned in “Key Dates”.
- The allotted institute shall not force the candidate to deposit full semester fee of the institute (after deducting the token admission fee deposited by the candidate in the account of HSCS), before the declaration of result of 3rd counseling. **As per State Govt. orders, no fee from SC students shall be charged by the institutes.**

7.4 REFUND OF TOKEN ADMISSION FEE

The counseling fee of Rs. 500/- is non-refundable.

A. Refund of token admission fee to the Candidate by HSCS

The token admission fee may be refunded to the candidate, after a deduction of the processing fee of Rs 1000/- as per procedure given below:

- In the event of candidate withdrawing before the final cutoff date of all admissions, the token admission fee shall be refunded to the candidate, after a deduction of the processing fee of Rs 1000/- .
- *After final cutoff date of all admission, no refund application would be entertained & processed and the token admission fee of the candidates will be forfeited.*

The candidate surrendering the seat allotted through online counseling shall fill in online refund application form available on the website www.hscs.org before final cut off date of all admissions as mentioned in “Key Dates”. The submission of refund form means the cancellation of seat (if allotted any) of the candidate in the respective Institute and the student cannot claim the seat thereafter. The respective institutes shall be informed online about the cancellation of seat.

B. Remittance of Token admission fee to institutes candidates

Full token admission fee of the candidates admitted through online counseling by HSCS may be remitted to the institute. In case the allotted branch is changed at institute level (as per proper procedure before final cut off date of all admissions and with prior approval of HSCS) token fee after a deduction of Rs 1000/- would be remitted to institute.

C. Refund of admission fee collected by the institutes to the Candidate

As per AICTE public notice Advt. No. AICTE/DPG/03(01)/2008, in the event of a student/candidate withdrawing before the starting of the course, the wait listed candidates should be given admission against a vacant seat. The entire fee collected from the student, after deduction of the processing fee of not more than Rs1000/- shall be returned by the institution/University to the student/candidate withdrawing from the programme. It would not be permissible for institution and universities to retain the any certificate in original. Should a student leave after joining the course and if the seat consequently failing vacant has been filled by another candidate by the last date of admission, the institution must return the fee collected with proportionate deductions of monthly fee and proportional hostel rent, where applicable.

CHAPTER-8

BENEFITS FOR S.C./B.C. CANDIDATES

At present there are two schemes for SC welfare being implemented in the Department namely Post Matric Scholarship of Govt. of India (GOI) and Scheme of Technical Education Department:-

The Post Matric Scholarship scheme of GOI from the academic session 2009-10 shall be implemented by Technical Education Department for institutions in its ambit. SC students whose parents/ guardian income is less than 1.00 lacs are eligible under this GOI scheme. *For more details refer Appendix-F.* The students admitted at Institution level as well as students admitted through Centre Counseling are eligible for benefits under this scheme. The benefits includes enrollments/ registration, tuition, games, Union, Library, Magazine, Medical Examination and such other fees compulsory payable by the student to the institution or University/ Board. Refundable deposit like caution money, security deposit will, however, be excluded. For students admitted at the Institution level the application form has to be submitted by the students to the Principal.

In the scheme of Technical Education Department benefit is available to SC students admitted through central counseling only and whose parents / guardians income from all sources is more than Rs.1.00 lacs and does not exceed Rs. 2.40 lacs per annum. *For more details refer Appendix-G.* In this scheme only the tuition Fee is reimbursable and the maximum ceiling of fee reimburseable for Degree programmes is Rs.40,000/- or the actual fee which so ever is low.

The institutions are directed not to charge the fee or any other charges for which SC students are eligible as above. For reimbursement, institutions may kindly refer our website.

REGISTRATION FORM

This form is only for reference. Actual registration is to be filled online on the website www.tehadmissions.gov.in



Government of Haryana **Haryana State Counseling Society**

Sample of Registration form for online
counseling for BHM&CT for 2009-10

[Home](#)

Roll No. : _____
Rank : _____
Date of Birth : Sex : _____
Name : _____
Mother's Name : _____
Father's Name : _____

Please fill following details carefully. Fields marked as (*) are mandatory.

Whether Eligible for Haryana Residents* : Yes No

If Yes, please indicate the following:

Physically Handicapped* : Yes No

Category* : --Select-- (General or Reserved)

Sub Category* : --Select-- (If reserved)

ESM Priority* : --Select-- *1.
: Ward of Ex-serviceman died in action while in active service 2. Ex-serviceman himself 3. Ward of Ex-serviceman 4. Ward of Paramilitary Forces

Qualification and Marks of Qualifying exam(in %)* : --Select-- (Appeared/Passed)

(If Passed),Please fill up marks obtained/maximum marks of only 3 subjects as mentioned in Chapter 3 Clause 4.

Marks Obtained _____

Max. Marks _____

Percentage of Marks _____

Name of School / College* : _____*

Whether it is Govt. / Aided / Private* : Govt. Aided Private

Whether it is Rural or Urban Area* : Rural Urban

Login ID (Roll No.) : _____

Password* (Alphanumeric-to be created by Candidate) : _____*

Confirm Password* (To be filled by Candidate) : **

Contact Address :

Village/ Town/ City :

District :

Pin Code : *

Contact No. :

Mobile No. :

E-Mail Address : *

Note: If all the fields are filled correctly then press "Submit" button for successful registration or Press "Clear" button for making correction.

ANNEXURE-I

Name of the School/College _____ Session _____

CHARACTER CERTIFICATE

Certified that Sh./Km./Smt _____

son/daughter of Sh. _____ has been a Bonafide student of this
School/College during the period _____.

He/She appeared in the _____ Examination of the _____

(University/Board) held in _____ under Roll No.
_____ and *passed obtaining _____ marks out of

_____ marks or *failed/*placed under compartment in the subject of
_____.

1. Academic Distinction, if any _____
2. Co-curricular activities, if any _____
3. Brief particulars of disciplinary action by School / Board / University (including punishments such as expulsion, warning, fined for violation of School / Board / University / Hostel Rules, UMC/disqualification etc., if any _____.
4. General Conduct during stay in the Institution : Good/Satisfactory/Unsatisfactory
5. He/she bears good/bad character.

No. _____

Date : _____

Signature
Principal
(with office seal)

*Strike out whichever is not applicable.

ANNEXURE-II

HARYANA RESIDENT CERTIFICATE

(For bonafide Residents of Haryana only)

Certified that Sh./Km./Smt. _____ son/daughter
of Sh. _____ R/o _____
_____ (complete
address) since _____ and applicant for admission to various
Engineering/Technical Courses in Haryana, is a bonafide resident of Haryana State in terms of
Chief Secretary, Haryana letter No. 62/17/95-6 GS1 dated 3.10.96, letter No. 62/32/2000-6GSI dated
23-5-2003, letter No. 62/27/2003/6 GS1 dated 29.7.2003, letter No. 22/28/2003-3GS-III dated 30-1-
2004 under clause _____.

No. _____

(Signature of the attesting authority)

Date : _____

Name

Place : _____

Designation

(With legible office seal)

NOTE :

- i) The competent authorities to issue Haryana Resident Certificate will be as per State Govt. letter No. 22/28/2003-3 G.S.III dated 30.01.2004.
- ii) The candidates, who have passed their qualifying examinations from the Universities/Board/Institutes located in Haryana are not required to produce Certificate of Haryana Resident.
- iii) The certificate must have been issued on or after 31-1-2005.

ANNEXURE-III

**CERTIFICATE FROM THE EMPLOYER IN THE CASE OF EMPLOYEES
OF
GOVT. OF HARYANA, MEMBERS OF ALL INDIA SERVICES BORNE ON
HARYANA CADRE, EMPLOYEES OF STATUTORY BODIES /
CORPORATION**

Certified that Sh./Km./Smt. _____
son/daughter/wife of Sh. _____ is serving as a Regular employee of
Govt. of Haryana / Members of All India Services borne on Haryana Cadre/Regular Employees
of Statutory Body/Corporation established by or under an Act of State of Haryana.

Presently, he/she is posted as _____ in the
Department of _____ at _____
(place of posting). Sh./Km./Smt. _____ is
his/her son/ daughter/dependent (if parents are not living), seeking admission in various technical
courses in Haryana for the session 2009-10.

No. _____

Signature of Employer

Dated : _____

Designation _____

Place : _____

(legible Seal)

*Strike out whichever is not applicable.

ANNEXURE-IV

SCHEDULED CASTE CERTIFICATE

Certified that Sh./Km./Smt. _____ son/
daughter of Sh. _____ resident
of _____
(Complete Address) belongs to _____ Caste which has been notified as
Scheduled Caste by the Haryana Government .

This certificate is being issued to him/her according to the Haryana Govt. circular Letter No.
333(1)-97, dated 25-2-97, No. 22/28/2003-3 GS III dated 30.01.2004 and letter dated 21-6-2004.

No. _____

Signature of the issuing authority

Date: _____

Name

Place : _____

Designation
(with legible seal)

BACKWARD CLASS CERTIFICATE
BLOCK 'A' OR 'B'

Certified that Sh./Km./Smt _____
son/daughter of Shri _____
resident of _____
(Complete Address) belongs to _____ caste, which has
been notified as Backward Class by the Haryana Govt. and is placed in Block
_____ (mention Block 'A' or 'B').

Further certified that he/she is not covered in Creamy Layer (Reference from the Chief Secretary, Haryana letter No. 1170-SWL1-95 dated 07.06.95 & No. 62/17/95-6 GSI dated 3rd October, 1996 and No.22/36/2000 3GSIII dated 9.8.2000).

This Certificate is being issued to him/her in terms of notification issued by Chief Secretary, Haryana vide memo No. 22/28/2003-3 GS III dated 30.01.2004.

No. : _____

Signature of the issuing authority

Dated : _____

Name

Place : _____

Designation
(with legible seal)

AFFIDAVIT

(BY THE PARENTS OF THE BACKWARD CLASS CATEGORY CANDIDATES)

I, _____ Father/Mother of _____
Resident of _____ Tehsil
_____ District _____ seeking
admission to Engineering degree course in Haryana do hereby solemnly affirm & declare that I
belong to _____ Caste, which is included in the list of Backward Classes Block 'A' /
'B' approved by the Haryana Govt. I further declare and affirm that, I and my wife / husband are not
covered under the criteria fixed by Haryana Govt. (Refer Chief Secretary, Haryana letter No. 1170-
SWL1-95 dated 07.06.95 & No. 62/17/95-6 GSI dated 3rd October, 1996 and No.22/36/2000 3GSIII
dated 9.8.2000) for excluding socially advanced persons/sections (Creamy Layer) from Backward
Classes.

I further undertake that in case the information contained in the above para is found false at
any stage, the Competent Authority will be entitled to cancel the admission.

Dated : _____

DEPONENT

Place : _____

VERIFICATION

Verified that the above statement is true and correct to the best of my knowledge and belief and
nothing has been concealed therein.

Dated : _____

DEPONENT

Place : _____

The affidavit should be of the month of April, 2005 or later.

MEDICAL CERTIFICATE FOR PHYSICALLY HANDICAPPED

OFFICE OF THE CHIEF MEDICAL OFFICER _____

No. _____

Dated _____

Certified that Sh./Km./Smt. _____
son/daughter/wife of Sh. _____
resident of _____ District _____
appeared before the Medical Board for medical check-up. On his/her Medical Examination, it is found
that the nature of handicap/disability is _____% and (as applicable), is as under :

1. Blind or Low vision _____
2. Hearing impairment _____
3. Locomotor disability/cerebral palsy _____

Thus the candidate is physically handicapped as per standard norms of Haryana.

(Signature of the Applicant)

Dated : _____

Haryana
Place : _____

Chief Medical Officer

(Seal of the above authority)

*The handicap disability should not be less than 40% and should not interfere with the requirement of professional career such as Engineering/ Technician etc.

ANNEXURE-VIII

**CERTIFICATE REQUIRED TO BE FURNISHED BY
CHILDREN/GRANDCHILDREN OF FREEDOM FIGHTERS**

Certified that Sh./Km./Smt. _____
Son/Daughter of Sh. _____, resident
of _____
(complete address), Freedom Fighter of Haryana (Identity No. _____) is
father/grandfather of Sh./Km./Smt. _____
(Name of candidate) of Village/Town _____ Police Station _____
Tehsil _____ District _____,
State _____

No. _____

Date : _____

Place : _____

Deputy Commissioner of
District concerned of Haryana
(SEAL OF OFFICE)

ANNEXURE-IX

**CERTIFICATE FOR DECEASED OR DISABLED OR DISCHARGED
MILITARY/PARA-MILITARY PERSONNEL, EX-SERVICEMEN OR
EX-PERSONNEL OF PARA-MILITARY FORCES**

Certified that Number _____ Rank _____
Name _____ Son of _____
Father of _____ Resident of Village _____
Post Office _____ Tehsil _____
Distt. _____ belonging to the State of Haryana, has served in the Army /
Air Force / Navy / _____ Name of the Para-Military Force) from
_____ to _____ and subsequently invalided out of service as
under :

- 1) Medical Category
 - i) for JCO's _____
 - ii) for ORS : Shape-I,II,III etc. _____
 - iii) for Rank/Designation (in case of Para Military Forces) _____
- 2) Reason of discharge/retirement _____
- 3) Death
whether killed in action _____
or any other reason _____
- 4) If killed in action _____
name of the war/operation _____
- 5) Disabled: Whether disabled during the war/operation(name) _____
- 6) Nature of disability
 - i) whether permanent i.e. for life _____
 - ii) whether temporary up to what extent) _____Next RSMB IS DUE _____
Name of Records _____

Case No. _____

Signature of the issuing authority
with designation and official
seal and stamp

Date _____

Note: Only the certificate issued by the Officer duly authorized by the Army / Navy / Air Force /
Concerned Para-Military Force Headquarters, as the case may be, shall be entertained.

**CERTIFICATE FOR THE EX-EMPLOYEES OF
INDIAN DEFENCE SERVICES/PARA-MILITARY FORCES**

Certified that Number _____ Rank _____
Name _____ S/o or D/o _____
Father/ Mother of _____ Resident of Village _____
Post Office _____ Tehsil _____
Distt. _____ belonging to the State of Haryana, as per his/her service record
at the time of entry into service, had served in the Army / Air Force / Navy/ _____
(Name of the Para-Military Force) from _____ to _____ and
subsequently discharged/retired from the service on _____ as per his/her service
record. At the time of entry into service the home address given is
_____ (Distt. _____) Haryana.

Place _____

Date _____

Signature
Officer Commanding/
Zila Sainik Board/
Competent Authority
(with Official Seal)

(Strike out whichever is not applicable)

CERTIFICATE OF MEDICAL FITNESS
(For admission to Engineering Degree Courses in Haryana)

To be obtained only from gazetted Government Medical Officer/Medical Officer of a Government Undertaking. Please note that this certificate in no other form will be accepted. Medical Certificates issued by private medical practitioners will not be accepted.
(Please refer to prescribed standards given overleaf)

Name
(in Block Letters)

Father's Name : Sh.

Height : Weight

Chest :

Heart & Lungs :

Vision : L : R :

Colour Vision :

Hearing :

Hernia/Hydrocele/Piles :

Remarks :

I certify that I have carefully examined Sh./Km./Smt. son/daughter
of Shri who has signed in my presence.

He/she has no mental and physical disease and is FIT.

Signature of the candidate

Station :

Signature of the Medical Officer
with legible seal.

Date :

(FOR PRESCRIBED MEDICAL STANDARDS FOR ADMISSION SEE NEXT PAGE)

PRESCRIBED MEDICAL STANDARDS FOR ADMISSION

An Engineering profession demands good physique and stamina. An applicant who suffers from any organic defect or does not have sound health so as to bear the strain of the course which must be heightened in his/her professional life would be well advised not to take up the Engineering Profession. He/she must fulfil the following medical standards :

HEIGHT : Not less than 1.5 metre for male candidates, and not less than 1.2
metre for female candidates.

- WEIGHT : 41 kg. approximately for male candidates and 37 Kg. approximately for female candidates.
- CHEST MEASUREMENT : Not less than 69 cms. with satisfactory limit of expansion and contraction for male candidates only.
- HEART & LUNGS : No abnormality.
- HERNIA, HYDROCELE : Presence of these is a temporary disqualification to be & rectified before joining the course of study.
- VISION : Normal, where defective, it must be corrected to 6/9 in the better eye and 6/12 in the worse eye. Eye should be free from congenital and other disease. In case of admission to **Mining Engg., Textile Technology & Textile Chem.**, the candidates must also be free from colour blindness (inability to distinguish between principal colours).
- HEARING : Normal, where defective, it must be corrected.

ANNEXURE-XII

APPLICATION FORM FOR BHM&CT

(To be submitted alongwith attested copy of qualifying exam i.e. 10+2 & 10th).

Name of the Category (Applying for) (General/ Kashmiri Migrant): _____

1. Name of the Candidate _____

2. Father's Name _____

3. Roll No. _____ (Can be generated from www.hscs.org & the same has to be used for paying counseling fee of Rs.500/- on www.hscs.org)

4. Date of Birth

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

5. Gender:

6. Contact Address: _____

E-mail: _____ Phone No. _____

7. Have you paid counseling fees Rs.500/- (non refundable) YES/NO _____

If paid, mode of payment (Credit Card / Debit Card/ Internet Banking/ Cash Payment at Online Bank Counters of PNB / Axis Banks/ E-Cash Coupon) _____

(The photocopy of the proof of same is also to be attached.)

8. Marks details of 10+2 Exam

Exam appeared/ passed:

Board/Univ.:

Year of passing:

(i). Academic details of qualifying exam for B.HM&CT

S#	Exam appeared/ passed	Board/Univ.	Year of passing	Max Marks	Total Marks Obtained *	% of marks	Pass/ Compartment
	10+2						

(ii). Data to be used for tie breaking in B.HM&CT

S#	Exam appeared/ passed	Board/Univ.	Year of passing	Max Marks	Total Marks Obtained	% of marks	Pass/ Compartme nt
	10 th class						

***inter-se-merit will be generated based on this total marks obtained.**

Note :

- Kashmiri Migrants will be required to submit the attested copy of Migration Certificate duly signed by competent authority or Relief Commissioner
- Attach attested copy of qualifying exam & 10th certificate.

Declaration by the Candidate:

I declare that entry made by me in this application form are true in all respect and in case, any entry or information is found to be false at any stage, this shall entail automatic cancellation of my admission besides rendering me liable to such action as the Institute/University/Board/State counseling board may deem proper. If the candidate is allotted two seats, on the basis of **General and KM category**, then student will deposit token admission fee against one seat of his/her choice and the another allotted seat will be considered cancelled.

Place:

Signature of Candidate

Date:

(Name of Candidate)

Verification by Parent: Signature of the Parent

NO. 22/2/27/2004-2GSIII

From

The Chief Secretary to Govt. Haryana.

To

- 1 All Heads of Departments in the Haryana State.
- 2 The Registrar, Punjab and Haryana High Court, Chandigarh.
- 3 All Deputy Commissioners and Sub-Divisional Officers (Civil) in Haryana State.

Dated Chandigarh, the October 20, 2005.

**Subject: Reservation for admission in educational/professional and colleges/
institutions.**

Sir/Madam,

I am directed to invite your attention to Govt. Haryana institutions issued vide letter No. 22/34/98-3GSIII, dated 19.3.99, followed by letters of even number dated 5.5.99 and letter No. 22/89/97-3GSIII, dated 7.8.2000 on the subject noted above, wherein provision for reservation of seats in the educational, technical and professional institutions for the candidates of various categories was made as under:-

1	Scheduled Castes	20%	*
2	Backward Classes	16%	A Block
		11%	B Block
3	Physically-Handicapped	3%	In the event of quota reserved for physically-handicapped remain unutilized due to non-availability for suitable category of handicapped candidates, it may be offered to the Ex-servicemen and their wards (1%) and the dependents of Freedom Fighters (1%)

On further consideration of the matter, it has been decided to allow 3% horizontal reservation to Ex-servicemen/Freedom Fighters and their dependents by providing reservation within reservation of 1% of general category, 1% out of Scheduled Castes and 1% from Backward Classes category for admission to the various educational institutions of the Govt. and Govt. aided/self-financing colleges/institutes located in Haryana. As far as block allocation in Block-A and Block-B of Scheduled Castes and Backward Classes categories is

concerned, year-wise rotational system will be adopted. For example, if Block-A of Scheduled Castes and Backward Classes are given seats in the academic year 2006, the next block i.e. B Block of categories of Scheduled Castes and Backward Classes will be given seats in the next academic year i.e. 2007 and so on.

These instructions should be brought to the notice of all concerned working under your control for strict compliance.

Yours faithfully,

Sd/-

Deputy Secretary, General Administration
For Chief Secretary to Govt. Haryana,

A copy is forwarded to all the Financial Commissioners and Principal Secretaries/
Commissioners and Secretaries to Govt. Haryana for information and necessary action.

Sd/-

Deputy Secretary, General Administration
For Chief Secretary to Govt. Haryana.

To

All the Financial Commissioners & Principal Secretaries/
Commissioners and Secretary to Govt. Haryana.

U.O. No. 22/27/2004-2GSIII

Dated, Chandigarh, the October 20, 2005

* The Block A & B in Schedule Caste Category has been done away by the Hon'ble
Punjab & Haryana High Court.

LIST OF BACKWARD CLASSES IN HARYANA STATE

BLOCK-A

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

BLOCK-B

- | | | | | |
|---------------|-----------|---------------|----------|--------|
| 1. Ahir/Yadav | 2. Gujjar | 3. Lodh/Lodha | 4. Saini | 5. Meo |
|---------------|-----------|---------------|----------|--------|

APPENDIX-C

LIST OF SCHEDULED CASTES IN HARYANA STATE

S. No. NAME OF THE CASTE

1. Ad Dharmi
2. Balmiki, Chura, Bhangi
3. Bangali
4. Barar, Burar, Berar
5. Batwal
6. Bauria, Bawaria
7. Bazigar
8. Bhanjra
9. Chanal
10. Dagi
11. Darain
12. Deha, Dhea, Dhaya
13. Dhanak
14. Dhogri, Dhangri, Saggi
15. Dumna, Mahasha, Doom
16. Gagra
17. Gandhila, Gandil, Gondola
18. Kabirpanthi, Julaha
19. Chamar
20. Jatia Chamar
21. Rehgar
22. Raigar
23. Ramdasi
24. Ravidasi.
25. Jatava
26. Ramdasia

S.No. NAME OF THE CASTE

27. Khatik
28. Kori, Koli
29. Marija, Marecha
30. Mazhabi, Mazhibi Sikh
31. Megh
32. Nat, Badi
33. Od
34. Pasi
35. Perna
36. Pherera
37. Sanhai
38. Sanhal
39. Sansi, Bhedkut Manesh
40. Sansoi
41. Sapela, Spera
42. Sarera
43. Sikligar, Bariya
44. Sirikiband
45. Balahi
46. Batoi
47. Bhatoi
48. Bhambi
49. Chamar-Rohidas
50. Jatav
51. Mochi

APPENDIX-D

Copy of letter No. 62/17/95-6 GSI Dated, Chandigarh, the 3rd October, 1996

From

The Chief Secretary to Government Haryana

To

- i) All Heads of Departments, Commissioners
Ambala, Rohtak, Gurgaon and Hisar Divisions.
- ii) All Deputy Commissioners and all Sub Divisional
Officers (Civil) in Haryana.
- iii) The Registrar, Punjab and Haryana High Court and
all District and Session Judges in Haryana.

Subject : **“Bonafide residents of Haryana - Guidelines regarding”.**

I am directed to invite your attention to Haryana Govt. letters noted in the margin on the subject noted above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Domicile for the purpose of admission to educational institution (including technical/medical institution). The matter has been reconsidered in the light of judgment delivered by the Hon'ble Supreme Court of India in the case of Dr. Pradeep Jain vs. Union of India and others reported as AIR 1984-SC-1421, wherein it has been held that instead of the word 'Domicile' the word 'Resident' be used in the instructions issued by the State Government and it has been decided to revise the Government instructions. Henceforth, the following categories of persons would be eligible for the grant of Resident Certificate : -

- i) Candidates, who have passed the examination qualifying them for selection in an institution from a school/college in Haryana.
- ii) Children / Wards (if parents are not living) / Dependents : -
 - (a) of the employees of Haryana State posted in or outside Haryana State or working on deputation;
 - (b) of the employees of the statutory bodies/corporations established by or under an Act of the State of Haryana who are posted in Chandigarh or in Haryana or outside Haryana;
 - (c) of the employees of the Government of India posted in Chandigarh or in Haryana in connection with the affairs of the Haryana Government.
- iii) Children/wards (if parents not living)/dependents of persons who after retirement have permanently settled in Haryana and draw their pensions from the treasuries situated in the State of Haryana.
- iv) Children/wards (if parents are not living)/dependents of pensioners of Haryana Government irrespective of the fact that the original home of the retiree is in a State other than Haryana or he has settled after retirement in or outside Haryana.
- v) Children/Wards (if parents are not living)/dependents of persons, who have permanent home in Haryana and include persons who have been residing in Haryana for a period of not less than 15 years or who have permanent home in Haryana but on account of their occupation they are living outside Haryana.
- vi) The wives of such persons who are bonafide residents of Haryana irrespective of the fact that they had belonged to any other State before marriage.

- vii) Persons who were born in Haryana and produce a certificate to that effect; provided that the parents/guardians (if parents are not living) of persons belonging to any one of the above mentioned categories are :
- a) Citizen of India;
 - b) Produce an affidavit to the effect that they or their children/wards (if parents are not living)/dependents have not obtained the benefit of Resident in any other State.
2. All candidates claiming to be bonafide residents of Haryana should produce a Haryana Resident Certificate signed by the District Magistrate/General Assistant to Deputy Commissioner or Sub-Divisional Officer (Civil) of the District/Sub-Divisions to which the candidates belong. Resident Certificates in respect of elsewhere or in respect of the Children/Wards/Dependents of Haryana Govt. employees who are posted at Chandigarh, Delhi or elsewhere or in respect of Children /Wards/Dependents of pensioners of Haryana Govt. or in respect of the Children/Wards/Dependents of the employees of the Government of India posted at Chandigarh or in Haryana in connection with the affairs of Haryana Government, or in respect of Children/Wards/Dependents of the employees and retirees of the Statutory Bodies/Corporations of Haryana established by or under an Act of the State of Haryana or a Central Act and located at Chandigarh, Haryana or outside Haryana, should be by their respective Heads of Departments.
3. Candidates seeking admission in educational institutions (including medical and technical institutions) located in Haryana, may not be required to produce Resident Certificate, if they have passed the examination from a school/college situated in Haryana. For this purpose, a certificate of the Principal/Headmaster from concerned institution where the children/wards studied last should be considered sufficient. The Principal/Headmaster of the institution shall be competent to issue such certificate, which should be sufficient.
4. If a candidate is admitted on the basis of claim that he belongs to the State of Haryana but at any subsequent time is discovered that his claim was false, the student shall be removed from the institution, all fees and other dues paid up to the date of such removal shall be confiscated. The Principal/Headmaster may take such other action against the student and his/her parents/guardians as he may deem proper in the circumstances of any particular case.
5. For the purpose of uniformity for issuing certificate of Residence in the case of various categories to be issued by the competent Authorities, proformas have been prescribed which are enclosed herewith.
6. These instructions may kindly be noted carefully for compliance and the receipt of this letter may please be acknowledged.

Yours faithfully,
Sd/-

Under Secretary, General Administration,
for Chief Secretary to Govt. Haryana.

A copy is forwarded for information and necessary action to: -

- i) All Financial Commissioners and Secretaries to Govt. Haryana.
- ii) All Commissioners and Secretaries to Govt. Haryana.

Sd/-

Under Secretary, General Administration,
for Chief Secretary to Govt. Haryana,

To

- i) All Financial Commissioners and Secretaries to Govt. Haryana.
- ii) All Commissioners and Secretaries to Govt. Haryana..

U.O. No. 62/17/95-6GSI

Dated Chandigarh, the 31.10.96

APPENDIX-D-1

No. 62/32/2000 – 6GSI

From

The Chief Secretary to Government Haryana

To

1. All the Heads of Departments in Haryana
2. The Commissioners Rohtak, Gurgaon, Hissar and Ambala divisions.
3. The Registrar, Punjab and Haryana High Court
4. All the Deputy Commissioners in Haryana
5. The Managing Directors of all Boards and Corporations in Haryana
6. The Registrars, Maharshi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hissar, Guru Jambheshwar University, Hissar and Ch. Devi Lal University, Sirsa

Dated, Chandigarh the 23.05.2003

Sub : **Bonafide residents of Haryana – Guidelines regarding.**

Sir,

I am directed to invite your attention to Haryana Government circular letter No. 62/17/95-6GSI, dated 3.10.1996 on the subject noted above vide which the powers of issuing Haryana Resident Certificate was vested with District Magistrate/General Assistant to Deputy Commissioner or Sub Divisional Officer (Civil) of the District/Sub-Divisions.

The matter has been reconsidered by the State Government in view of the problems being faced by the public in general and the students' community in particular in obtaining a Resident Certificate from the concerned authorities. With a view to improve the existing system in public interest, it has been decided by the Government to delegate powers of District Magistrates/City Magistrates/Sub-Divisional Officers (Civil) to Tehsildars to issue Haryana Resident Certificate to the claimant(s). Henceforth, the Tehsildars of Revenue Department are authorized to issue Residents Certificates besides the aforesaid functionaries.

These instructions may be observed by all concerned meticulously.

Yours faithfully,

Sd/-

Under Secretary General
Administration
for Chief Secretary to Government
Haryana

To

All the Financial Commissioners and Principal Secretary/Commissioners and Secretaries to Government Haryana.

U.O. No. 62/32/2000- 6 GSI

Dated, Chandigarh the 23.05.2003

APPENDIX - D-2

No. 62/27/2003 – 6GSI

From

The Chief Secretary to Government Haryana

To

1. All the Heads of Departments in Haryana
2. The Commissioners Rohtak, Gurgaon, Hissar and Ambala divisions.
3. The Registrar, Punjab and Haryana High Court
4. All the Deputy Commissioners in Haryana
5. The Managing Directors of all Boards and Corporations in Haryana
6. The Registrars, Maharshi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hissar, Guru Jambheshwar University, Hissar and Ch. Devi Lal University, Sirsa

Dated, Chandigarh the

Sub : **Bonafide residents of Haryana – Guidelines regarding.**

Sir,

I am directed to invite your attention to Haryana Government circular letter No. 62/17/95-6GSI, dated 3.10.96 and No. 62/32/2000 - GSI, dated 23.5.2003 on the subject noted above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of resident for purpose of admission to educational institutions (including technical/medical institutions)

2. The matter has been reconsidered by the State Government in view of the problems faced by the children and wards of accredited journalists recognized by Government of Haryana and it has been decided that the children and wards of the accredited journalists residing at Chandigarh and recognized by Government of Haryana would also be eligible for the grant of Residence Certificate only for the purpose of admission in the academic institutions of Haryana State.
3. These instructions may kindly be noted carefully for compliance and the receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

Under Secretary General
Administration

for Chief Secretary to Government Haryana

A copy is forwarded to all the Financial Commissioners and Principal Secretaries/ Commissioners and Secretaries to Government of Haryana for information and necessary action.

Under Secretary General
Administration

for Chief Secretary to Government Haryana

To

All the Financial Commissioners and Principal Secretary/ Commissioners and Secretaries to Government Haryana

U.O. No. 62/27/2003- 6 GSI

Dated, Chandigarh the July 29, 2003

Copy of letter No. 22/28/2003 – 3G.S.III Dated, the 30th January, 2004.

From

The Chief Secretary to Government Haryana

To

1. All the Heads of Departments in Haryana
2. The Commissioners Rohtak, Gurgaon, Hissar and Ambala divisions.
3. The Registrar, Punjab and Haryana High Court
4. All the Deputy Commissioners in Haryana
5. The Registrars, Maharshi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hissar, Guru Jambheshwar University, Hissar and Ch. Devi Lal University, Sirsa

Dated, Chandigarh the 30th January, 2004.

Sub : “Streamlining the procedure in the offices regarding issuing of Resident/Income Certificates and the caste certificate to Scheduled Castes and Backward Classes”.

Sir,

I am directed to invite your attention to Haryana Government letter Nos. 62/17/95-2G.S.III, dated 03.10.1996, No. 22/51/93-3G.S.III, dated 12.08.93 and even No. dated 14.10.97 on the subject noted above wherein instructions regarding the caste certificates (SC/BC/OBC), and Resident certificates have been issued.

The policy has been reviewed keeping in view the various courts judgements and the hardships caused to the individuals in obtaining above quoted certificates. Government is of the view that the procedure be institutionalized by delegating powers at proper level for ensuring speedy disposal of work without any harassment or exploitation. The present modification of the policy also aims at simplifying the procedure for obtaining certificate by an individual falling under the reserved categories.

2. The matter has been reconsidered in depth by the State Government in view of the problems being faced by the Government employees in obtaining these certificates. With a view to improve the existing system in issuing various certificates, it has been decided by the Government that henceforth Circle Revenue Officers (Tehsildar/Naib Tehsildar-cum-Executive Magistrate) concerned will be authorized to issue Resident as well as Caste Certificates (SC/BC/OBC) after getting the verification done through the subordinate revenue staff in case of applicants residing in the rural area and through the Executive Officer/Secretary of the concerned Municipal Committee/Municipal Council/Municipal Corporation concerned in case of applicants residing in urban areas. It has further been decided that in case of Haryana Government employees serving in the offices located at Chandigarh/Panchkula and residing at Chandigarh/Panchkula, the Resident Certificates and Caste Certificates to SC/BC employees and for their children, may be issued by their respective Heads of Departments also.

3. The validity of Resident Certificate issued by the competent authority shall be as long as the holder of this certificate maintains his residential address in Haryana State.

4. SC certificate once issued be valid as long as the caste is not removed from the Schedule of the Constitution and BC certificate shall be valid for life from the date of issue of the certificate or till the applicant does not fall into creamy layer category as defined from time to time. The applicant applying for BC certificate would also submit a self declaration on simple paper that he does not fall under creamy layer category. However, if the certificate has been obtained by fraud or misrepresentation or concealment of facts or by some other means, the said certificate shall be declared as invalid/non-est and benefit taken by the applicant will be withdrawn and a criminal case shall be registered against the applicant misrepresenting the facts as well as against the guilty

officers/officials, if any. In addition, Social Justice & Empowerment Department, Haryana is being directed to finalize the modalities and procedure to constitute the Scrutiny Committee.

The files relating to Caste and Resident certificate shall be retained for 10 years and Register shall be retained permanently. The proformae of the application form, Register and SC/BC certificates prescribed by the Government shall be followed by all the Departments/Institutions in letter and spirit as it has come to the notice of the Govt. that some Departments/Institutions demand such certificates in proformae which are at variance with the proformae in which these certificates are being issued by the competent authorities (Tehsildar/Naib Tehsildar/HODs). It is, therefore, decided that the Departments/Institutions shall accept these certificates only in the proformae in which these are being issued by the competent authorities which have been prescribed by the Govt. itself.

5. To make institutional arrangements, it has also been decided that in future the Resident and Caste certificates will be issued to all the students studying in class 8th every year as per the time schedule given below :- To make institutional arrangements, it has also been decided that in future the Resident and Caste certificates will be issued to all the students studying in class 8th every year as per the time schedule given below :-

- i. Filling of application form by the parents/students. 1st Nov. to 10th Nov. every year.
- ii. Verification by
 - (a) Sarpanch/ Nambardar in case of rural areas and Municipal Councillors in case of Urban areas. Upto 15th November every year.
 - (b) Verification by Patwari in case of rural areas /EO/Secy.(MC) any other officer/official authorized by the local body for the purpose in case of urban areas. 30th November
 - (c) Head Teacher/Head Master Upto 15th Dec.
- iii. Forwarding of application to CRO by Head Teacher/Head Master 31st Dec.
- iv. Verification & issue of certificate by CRO Upto 31st January every year.

6. All application forms of a particular School may be sent to the Tehsildar/Naib Tehsildar concerned preferably at one go so that the certificates are issued and sent back to the Headmasters of Government Schools/Private Schools for distribution to the concerned students. The Head Teacher/Headmaster shall be responsible for getting the application forms filled and files prepared of all the students presently studying in Class-VIII to XII will be issued these certificates during the months of January, 2004 to March, 2004. The schedule will be finalized by the concerned Deputy Commissioner in this regard.

7. It has been further decided that in case of SC/BC students claiming benefit under various welfare schemes upto Class IX, the benefits will be given by the Head Master/Head Teacher after getting the verification done from Sarpanch/Nambardar/MC and a caste certificate issued by the CRO (Tehsildar/Naib Tehsildar) may not be demanded for this purpose by the School authorities.

8. The matter regarding issue of income certificate to the students for claiming various benefits in educational institutions has been considered and it has been decided that in future the income certificate for educational purpose will be issued by the CRO (Tehsildar/Naib Tehsildar concerned) and income certificate for other purposes by the SDO (C) concerned taking into account income of the applicant from various sources including agriculture, trade, profession, salary etc. The verification will be got done through the subordinate revenue staff in case of applicants residing in rural areas and through the Executive Officers/Secretary of the concerned Municipal Committee/Council/Municipal Corporation in case of applicants residing in urban areas.

9. It has also been brought to the notice of the Government that when posts are advertised, fairly large number of candidates apply for such posts and Haryana Public Service Commission/Haryana Staff Selection Commission/Department demand attested copies of Resident/Caste certificates and other documents from the candidates. This creates not only financial problems for the unemployed youths but also increases the workload in the offices. Similar is the position in case of admission to educational/professional Engineering institutions. To give relief to the public, it has been decided that at the time of applying for job or for admission in educational institutions including technical/professional institutions etc. self-attested photo-copy of the certificate about the residence and caste status shall be sufficient and at the time of final interview/selection, original papers including castes and Resident certificate issued by the competent authorities may be obtained/examined/inspected by the concerned departments/institutions and attested copies thereof be kept in record. The fact may also be cross-checked/verified at the time of verification of the antecedents of the applicants before he/she joins the Government service. Similar practice will be followed for degrees/mark-sheets/other certificates of academic qualifications. Necessary action to amend/revise the application form in this regard shall be taken by Haryana Public Service Commission/Haryana Staff Selection Commission/Head of the Departments/Universities etc. at their own level under intimation to the Government.

These instructions may be brought to the knowledge of all for strict compliance.

Yours faithfully,
Sd/-
Under Secretary General
Administration
for Chief Secretary to Government
Haryana

To

All the Financial Commissioners and Principal Secretary/ Commissioners and Secretaries to Government Haryana.

APPENDIX-D-4

Copy of letter No. 62/17/95-6GS1 dated 17.7.98 from the Chief Secretary to Govt. Haryana addressed to all the Head of Deptt. & Org.

Subject: Bonafide residents of Haryana- guidelines regarding

Sir,

I am directed to invite your attention to Haryana Government circular letter No. 62/17/95-6GSI, dated 3.10.96 regarding the subject mentioned above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Bonafide residents of Haryana for the purpose of admission to educational institutions (Including technical/ medical institutions).

2 Several departments have sought clarification from the State Govt. whether ad hoc/contract/daily-wages employees are also covered under these instructions.

3 The matter has been examined by the Government. It is clarified that only regular employees of the State Govt./Statutory bodies/corporations and Govt. of India mentioned in the above instructions and not ad hoc/contract/daily-wages of these State Govt. / Statutory bodies/ corporations fall within the ambit of these instructions. Accordingly, in the sub-Clause (a), (b) and (c) of Clause (ii) in para 1 of the instructions in question, for the word "employee" the word 'regular employees' is substituted and should be read as such.

These instructions may be noted carefully for compliance.

APPENDIX-E

List of self-styled Institutions/ Universities which have been declared fake by the University Grants Commission and other Government bodies

1. All India Board of Secondary Education, Delhi, Bhawan No. 700, Gali No. 17, Gopalpur Village (Timarpur) P.O Azadpur, Delhi- 110009
2. Board of Adult Education and Training Office, 1 Aliganj (Kasturba Nagar) Kotla Mubarakpur, New Delhi – 110003
3. Central Board of Higher Education East Patel Nagar, New Delhi.
4. Central Board of Higher Education, Uttam Nagar, New Delhi
5. Hindi Sahitya Sammelan, Prayag (Allahabad) U.P.
6. Bombay Hindi Vidyapeeth, Bombay
7. Maharshi Valmiki National University, Delhi
8. Maithill University/ Vishwavidyalaya Darbhanga, Bihar
9. Takshila Kendriya Vishwavidyalaya, Uttam Nagar (New Delhi)
10. Mahila Gram Vidyapith/ Vishwavidyalaya (Women's University) Paryag, Allahabad (U.P.)
11. Varanaseya Sanskrit Vishwavidyalaya Varanasi (Uttar Pradesh)
12. Commercial University Ltd. Darya Ganj, Delhi
13. Testator Research University Bodihaya Ranur (Tamil Nadu)
14. Sree Narayan Open University Quilon (Kerala)
15. Gandhi Hindi Vidyapeeth Prayag, Allahabad (U.P.)
16. National University of Electro Complex Homeopathy Kanpur (U.P.)
17. University New Jerusalem Kathuparamba Cannore (Kerala)
18. World Social Work University Perunguzhi (Kerala)
19. Netaji Subhash Chandra Bose University (Open University) Aligarh (U.P.)
20. Shrimati Mahadevi Verma Open University Mughal Sarai (U.P.)
21. D.D.S. Sanskrit University Putur, Trichi, Tamil Nadu
22. Amritsar University, Amritsar (Punjab)
23. Arya University Srinagar (Jammu Kashmir)
24. Bible University Ambur (North Arcot)
25. Estern Orthoddox University Ambur (North Arcot)
26. Blobe University of Science, Kumbaranam
27. St. John's University Kizhanattam, Kerala
28. National University, Nagpur
29. Self Culture University, Kizhanattam
30. United Nations University, Delhi
31. Vocational University, Delhi
32. Western University of Kapurthala
33. Uttar Pradesh Vishwavidyalaya Rosi Kalan, Mathura (U.P.)
34. Maharana Pratap Shiksha Niketan Vishwavidyalaya Pratapgarh (U.P.)
35. India Education Council of U.P. Lucknow (U.P.)
36. *Bhartiya Shiksha Parishad (U.P.) Open Vishwavidyalaya Lucknow (U.P.)
37. Raja Arabia University, Nagpur
38. Urdu University, Moti Park, Bhopal
39. Vocational University Amritsar and DE
40. Uttar Pradesh Vishwavidyapeeth Kushikalan
41. Kesarwani Vidyapith, Jabalpur (MP)
42. Delhi Vishwa Vidyapeeth, 233, Tagore Park, Model Town, Delhi
43. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum
44. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25 Rajendra Place, Delhi

* (It is not recognized by the U.G.C. However, stay has been granted by Civil Judge Hawalee (J.D.), Lucknow. The issue regarding Fake University is in Court).

Note: The names of fake Universities/ Boards will be considered as published by the concerned apex bodies on the day of counseling.

PRINT APPENDIX-F HERE

PRINT APPENDIX-G HERE

APPENDIX-H**FEE STRUCTURE**

Sr. No.	Institute Name (self Financing)	Fee Fixed by SFC				
		Tuition Fee	Development fund	Training, food & other lab. material	Operational fees	Total Fee
1	Ganpati Institute of Hotel Management Marwa-Kalan, Jagadheri (Distt. Yamuna Nagar)	23000	5000	7000	5000	40000
2	Swami Devi Dyal Institute of Hotel Management & Catering Technology, Village Goalpura, Tehsil Barwala, Panchkula	23000	5000	7000	5000	40000

Other charges/ conditions:

i	The other fee components which is common for all is as follows:	Student Fund	Caution Money-College (One time refundable)		Caution Money-Hostel/Mess/(One time from Boarders/Hostellers only, refundable)
		1500	2000		2000
ii	The fee shall be chargeable on semester basis.				
iii					
iv	Every penny collected from students, whatsoever, and in any form, shall be well accounted for. The head-wise accounts shall separately be maintained and included in college / institution accounts. No diversion of fund from the institution shall be made. The Institution shall submit the balance sheet alongwith complete information on prescribed Performa upto 30 th June of every year after duly authenticated and certified by Chartered Accountant to the State Fee Committee / Department.				

KEY DATES- BHM&CT 2009

Online Counseling schedule for all the seats of Govt./ Aided/ University Departments & 75% seats of Private Institutes.

Availability of admission brochure (free downloadable from the website www.hscs.org and www.tehgeduhry.nic.in)	12-06-09 onwards		
Generating Roll Nos. & Online Payment of counseling fee of Rs. 500/- (non-refundable) through www.hscs.org and submission of application form(merit calculation form) at HSCS Panchkula (upto 5:00 PM)	12-06-09 to 22-06-09 upto 5.00 P.M.		
Display of inter-se Merit/Unique ranks on the website www.hscs.org	29-06-09		
Online Registration for Counseling at www.tehadmissions.gov.in	29-06-09 to 06-07-09 upto 5.00 P.M.		
Details	I st counseling	II nd Counseling	III rd counseling
Filling of choices, changing of choices and locking of choices(mandatory) at www.tehadmissions.gov.in	29-06-09 to 06-07-09 upto 5.00 PM	15-07-09 to 17-07-09 upto 5.00 PM	27-07-09 to 28-07-09 upto 5.00 PM
Result of seat allotment by NIC (after 5.00 PM)	07-07-09	20-07-09	29-07-09
Deposition of Token Admission Fee (only once) by selected candidates through www.hscs.org	08-07-09 to 10-07-09	20-07-09 to 22-07-09	29-07-09 to 31-07-09
Physical reporting of the candidates at the allotted institutes after deposition of token admission fee	08-07-09 to 11-07-09	20-07-09 to 23-07-09	29-07-09 to 01-08-09
Updation of vacancy position by the respective institutes	12-07-09 upto 5.00 PM	24-07-09 upto 5.00 PM	03-08-09 upto 5.00 PM
Final cut off dates of all admissions (including institute level) and online updation (of institute level admissions by institutes).	10-08-09 (5.00 PM)		
Display of final admission list by HSCS	11-08-09		
Start of Session for 1st year	03-08-09		

Counseling dates are tentative, please visit websites: **www.hscs.org** & **www.tehadmissions.gov.in** for revised dates

In case of any query you may contact:

Haryana State Counseling Society Call Centre at 18001802026

For enquiries click on "Email Help" link available on www.hscs.org

Price:

For General Category

Rs. 100/- (Rs. Hundred only)

For all reserved categories of Haryana (SC/BC/PH/FF/ESM/Girls)

Rs. 50/- (Rs. Fifty only)

- Rs.50 extra for registered post/ courier