

For SC/ST/OBC-A/OBC-B/PWD Candidates

1. SC/ST/PWD reservation as per University rules and practices to be followed in both “**PART -A**” and “**PART -B**” under the Non Sponsored category.

With regard to reservation **Scheduled Caste / Scheduled Tribe** candidates it will be provided as SC : 22%, ST: 6% for all courses under non sponsored category.

Where merit list will be prepared on the basis of score with fractional weightage of different fractions (like entrance test, qualifying exam marks, 10+2 level exam marks, interview, etc.), the SC/ST/PWD candidate should obtain final score not lower than 25% than that of obtain by the last candidates admitted from General Category.

***** SC/ST/OBC(NCL) /PWD** candidates of domicile state are entitled to get the reservation facility i.e. SC/ST/PWD candidates hailing from states other than West Bengal are not eligible for such benefits and they will be treated as General Category candidates.

Candidate seeking admission in Reserved Category seat must be domicile of West Bengal and accordingly submission of Domicile Certificate in prescribed format from competent authority is mandatory at the time of application. The Domicile of West Bengal shall be treated for those candidates who are **EITHER**

Residing in West Bengal continuously at least for last 10 years as on **OR**

Whose parent (s) is/ are permanent resident (s) of West Bengal having permanent address within the state of West Bengal (Proforma-B)

THE CERTIFICATE BEING SUBMITTED BY THE CANDIDATE FOR CLAIMING RESERVATION UNDER SC/ST/OBC/PWD QYOTA; MUST HAVE BEEN ISSUED BY THE COMPETENT AUTHORITY, ON A DATE PRIOR TO THE SUBMISSION OF APPLICATION. CERTIFICATE ISSUED ON A LATER DATE BY ANY AUTHORITY, WILL NOT BE ACCEPTABLE AT THE TIME OF ADMISSION.

2. OBC (OBC-A & OBC-B) reservation (NON CREAMY LAYER) * will be 6% of the total non sponsored seat for the year 2016 as additional seat. An OBC–A/OBC-B student getting admission should obtain marks in the previous qualifying examination in the relevant last qualifying examination not lower than 10% than that obtained by the last candidate admitted from the general category (if applicable).

*OBC Certificates must mention OBC- A / OBC- B with NCL to get admissible benefit.

Where merit list will be prepared on the basis of score with fractional weightage of different fractions (like entrance test, qualifying exam marks, 10+2 level exam marks, interview, etc.), the OBC candidate should obtained final score not lower than 10% than that of obtained by the last candidates admitted from General Category.

OBC Seat Reservation

That total reservation of seats for OBC Candidates in each course to be 6% i.e. Number of seats for all P.G. courseto be remain same like last year.

Clarification regarding reservation on OBC seat earmarked for OBC-A & B.

a) If there is only one seat reserved for OBC category, then the seat to be earmarked for the candidates under Part-A i.e. **for 60% of seat reserved for CU candidate.**

b) If there are two (2) nos, of seat , then the one seat each may be earmarked for OBC-A & OBC-B Category respectively under Part-A (**60% of seats reserved for CU candidates**).

c) If there are 3 (Three) nos. of reserved seat for OBC candidates, then two nos. of seat to be earmarked for OBC-A & one of seat to be earmarked for OBC-B candidates.

Out of two OBC-A Seats , one from Part-A and other from Part-B.
One OBC-B Seats be earmarked for Part- A .

d) If there are 4 (Four) nos. of reserved seat for OBC candidate, then two nos. of seat to be earmarked for OBC A & two of seat to be earmarked for OBC B candidate .

Out of two OBC-A Seats , one from Part-A and other from Part-B.
Out of two OBC-B Seats , one from Part-A and other from Part-B.

e) If there are 5 (Five) nos. of reserved seat for OBC candidate, then three nos. of seat to be earmarked for OBC-A & two of seat to be earmarked for OBC-B candidate.

Out of three OBC-A Seats , two from Part-A and other from Part-B.
Out of two OBC-B Seats , one from Part-A and other from Part-B.

f) If there are 6 (Six) nos. of reserved seat for OBC candidate, then three nos. of seat to be earmarked for OBC-A & three of seat to be earmarked for OBC-B candidate .

Out of three OBC-A Seats , two from Part-A and other from Part-B.
Out of three OBC-B Seats , two from Part-A and other from Part-B.

g) If there are 7 (Seven) nos. of reserved seat for OBC candidate, then four nos. of seat to be earmarked for OBC A & three of seat to be earmarked for OBC-B candidate .

Out of four OBC-A Seats , two from Part-A and other two from Part-B.
Out of three OBC-B Seats , two from Part-A and other from Part-B.

h) Similar trend to be followed in case of more than 7 seats.

i) If no suitable OBC candidate found in the respective earmarked category under Part-A and Part-B, then the benefit will pass on to the other part.

3. If sufficient suitable no. of SC/ST/PWD/OBC C.U. candidates are not available in **PART –“A”**, the seats may be filled up by the **PART –“B”** and vice- versa.
4. **SC/ST/PWD/OBC** Candidates securing equal or higher marks than the last candidate admitted from the general category will be treated both as “General Category” as well as respective Reserve Category.
5. Vacant seat(s) of **PART A / PART B / Sponsored** category etc. categories due to in sufficient suitable applicant may be filled by any other category suitable student available on the basis of merit.
6. For SC/ST candidates, there will be a relaxation of 5% marks in aggregate shall be admissible on last qualifying marks (if applicable) in minimum eligibility requirements in comparison to general candidates in the admission. For example , if eligibility marks for General Candidates be 60% than the eligibility marks for SC/ST Candidate be 55%.

Note

If the candidate avails facility in minimum eligibility requirement then the candidate will be treated under concerned reserved category.

7. **PWD (Persons with Disabilities)** Persons with disabilities having 40% and above degree of disability will enjoy a 3% reservation **horizontally** in each of the categories, i.e. in SC, ST,OBC – A, OBC-B and in the Unreserved or General Category, and such candidates , if available, shall be placed towards the top of the list prepared for each category of students.

For PWD candidate, there will be a relaxation of 5% marks in aggregate shall be admissible on last qualifying marks (if applicable) in minimum eligibility requirements in comparison to general candidates in the admission. For example , if eligibility marks for General Candidates be 60% than the eligibility marks for PWD Candidate be 55%.

PWD candidates of domicile state are entitled to get the reservation facility i.e. PWD candidates hailing from states other than West Bengal are not eligible for such benefits and they will be treated as General Category candidates.

Provided that no Domicile Certificate is required in case the candidate submitting PWD identification Certificate issued by the Competent Authority of the State Government .

The PWD candidates claiming seats under reserved category are required to produce **appropriate PWD certificates issued by the competent authority satisfying the following criteria:**

Officer-in-Charge or Medical Head of Primary Health Centres, Block Primary Health Centres, State General Hospitals, Rural Hospitals, Sub-Divisional Hospitals or the District Hospitals run by the State Government or any hospital run by a statutory body or authority.

PWD category candidates will be **ELIGIBLE** with a minimum of 40% disability subject to the condition that the candidate is capable of carrying out all activities related to theory / practical work, as applicable ,to the courses without special concession and exemption.

Where merit list will be prepared on the basis of score with fractional weightage of different fractions (like entrance test, qualifying exam marks, 10+2 level exam marks, interview, etc.), the PWD candidate should obtain final score not lower than 25% than that of obtained by the last candidates admitted from General Category

***** Explanation / Clarification for Residential / Domicile requirement.**

Candidate seeking admission in Reserve category seats must be domicile of West Bengal and accordingly submission of Domicile certificate in prescribed format from competent authority is mandatory at the time of application. The Domicile of West Bengal shall be treated for those candidates who are

EITHER

Residing in West Bengal continuously at least for last 10 years as on.....
(Proforma A-1 and A-11)

OR

Whose parent(s) is / are permanent resident (s) of West Bengal having permanent address within the state of West Bengal (Proforma-B)

THE CERTIFICATE BEING SUBMITTED BY THE CANDIDATE FOR CLAIMING RESERVATION UNDER SC/ST/OBC/PWD QUOTA; MUST HAVE BEEN ISSUED BY THE COMPETENT AUTHORITY AS SPECIFIED ABOVE, ON A DATE PRIOR TO THE SUBMISSION OF APPLICATION. CERTIFICATE ISSUED ON A LATER DATE BY ANY AUTHORITY, WILL NOT BE ACCEPTABLE AT THE TIME OF ADMISSION.

PRESCRIBED FORMAT OF DOMICILE CERTIFICATES :

Explanation / Clarification for Residential / Domicile requirement.

Candidate seeking admission in Reserve category seats must be domicile of West Bengal and accordingly submission of Domicile certificate in prescribed format from competent authority is mandatory at the time of application. The Domicile of West Bengal shall be treated for those candidates who are

EITHER

Residing in West Bengal continuously at least for last 10 years as on.....(Proforma A-1 and A-II)

OR

Whose parent(s) is / are permanent resident (s) of West Bengal having permanent address within the state of West Bengal (Proforma-B)

Procedure for submission of Domicile Certificate:

Candidate must submit Domicile Certificate in either proforma A-1 or Proforma-A-11 or Proforma B, whichever is applicable for his/her case.

The Proforma (Certificate) is to be filled in properly and duly authenticated/ signed by a Competent Authority as per the list mentioned hereunder. The Duplicate copy of the Certificate is to be kept with the office of the issuing Authority for future reference / verification.

Photocopy of the original certificate and a photocopy of either of his / her parents' (Father /Mother who is a permanent resident of West Bengal)voter ID Card or Passport (2nd page) are to be attached with the Application Form.

Competent Authority to issue Domicile Certificate

Proforma A-1 and Proforma-B:

It must be signed and certified by any of the following competent authorities from Central Government or State Government having local jurisdiction over the place of the permanent residence of the concerned candidate or his / her parents, as the case may be .viz.

District Magistrate , (ii) Additional District Magistrate, (iii) Deputy Magistrate (iv) Deputy Collector; (v) Sub-divisional Officer ; (vi) Block Development Officer ; (vii) Superintendent of Police; (viii) Additional Superintendent of Police (ic)Sub-divisional PoliceOfficer or Deputy Superintendent of Police (x) Commissioner, Additional Commissioner, Joint Commissioner, Deputy Commissioner, Assistant Commissioner of Police Commissionerate; (xi) Judicial Magistrate of any rank or position in the concerned District or Metropolitan Locality or Hon'ble High Court at Calcutta or Hon'ble Supreme Court of India;(xii) Commissioner , Additional Commissioner, Joint Commissioner, Assistant Commissioner of Municipal Corporation

(Xiii) Executive Officer of Municipality; xiii) Assistant Secretary / Equivalent or above in the Secretariat to the Government of West Bengal (including GTA) or Central Govt. (xv) Deputy Director or above in the Directorate to the Government of West Bengal or Central Government.

Every Official certifying the Domicile Status of the candidate or his/her parents MUST provide one's Full NAME, DESIGNATION, PLACE OF POSTING WITH ADDRESS, LANDLINE AND MOBILE NUMBER ALONGWITH EMPLOYEE'S IDENTITY CARD NUMBER, These details are MANDATORY, CERTIFICATION FROM ANY AUTHORITY OTHER THAN WHAT HAVE BEEN ENUMERATED ABOVE WILL NOT BE ACCEPTED.

Note : No elected people's representative like Municipal Commission , Counselor of Municipal Corporation , any elected member of three –tier Panchayat system or GTA , MLA or MP is entitled to issue such certificates.

Proforma A-II

Domicile certificate in this proforma may be obtained from Head of the Institution from which the candidate has passed his/her 10+2 examination. Such certificate may be issued based on verification of the school education record of the candidate. The proforma such certificate is given hereunder & to be downloaded.

Proforma for Residential/Domicile Certificate

PROFORMA - A-I

Applicable for candidates residing in the State of West Bengal continuously at least for last ten (10) years as on 15.12.2013

To be issued by authorized persons other than Head of the Institution from which the candidate appeared/is due to appear in '10+2' or equivalent examination.

Domicile Certificate : Type-A-I

Certified that _____ son / daughter
of _____ is a resident/permanent resident of West
Bengal at Village/House No. _____
Street _____
Post Office _____ Police Station _____
in the district of _____ under Assembly Constituency _____
_____ and has been living in the State of West Bengal continuously /
uninterruptedly at least for the last ten (10) years as on 15-12-2013.

Paste passport
size
photograph of
applicant in this
box

Note :

- Photograph is to be attested by the certifying authority.
- Candidates must submit the same photograph, as used in the Confirmation Page. The same photograph should be used during his/her admission through this system.

Signature of Certifying Authority _____
Designation with Official Seal _____
Full Name of Certifying Authority _____
Address _____
Phone No. _____ Mobile No. _____
ID No. _____

Note : The Certifying Authority may please preserve the duplicate copy of the Certificate in his/her Office provided by the candidate.

Proforma for Residential / Domicile Certificate

PROFORMA - A-II

Applicable for candidates residing in the State of West Bengal continuously at least for last ten (10) years as on 15.12.2013

To be issued by the Head of the Institution from which the candidate appeared/is due to appear in '10+2' or equivalent examination.

Domicile Certificate : Type - A-II

Certified that _____ son / daughter
of _____ has passed the '10+2' Examination in the year _____
/ will appear in the Final '10+2' Examination in 2014 from this Institution.

It is also certified that the student is a resident/permanent resident of West Bengal at Village / House
No. _____ Street _____
Post Office _____ Police Station _____
in the District of _____ under Assembly Constituency _____
_____ and has been living in the State of West Bengal continuously /
uninterruptedly at least for the last ten (10) years as on 15-12-2013.

Paste passport
size
photograph of
applicant in this
box

Note :

- Photograph is to be attested by the certifying authority.
- Candidates must submit the same photograph, as used in the Confirmation Page. The same photograph should be used during his/her admission through this system.

Signature of Head of the Institution _____

Designation with Official Seal _____

Full Name of Certifying Authority _____

Address _____

Phone No. _____ Mobile No. _____

Note : The Certifying Authority may please preserve the duplicate copy of the Certificate in his/her Office provided by the candidate.