

Counselling Checklist

Character Certificate is essential and the details of Character Certificate to be furnished are as under:

(a) Private/Distance Mode Candidates:

Candidates who have passed the qualifying examination as private candidates should submit their character certificate duly signed by a First Class Magistrate/Public Notary/ Gazetted Officer/MC of the concerned area/Sarpanch of concerned Village.

(b) Candidates who have passed the qualifying examination as regular students:

Such candidates must submit the Character Certificate from the Head of the Institution last attended as per the specimen attached in this Handbook.

Application form for admission shall be accompanied by the following self-attested documents:

(a) Scanned copy of Photograph and Signature.

(b) Valid Mobile Number & E-mail id and Aadhar Number.

(c) DMC of Matriculation, Senior Secondary and Degree etc. for uploading the same.

(d) Certificate of the qualifying Examination.

(e) DMC of all the semesters of qualifying Examination in a single PDF.

(f) Matriculation or equivalent examination certificate in support of Date of Birth.

(g) Employment Certificate from the employer, if the candidate is a regular employee and claiming concession.

(h) Necessary documents if Weightage claimed.

(i) Certificate of residence in case a candidate who has not passed the qualifying examination from University/Board of School Education/Institutes situated in Haryana but claims to be a bona fide resident of Haryana.

(j) Certificate of distinction in sports/NCC/NSS etc., if any.

(k) Certificate on the proforma as prescribed in the Handbook of Information in case a candidate belongs to reserved category with documentary proof like Statement of income /affidavit etc.

(l) Affidavit regarding gap year(s), if any.

(m) Undertaking about not working anywhere, not pursuing simultaneously any other diploma or degree program.

(n) Anti-Ragging Self-Declaration by the Student.

(o) Anti-Ragging Self-Declaration by the Parents/Guardians.