



Date- 09/05/2023

Reservation Policy for Admission 2023-24

The merit list for the unreserved category (UR) seats will comprise all the applicants in order of merit. In other words, the merit list will also include SC / ST / OBC-NCL / EWS applicants, irrespective of their category, if they meet the eligibility criteria of merit for UR category. No applicant can be excluded from the UR category merit list just because the applicant belongs to or has applied under SC/ST/OBC-NCL/EWS category.

Admission to UR category seats will be strictly in order of merit without excluding SC/ST/OBC-NCL/EWS applicants. Applicants seeking admission under SC/ST/OBC-NCL/EWS category will have to produce the valid certificates in their own names issued by the competent authorities. Please check the latest approved norms of eligibility for reservation (<https://www.ugc.ac.in>).

1. Reservation Policy for admission in Rajiv Gandhi National Aviation University as per Government of India rules

- I. Other Backward Classes (OBC-Non-Creamy Layers): 27% of the total seats of a programme
- II. Scheduled Castes (SC): 15% of the total seats of a programme
- III. Schedule Tribes (ST): 7.5% of the total seats of a programme
- IV. Economically Weaker Section (EWS): 10% of the total seats of a programme
- V. Person with Benchmark Disability (PwBD): 05% (Horizontal)

The following authorities are competent to issue the **requisite SC/ST/OBC (Non-Creamy Layer)/EWS** certificate:

- District Magistrate/Additional District Magistrate/Collector, Deputy Commissioner
- Additional Deputy Commissioner
- 1st Class Stipendiary Magistrate
- Sub-Divisional Magistrate
- Taluka Magistrate
- Executive Magistrate
- Extra Assistant Commissioner (not below the rank of 1st class Stipendiary Magistrate)
- Chief Presidency Magistrate
- Additional Chief Presidency Magistrate
- Presidency Magistrate
- Revenue Officer not below the rank of Tehsildar
- Sub-Divisional Officer of the area where the Applicant and/or his/her family normally resides

The applicant claiming the reservation benefit under SC/ST/OBC (Non-Creamy Layer)/EWS categories should submit a valid certificate issued by any of the above listed authorities in the Government of India (GOI) prescribed format. Any modifications in the reservation rules by the GOI shall be applicable mutatis-mutandis. Any request for extension of date for providing the category certificate (SC/ST/OBC (Non-Creamy Layer)/EWS) shall NOT be entertained.

Category wise seat allocation



S NO	CATEGORY	SEATS
1	OBC-Non-Creamy Layers(27%)	32
2	Scheduled Castes (SC) (15%)	18
3	Schedule Tribes (ST): 7.5%	9
4	Economically Weaker Section (EWS)(10%)	12
5	General	49

2. Reservation of seat for applicants claiming to the GEN-EWS category

(i). The Govt. of India MHRD OM No. F. No.: 12-4/2019-U1 dated 17th January 2019 and MSJE OM No. 20013/01/2018-BC-II dated 17th January 2019 enabling provision of reservation for the Economically Weaker Sections (EWSs) who are not covered under the existing scheme of reservations for the Scheduled Castes (SC), the Scheduled Tribes (ST) and the Socially and Educationally Backward Classes (SEBC), it has been decided to provide reservation in admission to educational institutes subject to a maximum of **TEN percent (10%)** of total seats in each program. For availing this reservation, such applicants need to produce valid certificate from the authorized officer 2019. For further details applicants can visit: (<https://dopt.gov.in/sites/default/files/ewsf28ft.PDF>)

(ii). GEN-EWS certificate (**Annexure-IA**) needs to be uploaded during **Online registration** for the admission in Rajiv Gandhi National Aviation University which should have been **issued on or after 01st April 2023** in consonance with the latest guidelines of the Government of India. If any GEN-EWS candidate fails to submit the GEN-EWS certificate (**issued on or after 01st April 2023**) at the time of online registration, the candidate has to upload a declaration [Declaration in Lieu of Gen-EWS Certificate at **Annexure-IB**] or the acknowledgement slip of the Gen-EWS Certificate application applied to the office of the competent authority to that effect (Reference: **No.F.No.20013/01/2018-BC-II**). Certificate issued by authorized officials **before** the above-mentioned date shall not be entertained.

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

3. Reservation of Seats for applicants claiming to the OBC-NCL category

(i). Twenty Seven percent (27%) seats shall be reserved for the applicants belonging to Other Backward Classes (OBC-NCL (Non-Creamy layer), Central list).

(ii). OBC-NCL certificate (**Annexure-IIA**) needs to be uploaded during **Online registration** for the admission in Rajiv Gandhi National Aviation University which should have been issued in consonance with the latest guidelines of the Government of India. If any OBC-NCL candidate fails to upload the OBC-NCL certificate (**issued on or after 01st April 2023**) at the time of online registration, the candidate has to upload a declaration [Declaration in Lieu of OBC-NCL Certificate as per **Annexure-IIB**] or the acknowledgement slip of the OBC-NCL Certificate application applied to the office of the competent authority to that effect. Visit <http://www.ncbc.nic.in> for the latest guidelines and updates on the Central List of State-wise OBCs. Certificate issued by a non-competent authority or issued before the date as mentioned at para 2(ii) shall not be accepted.

At the time of giving admission to an OBC applicant, the Departmental admission committee will ensure



that the caste is included in the Central List of OBC (the OBC status is to be determined on the basis of the Central (Govt. of India) List of OBCs notified by the Ministry of Social Justice and Empowerment on the recommendations of the National Commission for Backward Classes available at the website <http://ncbc.nic.in/backwardclasses/index.html>). The certificate must mention non-creamy layer status of the applicant (Non-creamy layer status issued by an authority mentioned in DOPT Office Memorandum no. 36012/22/93-Estt. (SCT) dated 15.11.1993).

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

4. Reservation of Seats for applicants claiming to the SC or ST category

(i). 22.5% of the total numbers of seats is reserved for applicants belonging to Scheduled Caste and Scheduled Tribes (15% for Scheduled Caste (SC) and 7.5% for Scheduled Tribes (ST)). The seats reserved for the SC/ST shall be filled by the SC/ST applicants only. However, in the case of **non-availability of the eligible applicants, the reserved seats may be interchanged between the SC/ ST.**

(ii). The SC/ST applicants in order to claim the reservation benefit, certificate (**Annexure- III A**), as per the latest guidelines of the Government of India, needs to be uploaded during Online registration. Certificate issued ONLY by authorized officials shall be considered. If any SC/ST applicants fail to upload the SC/ST certificate at the time of online registration, the applicants have to upload a declaration [Declaration in Lieu of SC/ST Certificate as per **Annexure-III B**] or the acknowledgement slip of the SC/ ST certificate application applied to the office of the competent authority to that effect. Visit <https://ncst.nic.in> / <http://ncsc.nic.in> for the latest guidelines and updates.

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

5. Reservation for applicants, Persons with Benchmark Disability {Differently Abled (V.I. / O.H. / H.I.)}

(i). As per Govt. of India norms, **FIVE percent (5%) Horizontal Reservation** is provided for Differently Abled applicants. For availing this reservation, such applicants need to produce medical certificate from the authorized medical officer. Such Applicants will get the horizontal entry in the respective category seats, if applicable.

(ii). Special care must be taken that the certificate bears the photograph of the applicant and the disability percentage should **not be less than 40 %**.

(iii). In case of non-production of certificate, as per the above-mentioned parameters, on the date of counselling, the applicant shall be treated as any other regular applicant and the next applicant in the merit list, with valid disability certificate, shall be considered for admission under PWD category.

(iv). Any request for extension of date for providing the Pwd certificate shall NOT be entertained under any circumstance.



6. Concession for the wards of Kashmiri Migrants and Kashmiri Pandits / Kashmiri Hindu Families (Non-Migrants) living in Kashmir valley for admission in Higher Educational Institutions

- (i). As per UGC D.O. letter no. 1-13/2010(CPP-II) dated 20th March 2018, the following concessions will be extended to the wards of Kashmiri Migrants:
- (a). Relaxation in cut off percentage upto 10% subject to minimum eligibility requirement.
- (b). Increase in intake capacity upto 5% course-wise.
- (c). Reservation of at least one seat in merit quota in technical / professional institutions.
- (d). Waiving of domicile requirements.
- (ii). For availing this benefit, the eligible applicants are required to produce certificate issued by competent authority and produce on the date of counselling.

7. Defence Quota Applicants

- (i). **Five percent (5%) of the seats are reserved over and above (supernumerary) the sanctioned seat for Widows/wards of the Defence personnel killed/disabled in action or during peace time with following priority.**
- a) Widows/Wards of Defence Personnel /Para-military Personnel killed in action (**Required Certificate:** Proof in Original)
- b) Wards of serving Defence Personnel and ex-servicemen/Para-military Personnel disabled in action and boarded out from service (**Required Certificate:** Original disability certificate clearly indicating the disability is attributable to Military Services.).
- c) Widows/Wards of Defence Personnel/Para-military Personnel who died in peace time with death attributable to military service (**Required Certificate:** Original death certificate clearly indicating the cause of death is attributable to Military Service).
- d) Wards of Defence Personnel/Para-Military Personnel disabled in peace time with disability attributable to Military Service (**Required Certificate:** Original disability certificate clearly indicating the disability is attributable to Military Service).
- e) Wards of Serving Defence Personnel and Ex-servicemen Para-Military including personnel of police forces who are in receipt of Gallantry Awards: Param Vir Chakra, Ashok Chakra, Maha Vir Chakra, Kirti Chakra, Vir Chakra, Shaurya Chakra, Sena, Nau Sena, Vayu Sena Medal, Mentioned-in-Dispatches (**Required Certificate:** Proof of award in Original).
- f) Wards of Ex-Servicemen (**Required Certificate:** Original ex-servicemen Identity Card/discharge book/PPO(Pension Payment Order).).
- g) Wives of: i) Defence personnel disabled in action and boarded out from service. ii) Defence personnel disabled in service and boarded out with disability attributable to military service. iii) Ex-servicemen and serving personnel who are in receipt of Gallantry Awards. (**Required Certificate:** Proof of award in Original).
- h) Wards of Serving Defence Personnel (**Required Certificate:** Original Service Identity Cards and Dependent Card/Certificate issued by the competent Authority).
- i) Wives of Defence Serving Personnel (**Required Certificate:** Original Service Identity Cards and Dependent Card/Certificate issued by the Competent Authority).



(ii). Applicants need to produce/submit the required valid certificate on the date of counselling.

8. Anti-Ragging Affidavits format (For all Student)

(i). According to the UGC guidelines and orders of the supreme court of India, student admitted in any course of the University needs to submit Anti-Ragging undertaking through *UGC portal* <http://www.antiragging.in/>. The students are advised to provide the copy of the registration slip and number to the concerned Department HOD's at the time of commencement of class or as per notification.

NOTE:

- I. Applicants are advised to visit the websites regularly for the latest information in respect of admission
- II. All Applicants are advised to refer to the reservation policy details and also check the University website for the regular updates.
- III. The category declared in the registration form by the applicant shall be consider final while preparation of merit list.

Proforma for ECONOMICALLY WEAKER SECTIONS (EWS) Certificate**(INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS)**

Government of

(Name & Address of the authority issuing the certificate)

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

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

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

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

Recent Passport size attested photograph of the applicant

Signature with seal of office

Name _____

Designation

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc

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

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed

while applying the land or property holding test to determine EWS status.

The authorities competent to issue EWS Certificates are indicated below:

(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate). (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar and. (iv) Sub-Divisional Officer of the area where the Applicant and / or his/her family resides.

DECLARATION BY THE CANDIDATE IN LIEU OF GEN-EWS CERTIFICATE

Name of the candidate:

Address:

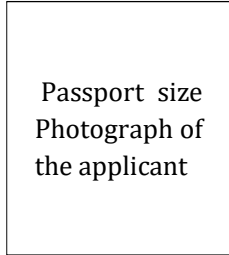
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Application Number of CUET (UG/PG) 2023:

Mobile No:

Email:



I understand that as per the new guideline from the Ministry of Personnel, Public Grievances and Pensions, GoI, I am required to submit a GEN-EWS certificate in approved format by competent authority as approved by GOI issued **on or after 1st April 2023**. Since I have not been able to collect the said certificate on time, I may kindly be allowed to register for counselling at CUJ.

I hereby declare that I will upload/provide a fresh certificate (**issued on or after 1st April 2023**) at the time of counselling for seat allocation.

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

Signature of Father/Mother:

Name of Father/Mother:

Date:

Signature of Applicant:

Date:

Proforma for Other Backward Class (Non-Creamy Layer) Certificate

(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR ADMISSIONS TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs) UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./KumariSon/Daughter of.....of Village/Town.....in District/Divisionin the State/Union Territory belongs to the..... Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No.....dated.....

Shri/Smt./Kumari..... and/or his/her family ordinarily reside(s) in the.....District/Division of.....State/Union Territory. This is also to certify that he/she **does not belong to the persons/sections (Creamy Layer)** mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 08.09.1993 which is modified vide OM No. 36033/3/2004 Estt. (Res.) dated 09/03/2004 and further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 and further modified vide OM No. 36033/1/2013-Estt (Res.) dated 27/05/2013 or the latest notification of the Government of India.

Date:

Seal:

District Magistrate/Dy Commissioner etc.,

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

NOTE:

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

(b) The authorities competent to issue Caste Certificates are indicated below: (i) District Magistrate

/ Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate

/ Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate). (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. (iii) Revenue Officer not below the rank of Tehsildar and (iv) Sub-Divisional Officer of the area where the Applicant and / or his/her family resides.

DECLARATION BY THE CANDIDATE IN LIEU OF OBC-NCL CERTIFICATE

Name of the candidate:

Address:

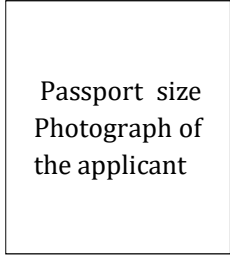
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Application Number of CUET (UG/PG) 2023:.....

Mobile No:

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I understand that as per the new guideline from the Ministry of Personnel, Public Grievances and Pensions, GoI, I am required to submit an OBC-NCL certificate in approved format by competent authority as approved by GOI issued **on or after 1st April 2023**. Since I have not been able to collect the said certificate on time, I may kindly be allowed to register for counselling at CUJ.

I hereby declare that I will upload/provide a fresh certificate (**issued on or after 1st April 2023**) at the time of counselling for seat allocation.

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

Signature of Father/Mother:.....

Name of Father/Mother:.....

Date:

Signature of Applicant:.....

Date:.....

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

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

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

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

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

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

Place:.....

Signature.....

Date:.....

Designation.....

(with seal of Office)

State/Union Territory.....

*Please delete the word which are not applicable, @Please quote specific Presidential Order,

**Please delete the paragraph which is not applicable

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

The following Officers are authorized to issue caste certificates: (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner / Deputy Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate. (iii) Revenue Officer not below the rank of Tehsildar. (iv) Sub-Divisional Officer of the area where the Applicant and/or his/her family normally resi