GOVERNMENT OF NCT OF DELHI
PUBLIC WORKS DEPARTMENT
5TH LEVEL "B" WING
DELHI SECRETARIAT: NEW DELHI

No.F.(6)/PWD-I/Misc./2016/Vol.V/19671 7947 30/7/2014 Dated: 29/07/2019
(CD No. 057562945)

To,

The Engineer-in-Chief
Public Works Department,
Govt. of NCT of Delhi,
12th Floor, MSO Building,
I.P. Estate, New Delhi-110002

GAA 31.7.19

Sub: Forwarding of various PUCs received from different Department/Agencies.

Sir,

Please find enclosed herewith copy of the following PUCs received from different Departments/Agencies with necessary action as mentioned against them:-

Sl. No	Letter No and date	Received from	Subject	Proposal/ Remarks
1	NPC/HQ/IT/Trg/ 05/2019-20 dated 15.07.2019	Director & Group Head (IT), National Productivity Council	Residential Training Programme on "Leadership challenges in Digital Transformation" from 14-18 October, 2019 at Gangtok-Request for Nominations.	For information & necessary action.
2	19(02)/2011/S-IV/Vol.I/2088-88 dated 22.07.2019	Dy. Secretary (Services), GNCTD	Judgement dated 30.08.18 of Constitution Bench, in bunchof Civil Appeals (CA No. 1086/2013 and 7 others) on the question – whether a person notified as SC/ST in the State/UT (Say 'A') can claim the same status in another State/UT (say 'B') on grounds that he is declared as SC/ST in State/UT 'A'.	For information and appropriate action under intimation to this office.
3	2(10)/RR/2017/ S-IV/2062 dated 15.07.2019	Dy. Secretary - II (Services), GNCTD	Setting up of 'Single Window System' in respect of Recruitment Rules regarding.	For information & necessary action.
4	CIDC/7th TFM/219 dated 22.07.2019	Director General, Construction industry Development Council	Invitation for the 7th Task Force Meeting tobe held on 8th August 2019 for the "CIDC Construction Industry Database"	For information & necessary action.
5	Dy. NO. PWD/2019/ 16221 dated 25.07.2019	Indian Red Cross Society	One Year Post Graduate Diploma Course in Disaster Preparedness and Rehabilitation (Prospectus)	For information & necessary action.
6	No. A-33018/PGDP&R/ 2019-20 dated July 2019	Course Director, Indian Red Cross Society	Admission to the 13th batch (2019-20) of one year (Part-time) Post Graduate Diloma Course in Disaster Preparedness and Rehabilitation affiliated to Guru Gobind Singh Indraprastha University (GGSIPU), Delhi.	For information & necessary action.

Yours faithfully

Encl: As above.

(L. R. MEENA)
Deputy Secretary (PWD/Admn.)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT – (BRANCH-IV)
7TH LEVEL, B-WING, DELHI SECRETARIAT,
I.P.ESTATE, NEW DELHI-110002

No.F.19(02)/2011/S-IV/Vol-I/8086-88 Dated: 23/07/2019

PWD DEPARTMENT
Diary No. PWD/2019/16100
Date 25/07/2019

To

1. The Chairperson,
   Delhi Subordinate Services Selection Board,
   Govt. of N.C.T. of Delhi,
   FC-18, Institutional Area,
   Karkardooma, Delhi-110 092

2. All Pr. Secretaries / Secretaries /
   Head of Departments, Corporations, Boards, PSUs and
   Autonomous Bodies, Govt. of NCT of Delhi, Delhi / New Delhi

Sub: ***Judgment dated 30.08.18 of Constitution Bench, in bunch of Civil Appeals (CA No.1086/2013 and 7 others) on the question--- whether a person notified as a SC/ST in a State/UT (say 'A') can claim the same status in another State/UT (say 'B') on grounds that he is declared as a SC/ST in State/UT 'A'.***

Sir / Madam,

I am directed to forward herewith a letter No.F.13028/50/2010-Delhi-I dated 13.06.2019 received from MHA, Govt. of India on the subject noted above along with the enclosures i.e. DoPT's OM No.36017/1/2019-Estt.(Res.) dated 28.03.2019 and Ministry of Law & Justice, Department of Legal Affairs' E.O. No.327951/A/2019 dated 29.04.2019 for information and appropriate action.

This issues with the approval of competent authority.

(AJAY KUMAR CHAWLA)
DY. SECRETARY (SERVICES)

No.F.19(02)/2011/S-IV/Vol-I/ Dated:

Copy to: -

1. Section Officer (Services-Coord) with the request to upload this circular to the website of Services Department.

(AJAY KUMAR CHAWLA)
DY. SECRETARY (SERVICES)

Govt. of NCT of Delhi
17 JUN 2019
SAD/2019/27766
Dy. No. ... To ...

F. No. 13028/50/2010-Delhi-I
Government of India/Bharat Sarkar
Ministry of Home Affairs/GrihMantralaya

North Block, New Delhi-1
Dated: 13.06.2019

The Chief Secretary,
Government of NCT of Delhi,
Delhi Secretariat, I.P. Estate
New Delhi.

Sub: Judgment dated 30.08.2018 of Constitution Bench, in bunch of Civil Appeals (CA No. 1086/2013 and 7 others)on the question---whether a person notified as a SC/ST in a State/UT (say 'A') can claim the same status in another State/UT (say 'B') on grounds that he is declared as a SC/ST in State/UT 'A'.

Sir,

I am directed to refer to the above mentioned subject matter and to say that the matter was examined in this ministry in consultation with the stake holder ministries/departments including Department of Legal Affairs (DoLA) and the Department of Personnel & Training (DoPT).

2. In this regard, the advice tendered by DoLA and DoPT in the subject case is forwarded herewith for necessary action. The advice covers the portion of NCTD also.

Encl: As above

Yours faithfully

(C P Vinod Kumar)
Under Secretary to the Government of India
Telefax No. 2309-3608

E.O. No.327951/A/2019
Ministry of Law & Justice
Department of Legal Affairs

Ministry of Home Affairs seeks our opinion on the following issues:

(i) What is the ratio of the instant judgment in respect of the posts falling under the direct recruitment domain of UT Administration? UT Administration recruits for the posts falling under Gr.'B', Gr.'C' and Gr.'D'. The Gr. 'B' posts include Non-Gazetted and some Gazetted posts as well.

(ii) What would be the cutoff date for implementation of the judgment?

(iii) What would be the implication of the judgment on DOPT's OM dated OM dated 5.7.2005 which inter-alia indicates the reservation for SCs and STs in case of direct recruitment in Gr.'C' and 'D' posts normally attracting candidates from a locality or a region, keeping in view the figures of 2001 census.

(iv) What percentage of reservation is to provided to SCs and STs in case of direct recruitment for Gr.'B' posts which are being filled up by UT Administration.

2. The Administrative Department has stated that UT Administration of Dadra & Nagar Haveli has undertaken for direct recruitment of various posts in the category of Gr. 'B' and sought the opinion on the implication of applicability of the Bir Singh judgment on the ongoing process of direct recruitment to Gr.'B' posts which were advertised vide advertisement dated 30.8.2018 through UT level State Selection Board.

3. The Hon'ble Supreme Court in the Bir Singh (MANU/SC/0924/2018) (2018) 10 SCC 312 case decided the following question arose for consideration of the judgment of the State of Uttaranchal vs. Sandeep Kr. Singh (2010) 12 SCC 794.

"Whether a person belong to SC in relation to a particular State would be entitle or not to the benefits or concessions allowed to the SC candidate in the matter of employment in any other State?"

4. In the Bir Singh Case the Union of India filed an Affidavit that has been mentioned in the para 52 of the Judgment:

> 52. . The Affidavit says, "... at Serial 28 and 29 of the Schedule (to CCS Rules, 1965), we have the Union Territory Services known as DANICS and DANIPS". The Affidavit, further, says that, "DANICS/DANIPS Officers are posted in Delhi; Andaman & Nicobar Islands; Lakshadweep; Daman & Diu, Dadra & Nagar Haveli. The recruitment to all the Union Territories for these Group B posts are common. They are also centralized and the Appointing Authority is none other than the Ministry of Home Affairs (Joint Secretary). For the recruitment to these services, it is the very same examination meant for AIS and CCS Group A. Any citizen of India is eligible to apply, subject to the conditions prescribed. As per the Service Rules, transfer undertakings throughout the Union Territories covered under DANICS/DANIPS is taken from these officers. This is the reason why the Union of India while inviting applications for recruitment considers all candidates, including reserved candidates on all India basis. Group B Cadre of DANICS/DANIPS is the Feeder Cadre for IAS and IPS respectively (i.e. AIS). The, retire invariably in these Offices, some of them reaching high positions in the Central

Government. Recruitment to AIS: CCS Group A: CCS Group B (Gazetted) is conducted through UPSC. In the Civil Services Examination, the applicants are common when the applications are made. Every aspirant seeks recruitment to the services and it is only as per the marks and ranking that allocations are made eventually to AIS: CCS Group A: CCS Group B. Therefore, when UPSC undertakes the recruitment, it is naturally **a pan India recruitment** and therefore, it is necessary to seek applications including from reserved candidates from all over India."

53. But it is not the Members of the All India Services (AGMUT Cadre); Central Civil Services (Group 'A' and 'B') and the 'DANICS' and 'DANIPS' who alone are the public servants in the States and the Union Territories engaged in the discharge of duties in connection with the affairs of the Union. There are and bound to be public servants that work the subordinate services.

CCS Group C:

54. At the subordinate level these are the Group 'C' posts. In the Schedule to CCS Rules, 1965, there are 5 such services. The Union of India's Affidavit says that, "These posts, in so far, as they relate to services under the Union of India are concerned are recruited by the Staff Selection Commission (which is the Recruiting Agency under the DoPT). The members of CCS Group C get promoted to CCS Group B. Recruitment to posts in this group arise out of requisition made by the concerned ministries all over India. These requisitions, upon reaching, the Staff Selection Commission are processed and selection takes place and appointments are made. Even from these appointees, undertaking for all India transfer liability is taken. As these are posts under the Central Government and these employees are liable to transferred anywhere in the country and the recruitment being centralized for all such posts in the country, it has been consistent policy of the Union of India to have **pan India eligibility.**"

55. With regard to CCS Group D posts, in the affidavit of the Union it is stated that "the posts under this category are primarily of what used to be Class IV employees now referred to as the Multi Tasking staff. In recent years, Central Pay Commission has recommended against any further recruitment to these posts in Group D. Further it has also been recommended that the existing posts will be merged with Group C. Hence, this is now a vanishing cadre11."

56. The broad picture that emanates from the above discussion and narration is that insofar as the services in connection with the affairs of the Union is concerned (Central Services), wherever the establishment may be located i.e. in the National Capital Territory of Delhi or in a State or within the geographical areas of Union Territory, recruitment to all positions is on an All India basis and reservation provided for is again a **pan-India reservation.** This by itself, from one perspective, may appear to be in departure from the Rule set out in Part XVI of the Constitution of India (Articles 341 and 342). However, the close look undertaken hereinbefore indicates such a position is fully in accord with the constitutional structure of a federal polity.

NATIONAL CAPITAL TERRITORY OF DELHI

57. In case of National Capital Territory of Delhi, especially, to make the picture even clearer, a reference may be made to 'Delhi Administration Subordinate Service Rules, 1967'. Rule 3 of the aforesaid Rules is to the following effect:

> 3. Constitution of service and its classification.- (1) On and from the date of commencement of these Rules, there shall be constituted one Central Civil Service, known as the Subordinate Service of the Delhi Administration.
>
> (2) The Service shall have four Grades, namely--Grade I, Grade II, Grade III and Grade IV.
>
> (3) The posts in Grade I shall be Central Civil posts, Class II Group 'B' (Gazetted) and those in Grades II, III and IV shall be Central Civil posts Group 'C' (Non-Gazetted).
>
> (4) Members of the service shall, in the normal course be eligible for appointment to various Grades of the service to which they belong and not to the other service.

Subordinate services in the National Capital Territory of Delhi are, therefore clearly Central Civil Services. The Affidavit of the Union also points out this feature by stating that, "The posts in CCS Group C are in the subordinate services. The equivalent in the Union Territory of Delhi is the Delhi Administrative Subordinate Services (DASS) and the Recruiting Agency in the place of Staff Selection Commission is the Delhi Subordinate Service Selection Board (DSSSB). Members of the Delhi Administrative Subordinate Services are the Feeder Cadre for Central Civil Services Group B (DANICS). It is for these reasons that the policy (of pan India eligibility) consistently adopted."

58. A combined reading of these provisions of the DASS Rules, 1967 and CCS Rules, 1965, therefore, more than adequately explains the nature of Subordinate Services in the NCT of Delhi. These clearly are General Central Services and perhaps, it is owing to this state of affairs that the Union of India in its Affidavit has stated that, "Members of the Delhi Administrative Subordinate Services are the Feeder Cadre for Central Civil Services Group B (DANICS). It is for these reasons that the policy (of pan India eligibility) is consistently adopted."

59. While examining the validity of reservation of seats in medical colleges for local candidates in Delhi, this Court in Dr. Jagdish Saran and Ors. v. Union of India MANU/SC/0067/1980 : (1980) 2 SCC 768 had made certain observations with regard to the special status that the capital city enjoys, which today, has come to be known as the National Capital Territory of Delhi. The observations of this Court in paragraphs 10 and 56 may be usefully recapitulated and, therefore, is set out below:

328

237/C

The Hon'ble Court has further observed and held that:

60. The Affidavit of the Union does not touch upon the details of Subordinate Services in other Union Territories. Neither the authorities of the other Union Territories have laid before the Court any relevant material in this regard. We, therefore, refrain from addressing the issue in question as far as other Union Territories are concerned and have confined our discussions and the consequential views only to the National Capital Territory of Delhi.

6. We have examined the matter in the light of Bir Singh vs. Delhi Jal Board (2018) 10 SCC 312. The recruitment to the services of Gr.'B', Gr.'C' and 'D' under the UT Administration, it is to follow the policy of recruiting persons from amongst STs who are notified as STs under the Presidential notification. For the UT it will not be appropriate to extend the benefit of reservation to the SCs/STs from other States/UTs. PAN India Reservations is to be extended UTs like Delhi, Chandigarh, Pondicherry, Andaman & Nicobar and Daman & Diu. For Gr 'C' & 'D' Services for which recruitment are made by the respective UTs those are become the feeder categories for further promotion in Gr.'A' & 'B' of All India Services respectively in the Central Civil Services.

7. In view of the above, Bir Singh case is confined only to the National Capital Territory of Delhi and there are no directions to the UT Administration of Dadra & Nagar Haveli.

May kindly see.

(O. Venkateswarlu)
Deputy Legal Adviser
29.04.2019

JS&LA (Sh. R.S. Verma)

29/04/19

Dy LA (Sw. o.v.)

MHA

for DLI

Department of Legal Affairs
Advice Diary No. 32951/2019
F.T.S. No.
Dated: 30/4/19.

4/5/19

S. Delhi)

Pl. receive from 11/5/2019.

1-5-19

Sh. Ajay, SS

D27

Court Matter

No. 36017/1/2019-Estt. (Res.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment (Reservation-I) Section

North Block, New Delhi,
Dated: 28.03.2019

OFFICE MEMORANDUM

Subject: Seeking clarification regarding the implementation of the order of Hon'ble Supreme Court of India dated 30.08.2018 in the Civil Appeal No. 1085 of 2013, Bir Singh V/s Delhi Jal Board & Ors.

The undersigned is directed to refer to Ministry of Home Affairs' OM No. U-13034/88/2018-DD/DNH dated 12.03.2018 on the subject noted above.

2. Government have issued instruction from time to time i.e. OM No. 42/21/49-NGS dated 28.01.1952, OM No. 7/2/55-SCT dated 14.10.1955, OM No. 1/3/72-Estt.(SCT) dated 15.05.1974, OM No. 36013/4/85-Estt.(SCT) dated 24.05.1985 and OM No. 36017/1/2004-Estt.(Res) dated 05.07.2005-on quantum of reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes in case of Direct recruitment to Group 'C' and erstwhile 'D' posts normally attracting candidates from a locality or a region. Copies of all relevant OMs are enclosed.

3. In view of the above Ministry of Home Affairs may follow the All-India reservation percentage for Group 'B' posts in Union Territories. Ministry of Home Affairs may also consult Department of Legal Affairs as decided in the meeting held on 05.03.2018 under the Chairmanship of Additional Secretary (UT).

4. This issues with the approval of Joint Secretary (Establishment).

Encl: As above.

R Saraswat

(Raju Saraswat)
Under Secretary to the Govt. of India
Telefax: 23092110

Ministry of Home Affairs,
(Shri Satish Kumar Singh, Under Secretary)
North Block, Room No. 93 F,
New Delhi-110001

28/3/19

Sh. Ajay, SS

(T&S) 826

235/C

Ministry of Home Affairs OM No. 42/21/49-NGS
dated 13 January, 1952

Subject:—Supplementary instructions connected with the orders on communal representation in the services.

The undersigned is directed to refer to the Ministry of Home Affairs Resolution No. 42/21/49-NGS, dated the 19th September, 1951, and to say that the instructions given below will govern the application of the orders on communal representation in the services.

Recruitment by open competition:

2. (a) If the candidates of Scheduled Castes, Scheduled Tribes and the Anglo-Indian community obtain by competition less vacancies than are reserved for them, the difference will be made up by the nomination of duly qualified candidates of these castes, Tribes and communities i.e. candidates of these communities etc. who *have qualified in the test, selection etc.* held for the purpose, but have secured ranks lower than the candidates of other communities for whom no reservation have been made.

(b) A roster of 40 vacancies will be necessary to give effect properly to the reservations for Scheduled Castes and Scheduled Tribes and the roster given below should be adopted as a model roster for the services in which there are no reservations for Anglo-Indians:—

1	Scheduled Castes	21	Scheduled Tribes
2	Scheduled Castes	22—24	Unreserved
3—8	Unreserved	25	Scheduled Castes
9	Scheduled Tribes	26—32	Unreserved
10—16	Unreserved	33	Scheduled Castes
17	Scheduled Castes	34—40	Unreserved
18—20	Unreserved		

In the case of recruitment to services in which vacancies are reserved for members of the Anglo-Indian Community, rosters should be drawn up by the Ministries concerned in consultation with the Ministry of Home Affairs.

(c) Instructions for the maintenance of the rosters are given in Appendices A & B.

Recruitment otherwise than by open competition:

3. (i) The following roster should be followed for services in which recruitment is made on an all-India basis otherwise than by open competition:—

1	Scheduled Tribes	21	Scheduled Tribes
2	Scheduled Castes	22—24	Unreserved
3—6	Unreserved	25	Scheduled Castes
7	Scheduled Castes	26—30	Unreserved
8—13	Unreserved	31	Scheduled Castes
14	Scheduled Castes	32—36	Unreserved
15—18	Unreserved	37	Scheduled Castes
19	Scheduled Castes	38—40	Unreserved
20	Unreserved		

Note:—In every third cycle of the above roster, the 37th point will be treated as unreserved.

(ii) Instructions for the maintenance of the roster are given in Appendices A & B.

Local Recruitment:

4. (a) If the candidates of Scheduled Castes, Scheduled Tribes from the neighbouring areas are likely to be available, the percentages of reservations will be prescribed by the Ministries concerned in consultation with the Ministry of Home Affairs. Pending the result of the 1951 Census, the percentages of reservations will be

based on the population figures given in the 1941 Census Report. Proposals in this regard should be sent to the Ministry of Home Affairs as soon as possible and pending a decision on the percentages to be fixed, the reservations prescribed for recruitment on an all-India basis should be followed.

(6) the purely temporary establishments such as work charge staff including the daily rated and the monthly rated staff, shall be excluded from the scope of the orders regarding communal representation in services.

General :

5. (1) It has been decided as a rule not to grant any exemption from the scope of these orders in respect of posts and services, but exceptional cases should be referred to the Ministry of Home Affairs, for a decision.

(2) The communal representation orders are applicable separately :

(a) to permanent vacancies; and

(b) to temporary vacancies lasting three months or longer whether in permanent or in temporary posts.

(3) If a sufficient number of candidates of the communities for whom the reservation are made, who are eligible for appointment to the posts in question and are considered by the recruiting authorities as suitable in all respects for appointment to the reserved quota of vacancies, are not available the vacancies that remain unfilled will be treated as unreserved and filled by the best available candidates, but a corresponding number of vacancies will be reserved in the following years for the communities whose vacancies are thus filled up in addition to such number as would ordinarily be reserved for them under the orders contained in the Resolution. (For further clarification please see rule III in Appendix 'A').

(4) If suitably qualified candidates of the communities for whom the reservations have been made are again not available to fill the vacancies carried forward from the previous year under clause (3) above the vacancies not filled by them will be treated as unreserved and the reservations made in those vacancies will lapse.

(5) A vacancy caused by the termination of the services of a probationer should not be treated as a fresh vacancy, but should be treated as (a) unreserved or (b) reserved for (i) Scheduled Castes or (ii) Scheduled Tribes or (iii) Anglo-Indians according as the vacancy was originally treated as unreserved or reserved.

(6) In order to justify a statement that sufficient number of suitable candidates of a community are not available and the vacancies should, therefore, be treated as unreserved, it is essential that adequate steps should be taken in giving due publicity of the vacancies to the notice of candidates of those communities. For this purpose it is necessary to advertise the vacancies in newspapers and also to ensure that agencies which may be in a position to assist in the matter. The instructions in the succeeding sub-paragraphs should be carefully followed in this connection :—

(a) All vacancies in services and posts recruitment to which is made on an all-India basis should, until further orders, be advertised in the newspapers indicated below :—

1. Madras	The Mail, Madras. The Hindu, Madras. The Indian Express, Madras.
2. Bombay	The Times of India, Bombay. The Free Press Journal, Bombay. The Bombay Chronicle, Bombay. The Bharat, Bombay.
3. West Bengal	The Hindustan Standard, Calcutta. The Statesman, Calcutta. The Amrit Bazar Patrika, Calcutta.
4. Uttar Pradesh	The Amrit Bazar Patrika, Allahabad. The Pioneer, Lucknow. The National Herald, Lucknow. The Frontier Mail, Dehra Dun.

	The New Orissa, Cuttack.
	The Assam Tribune, Gauhati.
	The Indian Nation, Patna.
8. Madhya Pradesh	The Hitavada, Nagpur.
	The Nagpur Times, Nagpur.
9. Punjab	The Tribune, Chandigarh.
10. Delhi	The Statesman, Delhi.
	The Hindustan Times, Delhi.

Note.—The above list is provisional and is subject to amendment.

In the case of local recruitment (cf. para 4(a)) the local Head of the Department may decide the newspapers in which advertisements regarding vacancies in his office should be published.

(b) In all cases, where experience has shown that a sufficient number of suitably qualified candidates of a particular community will not be forthcoming by advertisement for vacancies reserved for them, the local Head of a Department should consult the organisations mentioned in Appendix 'C' and such other organisations as are recognised by the Government of India from time to time as representative of the communities for whom the reservations are made. Detailed instructions, giving the addresses of the branches of these organisations in the various States, will issue separately.

It should, however, be made clear to these organisations that their functions are limited :—

(i) to bring to the notice of suitable candidates any examinations for recruitment to services for which they could usefully enter and any advertisements of appointments to be made by selection.

(ii) to advise the candidates about the examinations for recruitment to services for which they should apply, and

(iii) to advise candidates on any matter which might be of assistance to them in preparing for, or applying for admission to examinations held for recruitment to the services, and that it will not be for them to press the claim of any individual candidates, who should submit their applications direct to the appointing authorities.

(c) Copies of the advertisements should be sent to the Regional or Local Employment Exchange. Where the Local Employment Exchange is unable to provide suitable candidates, a reference will be made by it to the Directorate General of Resettlement and Employment, which maintains an all-India list of members of the Scheduled Castes, who have registered themselves with the Employment Exchanges for appointment to posts under the Government of India. The candidates recommended by the Employment Exchange Directorate General of Resettlement and Employment should be considered along with those who apply direct in response to the advertisement, or at the instance of the organisations referred to in Appendix 'C'.

(d) The claims of candidates for employment to be treated as Scheduled Castes or Scheduled Tribes will ordinarily be verified by the appointing authorities through the District Magistrates of the place where such persons and/or their families ordinarily reside. At the discretion of the Selecting/Appointing authorities the following may also be accepted as sufficient proof of the claims.

(a) Matriculation or School Leaving Certificates or birth certificates giving the caste or community of the candidate and place of residence in original or copies thereof duly attested by a Gazetted Officer of the Central or State Government.

(b) Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate of the District to which the candidate belongs.

These certificates should be in the form given in Appendix 'D'.

(3) (a) For purpose of these orders an 'Anglo-Indian' means a person whose father or any of whose other male progenitors in the male line is or was of European descent but who is domiciled within the territory of India and is or was born within such territory of parents habitually resident therein and not established there for temporary purposes only.

(b) The procedure to be followed in verifying the claims of persons as belonging to the Anglo-Indian community will be as follows :—

(i) A candidate's own claim to be an Anglo-Indian should be accepted unless there is any reason to doubt it.

(ii) As regards doubtful cases a reference may be made to the nearest branch of the All-India Anglo-Indian Association and the candidates may be asked to furnish documentary evidence such as birth certificates, school leaving certificates and certificate from persons of responsibility and repute who are themselves Anglo-Indians. On the basis of the evidence thus obtained the appointing authority will decide whether the claims should be accepted.

6. *Grouping of Posts* : When applied to individual posts or to cadres consisting of a few posts only, the orders regarding communal representation in the services take long to produce the results aimed at since an unreserved post can be held only by a member of one community at a time and, in the case of small cadres, vacancies may not occur with sufficient frequency to enable for the Scheduled Castes etc. to secure adequate representation. To overcome this difficulty, it is necessary to group posts of similar status and salary and to apply these orders to the groups so formed. Instructions relating to grouping of posts are given in Appendix 'E'.

7. *Communal Returns* : The reservations provided for in the Resolution are based on provisions in the Constitution of India and it is therefore absolutely necessary that they should be strictly followed. In order to enable the Government of India to watch the observance of these orders the Ministries should submit to the Ministry of Home Affairs 'Communal Returns' in the forms attached (Appendices C & D). Appendix 'F' contains the instructions which will govern the submission of these returns.

8. The communal returns submitted by the Ministries will show only whether the percentages of reservations prescribed for the various castes, tribes, etc. were followed during the year to which the returns relate and there is no provision in these returns to indicate the point in the communal roster (of paragraphs 2 and 3 above) at which recruitment began during the year in each grade, service or group. For this purpose, the appointing authorities will maintain communal registers in the form and according to instructions given in Appendices A and B and maintain a record of the appointments made annually.

9. The instructions apply *mutatis mutandis* to all Part C States as well. Such States should also therefore observe these instructions and submit their returns to the Ministry of Home affairs.

10. The orders contained in the Resolution of the 15th September, 1950 and in the Office Memorandum should be deemed to have come into force on the 26th January, 1950, and further recruitment to grades and services in which vacancies had been filled up on or after the 26th January and before the issue of these orders should, where necessary, be suitably readjusted, with a view to protecting the interests of Scheduled Castes, Scheduled Tribes and Anglo-Indians in the matter of appointment to posts under the Central Government.

(172) 822

23 1/2

APPENDIX 'C'

N.B.—Before making an appointment by direct recruitment the appointing authority should ascertain, by consulting the Communal register, whether the vacancy is reserved or unreserved; and if it is reserved, for which community it is reserved. Immediately after an appointment has been made, the particulars should be entered in the register and the entry signed by the appointing authority.

RULES TO BE OBSERVED IN MAINTAINING THE ROSTER

I. Separate rosters should be maintained for vacancies filled by open competition and those filled otherwise, within the above two categories separate roster should be maintained for permanent and temporary appointments.

II. The roster is running account from year to year and must be maintained accordingly. For example, if recruitment in a year stops at point 6 of the cycle, recruitment in the following year will begin at point 7.

III. No gap should be left in the roster in filling vacancies and if a reserved vacancy (at, say the 25th point of the roster) has, for want of a suitable Scheduled Caste candidate, to be treated as unreserved, the candidate appointed should be shown against that point; but if a Scheduled Caste candidate cannot be recruited against an unreserved vacancy later in the year, the reservations should be carried forward to the following year and after the Scheduled Castes quota for the latter year has been filled, the first unreserved vacancy in that year (say, the 32nd point) should be treated as reserved for Scheduled Castes.

IV. Temporary appointments of less than three months duration should not be shown in the roster.

V. The appointments made by promotion or transfer should not be shown in the roster unless the promotion or transfer is treated as 'direct recruitment' (e.g. the appointment of a clerk as stenographer).

VI. The appointment of a temporary employee to a new temporary vacancy is a new appointment and should be accounted for again in the roster.

VII. The appointment of a temporary employee in a permanent capacity is a fresh appointment and should be made according to the roster for permanent appointments.

VIII. The appointment of a person holding a post to which the rules do not apply to a post to which they do apply should be made according to the roster for the latter.

IX. Vacancies due to whatever cause, except termination of service during probation or this should be treated as fresh vacancies.

X. In column (5), persons belonging to communities other than Scheduled Castes, Scheduled Tribes and Anglo-Indians (in the case of recruitment to Railways, Telegraphs and Customs Services in which they are provided with reservations) should be shown as belonging to 'other communities'.

XI. Roster forms should not be kept as 'loose sheets' but should be bound into register of 20, 30 or 50 sheets. When printed registers become available, suitable instructions indicating the source from which these registers can be obtained will be issued.

(193) 021

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Ministry of Home Affairs O.M. No.7/2/55-SCT, dated the 1st October, 1955, to all Ministries/Departments, *etc.*

With reference to para 3 of the Ministry of Home Affairs Resolution No. 42/21/49-NGS, dated the 13th September, 1950, the following decisions have been taken regarding the reservation for Scheduled Castes and Scheduled Tribes in local or regional recruitment to Class III and Class IV services and posts made otherwise than through the Union Public Service Commission :—

(1) Except in Delhi, where the percentages of reservation prescribed for recruitment on an all-India basis should be followed, the reservation will be based generally on the proportion of the population of Scheduled Castes and Scheduled Tribes in the State. A statement indicating the number of posts to be reserved in each model roster of 40 vacancies is attached.

(2) Where recruitment is made for circles or regions consisting of more than one State, the percentages will be fixed taking into account the proportion of the population of Scheduled Castes and Scheduled Tribes in the entire circle or region. In calculating the number of vacancies to be reserved in each model roster of 40, fraction below 0.5 will be ignored and fractions of 0.5 or over will be rounded to the next higher integer. Thus if the population of Scheduled Castes in a region is 17% of the total population the number of vacancies to be reserved in a roster of 40 will be 7 (6.8 being rounded to 7).

*(3) Irrespective of the proportion of Scheduled Tribes in the population of a State or circle or region Scheduled Tribes should be given a minimum reservation of 5% or two vacancies in each roster of 40. If sufficient number of candidates belonging to the Scheduled Tribes are not forthcoming for vacancies reserved for them, the vacancies should be filled by candidates belonging to Scheduled Castes in accordance with the Ministry of Home Affairs Office Memorandum No. 42/32/53-NGS, (SCT), dated the 7th December, 1954.

The model communal roster prescribed in the Office Memorandum No. 42/21/49-NGS dated the 28th January, 1952 should be modified, where necessary, in the light of the instructions contained in para 1 above. The points for Scheduled Castes and Scheduled Tribes should be evenly distributed in the roster and should not in any case be relegated to a position which would delay the recruitment of Scheduled Castes and Scheduled Tribes.

Department of Personnel and Administrative Reforms O.M. No.1/3/72 Est.(SCT), dated the 15th May, 1974, to all Ministries/Departments, etc.

Subject :—Reservations for Scheduled Castes and Scheduled Tribes in recruitment on a local or regional basis—revision of percentages—model roster to give effect to revised percentages of reservation.

The undersigned is directed to refer to this Department's Office Memorandum No. 1/3/72-Estt. (SCT), dated 12th March, 1973, prescribing the revised percentages of reservation for Scheduled Castes and Scheduled Tribes for recruitment on a local or regional basis, on the basis of the proportion of the population of Scheduled Castes and Scheduled Tribes in various States/Union Territories according to 1971 Census and to say that in partial modification thereof, the percentage of reservation in respect of the State of Assam and the Union Territory of Mizoram (formerly constituting Mizo District of Assam State) have now been prescribed separately for the State and the Union Territory. These percentages and the 100 point rosters in respect of the State of Assam and Union Territory of Mizoram are shown in the Annexure.

2. The revised rosters will come into effect from 1st June, 1974. Vacancies filled on or after that date should be shown in the rosters now prescribed in the Annexure to this Office Memorandum. The old roster shall be deemed to have been closed from 31st March, 1974 and the new roster will operate from the point next to the point at which recruitment stopped in the previous roster. The reservations which had to be carried forward in the previous roster will now be carried over to the new roster.

ANNEXURE

(To O.M. No. 1/3/72 EST (SCT) dated 15-5-1974)

Statement showing the points to be reserved for Scheduled Castes and Scheduled Tribes in a 100 point roster where recruitment is made on a local or regional basis

Sl. No.	Name of State/Union Territory	Scheduled Castes		Scheduled Tribes	
		Percentage of reservation	Actual points to be reserved in a 100 point roster	Percentage of reservation	Actual points to be reserved in a 100 point roster
	STATE				
	Assam	6	4, 19, 38, 54, 73, 89	11	1, 10, 21, 30, 40, 49, 58, 67, 76, 85, 94.
	UNION TERRITORY				
*2	Mizoram			45	1, 4, 7, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 59, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 93, 96, 99.

NOTE :—*Superseded by Deptt. of Personnel & Trg. O.M. No. 36013/4/83-Estt. (SCT) dated 24-5-1983.

Department of Personnel a... Training O.M. No. 36013/4/85-Estt. (SCT) dated 24th May, 1985.

Subject :—Reservations for Scheduled ...tes and Scheduled Tribes in the recruitment on a local or regional basis—Revision of percentage—Model Roster to give effect to revise percentages of reservation.

The undersigned is directed to refer to the Deptt. of Personnel and A.R.'s Office Memorandum No. 1/3/ -Estt. (SCT) dated 12th March, 1973 and 15th May, 1974 to all Ministries etc. on the subject noted above, in which the percentages of reservation for Scheduled Castes and Scheduled Tribes were revised taking into account the proportion of population of Scheduled Castes and Schedulded Tribes in various States/Union Territories as revealed by 1971 Census. These percentages have now been reviewed taking into account the proportion of population of Scheduled Castes and Scheduled Tribes in the various States/Union Territories as revealed by 1981 Census. In pursuance of the revision of percentages of reservation, the 100 point rosters for all States except Assam, for which the 1981 Census figures have not become available so far, prescribed in this Department's O.M. dated 12-3-73 and 15-5-74 have been revised. The revised rosters are shown in the Annexure to this O.M. The revised rosters will come into effect from 1st June, 1985. Vacancies filled on or after that date should be shown in the rosters now prescribed in the Annexure to this O.M. The old roster shall be deemed to have been closed from 1st June, 1985 and new roster will operate from the point next to the point at which recruitment stopped in the previous roster. The reservations which had to be carried forward in the previous roster shall now be carried over to the new roster.

2. The Commission for Scheduled Castes and Scheduled Tribes in its 3rd Report pertaining to the year 1980-81 has made the following recommendation :

Recommendation No. 55

"It would be desirable to prescribe the percentage of reservation corresponding with the percentage of population of Scheduled Tribes in the States so that the process of recruitment is not unduly delayed."

The recommendation of the Commission has been accepted by the Government. Therefore, the percentage of reservations for Schedulde Tribes in the new 100 point rosters, now prescribed, correspond to the actual proportion of population of Scheduled Tribes in the States and Union Territories and not a minimum reservation of 5 per cent irrespective of the proportion of Scheduled Tribes in the population of the State/Union Territory as hitherto done.

3. There will be no change in the all-India percentages of reservations for Scheduled Castes and Scheduled Tribes as also the 100 point roster for Assam.

4. Ministry of Home Affairs etc. are requested to bring the contents of this Memorandum to the notice of all concerned.

No.36017/1/2004-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, dated the 5th July, 2005.

OFFICE MEMORANDUM

Subject: Revision of quantum of reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes in case of direct recruitment to Group 'C' and 'D' posts normally attracting candidates from a locality or a region.

The undersigned is directed to say that reservation for Scheduled Castes and Scheduled Tribes in case of direct recruitment to Group 'C' and 'D' posts, normally attracting candidates from a locality or a region, which is generally fixed in proportion to the population of the Scheduled Castes and Scheduled Tribes in the respective States/UTs, was last fixed in 1985 on the basis of the 1981 Census. Reservation for Other Backward Classes in such cases was fixed in 1993 keeping in view the proportion of their population in the respective States/UTs subject to a ceiling of 27% while also ensuring that the total reservation for SCs, STs and OBCs did not exceed the limit of 50% in any case. It has now been decided to revise the quantum of reservation for SCs, STs and OBCs in case of direct recruitment to Group 'C' and 'D' posts normally attracting candidates from a locality or a region, keeping in view the figures of the 2001 Census, as given in the Annexure to this O.M.

2. These orders will take effect from the date of issue of this O.M. However, the cases where requisitions for filling up the posts have already been sent to the recruiting agencies or posts have already been advertised in accordance with the percentages of reservation existing prior to issue of this O.M., need not be re-opened.

3. It is requested that contents of this O.M. may be brought to the notice of all concerned.

(K.G. Verma)
Deputy Secretary to the Government of India
Tele: 23092797

To

1. All Ministries/Departments of the Government of India

...2/-

2. All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
3. Department of Economic Affairs (Banking Division), New Delhi.
4. Department of Economic Affairs (Insurance Division), New Delhi.
5. Department of Public Enterprises, New Delhi.
6. Railway Board.
7. Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Planning Commission.
8. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
9. Ministry of Social Justice and Empowerment, Shastri Bhavan, New Delhi.
10. National Commission for SCs, Lok Nayak Bhavan, New Delhi.
11. National Commission for STs, Lok Nayak Bhavan, New Delhi.
12. National Commission for Backward Classes, Trikoot-I, Bhikaji Cama Place, R.K. Puram, New Delhi.
13. Office of the Comptroller and Auditor General of India, 10, Bahadurshah Zafar Marg, New Delhi – 110002.
14. CBI, LBSNAA, ISTM, PESB, Central Sectt. Library, MHA Library.
15. Information and Facilitation Centre, DOPT, North Block, New Delhi.
16. 300 spare copies for Estt.(Res.) Section.

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Annexure to O.M.No.36017/1/2004-Estt.(Res.) dated 5.7.2005

Sl.No.	Name of the State/UT	Percentage of Reservation		
		SCs	STs	OBCs
(1)	(2)	(3)	(4)	(5)
01	Andhra Pradesh	16	7	27
02	Arunachal Pradesh	1	45	0
03	Assam	7	12	27
04	Bihar	16	1	27
05	Chhattisgarh	12	32	6
06	Goa	2	0	18
07	Gujarat	7	15	27
08	Haryana	19	0	27
09	Himachal Pradesh	25	4	20
10	Jammu & Kashmir	8	11	27
11	Jharkhand	12	26	12
12	Karnataka	16	7	27
13	Kerala	10	1	27
14	Madhya Pradesh	15	20	15
15	Maharashtra	10	9	27
16	Manipur	3	34	13
17	Meghalaya	1	44	5
18	Mizoram	0	45	5
19	Nagaland	0	45	0
20	Orissa	16	22	12
21	Punjab	29	0	21
22	Rajasthan	17	13	20
23	Sikkim	5	21	24
24	Tamil Nadu	19	1	27
25	Tripura	17	31	2
26	Uttaranchal	18	3	13
27	Uttar Pradesh	21	1	27
28	West Bengal	23	5	22
29	Andaman & Nicobar Islands	0	8	27
30	Chandigarh	18	0	27
31	Dadra & Nagar Haveli	2	43	5
32	Daman & Diu	3	9	27
33	Delhi	15	7.5	27
34	Lakshadweep	0	45	0
35	Pondicherry	16	0	2

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT : BRANCH – IV
7TH LEVEL, B-WING, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI – 110002

F.No.2(10)/RR/2017/S-IV/2062 Dated: 15/07/19

CIRCULAR

Sub: Setting up of 'Single Window System' in respect of Recruitment Rules regarding..

Kind Attention of all Heads of Departments, is invited to the Services Department's circular vide No. F.No.2(10)/RR/2017/S-IV/1952 dated 24.11.2017 regarding the introduction of Single Window System (SWS) for streamlining the process of clearing the proposal relating to framing/amendment of Service Rules/Recruitment Rules, which are received from line departments and for reducing the delay/processing time to the minimum. A check list has also been prescribed for the convenience of the Departments. In this regard, it has been observed that the complete hierarchy chart of cadre/post is not being enclosed with the proposals so forwarded to this Department.

It is, therefore, requested to kindly ensure that the hierarchy of the post/cadre in the prescribed proforma is invariably enclosed alongwith the other requisite documents as already prescribed in the checklist, whenever a proposal relating to Recruitment Rules is referred to the Services Department for advice/concurrence.

This issues with the approval of Secretary (Services).

Encl: Proforma (Hierarchy of post/cadre)

(AJAY KUMAR CHAWLA)
DEPUTY SECRETARY-II (SERVICES)

To,

All Heads of Department,
Government of NCT of Delhi.

Name of the Department _____ 61/C

Hierarchy Chart of the Post/Cadre

Sl. No	Name of the post	Pay Scale as per 7th CPC	Classification of the post	Number of posts	Method of Recruitment as per notified RRs	Remarks if any

(Signature of the Competent Authority)

PROSPECTUS

One Year Post Graduate Diploma Course

in

Disaster Preparedness and Rehabilitation

(Part Time Programme)

2019-2020

PWD/2019/16221
25/07/2019

Indian Red Cross Society

National Headquarters
1, Red Cross Road, New Delhi - 110001

GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY

Indian Red Cross Society

Mission Statement

The Indian Red Cross Society is a national federation of more than 700 Red Cross branches.

Neither the headquarters nor the branches are by themselves the Society. It is their collectivity interwoven together that makes up the Indian Red Cross Society.

They Inspire, encourage and initiate at all times all forms of humanitarian activities so that human suffering can be minimized, alleviated and even prevented... and thus contribute to creating a more congenial climate for peace.

Indian Red Cross Society

The Fundamental Principles of the Red Cross Movement

Humanity

The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.

Impartiality

It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

Neutrality

In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.

Independence

The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

Voluntary Service

It is a voluntary relief movement not prompted in any manner by desire for gain.

Unity

There can be only one Red Cross or one Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.

Universality

The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

Indian Red Cross Society

About the Organization

PROFILE OF THE ORGANISATION

Indian Red Cross Society (IRCS) is a statutory organization constituted under Act XV of Parliament in the year 1920. The act was last amended in 1992 and rules were framed in 1994.

Hon'ble President of India is the President and Hon'ble Union Health Minister is the Chairman of the Society. The Vice Chairman is elected by the members of the Managing Body.

The National Managing Body consists of 19 members. The Chairman and 6 members are nominated by the President. Remaining 12 are elected by the state and union territory branches through an electoral college. The Managing Body is responsible for governance and supervision of the functions of the society through a number of committees. Secretary General, Shri R. K. Jain, IAS (Retd.), is the Chief Executive of the Society.

Apart from promoting humanitarian principles and values, the Indian Red Cross, among others, is actively involved in disaster response, relief preparedness and health care in the community. The IRCS has 36 State/Union Territories Branches that are further divided into more than 700 districts and sub district branches.

The IRCS, being a member, has close links with the International Federation of Red Cross and Red Crescent Societies (IFRC) and the International Committee of the Red Cross (ICRC). These are non political humanitarian organizations having wide exposure and experience in the related fields. The IRCS has also established good working relationships with other National Red Cross and Red Crescent Societies. The IRCS benefits immensely from these organizations technically and financially in times of need and for capacity building.

CENTRAL TRAINING INSTITUTE (CTI)

The IRCS has established a state of art Central Training Institute (CTI) at Bahadurgarh on the fringes of Delhi. It is spread over an area of 5 acres and has all the modern facilities of a training institute. It contains equipments that are needed by a Disaster Response Unit (DRU) for providing hands on training, water pools for training rescue operations and state of art training facilities for inhouse training and outdoor drills.

DISASTER MANAGEMENT CENTRE (DMC)

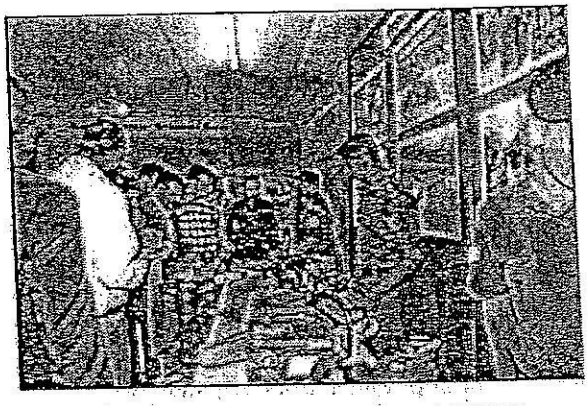
The IRCS has developed a Disaster Management Centre at the National Headquarters which is retrofitted. This serves as a base for all disaster related activities. The centre is designed to strive for improved overall disaster management planning and response, as also for long term risk reduction activities. It has facilities to link all state branches and warehouses to provide efficient response and better coordination and monitoring. It serves as an information and knowledge management centre monitor response operation and a need based 24 hour control room.

POST GRADUATE DIPLOMA COURSE IN DISASTER PREPAREDNESS AND REHABILITATION (PGDP&R)

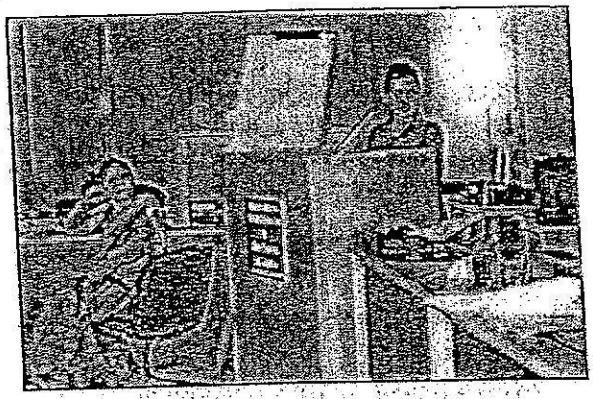
Besides imparting training in First Aid through St. John Ambulance and preparing National Disaste Relief Teams, the IRCS, keeping in view the acute shortage of trained manpower in disaste preparedness activities, is working towards having a cadre of qualified trainers through Post Graduat Diploma Course at its National Headquarters with its affiliation to the GGSIP University, Delhi.

Indian Red Cross Society

Snapshots of Training Programme



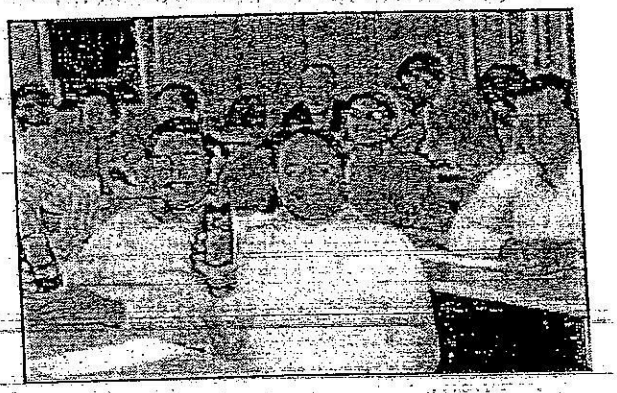
Visit to 8th Battalion NDRF Ghaziabad on 3.12.2016



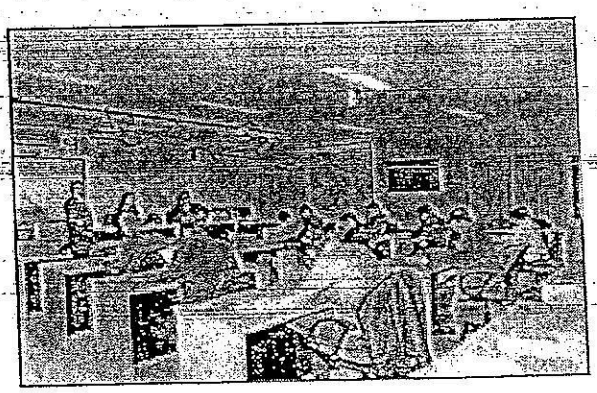
AHAM radio training session being taken at the lecture Theatre of the Diaster Management Centre



Lecture and demonstration being held



Students being imparted training of Geo Positioning System



End Term Examination of the students of the 11th Batch of PG Diploma Course in Disaster Preparedness and Rehabilitation underway in Jan. 2017

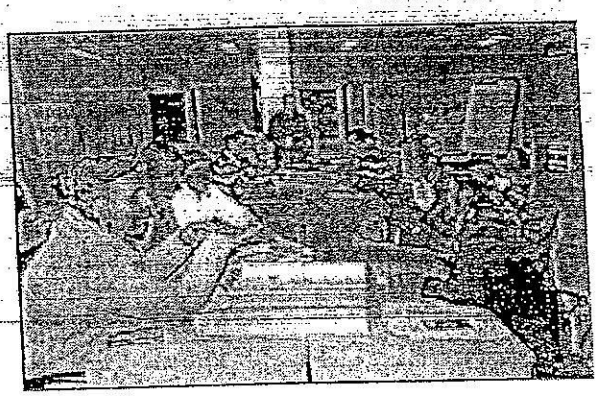


Table top exercise being conducted at the DMC by Brig. (Dr.) B.K. Khanna, Senior advisor, NDMA

The Course

P.G. Diploma Course in Disaster Preparedness and Rehabilitation

The aim of the course is to provide part time postgraduate education in the principles, procedures and practices of Disaster Preparedness & Rehabilitation cycle within an integral context to aim at reduction and mitigation actions to reduce disaster risk as well as improve the delivery of post disaster assistance to promote effective recovery and rehabilitation.

The other objectives are :

* To provide capacity building for national, state or institutional level in disaster preparedness & rehabilitation.
* To develop liaison with Government, NGOs, corporate sector and international agencies for synergies in disaster mitigation, preparedness and rehabilitation programs.
* To provide a platform for professionals to build up the capacity for training of trainers.
* To provide experienced practioners in appropriate fields.
* To provide opportunities for professionals to obtain specialized qualification which has recognition in a global perspective.
* To enhance career opportunities while in service, through a period of academic study without disrupting the career growth.
* The classes will be held on Mondays, Wednesdays & Fridays from 6.00 p.m. to 9.00 p.m. and on Saturdays from 10.00 a.m. to 2.00 p.m.

Target Audience

* Government officials
* Defence, Fire Service, Police Services, Paramilitary forces
* Medicine
* Emergency Response Agencies and Emergency Planners.
* International and Local N GOs, N GOs working in the field of Disaster Management. Private sector involved in Disaster Management.
* Donor agencies.
* Ladies & Handicapped

No. of seats – 40

Indian Red Cross Society

The Course Structure & Schedule

Course structure : The programme is spread over one year comprising of 3 terms.

Term	Months
Ist Term	August - November
IInd Term	December - March
IIIrd Term	April - July

1st Term and 2nd Term programmes include theory, practical, demonstration & field visits. It comprises of 14 core papers – 6 in the Ist term and 8 in the IInd term. In the IIIrd term, the participants are assigned dissertation on case studies. Dissertation can be on any aspects of disasters. The student can select any topic, approved by the course expert / guide or it may be provided by the course director.

The primary emphasis of the course will be on the basics of disaster and allied subjects / topics related to its preparedness, mitigation, rehabilitation & response, which will include theoretical aspects in the form of lectures, presentations, case studies and demonstrations.

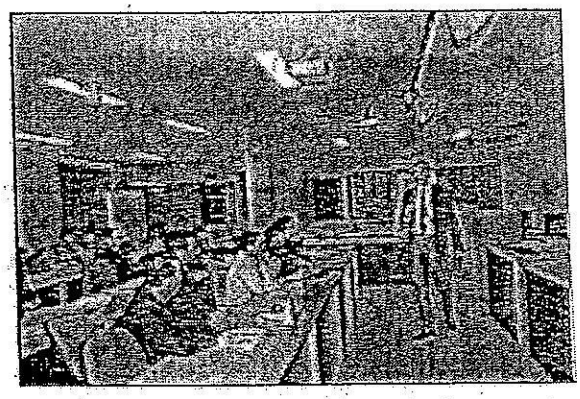
The course will be completed by lectures, content search by the students, discussion, tutorials and practicals. The course has been designed for maximum flexibility providing students with the opportunity to develop knowledge on disaster preparedness and rehabilitation, sustainable development including framework and skills for addressing anticipated hazards, disaster and complex emergencies with emphasis on either post development or majority world context. The skills required for evaluation and planning in the core areas of Remote Sensing, GIS, GPS and of Early Warning Systems, preparedness, immediate and long term response systems with focus on hazards, disaster information systems, bio physical, ecological environmental hazard, human vulnerabilities and resilience. The role of institutions after disasters and capacity building on institutional development (national, international, transnational, governmental, civil societies etc.) are also included. The course offers an opportunity for in depth study of social, environmental and engineering aspects of disaster preparedness.

Collaborating Institutions/Agencies

These Institutions/Agencies include National Institute of Disaster Management (NIDM), National Disaster Management Authority (NDMA), WHO, GGSIPU, International Federation of Red Cross and Red Crescent Societies (IFRC), International Committee of the Red Cross (ICRC), Partner National Societies (PNSs) and other Government Agencies, etc.

Infrastructure and Major Central Facilities

IRCS is equipped with basic infrastructure facilities like Disaster Management Center, Class Rooms, Central Training Institute in Bahadurgarh, Internet Facilities, Site Maps, Water Sanitation Units, Mobile Health Units, etc. for field studies.



Prof. Mitra Basu, HOD, INMAS, DRDO taking a session on CBRN on 9.1.2017

Library

IRCS has a well equipped library having books related to disaster preparedness and management studies.

Disaster Management Centre

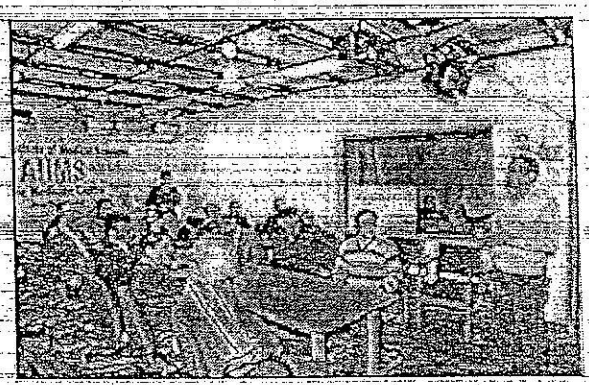
IRCS has airconditioned lecture hall in DMC and in NHQ main building with a capacity of about 60, equipped with multimedia, plasma screens, video conferencing, computer and printing facility and an auditorium in Bahadurgarh with the capacity of about 100.



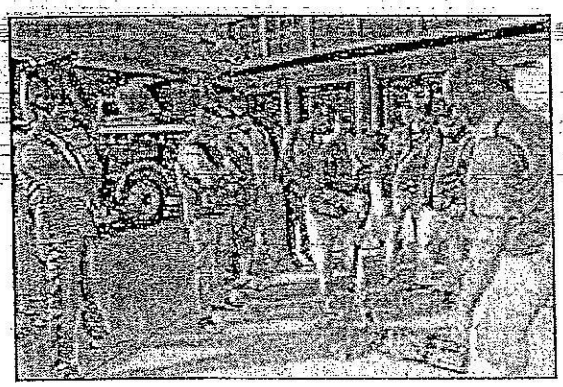
A field visit of students to the IRCS Regional Warehouse, Bahadurgarh on 7th January, 2017

Multipurpose Conference Facility

IRCS has multiple halls with video conferencing facility (Adobe Connect Software).



A visit of students to the Telemedicine centre at AIIMS, New Delhi on the 16th January, 2016



Demonstration on managing disaster due to fire underway at Delhi Fire Services, Connaught Place, New Delhi on 26th October 2016

Indian Red Cross Society

The Course Module

MODULE I

Code No.	Topic	Credits
DP&R 101	Introduction to Dimensions of Natural and Manmade Disasters	4
DP&R 102	Policy and Legal Framework and International Humanitarian Law	2
DP&R 103	Agencies Dealing in Disasters and Role of Funding Agencies	2
DP&R 104	Risk Assessment, Reconstruction and Rehabilitation in disasters	3
DP&R 105*	Incident Command system	2
DP&R 106*	Project Work/Assignment	3
	Total Credits	**16**

**Non University Examination System (NUES)*

MODULE II

Code No.	Topic	Credits
DP&R 107	Informatics and Communication System in Disaster Preparedness and Response	3
DP&R 108	Geo-informatics for Disaster Preparedness and Rehabilitation	3
DP&R 109*	Reporting, information and documentation in Disasters	1
DP&R 110*	Management issues in Disaster Preparedness and Response	2
DP&R 111	Health and consequences of disaster and its preparedness and planning	3
DP&R 112	Psycho-Social and Mental Health support	1
DP&R 113*	Rehabilitation	1
DP&R 114*	Project work (minor)	4
	Total Credits	**18**

**Non University Examination System (NUES)*

MODULE III

Project Work : Dissertation* **Unit Code - DP & R 115-118**

Code No.	Topic	Credits
DP&R 115*	Progress Reports	2
DP&R 116*	Seminar	2
DP&R 117*	Comprehensive Viva	2
DP&R 118*	Dissertation	14
	Total Credits	**20**

**Non University Examination System (NUES)*

Module I	16
Module II	18
Module III	20
Grand Total	54

Note :

1. The total number of credits for the programme for Postgraduate Diploma in Disaster Preparedness and Rehabilitation is 54. However, for the award of the diploma, a student shall be required to earn the minimum of 50 credits.
2. As per university norms, a student shall be required to have a minimum attendance of 75% or more in a trimester.
3. Each student shall be required to appear for examination to obtain a Diploma.
4. Medium of instruction is English.

b) *End Term Examination :* 75% weightage

List of Candidates

YEAR 2016-2017 (Eleventh Batch)

1. Mr. Rajan Sarmah (Self Sponsored)
2. Dr. Wajid Nazir (GB Pant Hospital)
3. Mr. Gurdeep Singh (Fire Safety Equipment)
4. Mrs. Vijay Lakshmi Sharma (Rajya Sabha Security)
5. Mr. Bhupender Kumar (Rajya Sabha Security)
6. Mr. Prabhjot Singh (Rajya Sabha Security)
7. Surg. Cdr K Pradeep Shankar (Navy)
8. Dr. Rohit Kumar (Sanjay Gandhi Memorial Hospital)
9. Dr. JK Basu (Sushrut Trauma Centre)
10. Mr. Amit Tyagi (SJH)
11. Mr. Jagdeep Singh (SJH)
12. Mr. Lokindra Singh (SJH)
13. Ms. Meenu Bali
14. Mr. S R Naik (AP Bhawan)
15. Mr. Ajmer Singh (NPL)
16. Mr. Devesh Gupta (Taxation Advisor)
17. Mr. Pardeep (Airforce)
18. Mr. Mohd. Ibney Ali (Reliance)
19. Mr. Ashish Baliyan (SJH)
20. Mr. Deepak (SJH)

Year 2015-2016 (Tenth Batch)

1.Shri Bharat Bhushan Yadav (Parliament Security)
2.Shri Sanjay Singh Kaintura (Parliament Security)
3.Mr Surinder Singh (Parliament Security)
4.Mr.Himmat Singh (Parliament Security)
5.Dr.Ram Vakil (Parliament Security)
6.Mr. Uday Kumar (BSF)
7.Mr. Shailesh Kumar Mishra (BSF)
8.Mr. Mahendra Singh Sisodia (M.O.R&T)
9.Cdr.Sanjeev Thapa (NAVY)
10.Dr.K.Ananth Kini (NAVY)
11.Dr.Manik Relan (WHO)
12.Mr.Garish Chandra Gaur (WHO)
13.Mr.Dheerandra Tyagi (WHO)
14.Mr.Manoj Kumar (DHS)
15.Mr.Peeyush Sharma (Army)
16.Mr.Satya Devan.K (MHA)
17.Mr.Amrish Kumar Niranjan (NCW)
18.Mrs.Rina Tripathi (IRCS)
19.Mr.Sarweshwar Kumar Gautam (DU)
20.Dr.Obaid Ahmed Rizvi (BSF)
21.Mr.Gaurav Chaturvedi (IDBI)
22.Mr. S Ravi Shankar (BSNL)
23.Mr. Raj Kumar Soni (MHA)
24.Mr.Mukesh Panwar (BSF)
25.Dr.(Mrs) Jyoti Rawat (CGHS)
26.Dr.Purshottam Kr.Roy (DHS)
27.Mr.Uma Raman Sahni (SJH)
28.Mr.Sushil Kumar Mishra (SJH)
29.Mrs.Jasvinder Kaur (SJH)
30.Mrs.Malti Kathuria (SJH)

YEAR 2014-2015 (Ninth Batch)

1. Mr.Tilak Raj Thakur *(Navy)*
2. Mrs. Kiran Misra *(MHA)*
3. Mr.Irfan Ahmed Khan *(MHA)*
4. Dr.Shib Narayan Jana *(Homeo)*
5. Mr.Jayanta Banerjee *(Air Force)*
6. Dr.Padmalaya Rath *(CCRHS Homeo)*
7. Mr.Lakh Ram Panchal *(BSES)*
8. Mr.Krishan Pal Singh *(Air Force)*
9. Wg.Cdr Sanjay Kumar Agrawal *(Air Force)*
10. Mr.Divyanshu Kumar *(IIMS, JNU)*
11. Dr.Sobhit Gupta *(DHS)*
12. Dr. Madan Lal *(DHS)*
13. Mr Arun Kumar Jain *(LS)*
14. Mr Dinesh Singh *(LS)*
15. Mr.Amol P.Deshpande *(RS)*
16. Mr.Aryendra Singh Tomar *(RS)*
17. Mr.Ajay Kumar Bamwal *(RS)*
18. Mr.Vishal Bargoti *(Dion Global)*
19. Mr.Kanwar Pal *(Home Guard)*
20. Mr.Tarique Sohail *(NIDM)*
21. Mr.Ashutosh Verma *(MoSJ&Emp)*
22. Dr.Nishchal Gupta *(Homeo)*
23. Mr.Kardar Zaman *(MES)*
24. Dr. Vikram Singh *(NAVY)*
25. Sh. Ranjit Kumar Jha *(MHA)*
26. Mrs. Manorama Kumari *(RML)*
27. Mr. Mahender Singh *(RML)*
28. Mrs. Vatsala Bhursy *(SAARC)*
29. Mr. Preett Pal Singh *(Army)*
30. Mr. Anurag Verma *(NBCC)*
31. Mr.Chandresh Kumar *(NBCC)*
32. Capt.Sabarjit Butalia *(Merchant Navy)*
33. Col. Shiel Joshi (Army)

YEAR 2013-14 (Eighth Batch)

1. Dr. Mukesh Naga, *SJH*
2. Mrs. Renu Bapdolia (Saini), *SJH*
3. Mrs. Asha Parveen, *SJH*
4. Mrs. Kavita Garg, *DOPT*
5. Col. A. Mathialagan, *Army*
6. Mr. Amit Sareen, *Private*
7. Mr. Devendra Yadav, *Rajya Sabha*
8. Mr. Ajay Kumar, *Rajya Sabha*
9. Mr. Rajesh Singh Panwar, *BSNL*
10. Mr. Raj Kumar, *BSNL*
11. Mr. Birendra Kumar Singh, *DOPT*
12. Dr. Rajendra Kumar Anand, *LHMC*
13. Dr. Lalita Chaudhary, *LHMC*
14. Mr. Sanjay Tiwari, *TPT*
15. Mrs. Bharti Katre, *RML Hosp.*
16. Ms. Smita Nooreen Khan, *Self*
17. Mr. Jagir Singh, *Lok Sabha*
18. Mr. Sanjay Verman, *Lok Sabha*

Indian Red Cross Society

List of Candidates

19. Mr. Chander Singh Bist, *DOPT*
20. Mr. Surendra Thakur, *MoHA*
21. Mr. Ranjan Kumar, *SAARC*
22. Mr. Deepak Kumar, *Navy*
23. Ms. Yashika Sharma, *SAARC*
24. Mr. Mahasher Hussain, *NDRF*
25. Dr. Nitin Sethi, *RML*
26. Mrs. Gurmeet Kaur Bagga, *RML*
27. Ms. Dimple Verma, *NBCC*
28. Mr. Sathyaraj C.M., *SAI*
29. Mr. Manikant Sharma, *SAI*
30. Ms. Shaini Rajeev, *NGO*
31. Mr. Shailesh Kumar, *MCD*
32. Dr. Someshwar Bardoloi, *RTR Hosp.*
33. Mr. Mansukhram Dagar, *Indian Navy*
34. Mr. Rakesh KM, *Air Force*
35. Mr. Sapan Kumar Gore, *Air Force*
36. Mrs. Shikha Mandial, *Self*
37. Mr. Vikas Rawat, *DMRC*
38. Mr. Prabodh Pandey, *DMRC*
39. Ms. Simajit Kaur, *SJH*

YEAR 2012-13 (Seventh Batch)

1. Sh. Om Prakash, *Consumer Affairs*
2. Sh. Bency Iype, *SJH*
3. Dr. Chaman Prakesh, *SJH*
4. Mrs. Daya Wati, *SJH*
5. Mrs. Sunita Beniwal, *SJH*
6. Mr. Eldho. M.Varghese, *SJH*
7. Sh. Vinay Kumar Gupta, *Judiciary*
8. Sh. Lokmanya Singh, *SJH*
9. Sh. Nityanand Gupta, *NDRF*
10. Sh. Dinesh Chandra Verma, *School Teacher*
11. Dr. Honnamma, *CGHS*
12. Sh. Ashok Kumar Singh, *MO Shipping*
13. Sh. Manish Lamba, *Pvt. Co.*
14. Sh. Sanjay Kumar Panday, *Rajya Sabha*
15. Sh. Purshottam Kumar Gautam, *Rajya Sabha*
16. Dr. Jai Prakash, *CGHS*
17. Dr. Ajay Behl, *LNJP Hospital*
18. Mr. Anil Kumar, *MoH&FW*
19. Dr. R. Sakankaranaryanan, *DHS*
20. Dr. Nagendra Kumar, *CGHS*
21. Sh. Vivin Kumar Ahuja, *DDA*
22. Sh. Pradeep Kumar Bhaskar, *DDA*
23. Dr. Jay Prakash Paliya, *DHS*
24. Dr. Vipin Yadav, *DHS*
25. Mr. Ravi Gupta, *Lok Sabha*
26. Mr. Dayanand, *Lok Sabha*
27. Mr.Sanjiv Kumar, *Pvt .Co.*
28. Mr. Anuj Sharma, *Pvt. Co.*
29. Mr. Ankur Sharma, *Pvt. Co.*
30. Dr. Anil Kumar, *Air Force*
31. Dr. Indranil Ghosh Mondal, *AYUSH*
32. Dr. Abdul Qayyum, *AYUSH*
33. Dr. Srinivas Rao Chinta, *AYUSH*
34. Dr. Rakhi Mehra, *AYUSH*
35. Sh. Harjinder Singh, *Army (Retd.)*
36. Dr. T. Divakara Rao, *AYUSH*
37. Sh. Jagpal Singh Deshwal, *MCD*

YEAR 2011-2012 (Sixth Batch)

1. Sh. Sanjeev Sharma, *SJH*
2. Mrs. Madhu Bains, *SJH*
3. Dr. N. Sitalakshmi, *SJH*
4. Ms. Richa Bhardwaj, *YMCA*
5. Sh. Sanjeev Sharma, *Pvt. Company (MNC)*
6. Rajni Jaiswal, *Jamia Hamdard*
7. Mr. Gautam Das, *UNICEF*
8. Smt. Gowri S. Nair, *Min. of Shipping*
9. Dr. Manoj Kamalakar Nesari, *AYUSH*
10. Dr. D.C. Katoch, *AYUSH*
11. Dr. Syed Asad Pasha, *AYUSH*
12. Dr. Raghu. A, *AYUSH*
13. Dr. Braj Bihari Prasad, *DHS*
14. Dr. Prafull Kumar, *DHS*
15. Dr. Kalpana Chandra, *DJB*
16. Dr. Mina Chandra, *CGHS, RML*
17. Ms. Rachna, *Self Sponsored*
18. Dr. Anil Kumar, *CGHS*
19. Dr. Shekhar Yadav, *RML Hosp.*
20. Sh. Brajesh Jaiswal, *IMD*
21. Mr. Sunil Kumar, *NDRF*
22. Sh. Sarvesh Narain, *Rajya Sabha*
23. Sh. K.S. Mani, *Rajya Sabha*
24. Sh. S.K. Tiwari, *Rajya Sabha*
25. Col. A.K. Kadyan, *ARMY*
26. Dr. Shailesh Kumar Singh, *CGHS*
27. Dr. Sushil N.G. Laigun, *CGHS*
28. Wg. Cdr. Anjali Gautam, *Air Force*
29. Sh. Abhilash Kumar Malik, *DMRC*
30. Sh. Sanjeev Kumar, *DMRC*
31. Mr. Sanjay Kumar, *DIAL*
32. Mrs. Surbhi Saxena, *DDMA*
33. Sh. R.K. Srivastava, *Dy. Commandant, NDRF*
34. Sh. Kishor Kumar Bhardwaj, *Moser Baer India Ltd.*
35. Dr. Ved Pal Yadav, *LNJP*
36. Sh. Sanjay Pant, *MoHFW*
37. Sh. Sandeep Kumar, *MoHFW*
38. Dr. Arnab Mandal, *Self*

List of Candidates

YEAR 2010-11 (Fifth Batch)

1. Dr. Gaurav Sharma, *AYUSH*
2. Dr. Janardan Panday, *AYUSH*
3. Sh. Sajan Kumar, *MCD*
4. Sh. Vinod Kumar Bhardwaj, *Civil Defence*
5. Sh. Amit Bahadur Srivastav, *Hilton Hotel*
6. Dr. Sourabh Narayan, *DHS*
7. Dr. Lily Gangmei Rongmei, *DHS*
8. Dr. Rajeev Kumar, *DHS*
9. Dr. Manoj Kumar Gupta, *DHS*
10. Sh. Asheesh, *ESIC*
11. Dr. Sanjay Kumar Gupta, *Hindu Rao Hospital*
12. Sh. Ravi Chander Kapoor, *ICMR*
13. Dr. Vinu Khanna, *LHMC*
14. Sh. Vijay Prasad Singh, *MH & FW*
15. Dr. Bina Niltatna, *CGHS*
16. Dr. Praveen Kumar Meena, *CGHS*
17. Dr. A.S. Nigam, *CGHS*
18. Dr. Rajesh Bhatnagar, *CGHS*
19. Dr. Roopinder Kaur, *CGHS*
20. Dr. Ranjana Gupta nee Garg, *CGHS*
21. Sh. Jai Prakash, *MH & FW*
22. Ms. Bhupinder Kaur, *RML Hosp.*
23. Ms. Jayakumari Chikkala, *RML Hosp.*
24. Dr. B.P. Sharma, *SJH*
25. Dr. Prem Kumar, *SJH*
26. Dr. Sandeep Sharma, *SJH*
27. Sh. D.B. Sharma, *Rajya Sabha*
28. Sh. Sameer Kapoor, *Rajya Sabha*
29. Sh. Rama Nand, *Rajya Sabha*
30. Sh. Kuldeep Kumar, *Rajya Sabha*
31. Sh. Chetan Mehrotra, *WHO*
32. Sh. Sibi Thomas Parackattu, *WHO*
33. Sh. Gaurav Prakash, *WHO*
34. Sh. Sheelu Joseph, *WHO*
35. Dr. Balmiki Prasad, *Civil Aviation*
36. Sh. Parameswaran Nair K., *Civil Aviation*
37. Dr. Vijay Rai, *DHS*
38. Dr. Jyoti Prakash, *DHS*
39. Sh. Prem Raj Sharma, *Law Commission*
40. Dr. Rameshwar Sorokhabam, *CGHS*

YEAR 2009-10 (Fourth Batch)

1. Dr. Zubair Rashid, *Moolchand Medicity*
2. Dr. Sutar Ashish Narendra, *International Trade Tower*
3. Ms. Kiran Rawat, *Dev Samaj Modern Sr. Sec. School*
4. Ms. Sujaya Dey, *NGO*
5. Brig. Satish Kumar Bahl, *Amity International*
6. Gp. Capt. Girish Chandra,
7. Shri Dev Kumar Varshney, *ONGC*
8. Shri P.J. Soundararajan, *Deptt. of Agriculture*
9. Shri Ajit B. Chavan, *MOH&FW*
10. Shri Rameshwar Dass Indora, *MOH&FW*
11. Shri Arun Kumar, *Yojana Bhawan*
12. Mr. Ganga Kumar, *MOH&FW*
13. Mr. Summit Kr. Sachan, *MOH&FW*
14. Mr. Alok Kumar Karn, *Min. of I & B*
15. Dr. Kailash Chander Aggarwal, *SJH*
16. Shri Sourabh Chatterjee, *WHO*
17. Shri Amust Sanjay John, *WHO*
18. Shri Mayank Bansal, *WHO*
19. Dr. Avinash Sadashivaiah, *IFRC*
20. Shri Prabin Kumar, *ASI*
21. Dr. Anil Kumar Chindalia, *CGHS*
22. Shri Anil Kr. Parashar, *NHRC*
23. Dr. Anamika, *National Industrial Training Centre*
24. Shri Kailash Chandra Gupta, *DFS*
25. Shri Santokh Singh, *Fire Station, Delhi*
26. Shri Ranjan Kumar Sen, *Ircon Inter Ltd.*
27. Shri Manish Raj, *MOH&FW*
28. Dr. Chanchal, *RML Hosp.*
29. Dr. Laxmi Narain Gupta, *RML Hosp.*
30. Dr. Gyanesh Jain, *RML Hosp.*
31. Shri A.K. Sinha, *ASI*
32. Shri V.K. Swarnkar, *ASI*
33. Dr. Piyush Bhatt, *ASI*
34. Dr. Vikas Kumar Raj, *Delhi Prison*
35. Dr. R.K. Chaubey, *Dada Dev Mata Avum Shshu Chikitsalya*
36. Shri Dipesh, *Aayu Dham Old Age Home, Jatikara*
37. Dr. Ajay Kumar, *SJH*
38. Shri Rajesh Kumar Malik, *NGO*

ham Old Age Home, Jatikara
37. Dr. Ajay Kumar, *SJH*
38. Shri Rajesh Kumar Malik, *NGO*

YEAR 2008-09 (Third Batch)

1. Dr. Vijendra Kumar, *CGHS*
2. Dr. Tripurari Kumar, *DHS*
3. Dr. Arun Sahai, *NDMC*
4. Dr. Jayanthi Mani Nee Murthy, *CGHS*
5. Dr. Om Prakash Meena, *CGHS*
6. Dr. Dharam Raj Singh, *CGHS*
7. Dr. Mehmood Hussain, *Distt. Hospital, Rajouri (J&K)*
8. Mr. Jasbir Singh, *NDMC*
9. Dr. Avind Thergaonkar, *SJH*
10. Dr. Hari Gopal Vyas, *SJH*
11. Shri K.J. Joseph, *MOH&FW*
12. Dr. Mrs. Snehal Bhave, *CGHS*

Indian Red Cross Society

List of Candidates

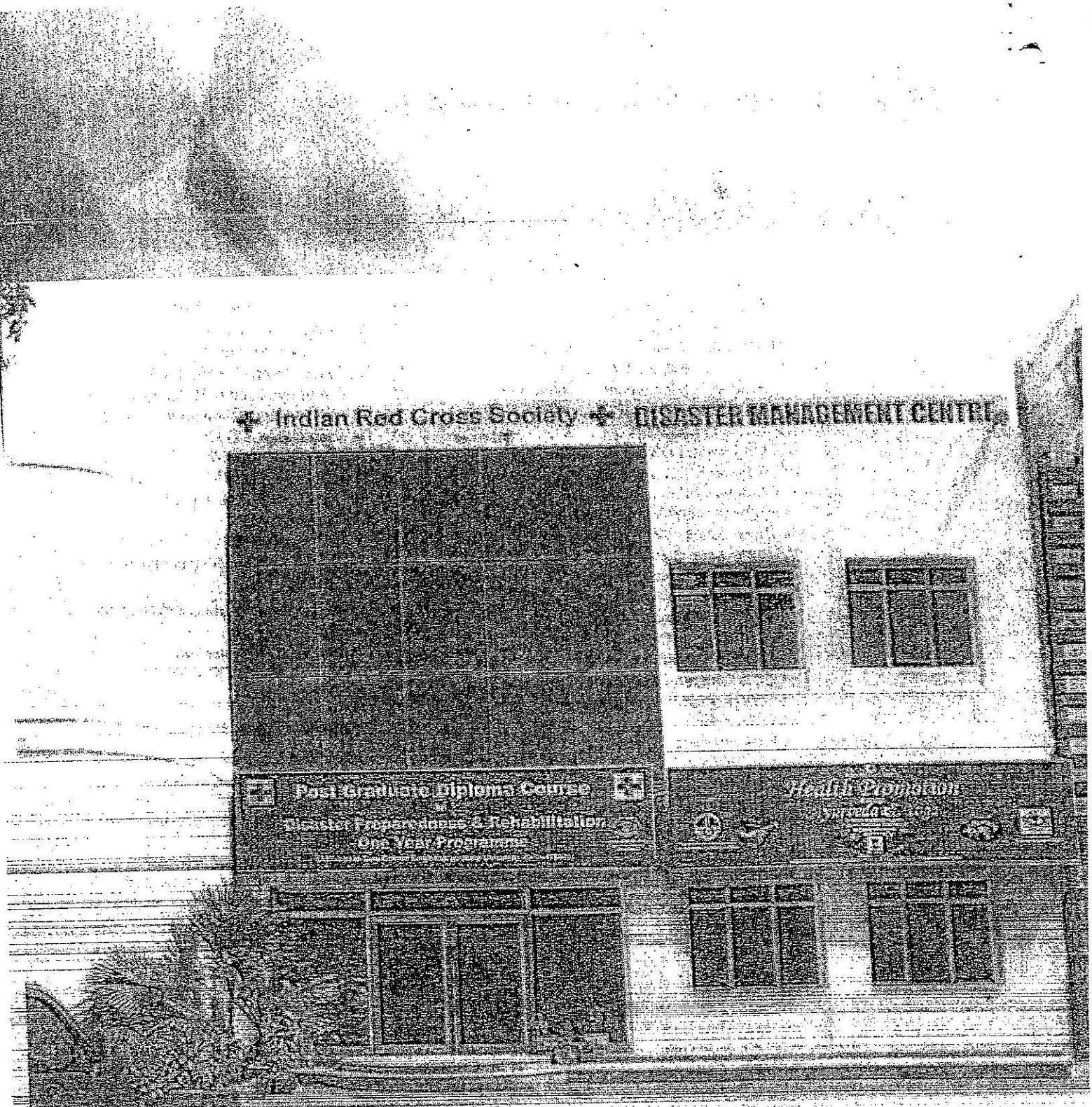
13. Dr. Kalarani Manoharan, *CGHS*
14. Dr. S.R. Saroj, *CGHS*
15. Shri Rajendra Prasad Sati, *MOH&FW*
16. Shri Lavkesh Sehgal, *MOH&FW*
17. Dr. Kuldeep Singh Sachdeva, *MOH&FW*
18. Mr. Ram Sahay Meena Kalky, *MOH&FW*
19. Shri N.J.V. Prasad, *ONGC*
20. Dr. D.S. Rawat, *ONGC*
21. Mr. Ashwani Kumar, *Dept. of Shipping*
22. Dr. Anindya Sekhar Bose, *WHO*
23. Mr. Mohammed Shakil, *WHO*
24. Ms. Rama Arora, *WHO*
25. Dr. Gunasekara Mahesha, *SARD*
26. Dr. Bhanu Pratap Maurya, *SARD*
27. Smt. Shikha Paul, *MOH&FW*
28. Dr. Pankaj Agnihotri, *CGHS*
29. Dr. Om Narayan Prasad, *CGHS*
30. Col. Manish Mohan Erry, *Defence*
31. Lt. Col. S. Singh Sihag, *Indian Army*
32. Mr. Disoj Kumar Farashwal, *Min. of Defence*
33. Col. Ravindra Singh Rawat, *Min. of Defence*
34. Mr. Ravi Agarwal, *NGO*
35. Dr. Vineet Arya, *CGHS*
36. Ms. Yogita Bhayana, *NGO*
37. Mr. Mithlesh Singh, *M/s Pylon India, New Delhi*
38. Ms. Ankita Anand, *NGO*
39. Dr. A.P. Singh, *Doctor (Retd., CGHS)*

YEAR 2007-08 (Second Batch)

1. Dr. S.K. Sharma, *MOH&FW*
2. Shri Neeraj Kumar Gupta, *Judiciary*
3. Ms. Pinki Gupta, *Judiciary*
4. Mr. Darpan Dureja, *IFRC, India Office*
5. Shri Bhavesh Sodagar, *IFRC, India Office*
6. Col. (Dr.) Bajpai, *Min. of Defence*
7. Dr. S.N. Yadav, *RML Hosp*
8. Dr. Madav Ram, *WHO*
9. Mr. M.K. Rajan, *WHO*
10. Shri Jagtar Singh, *WHO*
11. Dr. M.K. Rai, *CGHS*
12. Dr. Narendra Deo, *NDMC*
13. Col. (Dr.) T.S. Sachdeva, *Min. of Defence*
14. Shri Bal Mukand Chaurasia, *ONGC*
15. Ms. Moumita Datta, *DMRC*
16. Ms. Lily Choudhury, *Govt. of Assam*
17. Ms. Ruchika Sharma, *Don Bosco Ashalayam*
18. Dr. Kumar Rajan, *WHO*
19. Dr. (Mrs.) Amita Bahl, *CGHS*
20. Dr. T. Shyamcharan Singh, *CGHS*
21. Dr. Jasvinder Singh, *CGHS*
22. Dr. Janak Pal, *CGHS*
23. Dr. Jitendranath Murmu, *CGHS*
24. Dr. Amit Ranjan Garbriyal, *CGHS*
25. Dr. Chinmoya Kumar Mohanty, *CGHS*
26. Dr. Mihir Ranjan Bhowmick, *CGHS*
27. Dr. Sandip Deb, *CGHS*
28. Dr. Lanuwapang, *CGHS*
29. Shri K.L. Garg, *IDBI*
30. Shri R.V. Subramanian, *GAIL*
31. Shri Tarun Kumar, *Bharat Petroleum Corpn. Ltd.*
32. Shri Pradip Kumar Mukhopadhyay, *MOH&FW*
33. Shri Ajay Kumar Mishra, *MOH&FW*
34. Dr. Kapil Sharma, *Border Roads Organisation*
35. Lt. Col. (Dr.) Sanjay Kumar, *Min. of Defence*

YEAR 2006-07 (First Batch)

1. Mr. Faquir Chand, *Cabinet Secretariat*
2. Mr. Mrityunjai Kumar, *ICMR*
3. Ms. Yachika Verma, *National Legal Service Authority*
4. Mr. Kunal Chatterjee, *Armed Forces Medical Sciences*
5. Ms. G. Jaya Kumar, *American Red Cross*
6. Ms. Rajkanya Ray, *American Red Cross*
7. Mr. Anshuu Bhutani, *WHO*
8. Mr. Kavi Bhasin, *Kavi Motors*
9. Mr. Rajiv Gupta, *SPEC, India*
10. Mr. K.K. Mittal, *Deptt. of Fertilizers*
11. Mr. Pranay Kumar Dutta, *WHO*
12. Mr. Dharmin K. Thacker, *IFRC*
13. Mr. Amit Kumar, *IFRC*
14. Mr. Amit Sharma, *IFRC*
15. Mr. R.S. Seth, *Supreme Court of India*
16. Mr. Kuldeep Singh Gill, *Supreme Court of India*
17. Mr. S.N. Mishra, *CGHS*
18. Mr. Arvind Kumar, *CGHS*
19. Mr. Sudarshan Kumar Mehra, *CGHS*
20. Mr. Anil Kumar Pandey, *Ministry of Panchayati Raj*
21. Mr. Bidhu Bhushan, *CGHS*
22. Mr. Rakesh Kumar Goyal, *CGHS*
23. Mr. Basab Gupta, *CGHS*
24. Mr. Srikanta Barik, *CGHS*
25. Ms. Anita Jain, *CGHS*
26. Mr. Sanjay Singh Kathait, *LSR Institute*
27. Mr. Neeraj Solanki, *LNJP Hospital*



Indian Red Cross Society

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THROUGH HUMANITY TO PEACE

Indian Red Cross Society

(CONSTITUTED UNDER ACT XV OF 1920)

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Phones : (PBX Lines) 23716441, 42, 43
Website: www.indianredcross.org
Email : ircs@indianredcross.org

Headquarters :
1, RED CROSS ROAD
NEW DELHI - 110 001

PWD/2019/16219
25/07/2019

No.A-33018/PGDP&R/2019-20 July 2019

CIRCULAR

Sub: Admission to the 13th batch (2019-20) of one year (Part-time) Post Graduate Diploma course in Disaster Preparedness and Rehabilitation, affiliated to Guru Gobind Singh Indraprastha University (GGSIPU), Delhi.

A. Introduction:

Indian Red Cross Society (IRCS) was established by the Parliament under the Indian Red Cross Society Act XV of 1920. As per the mandate, IRCS is an auxiliary to the State and to the Armed Forces Medical Services in their humanitarian pursuits.

2. The Indian Red Cross Society (IRCS) is the leading statutory humanitarian organization in the country having a network of 36 State/Union Territories Branches with their more than 700 district/sub-district/Tehsil branches across India.

3. IRCS is engaged in Disaster Relief, Response & preparedness, Community Services, Training, Blood services, Health sector and care of community.

4. The Hon'ble President of India is the President of the Society and the Hon'ble Union Minister for Health & Family Welfare is its Chairman. In the states, the Hon'ble Governor is the President and in the District, the Deputy Commissioner/District Magistrate is the President of the district branch of the Red Cross.

B. Regarding the Course:

The IRCS is conducting a One Year (Part Time) Post Graduate Diploma Course in Disaster Preparedness and Rehabilitation since 15th Sept 2006. This course is affiliated to the GGSIP University, Delhi.

2. The objective of the course is to develop a cadre of experts in the departments which they serve, who would in times of need, respond to disasters efficiently and effectively. This course further aimed to strengthen capacity of the officials working in the various departments. The IRCS gives preference to sponsored candidates from the Government, International Organizations, Partner National Societies (PNSs), Local bodies, Public sector undertakings (PSUs), Central public sector enterprises (CPSEs) etc. So far, IRCS 378 persons have been trained in the last 12 batches. The majority of them were nominated.

...2

3. The Admission brochure and prospectus for the 13th batch is attached for your kind information. The same is available at the website www.indianredcross.org/education.htm. The minimum eligibility for applying is Graduation in any field. The admission procedure will be based on criteria as per guidelines of the GGSIP University. For admission, you are requested to visit the web-link as follows:
http://www.ipu.ac.in/Pubinfo2019/Admission2019mian/adm2019notices/ADMBRO2019DIPLOMA160719.pdf. The application form is available online at the website as mentioned above. Shortlisted candidates will be required to pay course fee of **Rs. 27,000/-.**

4. **You are requested to kindly consider sponsoring suitable candidates for the course.**

Should you need any help may contact Ms. Bindu Aggarwal, Course In-charge (9717713537, binduaggarwal@indianredcross.org) and Mr. Tapash Kr. Saha Roy (9810105041, tksroy.ircsnhq@gmail.com).

Vanshree

(Dr. Vanshree Singh)
Course Director

Encl:
1. Brochure for Information
2. Prospectus

To
Principal Secretary
DEPARTMENT OF PUBLIC WORKS
(Govt. of NCT of Delhi),
5th Level, B-Wing, Delhi Secretariat,
I.P. Estate, New Delhi-110002

ADMISSION BROCHURE FOR ACADEMIC SESSION 2019-20

Diploma Programmes

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Guru Gobind Singh Indraprastha University

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CHAPTER- 1: Admission to Post Graduate Diploma Programme(s)

The admissions to the Diploma programmes of studies in the Guru Gobind Singh Indraprastha University (GGSIPU) are primarily through this brochure. This admission brochure is to be read in continuation of the previously notified admission brochure (and parts thereof) for the Academic Session 2019-20 and, other notices and circulars of the University notified from time to time on the University website http://www.ipu.ac.in, shall be binding on all applicants. In case of any dispute, the decision of the Vice-Chancellor, Guru Gobind Singh Indraprastha University, Delhi shall be final.

The admission to the Master of Vocation in the Guru Gobind Singh Indraprastha University (GGSIPU) are on Merit of the qualifying Examination. The programme(s) groups are assigned a unique CET code. The CET code for that programme or programme group is treated as Admission Code. Thus without creating any ambiguity, this document may use the term CET code or Admission Code as synonymous.

The University reserves the rights to add or remove any programme from the list of programmes grouped together for the purpose of admissions.

The University reserves the right to cancel any CET.

Only Indian / Overseas Citizens of India / Nepal citizens candidates are eligible for admission through this admission brochure subject to fulfilment of eligibility and admission criterion(s).

Terms and conditions notified in this brochure, and notified time to time on the University website http://www.ipu.ac.in, shall be binding on all applicants. In case of any dispute, the decision of the Vice-Chancellor, Guru Gobind Singh Indraprastha University, Delhi shall be final.

1.1 Diploma Programmes

S.No.	Name of CET	Abbreviated Name	CET Code
1	Advanced Diploma in Child Guidance and Counselling (One year)	ADCGC	175
2	Post Graduate Diploma in Yoga Therapy for Medicos and Paramedicos (One year)	PGDYTMP	176
3	Post Graduate Diploma in Security Management (One year)	PGDSM	177
4	Post Graduate Diploma in Victimology and Victim Assistance (One year)	PGDVVA	178
5	Post Graduate Diploma in Cyber Crime and Law (One year)	PGDCCL	179
6	Post Graduate Diploma in Disaster Preparedness and Rehabilitation (one year part time programme after office hours)	PGDDPR	180

NOTE:

1. All applicants must fill the appropriate application form for applying to a programme / CET code.
2. All applicants must appear in the appropriate CET for admission except for PGDYTMP and PGDDPR. Only CET qualified applicants shall be considered for admission (except for PGDYTMP and PGDDPR), through the University counselling, subject to fulfillment of eligibility and admission criteria.
3. For PGDYTMP(CET Code - 176), and PGDDPR (CET Code - 180) no CET (Common Entrance Test) shall be held, Admission to these programmes shall be on the merit prepared on the basis of qualifying degree marks through the University counselling, subject to fulfillment of eligibility and admission criteria.
4. Merely filling the application form or appearing in CET does not entitle the applicant to admissions.

1.2 Application Form Fee

All the candidates shall submit form only through online mode. The application form is available at the University website http://www.ipu.ac.in. The application form along with the fee of Rs. 1000/-

excluding processing charges and taxes, as applicable, shall be submitted from 16th July, 2019, onwards (unless specified otherwise). The application fee, the processing charges and taxes shall not be refundable under any circumstances. Please keep a copy of the filled form (after payment) for records and further processing.

1.3 Important Dates/Time

1. For these programme the application form shall be available on the university website http:\\www.ipu.ac.in from 16th July, 2019.

2. The Schedule of application forms and CETS are as follows:

Sl. No	CET Code	CET Name	Last Date of Application (UPTO 4 PM)	CET Date	CET Time	Date of Declaration of Result (Latest by)
1	175	ADCGC	31st July, 2019 Wednesday	10th August, 2019 Saturday	10.30 AM to 12.30 PM	16th August, 2019 Friday
2	176	PGDYTMP	31st July, 2019 Wednesday	NO CET		
3	177	PGDSM	31st July, 2019 Wednesday	10th August, 2019 Saturday	2.00 PM to 4.00 PM	16th August, 2019 Friday
4	178	PGDVVA	31st July, 2019 Wednesday	11th August, 2019 Sunday	10.30 AM to 12.30 PM	16th August, 2019 Friday
5	179	PGDCCL	31st July, 2019 Wednesday	11th August, 2019 Sunday	2.00 PM to 4.00 PM	16th August, 2019 Friday
6	180	PGDDPR	31st July, 2019 Wednesday	NO CET		

NOTE:

1. The applications should be submitted on or before the last date. On the last date of application, the application can be submitted by 4.00PM only.
2. All applicants shall have to appear in person for verification of documents as per schedule (to be notified by the University) at designated centres.
3. Only the applicants who get their documents verified shall be considered for admissions. The candidates / applicants who do not appear for document verification shall not be considered for admissions.
4. The eligibility for admissions shall be verified at the time of counseling.
5. The schedule of counseling shall be notified on 16.08.2019 on the university website http://www.ipu.ac.in.

1.4 Important Instructions

1. The term "University", in this admission brochure shall mean the Guru Gobind Singh Indraprastha University.
2. The application forms shall be available in the online mode only from the University Website: http://www.ipu.ac.in
3. The last date of application may be extended for any programme(s) / CETs.
4. It is the responsibility of the candidates to ascertain whether he/she possesses the requisite eligibility and qualifications for admission. Applying for a particular programme does not necessarily mean acceptance of eligibility (Chapter 2). Every applicant for a particular course must satisfy the eligibility criterion as specified in this brochure (or its amendments/corrections).
5. The applicants are advised to keep the details of their login id and the password secure and safe.

6. Applicants should be careful in choosing the programmes that they apply for, as no change would be permissible after the application has been submitted.

7. From the merit of a specific CET Code, admissions are in general made to a specific set of programmes of studies. This document illustrates the list of programmes to which admissions were made in the academic session 2019-20. The University may add or remove programmes of studies from any or all CET Codes.

8. After the application for any programme is submitted, if there is any mistake in date of birth, spelling mistake in name of applicants or the parents name or in the choice of category/region claimed for the purpose of availing reservation, the applicant must submit an application in physical form (together with applicable processing fees of Rs. 500/-) to:

   Reception, Examination Division, Guru Gobind Singh Indraprastha University, Delhi.

   This application must be submitted within 3 working days of the last date of form submission together with the applicable fees. After this no request for any correction shall be entertained by the Examinations Division. Window for making correction shall be notified by the University before / during counselling for admissions.

9. A Separate Application Form has to be filled-in for each programme (s) having distinct CET Code.

10. Applicants should retain a printout of the application form as proof of application.

11. In all communications regarding submission of application or otherwise related to admissions, the copy of the application form must be submitted as otherwise the communication would be deemed incomplete and no processing would be performed on the communication, without any notice to the applicant.

12. There will be no rounding-off of the percentage of marks of qualifying examination while deciding the basic eligibility of any candidate for admission e.g. if a candidate obtained 49.99% marks in his/her qualifying examination, then it will not be rounded-off to 50%.

13. If a candidate clears the qualifying examinations in a particular year (A), and in the subsequent year (B) appears in the improvement examinations, then in the year B or later, if the candidate applies on the basis of the qualifying examination, the best marks obtained in the two result of the examination held in the year A or B, for a specific subject, shall be used for calculation / verification of eligibility for all papers for which result was declared by the examining body of the qualifying examinations.

14. For ascertaining the eligibility conditions, combination of mark sheets, shall be allowed, only and only if the mark sheets are from the same Board. If any particular candidate changes the Board e.g. CBSE to NIOS, an appropriate proof of accepting the marks of earlier Board shall be required, by the new Board. Thus, such candidate shall supply the one complete mark sheet making him eligible.

15. The list of documents required shall be informed through the detailed counselling schedule as notified on the University website http://www.ipu.ac.in.

16. The candidates are advised to check their status with the help of the login id and password.

17. Write (enter) the complete e-mail address and phone number in the application form carefully. Please note that this e-mail address and phone number may be used by the University for Future Communications.

18. The nomenclature of degrees to the admitted programmes of studies shall be as per the notification of the University Grants Commission for "Specification of Degrees".

19. The University shall not issue any certificate of equivalence to any other programme of study. That is, if a student is awarded a degree by the University and desires a certificate regarding its equivalence to some other degree, then the request of the student for such equivalence certificate shall be summarily rejected.

20. No admitted student pursuing a programme of study from the Guru Gobind Singh Indraprastha University is allowed to pursue any other (2nd or more) degree / diploma programme of study from any University including GGSIPU at any given moment of time. If at any stage it is found that an admitted student has registered for more than one programme of study in GGSIPU or any other University, simultaneously then the admission of such a candidate shall be cancelled from all programmes of studies of GGSIPU.

21. All candidates desirous of seeking admission to any programme of study and/or any institution (including the University Schools of Studies) affiliated to the University, shall be bound by the conditions as laid down in this admission brochure; and the rules and regulations as enshrined in the

University Act, Statutes, Ordinances, notifications and guidelines issued from time to time by the University.

22. The medium of instruction for all programmes of studies offered in the University shall be English unless otherwise specified in the Scheme and Syllabi of Examinations of the concerned programme of study.

23. For any programme of study, if the University or the statutory regulatory body of the programme of study specifies the medical examination of the candidate, then all admitted students must present themselves for medical examination. If the student/candidate fails the medical examination, the admission of the candidate/student shall be cancelled by the University.

24. Students and their parents are advised, in their own interest, to visit the various Colleges/Institutes prior to the date(s) of counselling to ascertain the location, other academic and infrastructural facilities available such as hostel, transportation etc. in the various colleges/institutes which may facilitate their decision-making at the time of counselling/admission. On the day of admission/counselling, the students will be required to take on the spot decision and no further time will be given to them.

25. If it is found at any stage during the entire period of the programme that the candidate has furnished any false or incorrect information in the application form or at the time of counselling/admission, his/her candidature for the programme will be cancelled summarily. In addition, disciplinary action may be taken against him/her as per the University rules.

26. If the University is not satisfied with the character, past behaviour or antecedents of a candidate, it can refuse to admit him/her to any course of study of the University.

27. The Vice Chancellor may cancel the admission of any student for specific reasons and / or debar him/her for a certain period from admissions and / or examinations.

28. Only filling the application for admission (Common Entrance Test) shall not, *ipso facto*, entitle a candidate to get admission to a programme.

29. Only qualifying the Common Entrance Test shall not, *ipso facto*, entitle a candidate to get admission to a programme.

30. It will also be the sole responsibility of the candidates themselves to make sure that they are eligible and fulfil all the conditions prescribed for admission. Before filling-up the admission verification form at the time of counselling/ allotment of seats, candidate should ensure that he/she fulfils all eligibility conditions as laid down in this Admission Brochure. If it is found at any stage during the entire period of the programme that the candidate does not fulfil the requisite eligibility conditions his/her admission will be cancelled and also disciplinary action will be initiated against him/her and entire fee will also be forfeited.

31. The merit of the CET will be valid only for the programme for which the candidate has appeared and cannot be utilized for admission to any other programme. Further, the merit of the CET- 2019 shall be valid only for the academic session 2019-20.

32. The decision on the equivalence of the degree, by an equivalence committee constituted by the Vice Chancellor of the University, for admissions to the University, shall be final. The equivalence committee shall comprise of the following:
    1. Director Academic Affairs - Chairperson
    2. Dean of the concerned school governing the programme of study where admission is sought.
    3. Director Student Welfare
    4. Two professors of the University nominated by the Vice-Chancellor of the University.
    5. One Assistant Registrar nominated by the In-charge Admissions - Convenor.

33. RAGGING : Rules in terms of ordinance relating to maintenance of discipline amongst students of the University are as under :

    1. Ragging in any form shall be strictly prohibited within the premises of the University, a college or an Institute, as the case may be, or in any part of the University system as well as on public transport, or at any other place, public or private.

    2. Any individual or collective act or practice of ragging shall constitute an act of gross indiscipline and shall be dealt with under the provisions of ordinance under reference.

    3. Ragging, for the purposes of ordinance under reference, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to

bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts or practices which:

1. Involve physical assault or threat to use physical force.
2. Violate the status, dignity and honour of students, in particular female students and those belonging to a schedule caste or a schedule tribe.
3. Expose students to ridicule or contempt or commit an act which may lower their self esteem; and
4. Entail verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour.

34. For formats of self-declaration / affidavits / undertakings required at the time of admissions, all candidates are advised to see PART - B of the Admission Brochure.

35. All admitted students to any programme / institution (affiliated institutions of the University and / or University Schools of Studies) and their parents/guardian shall have to give an affidavit / undertaking for not indulging in any Ragging during the tenure of the student in the University.

36. All admissions in the University shall be provisional till regularized by the University.

37. Result of qualifying examinations to fulfil the eligibility criteria for admission in a specific programme of study (as specified in admission brochure) for the admissions to the University must be declared on or before the grant of admission to the candidate.

    In case of admissions offered / granted through offline counselling / open house counselling / spot counselling / supplementary rounds of counselling, the mark-sheet / grade-sheet / authenticated copy of result (by office of controller of examinations / registrar of the University, or designated officer of the board of examinations) of qualifying examination fulfilling the eligibility criteria is to be compulsorily submitted by the candidate at the time of offer of admission to the candidate. Failure to submit the mark-sheet / grade-sheet / authenticated copy of result at the time of reporting on the said date / time would lead to cancellation of provisional admission offered / granted to the candidate.

38. After completion of all admissions, the concerned Dean/Principal/Director must submit the details of the results / proof of eligibility for admissions of these provisionally admitted students within 5 working days of of last admissions, to the In-charge (Admissions), Academic Reception Counter, Administrative Block, GGS Indraprastha University, Sec 16 C, Dwarka, New Delhi-110078, duly signed by the concerned Dean/Principal/Director;

39. The Academic session of the University shall commence as specified by the statutory regulatory body governing the programme of study like Medical Council of India, etc; the Hon'ble Court or the University. For programmes of studies offered for admission through this admission brochure, classes shall commence from 02.09.2019 and the schedule of examinations etc. for these programmes of studies shall be as per the Ordinance 10/11 of the University (as applicable).

40. For all online payments made by applicants / candidates / students for application forms filling, counselling participation charges, (partial) academic fee payment, the service charges and taxes are additional and have to be borne by the applicant / candidate / student. These service charges and applicable taxes shall be non - refundable.

41. There is a Student's Grievance Committee constituted as follows:

    1. Joint Registrar (Admissions) - Chairperson
    2. One Assistant Registrar (Admissions) Nominated by the Joint Registrar (Admissions)

    All Grievances should be addressed to Joint Registrar (Admissions), Admissions Reception, Administrative Block, Guru Gobind Singh Indraprastha University Campus, Sector 16C, Dwarka, New Delhi 110075 (e-Mail: sgc@ipu.ac.in).

42. In case of any difference in the interpretation of the admission brochure clause(s), and / or clarification and changes, the decision of the Vice-Chancellor, Guru Gobind Singh Indraprastha University shall be final.

43. The Admission Brochure contains only brief extract of the ordinances, rules and regulations of the University. The candidates should, therefore, acquaint themselves with the relevant ordinances,

rules and regulations of the University regarding eligibility requirements, attendance, examination and other matters pertaining to their respective courses.

The various terms and conditions mentioned in the Admission Brochure are subject to change made in the ordinances, rules and regulations by the University from time to time as per the decision of the Government of National Capital Territory of Delhi, the University and/or statutory bodies governing various programmes.

The University reserves the right to amend the ordinances, rules and regulations, at its discretion as and when considered necessary. In the event of any provision mentioned in the Admission Brochure being found to be at variance with any binding regulation / directions of any statutory body i.e. Medical Council of India, Dental Council of India etc, then the higher norms will prevail.

44. The guidelines specified in this admission brochure are without prejudice to any measures undertaken by the University in compliance of any law or directions of the Hon'ble Courts; or any directions / notifications of the Government of NCT of Delhi and/or Government of India.

CHAPTER- 2: Eligibility Conditions & Admission Criteria

The eligibility conditions specified below is for the general / open category of admissions are specified herein. For relaxation of eligibility conditions for reserved categories, please refer to the Chapter - 4 entitled "Reservation Policy". The list of programmes below the "Name of CET" is for existing programmes offered in the academic session 2019-20, if any other Master of Vocation programme is offered by the University in the academic session 2019-20 (in addition to the list below), the same shall be offered in the current academic session 2019-20. For such new programmes, the eligibility conditions shall be specified in the detailed counselling schedule to be notified on 09.08.2019.

S.No.	Name of CET	CET Code	*ELIGIBILITY CONDITIONS/CRITERIA & ADMISSION CRITERIA*
1	Advanced Diploma in Child Guidance and Counselling (One year)	ADCGC (CET CODE 175)	**Eligibility Criteria:** 1. Any recognized Master's Degree in Social work / Psychology / Child Development / Community Resource Management / Development Communication Extension / Nursing / Special Education. Or, 2. M.Ed. from recognized University. Or, 3. Any recognized Bachelor's Degree in Social work / Psychology / Child Development / Community Resource Management / Development Communication Extension / Nursing / Special Education with minimum 05 years of experience of working with children. Or, 4. B.Ed. from recognized University with minimum 04 years of experience of working with children. The candidate must also have studied English (Elective / Core / Functional) (01 paper) at 10+2 level or higher. **Admission Criteria:** 1. Admission shall be on the basis of the merit of the written test / CET
2	Post Graduate Diploma in Yoga Therapy for Medicos and Paramedicos (One year)	PGDYTMP (CET CODE 176)	**Eligibility Criteria:** 1. Any Medical / Para-Medical / Physiotherapy (minimum 4 years or more) Graduate Degree with 50% marks from a recognized University or Institution approved by the the regulatory body **Admission Criteria:** 1. Admission shall be on the basis of the merit prepared on the percentage of aggregate marks. For Universities awarding CGPA or any other grading system, the conversion to percentage certificate from the degree awarding University / Institution has to be submitted.
3	Post Graduate Diploma in Security Management (One year)	PGDSM (CET CODE 177)	**Eligibility Criteria:** 1. Any recognized 3 years or more Bachelor's Degree in any discipline with a minimum of 50% marks in aggregate. **Admission Criteria:** 1. Admission shall be on the basis of the merit of the written test / CET.
4	Post Graduate Diploma in Victimology and Victim Assistance (One year)	PGDVVA (CET CODE 178)	**Eligibility Criteria:** 1. Any recognized 3 years or more Bachelor's Degree in any discipline with a minimum of 50% marks in aggregate. **Admission Criteria:** 1. Admission shall be on the basis of the merit of the written test / CET.
5	Post Graduate Diploma in Cyber Crime and Law (One year)	PGDCCL (CET CODE 179)	**Eligibility Criteria:** 1. Any recognized 3 years or more Bachelor's Degree in any discipline with a minimum of 50% marks in aggregate. **Admission Criteria:** 1. Admission shall be on the basis of the merit of the written test / CET.
6	Post Graduate Diploma in Disaster Preparedness and Rehabilitation (one year part time programme after office hours)	PGDDPR (CET CODE 180)	**Eligibility Criteria:** 1. At least a 3 year graduation degree from a recognized University in Arts, Science, Commerce, Environmental Science, Environmental Physics, Geology, Geography, Information Technology, Telecommunication, Mass-Communication, Engineering, Information Networking, Medical or Nursing or any speciality related to disaster preparedness and rehabilitation. **Admission Criteria:** 1. Admission shall be on the basis of the merit prepared on the percentage of aggregate marks. For Universities awarding CGPA or any other grading system, the conversion to percentage certificate from the degree awarding University / Institution has to be submitted.

NOTE:

1. Aggregate of 50% marks in the qualifying degree for the purpose of eligibility will be taken as the aggregate of all subjects of the qualifying degree if not specified by the degree awarding University. These compulsory subjects will vary for various programmes. The details of compulsory subject(s) (if changed) whatever applicable will be notified on university website before start of the counselling.
2. For the purpose of percentage calculation in the qualifying degree, for the candidates who have completed their qualifying degree from GGSIPU, if the candidate has been awarded the final consolidated Cumulative Performance Index (CPI), then the Cumulative Performance Index (CPI) shall be taken as the percentage of marks while if the candidate has been awarded the final consolidated Cumulative Grade Point Average (CGPA), then the CGPA x 10 shall be taken as the percentage of marks.
3. The decision on the equivalence of the degree by the Guru Gobind Singh Indraprastha University, for admissions to the University, shall be final. The equivalence committee shall comprise of the following:
   i. Director Academic Affairs - Chairperson
   ii. Dean of the concerned school governing the programme of study where admission is sought.
   iii. Director Student Welfare
   iv. Two professors of the University nominated by the Vice-Chancellor of the University.
   v. One Assistant Registrar nominated by the In-charge Admissions - Convenor.

2.1 Result Awaited Cases

1. Result Awaited / Compartment / Supplementary Cases
   Candidates with result awaited and / or compartment cases are not eligible for admissions.
2. Physical Fitness: The applicant must be in good mental and physical health and should be free from any physical / mental defect which is likely to interfere with his/her studies including active outdoor duties required of a professional. Accordingly, all the students shall be required to submit a Medical Certificate indicating fitness from a Doctor with valid registration under the Medical Council of India act, at the time of admissions / counselling.

CHAPTER - 3: Syllabus / Conduct of Common Entrance Tests

3.1 Diploma programmes Common Entrance Tests

S. No.	CET	CET Code	Subjects of Entrance Test
1	ADCGC	175	General awareness, Social Awareness and General English including Linguistic Expression
2	PGDSM	177	1. General English 2. General Knowledge and Current Affairs 3. Subject Specific Knowledge: a. Fundamentals of Police Administration b. Basic Principles of Criminal Law (IPC, CrPC, and IEA) c. Emerging Trends of Crime d. Basic Knowledge about Security Management e. Computer Security Concepts, Common Threats, Attacks, Assets, Cyber-Crime and its types
3	PGDVVA	178	1. General English 2. General Knowledge and Current Affairs 3. Subject Specific Knowledge: a. Fundamentals of Sociology, Sociology of India, Sociology of Gender, Sociological Theories, Sociology of deviance b. Fundamentals of Psychology, Social psychology, Abnormal psychology, Psychological theories (relating to criminal psychology) c. Basic principles of criminal law (IPC, CrPC, and IEA) d. Functioning of criminal Justice System
4	PGDCCL	179	1. General English 2. General Knowledge and Current Affairs 3. Reasoning and Analytical Methods 4. Computer Awareness 5. Legal Awareness and Aptitude

3.2 Diploma programmes (Admission Based on Merit of qualifying Degree - Schedule for admissions)

S. No.	CET	CET Code	Schedule						
			Last Date for application	Display of List of Applicants	Display of Schedule of Document Verification and Counselling	Verification of Documents*	Display of merit List	1st Counselling**	2nd Counselling**
1	PGDYTMP	176	31.07.2019	03.08.2019	03.08.2019	05.08.2019	09.08.2019	16.08.2019	26.08.2019
2	PGDDPR	180	31.07.2019	03.08.2019	03.08.2019	05.08.2019	09.08.2019	16.08.2019	26.08.2019

Note:

* Only applicants those who report for document verification shall be considered for counseling for admissions (subject to fulfillment of eligibility condition/criteria). The venue for document verification shall be Guru Gobind Singh Indraprastha University Campus, Sector 16C, Dwarka, New Delhi - 110075.

** The venue for counselling shall be Guru Gobind Singh Indraprastha University Campus, Sector 16C, Dwarka, New Delhi - 110075.

3.3 General guidelines for Common Entrance Examinations

1. The written examinations conducted are OMR based in general unless specified otherwise.

2. The test centers for the common entrance tests conducted by the University shall only be in the National Capital Territory of Delhi.
3. For marking / writing on the OMR answer sheet , a black/blue ball pen should (only) be used.
4. The marks for the correct answers are specified in the question booklet given at the time of examinations.
5. There may be negative marking for every incorrect answer. 'Incorrect answers will include Wrong answers' as well as "those which contain more than one answer to the question." For each incorrect answer 1 mark will be deducted. The negative marking scheme of examination for a particular CET shall be specified in question booklet.
6. The University shall declare the result of each CET in respect of qualifying candidates as given in the schedule in Chapter 1, and the list will be displayed on the University's website, i.e., http://www.ipu.ac.in No sep4arate intimation to this effect will be sent to the candidates individually.
7. The University does not issue or supply or intimate the marks / ranks to any candidate and no correspondence on the subject will be entertained. However, marks obtained by individual candidate can be seen or downloaded from the University's website http://www.ipu.ac.in
8. The rules of examinations as enshrined in the University Act, Statutes, Ordinances, Regulations and procedures or as approved by the Vice Chancellor of the University shall be applicable on all candidates.

CHAPTER- 4: CET Admit Card

1. The Admit Card will be available online, on or before 5 days of the date of the CET. The Admit Cards may be downloaded from the candidates individual account using log-in ID and password from the website which was used for filling up the application form.
2. The candidates for both types of CET (where an entrance test is conducted and where it is not conducted) must keep copy of the application form filled (online) as a proof of application.
3. No candidate will be allowed to enter the Examination Hall without the valid CET Admit Card 2019, issued by the University.
4. Candidates are required to carry two printouts of the admit card at the time of CET. One copy of the admit card must be retained by the candidate after getting it signed by the Invigilator. The second copy should be handed over to the Invigilator for University records. Both the copies shall require that a passport sized photograph of the candidate is pasted on it. Candidates are advised to keep two copies of the photograph uploaded at the time of form filling handy for this purpose for each CET applied for.
5. Candidate must preserve the CET Admit Card till the admission procedure is over as it has to be handed over to the Admission Officer at the time of counselling/admission.
6. Request for issue of duplicate Admit Card will not be entertained after the Common Entrance Test (under any circumstances).
7. No claim of having filled up the Application Form and non-receipt of admit card will be admissible after the CET.
8. Impersonation is a punishable offence. No candidate will be permitted to appear in CET without the Admit Card. The admit card should be presented to the invigilator(s) for verification. The candidate's identity will be verified in respect of his/her details on the admit card/centre verification record. If the identity is doubtful, the candidate may not be allowed to appear in the examination. The authorities may permit the candidates to appear for the examination after completing the necessary formalities (visible mark of identification) at their discretion. No extra time will be allowed for these formalities to be completed. Police action will be initiated in case of dubious identity.
9. In case of non receipt of Admit Card the candidate may contact Office of Controller of Examinations (Operations) at GGSIP University, Sector 16C , Dwarka, New Delhi 110078 at least 3 days before the scheduled commencement of respective CET. The application in this regard must be supported by a copy of the printed version of the application form and proof of payment of requisite fee for the CET. Without the submission of these two documents, no application in regard to non-receipt of admit cards shall be entertained, the application in this regard shall be deemed incomplete and rejected without intimation to the applicant.

CHAPTER- 5: Seat Allocation

5.0 Abbreviations

NCR: National Capital Region.
NCT of Delhi: National Capital Territory of Delhi.
GATE: Graduate Aptitude Test in Engineering

5.1 Important Note

The policy as stated in the admission brochure is subject to the change in compliance of the University and/or Government of NCT of Delhi policies as notified from time to time, on or before the date of commencement of first counselling.

5.2 Government Institutes

a. 85% seats are reserved for Delhi Region Candidates, i.e. those who have passed the qualifying examination from any school/Institute located in NCT of Delhi. These seats will be filled up through the merit /rank list of the respective CET Code prepared for Delhi Region candidates. The candidates who have passed the qualifying examination through Distance/Open Education system of any recognized University/ Institute and had his/her Study Centres in Delhi will be considered as Delhi Region Candidates but the responsibility to provide proof of his/her study centre in Delhi will be of the candidate only.

b. 15% seats are reserved for Outside Delhi Region Candidates, i.e. those who have passed the qualifying examination from any school/ Institute located outside Delhi. These seats will be filled up through the merit/rank list of the CET prepared for Outside Delhi Region Candidates. The candidates who have passed the qualifying examination through Distance/Open Education system of any recognized University/ Institute and had his/her Study Centres outside Delhi will be considered as Outside Delhi Region Candidates but the responsibility to provide proof of his/her study centre outside Delhi will be of the candidate only.

c. For institutions located in the National Capital Region (NCR) outside the National Capital Territory of Delhi (NCTD), the division of seats between Delhi candidates and outside Delhi candidates, shall be as per the directions of the Govt. of NCTD directions received before the commencement of counseling / admissions in this academic session.

Note:

1. The candidates who have passed the qualifying examination through Distance/Open Education system of any recognized University/Board and fail to provide the proof of his/her study centre issued by the respective Board / University of being located in Delhi shall not be considered for Delhi region Seats, and shall be considered for admission in the Outside Delhi Region Category.
2. De-reservation of unfilled Outside Delhi Quota Seats to Delhi Quota and Vice Versa: Seats reserved for Outside Delhi Category will be converted to Delhi Category and Vice versa for the programmes for which offline counselling will be done during the Open House Counselling (which will only be held if seats are vacant after 2nd round of counselling has been completed in the respective region). It is clarified that no such conversion will be allowed during 1st counselling. Instructions for the programme for which online counselling is done, are mentioned later in the Admission brochure.

CHAPTER- 6: Reservation Policy

6.0 Abbreviations

D : Delhi Region
OD : Outside Delhi Region
GEN : General Category
SC : Scheduled Caste
ST : Scheduled Tribe
Def : Defence
PWD : Persons With Disability
OBC : Other Backward Castes
MGMT : Management Quota
DSC : Delhi region Scheduled Caste
DST : Delhi region Scheduled Tribe
Ddef : Delhi region Defence
DPWD : Delhi region Persons With Disability
DOBC : Delhi region Other Backward Castes
ODSC : Outside Delhi region Scheduled Caste
ODST : Outside Delhi region Scheduled Tribe
ODDef : Outside Delhi region Defence
ODPWD : Outside Delhi region Persons With Disability
KM : Jammu and Kashmir Migrants
EWS: Unreserved Economically Weaker Section

6.1 Relaxation in Eligibility

Candidates belonging to Scheduled Castes/Scheduled Tribes/Widows or Wards of Defence Personnel/ Persons With Disability will be allowed 5% relaxation of marks in the minimum eligibility requirement, irrespective of the fact whether there exists any reservation for any category of such candidates or not.

Note:
Relaxation of any kind, as mentioned above and elsewhere in this Admission Brochure, will be granted to only those candidates, who are able to produce necessary relevant supporting documents as per the Admission Brochure before the Admission Officer present at the Venue of the Document Verification / Counselling /Admission. Therefore, for seeking these relaxation/s, necessary documents must be obtained in advance by all candidates from the Competent Authority as prescribed.

6.2 Reservation policy for Diploma Programmes.

The Reservation Policy for the Government Institutes and Self Financing Colleges/ Institutions affiliated with this University, other than minority institution, for the academic session 2019-20 for these CETs is as:-

For Government Institutions Located in NCT of Delhi[1]
85% of the sanctioned intake shall be allocated for Delhi Region wherein reservation of seats shall be as under: DSC - 15% DST - 7.5% EWS- 10%
15% of the sanctioned intake shall be allocated for outside Delhi Region wherein reservation of seats shall be as under: ODSC - 15% ODST - 7.5% EWS- 10%

[1] For Institutions funded by the Central Government, the seats are allocated on an all India Basis with reservation as (SC: 15%, ST: 7.5%). The defence (5%) and PWD (5%) reservation shall be in all categories in an horizontal manner. The OBC reservation shall be at the Undergraduate level only of 27%.

NOTE:

1. The candidate seeking admission under reserved categories /classes has to mandatorily produce the caste/category certificate in his/her name at the time of counselling. The certificate in name of either of the parent (Mother/Father) is not acceptable and the candidate shall not be entitled / eligible for admission against reserved seat, even on the basis of any undertaking.

2. The reservation certificate should be issued from the respective state/region in which the reservation is claimed e.g. in case any candidate claims for the seat reserved for DSC/DST category then He/She has to bring SC/ST certificate issued by Govt. of NCT of Delhi and also should have passed his/ her qualifying exam from Delhi School/College.
3. Reservation in OBC category is not applicable at Master's level and Post Graduate Diplomas.

6.2.1 Scheduled Castes and Scheduled Tribes

In order to claim reservation under this Category, the candidate must have a rank in the merit list for the specific CET Code. Any unfilled seat(s) reserved for Scheduled Castes will be treated as reserved for Scheduled Tribes and vice-versa and will not be offered to any other reserved category. In case sufficient number of eligible candidates of Scheduled Castes and Scheduled Tribes are not available, the seats thus remaining vacant will be treated as unreserved after the last but one counselling of the reserved categories (That is, if there are three rounds of counselling, after the third round of counselling for the reserved category, the vacant / unallocated seats of reserved counselling shall be unreserved and offered to the unreserved / general /open category candidates in the last round of counselling), and this shall be done before the Spot Round / Open House Counselling (which shall be held if required). In the Open house / spot round there shall be no reservation on the basis of region or category, as this round is a mop - up round for filling of seats.

A list of approved Competent Authorities for the issuance of Scheduled Caste and Scheduled Tribe certificates is as under:-

i. District Magistrate, Additional District Magistrate, Deputy Commissioner, Collector, Additional Deputy Commissioner, Deputy Collector, 1st Class Stipendiary Magistrate, City Magistrate (not below the rank of 1st class Stipendiary Magistrate), Sub-Divisional Magistrate, Taluk Magistrate, Executive Magistrate and Extra Assistant Commissioner;
ii. Chief Presidency Magistrate, Additional Chief Presidency Magistrate and Presidency Magistrate;
iii. Revenue Officer not below the rank of Tehsildar;
iv. Administrator, Secretary to the Administrator or the Development Officer (Lakshdweep & Minicoy Islands).

NOTE:

1. The candidates belonging to the communities, which are not included in the list of Scheduled Castes for Delhi, in the Presidential order, will not be entitled to admission in the University against the seats reserved for Scheduled Castes candidates of the Delhi Region. The candidates, belonging to the communities, included in the list of Scheduled Castes, in the Presidential order, in relation to Delhi will be entitled to be considered for admission in the University, against the seats reserved for SC candidates, in terms of the Presidential order dated 20th September, 1951, as amended time to time, by the law made in this regard.
2. The required certificate (s) for reserved categories/ classes will be essential at the time of the counselling/admission and no provisional admission shall be admissible for want of caste/category certificate from the local competent authority. Further, the caste/category certificate should invariably be in the name of candidate himself/herself and not in favour of respective parents/ guardians.
3. In case of married woman, applying to any course under reserved category, the applicant has to produce the caste certificate in her name. Certificate in the name of husband/ mother /father is not acceptable.
4. However for Central Government Institutions, seat allocation is on all India basis among the category of seats including SC/ST.

6.2.2 Defence Category

The Defence reservation of 5% shall be applicable as horizontal reservation across all category of reservation (that is, across general/open category, SC/ST/OBC category etc. except PWD and excluding management quota seats). In order to claim reservation under this Category, the candidate must have a rank in the merit list for the specific CET Code. If the seats of this subcategory remain vacant, then it shall first revert to the parent category. The term "Defence" shall mean Army, Airforce, and Navy only. The defence reservation is as per the Letter No. F.No.6(1)/2017/D(Res.II) from Joint Secretary (Res.II) of Govt of India, Ministry of Defence, Department of Ex-Servicemen Welfare enclosed with letter No. F.No.DHE.6 (32)/Court Case/2012-13/3333-39 dated 06.07.2018 from Director (Higher Education), Govt of NCT of Delhi, Directorate of Higher Education. The reservation for Defence Category will be in the following order of priority:-

Priority I : Widows/Wards of Defence personnel / Para-Military personnel killed in action.
Required Certificate: Proof in Original.

Priority II : Wards of Defence personnel / 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 in action and was boarded out.

Priority III : Widows/Wards of Defence personnel / Para-Military personnel who died while in service with death attributable to military service. Proof in Original.

Priority IV : Wards of Defence personnel / Para-Military personnel disabled in service and boarded out with disability attributable to military service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services and was boarded out.

Priority V : Wards of serving Defence personnel and / Para - Military personnel / Police personnel who are in receipt of Gallantry Awards. Required Certificate: Proof in Original. Only the following Gallantry Awards shall be considered:

i. Param Vir Chakra
ii. Ashok Chakra
iii. Maha Vir Chakra
iv. Kirti Chakra
v. Vir Chakra
vi. Shaurya Chakra
vii. Sena, Nau Sena, Vayu Sena Medal
viii. Mention-in-Despatches
ix. President's Police Medal for Gallantry
x. Police Medal for Gallantry

As per Letter No. 371/Adm/Medical Seats/ Vol.I dated 02.07.2019 of Govt. of India Ministry of Defence Kendriya Sainik Board, West Block - 4, Wing - 7, R. K. Puram, New Delhi - 110066, the precedence of Gallantry Awards shall be as per Priority V list of medals.

Priority VI :Wards of Ex-Servicemen. Required Certificate: Original ex-servicemen Identity Card/ discharge book/ PPO (Pension Payment Order).

Prirority VII :Wives of

i.Defence personnel disabled in action and boarded out from service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services in action and was boarded out.

ii.Defence personnel disabled in service and boarded out with disability attributable to military service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services and was boarded out.

iii.Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards. Required Certificate: Proof in Original. Only the Gallantry Awards specified in Priority V shall be considered:

Priority VIII : Wards of Serving Personnel. Required Certificate: Original Service Identity Card and Dependent Card/ Certificate issued by the Competent Authority.

Priority IX : Wives of Serving Personnel. Required Certificate: Original Service Identity Card and Dependent Card/ Certificate issued by the Competent Authority.

For claiming reservation on a seat reserved for Defence Category, entitlement card in original issued by the Record Officer of the concerned unit or the regiment of the armed forces in case of personnel of the armed forces is to be produced as proof for claiming reservation in a particular category at the time of counselling/admission.

In addition to original entitlement card/ document as referred above, the candidate will also have to bring the relevant format as per Appendix 1 (PART B of the Brochure) duly completed in original and signed by the competent authority which will become part of the Admission file.

The policy of the University in regard to defence category, in effect at the time of notification of the counselling detailed schedule, shall be used for admission.

Note:

1. Sena/ Nau Sena/ Vayu Sena Medal: This Medal is awarded for Gallantry as well as for distinguished service. Accordingly, it is notified in correspondence as under:-
   i. Sena Medal (G)/ Nau Sena Medal (G)/ Vayu Sena Medal (G) for the medal awarded for Gallantry.
   ii. Sena Medal (D)/ Nau Sena Medal (D)/ Vayu Sena Medal (D) for the medal awarded for Distinguished Service. However, for the purpose of reservation, only notification which states that the Sena Medal has been awarded for Gallantry will be accepted and the Sena Medal for Distinguished Services will not be considered.

2. Mention-in-Despatches should clearly specify that it is for Gallantry
3. For admission to a seat reserved for Defence Category:
   i. Entitlement card in original issued by the Record Officer of the Unit/ Regiment of Armed Personnel of the Armed Forces in case of Armed Personnel.
   ii. The Children/ Widow of the officers and men of Armed forces who died or were disabled on duty must submit a certificate to that effect from the following authorities.
   i. Secretary, Kendriya Sainik Board.
   ii. Secretary, Rajya/ Zila Sainik Board.
   iii. Officer-in-Charge, Record Office.
   Note: A statement to the effect that "the death/ disability is attributed to military service" is required to be included in the certificate.

6.2.3 Persons with Disabilities (PWD)

PH/PwD seats in Government Colleges shall be 5% horizontally in accordance with the provisions of 'The Rights of Persons with Disabilities Act 2016' (PWD ACT).

6.2.5 Jammu & Kashmir Migrants

One seat, which will be supernumerary in nature, is earmarked for Kashmiri migrants in each Institution. Admission will be based on merit through CET. A certificate of competent authority for availing admission against Kashmiri Migrant Quota is to be produced by the candidates at the time of counselling/ admission. Since the seats of Kashmiri Migrant Quota are supernumerary, they will not be converted at all in any other category in case they remain unfilled.

Note for Section 4.2:

1. The required certificate (s) for reserved categories/ classes will be essential at the time of the counselling/admission and no provisional admission shall be admissible for want of caste/category certificate from the local competent authority. Further, the caste/category certificate should invariably be in the name of candidate himself/herself and not in favour of respective parents/guardians.
2. In case of married woman applying to any course under reserved category has to produce the caste/tribe certificate in the name of herself. Certificate in the name of husband/mother/father is not acceptable.
3. The conversion of seats reserved for SC, ST, OBC, Minority, etc. to General Category shall be done only after the completion of last counselling for the reserved categories and no such conversion will be allowed during the 1st counselling. However, while converting the seats, any unfilled seat(s) reserved for ST Category will be offered to SC Category and vice versa and only after that the conversion of the reserved category seats shall be effected.
4. If any change in the reservation policy is made by the Government of NCT of Delhi, the same will be announced on University's Website (www.ipu.ac.in) and implemented.
5. Clarification for Admissions in Reserved Category: Admission will be permissible to qualified candidates in any programme in the following conditions:-
   i. If qualifying examination is passed from Delhi and Reservation certificate issued from Delhi for SC/ST/OBC categories, then admission is permissible under Delhi Reserved category.
   ii. If qualifying examination is passed from Outside Delhi and Reservation certificate issued from anywhere in India, including Delhi for SC/ST categories, then admission is permissible under Outside Delhi Reserved category.
   iii. If qualifying examination is passed from Delhi and Reservation certificate issued from Outside Delhi for SC/ST/OBC categories, then admission is permissible only under Delhi General category for institutions where admission categories are Delhi and outside Delhi; while for institutions where admissions are done on all-India basis, these candidates shall be eligible to claim All India SC/ST/OBC reservation..

CHAPTER- 7:Preparation of CET Merit

7.1 Diploma Programme CET

The inter-se-merit of candidates securing equal aggregate marks in Common Entrance Test will be determined according to the following criteria:

1. For all programmes, the candidate older in age shall rank higher.

Note: 1. For all the above programmes, if it is found that after considering all the above criteria, there is still tie for merit, then marks in the qualifying examination shall be considered for determining the rank. If marks of qualifying examination are not available or are equal, then the marks obtained by the candidate in public examination passed prior to the qualifying examination shall be considered to decide inter-se-merit.

2. For Programmes, where no CET will be held, admission and selection procedure will be followed as per details given in chapter 2 of this part.

CHAPTER- 8: Offline Counselling Procedure

8.1 Admission Through First Counselling

8.1.1 Applicable to All Programmes

1. Detailed schedule of first counselling/admissions indicating the number of qualified candidates to be called for counselling will be displayed on or before 5.00 p.m. on the University's Website (www.ipu.ac.in) one week (05 working days) prior to commencement of counselling. Venue of Counselling & list of institutions along with the intake in the respective programme/s will be notified on the University's Website before the commencement of counselling.
2. The candidates should report at the notified venue, on the scheduled date and time for counselling/admission in-person along with the documents mentioned in the detailed counselling schedule. On reaching the venue, the candidates must mark the Attendance available with the admission officer. Allotment of seats to the candidates will be made only when he/ she attends the counselling session in person.
3. The counselling processing fee shall be Rs. 1000/- (non-refundable). This fee shall be required to be paid by any (qualified) candidate desirous of taking admission.
4. Firstly, the candidates will be called in order of merit/rank. The candidates shall have to produce the required documents for verification, in the absence of documents, seat allotment can be refused. Depending upon the merit, the seats will be offered to the candidates as per availability of seat at that point of time. Each candidate will have to choose from/ out of those available when his/her turn comes.
5. Admission Officer will give a duly signed Admission Slip after the deposition of the complete fee (as required for the programme at the time of counselling) by the candidate. No candidate should leave the venue of counselling without receiving the Admission Slip. The candidate must check details printed/written in the admission slip.
6. A candidate who fails to appear in person on the notified venue, date and time for counselling, shall forfeit his/her claim for the seat which could be offered to him/her, had he/she been present on his/her turn. However, if the candidate reports late or reports on subsequent days during the process of counselling, he/she may be considered for allotment of a seat available at that point of time for a particular category to which he/she belongs.
7. A candidate who is allotted a seat will be required to pay notified fee immediately on the spot at the time of counselling/admission. If a candidate fails to pay the fee, as mentioned above immediately after the seat is offered to him/her, the offer will be withdrawn on the spot and the seat will be allotted to the next candidate in the merit list. Part payment or payment through cash/cheque will not be accepted under any circumstances.
8. The students admitted in first counselling would NOT be allowed to change the programme/ institute during the subsequent days of first counselling. However, they may change the programme/institute during second counselling within the ambit of the programmes/institutes included in the specific CET Code after depositing an additional sum of Rs. 5,000/- in the form of a fresh Demand Draft in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi, however, this will be subject to availability of vacant seats. No change shall, however, be permitted for a programme for which a separate Entrance Test, has been conducted by the University.
   Important Note: The change of programme/ Institute in the specific CET Code during 2nd counselling is applicable for all programmes excepting Medical (PGMC only) programmes.
9. The candidates are also advised, in their own interest to check the details of fee paid, their name, rank, programme, institute of admission, etc. on Admission Slip issued to him/her by the Admission Officer before leaving the counselling hall. Any discrepancy in name, Choice of allotment of seat etc. should be brought to the notice of Admission Officer. No representation regarding wrong allotment of seat will be entertained if the candidate leaves the venue without raising any discrepancy, no entertainment of any discrepancy in Admission Slip will be done at later stage by the University.
10. Admissions will be made strictly on merit basis (Rank-wise) and counselling/admissions will stop when all the seats get filled-up. Notice regarding closure of counselling will be displayed on the University Website. Parents/candidates are advised to check the University Website before coming for counselling. University will not be responsible for any inconvenience caused to parents/candidates due to closure of the counselling prior to dates notified in the Counselling Schedule.
11. The rules and procedures of the counselling / admission shall be notified at the time of start of counselling process. This admission brochure shall be treated only as a general guideline.

8.1.2 Withdrawal of Admission after First Counselling

1. The candidates after getting admission in first counselling will be allowed to withdraw the admissions up to 5.00 p.m. of the dates detailed in the Ist counselling schedule. All the requests for withdrawal of admission in the prescribed performa (which shall be provided as a part of the detailed conselling notification) are to be submitted at the Reception Counter, Admission Branch, Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, New Delhi-110078. A

proper receipt for withdrawal will be issued. The candidates will be required to surrender the original Admission Slip issued at the time of Counselling/Admission (BOTH COPIES) while applying for withdrawal of admission. No request for withdrawal of admission would be entertained without both copies of admission slip.

2. In case the written request is received on or before the above mentioned date and time, the admission will be cancelled and the fee will be refunded to the candidate after deduction of Rs.1,000/- for all programmes.
3. No request for withdrawal of admission will be entertained after 5.00 p.m. of the dates as detailed in the 1st counselling schedule. The fee will refunded only if the application reaches the office of In-charge (Admissions) at Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, Delhi-110078, before the said date and time. A proper receipt will be issued by the office of Admission Branch when the candidate submits his/her application for withdrawal of Admission within prescribed date & time along with documents as given in the 1st Counselling schedule. The withdrawal application without the relevant documents will not be entertained. Any withdrawal after this notified time and date will lead to the forfeiture of the full fee deposited by the candidate and no subsequent request for refund of fee will be entertained by the University. No further correspondence in this regard will be made under any circumstances.
4. Request of withdrawal of admission shall not be entertained through post/email/fax. Candidates are requested to submit prescribed withdrawal application form with original fee slip at Reception Counter, Admission Branch before the prescribed withdrawal date and time.
5. No representation at later stage will be entertained by the University, where request for withdrawal is submitted in any other branch/office of the university and the request for withdrawal does not reach the office of the **In-charge (Admissions) at Administrative Block, Guru Gobind Singh Indraprastha University, Sector-16 C, Dwarka, Delhi-110078**, before the said date and time.

8.2 Procedure for Second Counselling

1. Detailed Schedule of Second Counselling for all the programmes, depending upon the number of vacancies created on account of withdrawal(s)/any other reason(s), will be displayed on the University's Website. The Second Counselling for all the programmes will be tentatively held at the same venue. No separate communication will be sent in this regard. It may be noted that the classes for the Academic Session of the University shall start on 1st August, 2019.
2. The second counselling will commence from rank one onwards for all categories/programmes (for seats vacant) and the seats will be allotted strictly on the basis of merit of the candidates. Such candidates, who were absent in the First Counselling will also be permitted to attend the second counselling against the resultant vacancies.
3. Candidates who attended the first counselling and paid the counselling processing fee of Rs. 1000/- shall not be required to pay the counselling processing fee to participate in the 2nd counselling.
4. Candidates who did not attend the first counselling or did not pay the counselling processing fee of Rs. 1000/- shall be required to pay the counselling processing fee to participate in the 2nd counselling.
5. A candidate who fails to appear in person on the notified date and time for counselling, shall forfeit his/her claim for the seat which could be offered to him/her, had he/she been present on his/her turn.
6. A candidate who has taken admission in the 1st counselling but reports late on the scheduled date and programme, he may be considered by the admission officer for change of programme/institute for a seat available at that time, subject to the certificate by admission officer that there is no violation of rank on the seat being vacated by this candidate.
7. Candidates who got admission during First Counselling are also advised to attend Second Counselling if they wish to change the programme/institute on the basis of their merit against the available vacant seat(s).
8. The students who take admission in first counselling would be allowed to exercise the option to change the programme/institute in the second counseling except PGMC, within the ambit of the programmes/institutes included in the specific CET Code after depositing an additional sum of Rs. 5,000/- in the form of a fresh Demand Draft in favour of Registrar, Guru Gobind Singh Indraprastha University payable at Delhi. However, this change of programme/institute will be allowed only if the candidate reports on the scheduled venue, date and time, or else he/she will not be allowed to exercise this option and shall forfeit the right of change of programme/institute for which the University will not be responsible. No change shall, however, be permitted for a programme for which a separate Entrance Test has been conducted by the University.
9. A candidate, who fails to exercise the option in person during Second Counselling, shall forfeit his/her right for a vacant seat even if he or she had higher rank, for which the University will not be responsible.
10. The students having taken admission in second counselling would not be allowed to change the programme/institute in the subsequent days of 2nd Counselling. In the interest of the students, it is

advised that they should carefully select the programme/institute before taking admission in the second counselling.

11. The rest of the procedure for Second Counselling shall remain the same as followed during the first counselling.
12. Open House Counselling / spot counselling: Counselling on the Open Day will be held only if any seat(s) remains vacant after two rounds of counselling. The said seat(s) will be offered on that day to the qualified candidate(s) in order of merit. The seat(s) shall be offered to the qualified candidate(s) in order of merit irrespective of his/her Region provided he/she has reported for counselling on that day. A counselling processing fee of Rs. 1000/- shall have to be paid by all eligible candidates to participate in the open house counselling. A transfer fee of Rs. 5000 shall have to be deposited by the candidate for change of seat, if already admitted in the programme of study of the concerned CET. The schedule of the open house counselling shall be notified with the 2nd counselling schedule.
13. The list of students on close of admissions after the second counselling shall be treated as final list of admissions and the same shall be displayed on the website of the University (www.ipu.ac.in).
14. The classes for the Academic Session would commence w.e.f. 1st August, 2019. All the candidates who get admission in First Counselling must report to their respective Institutes/ University Schools of Studies as per schedule to be notified on the University website.

Note:

1. It may be noted that students taking admission in any of the programmes/Institutes will also be bound to abide by the provisions of Guru Gobind Singh Indraprastha University Act, 1998 as well as Statutes, Ordinances and Regulations framed there under and as amended from time to time.
2. All candidates who have taken admission in any programme in 1st/2nd counselling/Open house / Spot counselling must report in the college as per date notified in the University counselling notifications on the University website. Failure to report in University School/College/Institute by the notified date, without proper exemption from University School/College/Institute shall result in automatic cancellation of admission and the fees paid shall be forfeited.

Note: The last date for all kind of admissions including procedure to fill up vacancies, will be 14th August, 2019 unless specified otherwise.

8.3 General Note

1. Any litigation/dispute regarding the examination or admission will be settled subject to jurisdiction of the Delhi Court.
2. The final decision in respect to the interpretation of any provision/rule contained in this Admission Brochure will be taken by the Vice-Chancellor of the Guru Gobind Singh Indraprastha University either independently or in consultation with any Officer of the University as may be deemed appropriate by him.
3. Each student admitted to a Degree/Diploma/Certificate course shall strictly submit himself/ herself to the disciplinary jurisdiction of the Vice-Chancellor and several authorities of the University who may be vested with the authority to exercise discipline under the Act, the Ordinance, and the Rules that have been framed by the University from time to time.
4. The admission of any admitted student shall be terminated if the student is not regular and absent unauthorized/without prior permission.
5. The final decision in respect to the interpretation of any provision/rule contained in this Admission Brochure shall be taken by the Vice-Chancellor of the Guru Gobind Singh Indraprastha University either independently or in consultation with any Officer (not below the rank of a Professor for teaching and not below the rank of a Joint/Deputy Registrar or equivalent) of the University as may be deemed appropriate by him.
6. After 31st July, of the admission year, the vacant seats available in any school of study/institution of the University, shall be filled as per guidelines of the Government of NCT of Delhi and / or policy of the University. Separate Notification in this regard shall be issued by the University.
7. In Government Institutions, there shall be no Management Quota.
8. The refund policy shall be as per Chapter 15 of the Admission Brochure - 2019-20 (PART-D).

CHAPTER- 9: Mode of Conduct of CET

9.1 Scheme of the Tests

1. The test paper will contain 75 objective-type questions in all for all CETs. Each question will be provided with four alternative answers marked as (1), (2), (3) and (4). Out of these for multiple choice questions, only one correct; or most appropriate answer should be selected and marked on the OMR answer sheet;
2. Each multiple choice question shall carry four marks. There will be negative marking for incorrect answer. One mark will be deducted for each incorrect answer.
3. The written test will be of two hour duration and will carry 300 marks.
4. Candidates should bring a black ball point to the Examination hall for writing/marking responses (darkening the ovals) on OMR answer sheets. Use of pencil is not allowed.
5. For those who are unable to appear in the test on the scheduled date for any reason, retest will not be held by the University under any circumstances. No refund of fee is permissible.

9.2. Reporting for the Test

1. The Candidate should report at the Examination centre 30 minutes prior to the time of commencement of CET.
2. No candidate will be allowed to enter in the Examination hall after the commencement of CET.
3. No candidate will be allowed to leave the examination hall before the prescribed time for CET is over.
4. Candidate should leave Examination Hall only after handing over OMR answer sheet and test booklet to the Invigilator, failure to handover of any of these documents by the candidate and reported by the centre superintendent of the CET examinations centre, shall lead to cancellation of candidature of the concerned candidate.

9.3. Expected Behaviour and Discipline during the Test

1. If any candidate is found using any UNFAIR MEANS or does not observe discipline during conduct of the Common Entrance Test, the University will take necessary disciplinary action against such candidate(s).
2. No candidate should carry any textual material, printed or written, bits of papers or any other material except the admit card (without envelope) inside the examination hall. If the candidate is found to be copying or conversing with other candidate(s) or having in his/her possession papers, notes or books/ any electronic material with or without relevant text, he/she will be disqualified from taking the Test and the next one or two such Tests depending on the nature of offense. This shall be treated as the use of unfair means.
3. Carrying of cell phone, pager, calculator pen or any other electronic gadgets to the Examination Centre is strictly prohibited. The University will neither make any arrangement for the safe custody of any of these items nor will be responsible for loss of any such item. Hence, the parents may counsel their wards for not carrying such items with them while going to respective examination centres for taking the CET. If the candidate is found in possession of such gadgets during the examination/test, it shall be treated as the use of unfair means.
4. Candidates must not obtain or give or attempt to obtain or to give undesirable assistance of any kind during the Test, as it shall be treated as the use of unfair means.
5. Any attempt to note down questions during the test or to take away pages from the Test Booklet will be viewed very seriously, and invite legal action. This shall be treated as the use of unfair means.
6. Candidate shall maintain perfect silence during examination/CET; attend to their papers only. Any conversation, gesticulation or causing disturbance during the Test will be deemed to be an act of misbehavior and is, therefore, strictly prohibited. Also, if a candidate is found impersonating or using unfair means, he/she will be disqualified from taking the test.
7. The decision in regard of usage of unfair means shall be taken by the University on the report of the centre superintendent of the test centre, on the recommendation of a constituted committee by the Controller of Examinations (Operations) of the University. The constitution of the committee shall be done by the Controller of Examinations (Operations). The decision of the Controller of Examinations shall be final.

9.4. Instructions for the Common Entrance Test

1. The Common Entrance Test shall be based on the topics as specified in the CET syllabus section.
2. The candidates are required to report at their respective Examination Centre at least half an hour before the CET along with two copies of their Admit Card issued by the University. No candidate will be allowed to enter the CET Centre after the scheduled commencement of exam.
3. Entry into the examination centre or hall after the scheduled commencement of examinations / test shall be deemed as usage of unfair means. The candidature of such candidates shall be summarily

cancelled on the basis of the report of the centre superintendent and / or the University Representative at the examination centre.

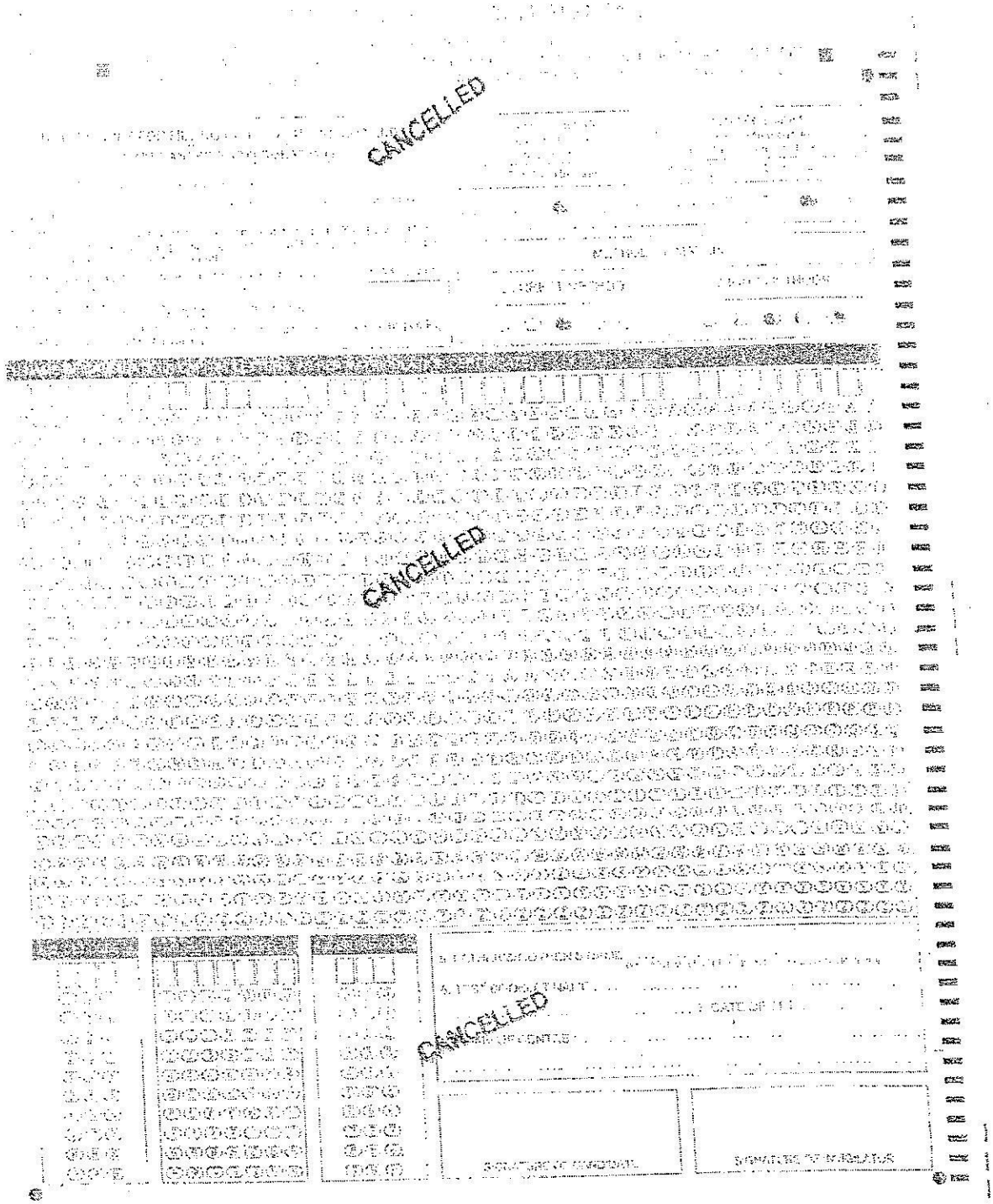
4. Each candidate will be given a sealed Test Booklet and OMR answer sheet five minutes before the commencement of the test.
5. The OMR answer sheet is of special type which will be scanned by an optical scanner.
6. Immediately on receipt of the Test Booklet, each candidate shall fill in the required particulars on the cover page of the Test Booklet with a black ballpoint pen only. He/she shall not open the seal of the Test Booklet until asked to do so by the invigilator.
7. Candidates will then write the required particulars on OMR answer sheet with a black ballpoint pen. After this, they will wait for the signal by the invigilator to start marking the responses.
8. The Test will start exactly at the time mentioned on the Admit Card and an announcement to start will be made by the invigilator.
9. While the test is in progress, the invigilator will check the Admit Cards of the candidates to satisfy himself/herself about the identity of each candidate. The invigilator will also put his/her signature in the space provided for the purpose on the OMR answer sheet as well as on the Admit Card.
10. The candidate will have to sign the Attendance Sheet against his/her CET Roll Number.
11. A signal will be given at the beginning of the Test. A signal will also be given at the closing time when the candidates must stop marking the responses.
12. After completing the Test and before handing over the Test Booklet and the OMR answer sheet to the invigilator, the candidates are advised to make sure that all the particulars required in the Test Booklet and the OMR answer sheet have been correctly written, i.e.CET Roll Number, Name of the Candidate,CET Code, Centre Code, Test Booklet Number, Test Booklet Code, CET name.
13. No candidate will move out of the examination hall until the time prescribed for the Test is over.
14. No candidate will take away the Test Booklet and/or the OMR answer sheet from the examination hall. Taking away of the test booklet or the OMR answersheet shall be treated as the usage of unfair means.
15. A candidate must bring his/her own black ball point pen to fill the answers in ovals of OMR answer sheet. In case the ovals are filled by any instrument other than the black ball point pen, then the answer sheet may be rejected by the optical scanner when the same is being scanned. In all such cases, the responsibility shall rest on the candidates.
16. The candidate must ensure that the answer sheet is not folded. Also, he/she should not make any marks or write any kind of description on it.
17. Candidates are advised to be sure about the correct answer before they darken the oval with black ball point pen. They should also ensure that the each oval is completely darkened with black ball point pen, partially or faintly darkened ovals may be rejected by the optical scanner. It may also be negatively marked.
18. For all programmes: Each question carries four marks. For each incorrect response, one mark will be deducted from the total number of marks obtained by the candidate. No deduction from the total marks will, however, be made if no response to a question is indicated. Candidates are advised not to attempt a question if they are not sure of the correct answer. If a candidate darkens more than one oval against a question, it will be deemed to be an incorrect answer and will be negatively marked. .
19. A question in which multiple ovals are darkened shall be deemed to be answered wrong.
20. The Test Booklet Code filled in by the candidate in the OMR answer-sheet will be accepted as final for the purpose of evaluation. When the space for the Booklet Code is left blank or more than one booklet code is indicated therein, it will be deemed to be an incorrect booklet code and the answer sheet will not be evaluated. The candidate himself/herself will be solely responsible for all the consequences arising out of any error or omission in writing the Test Booklet Code.
21. No candidate should do any rough work on the OMR answer-sheet. Rough work, if any, is to be done only in the Test Booklet at the space provided.
22. Candidates should check to make sure that the Test Booklet contains the number of pages as mentioned on the top of the first page. In case the numbers do not tally, it should be immediately brought to the notice of the invigilator. The candidates shall not remove any page(s) from the Test Booklet and if any page(s) is (are) found missing from a candidate's booklet, he/she shall be liable for prosecution under relevant provisions of Indian Penal Code.
23. In case of any confusion, invigilator may be contacted.
24. No candidate, without the specific permission of the Centre Superintendent or the invigilator concerned, shall leave his/her seat in the examination hall until he/she has finished his/ her paper and handed over the Test Booklet and the OMR answer-sheet to the invigilator on duty. Failure to do so may be treated as usage of unfair means.
25. Smoking in the examination hall during the hours of the Test is strictly prohibited.
26. Tea, coffee, cold drinks or snacks are not allowed inside the examination hall during the Test.
27. Candidates shall maintain perfect silence and attend to their papers only. Any conversation, gesticulation or causing disturbance in the examination will be deemed to be an act of misbehaviour and is, therefore, strictly prohibited. Also, if a candidate is found impersonating or using unfair

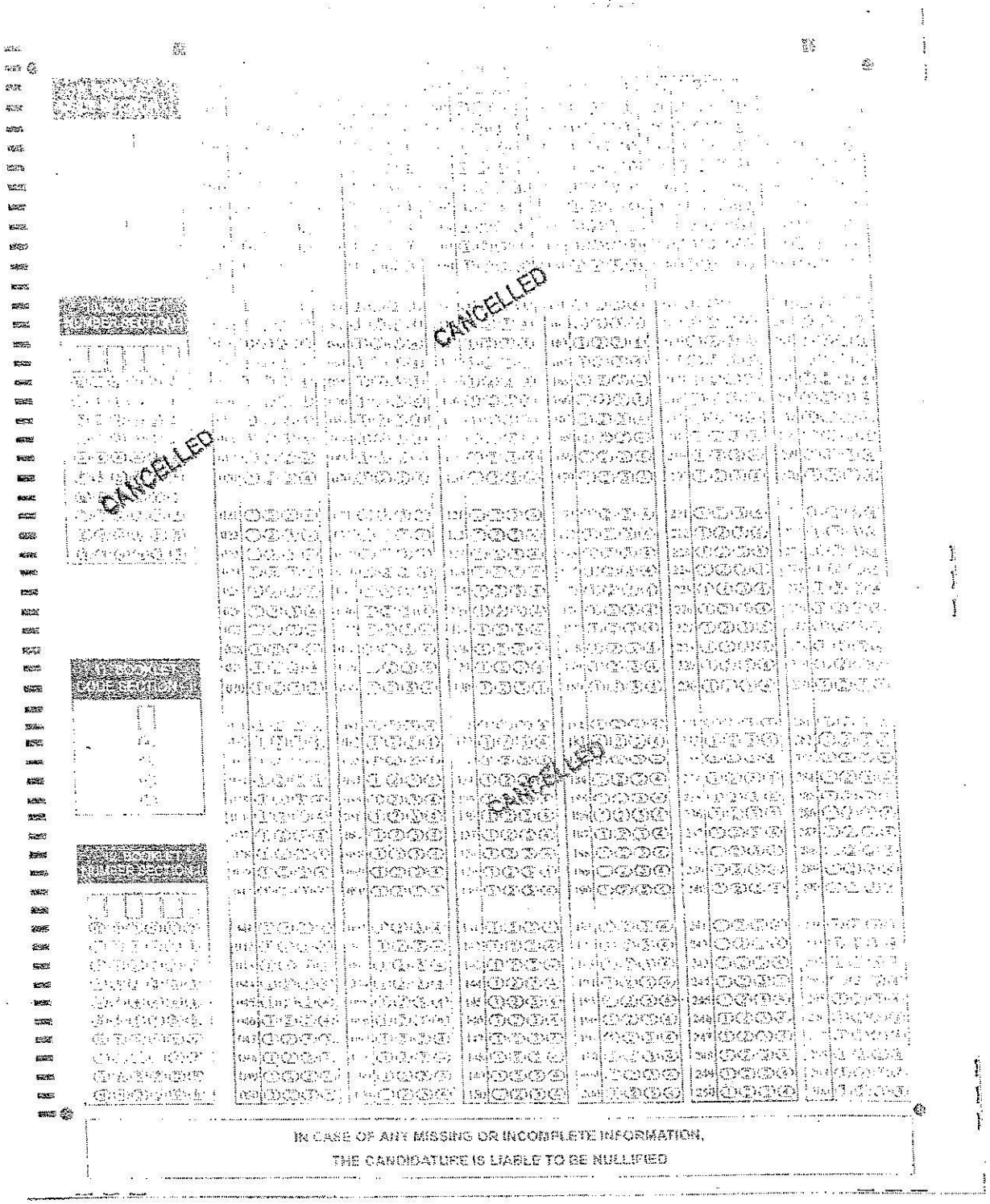
means, his/ her candidature shall be cancelled and he/she will be liable to be debarred from taking any entrance tests of the University either permanently or for a specified period depending upon the nature of the offense, in addition to any other action which may be taken under the Indian Penal Code.

28. If any candidate is found using any unfair means at any stage of admission process or does not observe discipline during the conduct of the Entrance Test, his/her candidature is liable to be cancelled, as such behaviour shall be deemed as the usage of unfair means.
29. The decision in regard of usage of unfair means shall be taken by the University on the report of the centre superintendent of the test centre, on the recommendation of a constituted committee by the Controller of Examinations (Operations) of the University. The constitution of the committee shall be done by the Controller of Examinations (Operations). The decision of the Controller of Examinations shall be final.
30. The results of the CETs shall only be declared on the University website www.ipu.ac.in on or before the scheduled date of result declaration. There shall be no separate communication in this regard.
31. If any candidate is aggrieved by his/her declared result of CET, he/she may, within a week (at most 05 working days), apply for inspection of his/her OMR answersheet, relevant question booklet and answer key and submit specific objections / grievances in specified performa along with a fee of Rs. 1000/- to be paid in the form of bank challan deposited at the Indian bank branch located in the University campus. Specific objections/grievances (if any) so received from the candidates, shall be put before a committee constituted for the purpose by the Controller of Examinations(Operations) of the University. On the advice of the duly constituted committee, appropriate action which may include revision of result, if necessary, shall be taken by the Controller of Examinations (Operations), of the University.

9.5. Specimen copy of the OMR answer sheet

Specimen copy of the OMR answer sheet to be used for the Test, shall be similar to the one shown on next 2 pages:


CANCELLED
CANCELLED
CANCELLED


CANCELLED
CANCELLED
CANCELLED
IN CASE OF ANY MISSING OR INCOMPLETE INFORMATION,
THE CANDIDATURE IS LIABLE TO BE NULLIFIED

CHAPTER- 13: Guidelines for Filling of Application Form

In addition to the instructions available at FAQ on the University website, the following guidelines may be read by all applicants before filling the application form:

1. The candidates are advised to go through the admission Brochure carefully and acquaint themselves with all requirements in respect to filling up of the Online Application Forms for the CET.
2. Any candidate may fill any application form for admissions. It will be the sole responsibility of the candidate to make sure that he / she is eligible and fulfills all the conditions prescribed for admission. The fee paid for application for admission shall not be refundable.
3. If ineligibility of a candidate is detected at any stage before or after examination / declaration of result or during any stage of the programme, his / her candidature / admission will be cancelled without any notice, disciplinary action will be taken against him / her and entire fee will also be forfeited. The Vice Chancellor, Guru Gobind Singh Indraprastha University may cancel the admission of any student for specific reasons at any stage.
4. Incomplete application form will be summarily rejected and no request will be entertained in this regard.
5. CET Code: If the candidate is desirous of appearing in more than one Test, separate Application Form should be submitted for each test. Verify the CET Code from the List of Programmes in Admission Brochure before submitting the form. Any request / application for change of CET Code will NOT be entertained.
6. The AADHAR ID: The candidate should write their 12 digit AADHAR ID or number.
7. Name of the Candidate: Candidates should write his / her Name in CAPITAL LETTERS as given in Class X or equivalent certificate. If your name has several initials, leave one blank after each of them.
8. Name of Father / Mother: Write the name of your Father or Mother exactly as in your Class X or equivalent certificate. Writing mother's name is compulsory.
9. Date of Birth: Enter the date, month and year of your birth as per English calendar and as recorded in your School / Board (Class - X) / Pre-University examination certificate. Birth field is mandatory. If date of birth is not filled, the date of birth value of 01.01.1950 will be used.
10. Category: Select the appropriate option for your categories - SC, ST, OBC, Physically Handicapped / Persons with disablity, Defence and J & K Migrant. If no category is specified, you would be considered as falling under 'General' category. And, no claim whatsoever shall be entertained thereafter. Category certificate to be verified during admission / Counseling. If a candidate falls in more than two categories, he / she can select multiple options. If a general category candidate fills up a reserved category, then the candidature for admission to be considered if and only if the rank is within the general cut off rank.
11. Gender: Select the correct option.
12. Region: Select the option titled "Delhi Region" if you have passed your qualifying examination from any school / college located in Delhi or from any institution affiliated to GGSIP University. Select the option titled "Outside Delhi" if you have passed your qualifying examination from any school / college located in any other part of the country (India)excluding the institutions affiliated to GGSIP University. Incorrectness in Region may lead to cancellation of admission on verification of documents.
13. Qualifying Exam: Select the option titled "PASSED" if you have already passed 10+2 or any other specified qualifying examination, which makes you eligible for the Entrance Test. Select the option titled "APPEARING" if you are appearing for the examination, which makes you eligible. The title "APPEARING" covers the cases of "APPEARED" candidates also.
14. Religion: Select the appropriate option. Minority certificate will be verified at the time of admissions for consideration of admissions in minority institutions.
15. Nationality: If your nationality is Indian, option indicated for "INDIAN". If your nationality is not Indian; option indicated for "OTHERS".
16. Mailing Address: Write your name and complete mailing address IN CAPITAL LETTERS including the PIN CODE. Candidates are required to enter correct Mobile numbers with relevant STD Code and email address at which the SMS/communication is to be sent.
17. Photograph of the Candidate: The candidate should upload his / her recent colour photograph with white background of size as specified your face should cover about 75% of the photograph (without attestation)taken on or after 01st January of the admission year. The candidate should also upload his / her scanned signature and scanned left thumb impression. Instructions for photograph:
    i. Photograph should not have cap, goggles etc. (Spectacles are allowed). The face of the candidate should cover about 75% of the photo.
    ii. The candidate should keep two identical photographs with him / her, in reserve which may have to be used for pasting in the Admit Card at the time of Entrance Test / Counseling / Admission, in case of doubt regarding the identity.
18. Visible Mark of Identification: Candidate should mention visible mark of identification.
19. Centre of Common Entrance Test:

i. Examination Centre once allotted by the University will not be changed and no request in this regard will be entertained under any circumstances. In case the first and second option for centre are not invoked or due to any other reason, then the candidate will be allocated Delhi Centre.

20. Verification and Counter signatures: While filling up of the application form, the candidate must verify the correctness of all the particulars furnished by him / her. In case any candidate is found to have furnished false information or is found to have concealed any material information in his / her application, he / she will be debarred from admission. Further, such a candidate shall also be liable for punishment.
21. The candidate will be solely responsible for all the consequences arising out of any error or omission in the Application Form.
22. Candidates for MBBS Programme falling under army quota are also eligible for admission to other colleges of Medical Science, on the basis of other categories (including General) to which the candidate may belong, and must fill up the appropriate option in the application form.



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

--Sd--
Registrar
Guru Gobind Singh Indraprastha University
Sector 16C, Dwarka, Delhi 110078