

Guidelines for Registration and admission process

Admission to all the Programmes given in [Admission Schedule 2025-26](#) shall be made on the basis of Entrance Test conducted by University or the tests/counselling conducted at state or National level or on the basis of the merit of qualifying examination, as the case may be. For Programme details, number and distribution of seats, eligibility criteria and related information about the concerned Department, click appropriate Department in [Admission Schedule 2025-26](#)

1. For admission the following steps are to be followed:

(i) **Generation of login ID and password.**

Upon entering basic details, a unique login ID and password will be generated for future use. SMS/e-mail shall be sent to the registered mobile number/e-mail ID of the applicant.

(ii) **Registration:** For Online registration visit www.gnduadmissions.org (or www.gndu.ac.in/admission portal) or [click here](#).

Online registration is compulsory. Each applicant has to register at www.gnduadmissions.org or (www.gndu.ac.in, admission portal) by entering the unique login ID and a password generated in (i). Online registration can be made by filling necessary information in the form and payment of non-refundable registration fee for **each** Programme for which admission is sought. Registration fee of Rs. 1500/- (for General Category) and (Rs. 750/- for SC Category for Punjab Domicile only) for each Programme may be paid through any branch of HDFC Bank or through online mode (Credit Card/Debit Card/Net Banking) following the instructions during registration. For B.Tech. (based on JEE)/B.Tech.(Lateral Entry)/B.Arch. (based on NATA score) Programmes, a one-time registration fee of Rs. 2500/- shall be charged.

The candidate has to pay registration fee for the Programmes run by MYAS-GNDU Department of Sports Sciences & Medicine as per following details:

Number of Programmes applied for	General Category	SC Category
One	Rs. 1400/-	Rs. 700/-
Two	Rs. 1600/-	Rs. 800/-
More than two	Rs. 1700/-	Rs. 850/-

However, one-time registration fee for Foreign/NRI students shall be \$500 (USD). The payment of the registration fee in the Foreign/NRI category may be made by either

(i) through bank draft in favour of Registrar, Guru Nanak Dev University, Amritsar payable at Amritsar. (Fill draft number in the registration form, upload a scanned copy with registration form and send the original draft by mail to: Registrar, Guru Nanak Dev University, Amritsar 143 005, India alongwith the registration details) (ii) direct bank transfer/Net banking to the bank account (Account name: Registrar, GNDU, Amritsar, Account Number: 02881000020001, IFSC code: PSIB0000288, SWIFT Code:PSIBINBB005, BSR Code: 0370297) of Guru Nanak Dev University (iii) through online mode (Credit Card/Debit Card) following the instructions during registration. An additional amount of 8.5% (42.5 USD) is to be added to the registration fee as commission to be levied by PayPal.

- (iii) **Application form:** Subsequent to registration, application form may be filled using login details generated in (i) [click here](#). The dates of online application form submission may be seen in the [Admission Schedule 2025-26](#).
- (iv) **Admit card:** On successful application submission, Admit card bearing all details such as date, time and venue of entrance test shall be generated. The candidate has to bring the Admit card while appearing in entrance test as well as on counselling (for details on entrance test and counselling etc. [click here](#)).
- (a) For L.LB., BA.L.LB. (Five Year) Programmes, admission will be done as per notification issued by Punjab Govt.
- (b) For UG/PG Programmes in following groups, candidates can submit a single form for applying in more than one Programme within a particular group giving the names of the Programmes in the order of priority

Group-(i) M.A.: History/International Relations/Political Science/Public Policy & Governance/Philosophy/Religious Studies/Sociology/Social Work (M.S.W.)

Group-(ii) M.Sc.: Botany/Human Genetics/Microbiology/Molecular Biology & Biochemistry/Biochemistry (Specialization in Sports Biochemistry)/Zoology

Group-(iii) M.Sc. (FYIP) Botany/Chemistry/Food Technology/Human Genetics/Mathematics/ Microbiology/Physics/Zoology/B.Sc. (Hons) Agriculture/B.Sc. Dietetics and Nutrition/ B.Sc. Medical Lab (MLT)/ B.Pharmacy/Bachelor of Physiotherapy/B.Tech (Comp. Engg.)/B.Tech. (Food Tech.)/B.Tech. (Textile Processing Technology)/ M. Tech. (Artificial Intelligence and Robotics Engineering) (FYIP)/M.Tech (Urban & Regional Planning) (FYIP)

Group-(iv) M.B.A. (FYIP)/ M.B.A. (Finance) (FYIP)/ M.C.A. (FYIP), M.Com(FYIP)/ M.Com (Data Analytics) (FYIP)/ M.Sc. Economics (FYIP)/ Bachelor of Business Administration (Agri Storage and Supply Chain)/ Bachelor of Design (Interior Design) (Product Design/ Animation & Graphic Design)/ Master of Tourism & Travel Management (MTTM)(FYIP)/ Master of Hotel Management and Catering Technology (MHMCT) (FYIP)/M.Sc Computational Statistics Data Analytics (FYIP)/ M.A. Social Sciences (Development Studies) (FYIP) /M.A. Journalism and Mass Communication (FYIP)/ M.Sc. Fashion Designing (FYIP)

Group-(v) B.Tech.(Computer Science & Engineering/Electronics & Communication Engineering/Civil Engg./Mechanical Engg./Electronics & Computer Engg./Robotics and Artificial Intelligence Engg./M. Tech. (Electronics & Communication Engineering) specialization (Wireless Communication) (FYIP)/ M.Tech. (Computer Science & Engineering) (FYIP) [**On the basis of JEE Main**].

Group-(vi) MBA (Two Year)(with dual specialization)/MBA (Marketing Management)/MBA(Human Resource Management)/MBA (Financial Management)/MBA (Financial Analytics)/MBA(Finance).

Group-(vii) M.Tech. (CSE/ECE)

Group-(viii) LLM (Amritsar/Jalandhar)

Group-(ix) M.Sc. (Chemistry)/M.Sc. Applied Chemistry (Pharmaceuticals)

Group-(x) M.Tech (Urban Planning/Infrastructure Planning/Transport Planning)

- (c) The candidates who wish to apply for Programmes other than those mentioned above in various Groups, **separate application form shall be submitted for each Programme.**
- (d) The Migration will be allowed as per rules.

2. Each candidate shall bring the following certificates/documents in original and their self attested photocopies along with a hard copy (a printed version of the [online application](#)) at the time of counselling (For counselling schedule [click here](#)).
 - (i) Matriculation or equivalent examination certificate bearing testimony to date of birth
 - (ii) Detailed marks card of the qualifying examination
 - (iii) Character certificate from the Principal of the college/school last attended
 - (iv) Two recent passport size photographs duly attested by the Principal of the College/School last attended/gazetted officer. Photographs must be pasted on the form with glue (Please do not use staple pins)
 - (v) Reservation certificate as applicable (As per format in Annexures)
 - (vi) Residence certificate wherever applicable (As per format in Annexures)
3. Candidates who have passed qualifying examination from University/institution other than GNDU shall be required to submit migration and eligibility certificate after admission as per University rules.
4. For B.Tech./B.Arch. Programmes the following documents in original need to be produced by the candidate at the time of counselling:
 - (i) Hard copy (printed version) of the online application form filled by the candidate in triplicate along with three sets of attested photocopies of the following documents
 - (ii) Detailed marks sheet of +2 or equivalent examination
 - (iii) Matriculation or equivalent examination certificate bearing testimony to date of birth
 - (iv) Reservation certificate as applicable(As per format applicable on Annexures I to III)
 - (v) Residence certificate(As per format applicable on Annexure-IV)
 - (vi) Character certificate from the Principal of the college/school last attended
 - (vii) JEE(Main)-2025 Admit Card(For B.Tech. Programmes)
 - (viii) JEE(Main)-2025 Score/Rank Card (For B.Tech. Programmes)
 - (ix) Valid NATA Score(for B.Arch. Programme only)
 - (x) Two recent passport size photographs duly attested by the Principal of the College/School last attended.
 - (xi) Migration and Eligibility Certificate in case of candidates from other University/Boards

5. **Reservation**

Reservation of seats in a Programme shall be determined as per the Reservation Policy of the state of Punjab adopted by the University. For details [click here](#).

- (i) Applications under a reserved category must be accompanied by a certificate from the competent authority (as given in Reservation Policy) stating that the candidate belongs to that particular reserved category for which he/she is claiming a seat.
- (ii) All candidates must declare their claims for reserved categories at the time of filling their online application forms for the entrance test/counselling. Subsequent claims shall not be accepted after the form has been submitted online.

- (iii) All admissions made in the reserved categories will be provisional and liable to cancellation if at any stage, any information about reserved categories furnished by the candidate is found to be fabricated or false.
 - (iv) For SC students, relaxation of 5% marks in eligibility conditions shall be given as per rules.
6. Eligibility criteria for each Programme are available in the profile of respective Departments.
- (i) The candidates who are due to appear or have appeared in the qualifying examinations of Guru Nanak Dev University, Amritsar or any other examination considered as equivalent by Guru Nanak Dev University will also be eligible provided in such cases the result must be available by the time of **counselling** failing which they will have no claim whatsoever for admission.

It is further clarify that

- a) If the result of the qualifying exam is declared and the candidate doesn't have it at the time of counselling, admission shall not be granted.
 - b) However, if the candidate has appeared in the qualifying exam and the result is not declared, provisional admission may be made subject to production of the result and the requisite percentage of marks. Since the admission is provisional, admission of any candidate who subsequently is not able to produce result and/or doesn't meet the eligibility conditions w.r.t marks in the qualifying exam shall be cancelled and the seat shall be cancelled and the seat shall be allotted to the next candidate in the waiting list.
- (ii) In case of students who have got Degrees from Private Universities, they have to submit a certificate duly attested by the Head of the Department/University that the concerned student has passed his Degree in regular mode.
 - (iii) Any Degree/Diploma from a University notified by the UGC (www.ugc.ac.in) as a fake University shall not be considered as eligibility for any admission to Guru Nanak Dev University.
 - (iv) In case of students who have participated in the Inter-University and/or in the National tournaments as members of University or State team, the requirement of minimum marks for purpose of admission to Post Graduate Programmes shall be reduced by 5%.
7. The entrance tests shall be conducted by the University/Department as per admission schedule. The details of syllabi for entrance test, mode of examination, style of questions, etc. is available at the link leading to concerned Department. In case the syllabus is not specified, the concerned Head of the Department may be contacted.
8. **The inter-se-merit of candidates for tie-breaking**

In case of two or more candidates obtaining equal marks in the Entrance test, the inter-se-merit of such candidates shall be determined in order of preference as follows: (a) Candidates obtaining higher marks in the qualifying exam (b) Candidates older in age to be preferred. However, for admission in B.Arch. Programme see instructions given in the profile of Department of Architecture.

9. **Interview/Counselling**

- (i) All candidates being admitted through an entrance test or otherwise shall be required to appear for interview/counselling before the Co-coordinator of admission/interview panel/Board of Control of the Department concerned on a date and time as given in *admission schedule*.
- (ii) If the number of qualifying candidates is more than the seats available, the Co-coordinator/Head shall have the right to call only a limited number of candidates in order of merit in the Entrance Test.
- (iii) Candidates appearing in interview/counselling shall carry with them original Degrees/Diplomas/reserved category certificates for verification.
- (iv) As per instructions issued by the Punjab Govt., the counselling for General Category will be held first. The candidates belonging to SC/Backward classes would also compete in the General Category and will be included in the Merit list of the General category. Subsequently, admission for the reserved categories would be made, excluding the reserved category candidates who got admitted in the general category (letter Pb. Govt 7/21/2004 dated 20.12.2004 and letter 517-630/RC dated 16.1.2013, GNDU)). If any reserved category seat remains unfilled, it will be treated as open for admission from general category candidates. The claim for a seat in any reserved category will not prejudice the right of a candidate for being considered in open merit.
- (v) The candidate(s) willing to apply in more than one reserved categories, has/have to submit separate forms to be considered for each category for which he/she is applying as well as pay registration fee for all such applications. Change of category however shall not be allowed once the online application form has been submitted.
- (vi) If any reserved category candidate gets admission in general category due to his/her higher rank in merit he/she will be eligible for all benefits of reserved category like Post matric scholarship schemes of Punjab State in accordance with the rules of Punjab Govt.
- (vii) Candidates belonging to General and Reserved Categories other than Scheduled Castes/Scheduled Tribes who secure less than 30% marks in the Entrance Test conducted by the Department will not be eligible for admission even if seats are available. However, in the case of Scheduled Castes/Scheduled Tribes candidates, the eligibility condition is a minimum of 20% marks in the Entrance Test.
- (viii) Personal appearance of the candidate in counselling is mandatory for admission. The selected students will have to deposit their fee within two working days or as notified during counselling after the admission slip is issued failing which their seats will be declared vacant and will be allotted to the candidates next on the waiting list. However, the students selected for B.Tech./B.Arch. Programmes will have to deposit their fee on the spot at the time of counselling.
- (ix) All admissions will be provisional and liable to cancellation, if at any stage, any information furnished by the candidate is found to be fabricated or false.
- (x) In case of any dispute, the decision of competent authority conducting the counselling/admission shall be final and binding on all.
- (xi) Students intake can be increased at the time of admission with the approval of the competent authority of the University and seats for reserved categories will be subsequently calculated on the final tally of seats filled in case of increased intake.

10. **Discontinuation of a Programme:** If the number of candidates seeking admission to a Programme is not adequate (minimum of 10 candidates in case of PG Programmes and 20 in case of UG Programmes) or due to administrative or other reasons, the University may decide not to offer the Programme, or may increase/decrease the number of seats of such a particular Programme at the time of admission.

11. **Fees and Fee concession:** For approximate University tuition fee for various Programmes see Fee Structure in [*Details of the Programmes offered.*](#)
 - (i) 10% of the students admitted, subject to maximum of 5, in each Programme may be considered for half-fee exemption under 'fee exemption to poor students' as per University rules.
 - (ii) Discounts in the tuition fee may be offered to the deserving students admitted under "Foreign/NRI students category" to various Programmes in the GNDU main campus.
 - (iii) Fee may be escalated to the tune of 5% every year for new admissions.
 - (iv) The University also offers a number of scholarships and awards to its students. For Further details see [*Scholarships and Awards.*](#)

12. **Refund of fee/security:** The following rules shall apply.

- (i) If the candidate does not join the Programme/Class and surrenders the seat at the entry level of Programme the tuition fee, funds, examination fee, miscellaneous fee and amenities fee deposited by such a candidate at the time of admission will be refunded after deducting processing charges as prescribed by the university from time to time.
- (ii) A candidate who join the Programme/Class may be even for one day, and surrenders the seat in writing at the entry level of course, will be refunded fee after deducting tuition fee, funds, miscellaneous fee and amenities fee for three months but the examination fee will be refunded fully.
- (iii) A candidate is allowed to shift from one Programme to another Programme. For this purpose, fee and funds deposited by him/her will be adjusted after charging Rs. 5000/- (for each shifting) as shifting fee. These rules will be applicable for University Campus and Regional Campuses. However, shifting is not allowed after the admission process is over.

13. **Prohibition of Ragging:** Ragging of any type is strictly prohibited on the campus. Each students must follow the directives given in [Ragging: Prohibition, Prevention and Punishment.](#)

14. **Attendance:** The following general rules shall apply.

- (i) 75% Attendance in theory and practical separately in each paper is mandatory.
- (ii) If a student does not attend the classes continuously for fifteen days without any information to the Head of the Department concerned, his/her name is liable to be struck off the rolls of the Department. He/she may seek re-admission giving valid reason for his/her absence within next fifteen days failing which he/she will forfeit the right of re-admission.
- (iii) A full-time student of a Programme is not allowed to join a full time job. Any student found doing this at any time shall be liable to lose his/her admission or Degree even at a later stage. However, this shall not apply to students who have taken leave for study from their employers.
- (i) Admission to two full-time Programmes is not allowed simultaneously.

15. ADDITIONAL SEATS

I. Admission of Kashmiri students: The following general rules shall apply.

- (i) In case of Kashmiri Migrants/Kashmiri Pandits/Kashmiri Hindus families (Non-Migrants) students, the guidelines issued by the Ministry of Human Resource Development, Government of India and passed by the Syndicate of the University in its meeting held on 28.11.2019 vide Para No.5.6 shall be followed.
- (ii) As per guidelines of the UGC two Supernumerary seats are available in each of the Programme being run by the University for Jammu & Kashmir candidates (approved in the Syndicate meeting held on 29.06.2015 vide Para No. 38.).

II. Admission of outstanding artists/Sports persons:

- (i) In case of outstanding artists, the University shall create 15 additional seats which may be allocated to different Departments on the recommendation of a committee constituted for the purpose by the Vice Chancellor.
- (ii) In case of outstanding Sports persons (as per criteria approved by The Syndicate in its meeting held on 7.2.2018, vide Para no. 9.9, Annexure-II), 20 seats in Department of Physical Education (Teaching) and 2 seats in other Programmes are available for admission.

III. Admission of Indian Army Personnel in P.G. Programmes (Approved by the Syndicate vide Item No. 5.6 of its meeting held on 10.2.2021) :

- (i) Two seats have been created for the Indian Army Personnel in each of the Postgraduate Programmes. These seats will be over and above the normal intake of these postgraduate Programmes except for Programmes covered under the purview of the respective councils viz., Bar Council of India, Architect Council of India, Pharmacy Council of India etc.
- (ii) The Admission of these Army Personnel will be subject to fulfilling the required eligibility criteria and qualifications. The Admission will be made on the basis of Entrance Test Examination as per counselling schedule or a separate Entrance Test may also be allowed to be conducted to accommodate leave schedule of these army personnel keeping in view of the nature and constraints of army services.
- (iii) The names of such army personnel shall be forwarded by the Indian Army along with the sanctioned leave for the duration of the Programme that he/she is willing to pursue in the University.

IV. Admission of Orphan Students (vide syndicate para No 5.1 dated 15.01.2024):

Two Supernumerary seats have been created for Orphan Students vide syndicate para No 5.1 dated 15.01.2024 (one male and one female) in every academic program at both undergraduate and postgraduate levels to support orphan children and the University has committed to covering their admission and ongoing academic expenses, including hostel charges, utilizing the University Welfare Fund or College Student's Welfare Fund.

These seats will be over and above the normal intake. These programmes except for Programmes covered under the purview of the respective councils viz., Bar Council of India, Architect Council of India, Pharmacy Council of India etc.

A candidate who wishes to seek admission under the above quota as per the criteria available in the Prospectus. To see criteria [Click here](#).

V. Reservation (5% each) of Supernumerary Seats under the Categories of Border Area/Rural Area: (Vide Syndicate Para No. 2.18 dated 5.02.2025):

For claiming seat under Border Area Category: A candidate will be eligible for admission under this category only if he/she is from a town/village within the belt of 10 miles from the International Border and has studied for at least five years there and has passed public examination (Matric or +2) from a school located in border town/village (excluding the district towns of Ferozpur, Gurdaspur). Two certificates one from the DC/GA to DC of the District or SDO (Civil)/SDM with the town/village being within 10 miles limit from the International border, and another from the Headmaster/Principal of the Institution with details of exact date of joining and leaving the school/college must be produced along with the application form as per [Annexure-V](#).

For claiming seat under Rural Area Category: For claiming "Rural Area" reservation, the candidate will have to produce a certificate from Sub-Divisional Magistrate/GA to DC of having studied for a minimum of two years and passed Matric or +2 from a school which is situated in rural area. The candidate should also be a permanent resident of rural area (village). This school should not fall within

the limits of any Municipal Committee/Corporation, notified area or a Cantonment Board. Schools like Dashmesh Academy and those situated in University campuses, Nangal Township and Talwara Township are excluded from the list of schools in the rural category. The format for Rural Area Certificate is attached as [Annexure-VI](#).

The above provision for reservation of seats shall not be applicable on courses/programmes, which are governed by various councils viz., Council of Architect, Pharmaceutical Council of India, Bar Council of India, NCTE, DBT etc.

- VI. Admission of Foreign/NRI students:** Being "Category-1" University, admission to foreign Nationals/NRI students is also open for which 20% seats over and above the regular number of seats are reserved. Fee structure is given in [Details of Programmes offered](#) and modes of payment of fee for foreign/NRI candidates, in each Programme are given in [Admission to Foreign/NRI candidates](#).
16. For any discrepancy or dispute, relevant ordinances as given in GNDU Calendar and as modified from time to time shall prevail.

ANNEXURE-I
SCHEDULED CASTE CERTIFICATE

Despatch No. _____

It is certified that Shri/Shrimati/Kumari _____ son/daughter of
Shri _____ of Village/town _____
District/Division _____ State of Punjab belongs to
_____ Caste which has been recognized as Scheduled Caste as per “The
Constitution (Scheduled Caste) order, 1950.”

Shri/Shrimati/Kumari _____ and his/her family lives in
village/town _____ District/Division
of Punjab State.

Signature: _____

Designation _____

(with seal of officer concerned)

Place _____

Dated _____

ANNEXURE-II
FORM OF CERTIFICATE OF BACKWARD CLASS

Despatch No. _____

i. This is to certify that Shri/Smt _____ S/o/D/o/W/o of Sh. _____ Resident of Village/Town _____ District/Division _____ of the state of Punjab belongs to the _____ caste which is recognized as a Backward Class in the terms of Punjab Govt. Letter no _____ Dated _____ .

ii. This is also certified that he/she does not belong to any category of persons/sections mentioned in column 3 of the schedule to Punjab Government, Department of Welfare letter No. _____ Dated. _____.

iii. Shri/Smt. _____ and/or/ his family ordinarily reside(s) in village/Town _____ District _____ of the state of Punjab.

Signature: _____

Designation _____

(with seal of officer concerned)

Place _____

State _____

Dated _____

ANNEXURE-III

Certificate in respect of wards of Freedom Fighters

Despatch No. _____

Dated _____

This is to certify that _____ son/daughter of
Shri _____ son/daughter of Shri _____ is a
child/grandchild of dependent of Freedom Fighter.

Place _____

Date _____

DC/GA to DC/SDM/SDO (Civil)
(With Seal of the Court)

ANNEXURE-IV

FOR ADMISSION TO PROGRAMMES SUCH AS B.TECH (THROUGH JEE) OR B.ARCH OR ANY OTHER SUCH EXAMINATION WHERE RESIDENCE CERTIFICATE IS REQUIRED (FOR PUNJAB RESIDENT CATEGORY), LATEST CERTIFICATES AS PER THE FOLLOWING FORMATS NEED TO BE PRODUCED:

(A) CONTENT OF THE AFFIDAVIT FOR THE PUNJAB RESIDENT CATEGORY	
<p>a) Citizens of India b) That they or their Children/Wards have not obtained the benefit of Residence of any other State</p>	<p>Affidavit of the parent/Guardian to be attested by an Executive Magistrate/Oath Commissioner/ Notary Public</p>
<p>(B) CATEGORIES OF PUNJAB RESIDENTS The Applicant must fulfil conditions of any of the following categories: (i) Candidates who have studied for a period of 5 years in Punjab or 2 years just preceding the qualifying examination for the admission.</p>	<p>Certificate and the authorities competent to issue the same. Certificate to be issued by the Head Master/Principal of the Government and recognised schools/Colleges concerned.</p>
<p>(ii) Children/Wards of (a) The employees of Punjab Government Posted in or outside Punjab State or working on deputation having at least 3 years of service; (b) The employees of Government of India Posted in Chandigarh or in Punjab in connection with the affairs of Punjab Government for a period of 3 years; (c) the employees of State Government institutions /undertakings who are Posted in Chandigarh or in Punjab in connection with the affairs of the Punjab Government for a period of 3 years; (d) The employees having at least 3 years of service in autonomous bodies/companies in which Punjab Government has 20% or more shares; (e) The residents of Punjab who are residing outside Punjab on account of their service either with the GOI or with other State Government, are to be treated at par with the employees of the Government of Punjab in the matter of issue of 'Residence Certificate' provided the permanent address of such employees fall in the reorganized Punjabi on or after 1.11.66, as per their service books. Added as per letter No. 1/2/95-3PP-II/80 dated 1.1.99</p>	<p>Certificate to be issued by the respective Head of the Department -do- -do- -do- -do-</p>
<p>(iii) Children/wards of the pensioners of Punjab Government irrespective of the fact that original home of the retiree is in a State of her than Punjab or he has settled after retirement in or outside Punjab.</p>	<p>PPO issued by the Accountant General, Punjab.</p>
<p>(iv) Children/wards of persons who have settled in Punjab or have resided in Punjab for a period of atleast 5 years at any time prior to the date of the submission of the application either in pursuit of a profession or holding of a job.</p>	<p>Certificate to be issued by the DC ADC (R) ADC (D) SDO (Civil), GA to DC, DORG, DRO, EM, Tehsildar, Commissioners of Municipal Corporations of Amritsar, Jalandhar & Ludhiana</p>

<p>(iii) Children/Wards of persons who have held immovable property in Punjab for a period of five years. The property should be in the name of the parents/ guardians or the candidate himself.</p>	<p>DC, ADC(R), ADC(D) SDO(Civil), GA to DC, EM, DORG, Tehsildar/DRO based on copies of Jamabandi, Revenue Record, Municipal Record, Registered deeds or any other document to the full satisfaction of the D.C.</p>
<p>(vi) Persons who were born in Punjab and produced a certificate to that effect.</p>	<p>As per category(iv) above.</p>

**FORMATS FOR
PUNJAB RESIDENCE CERTIFICATE**

**(A) FORMAT OF AFFIDAVIT REGARDING PUNJAB RESIDENT
CATEGORY OF THE PARENT/GUARDIAN TO BE ATTESTED BY AN
EXECUTIVE MAGISTRATE/OATH COMMISSIONER/NOTARY PUBLIC**

_____ father/mother guardian of Miss/Mr. _____ resident
of (full address to be given) do, hereby, solemnly state and affirm as under:

1. That I am a citizen of India.
2. That neither the deponent nor the child/ward of the deponent has obtained the benefit of residence in any other state.

Dated _____

Deponent

Verification: Verified that the contents of my above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed in the form.

Dated _____

Deponent

**FORMAT FOR
PUNJAB RESIDENCE CERTIFICATE**

(B)FORMAT OF CERTIFICATE REGARDING PUNJAB RESIDENTS

CATEGORY(I)

**(H) CERTIFICATE TO BE ISSUED BY THE PRINCIPAL/HEAD MASTER
OF THE GOVERNMENT/RECOGNISED SCHOOL/COLLEGE
CONCERNED IN CASE OF CATEGORY(i)**

It is certified that Miss/Mr. _____ D/o,
S/o Sh. _____ has been a student of this School for a
period of _____ years, from _____ to
_____. He/She left the School on _____.

**(II) CERTIFICATE TO BE ISSUED BY HEAD OF DEPARTMENT IN CASE OF
CATEGORY (ii) (a)**

Certified that Mrs./Mr. _____ S/o/W/o Sh. _____
Father/mother of Miss/Mr. _____ (name of the Candidate) is an employee of
the _____ (name of Office) of Punjab Government. He/She is
working as _____ and is Posted at _____. He/She has
more than three years service at his/her credit.

Memo No _____
Dated _____
Place _____

Head of Deptt.(with seal)

OR

Certificate that Mrs./Mr. _____ S/o W/o Sh. _____
Father/mother of Miss/Mr. _____ (name of the Candidate) is an employee of the
_____ of Punjab Government. He/She is working as
_____ on deputation with the
and is Posted at _____. He/She has more than three years service at his/her
credit.

Memo No. _____
Dated _____
Place _____

Head of the Deptt.(with seal)

(III) CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF DEPARTMENT IN CASE OF CATEGORY (ii) (b)

Certified that Mrs./Mr. _____ S/o/W/o Sh. _____
father/Mother of Miss/Mr. _____ is an employee of the
_____ Government of India and he/she is working as _____.
He/She has been Posted at Chandigarh/Punjab in connection with the affairs of Punjab
Government for the past three years.

Head of Deptt.(with seal)

Memo No. _____

Dated _____

Place _____

**(IV) CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF
DEPARTMENT IN CASE OF CATEGORY(ii) (c)**

Certified that Mrs./Mr. _____ S/o/W/o
Sh. _____ father/mother of Miss./Mr. _____ is an
employee of the _____ (institution/undertaking) of the Government of
India and he/she is working as _____. He/She has been Posted at
Chandigarh/Punjab in connection with the affairs of Punjab Government for the past three
years.

Memo No. _____

Head of the Department

(With Seal)

Dated _____

Place _____

**(V) CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF
DEPARTMENT IN CASE OF CATEGORY (ii) (d)**

Certified that Mrs./Mr. _____ S/o/W/o Sh. father/mother of
Miss./Mr. _____ is an employee of the (institution/undertaking) of
the Government of India and he/she is working as _____. He/She has
been posted at Chandigarh/Punjab in connection with the affairs of Punjab Government
for the past three years.

Memo No. _____

Head of the Department

(With Seal)

Dated _____

Place _____

**(VI) RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC(R),
ADC(D), SDM, ASSTT.COMMISSIONER GENERAL, D.O.R.G., TEHSILDAR,
COMMISSIONERS OF MUNICIPAL CORPORATIONS OF AMRITSAR,
JALANDHAR AND LUDHIANA IN CASE OF CATEGORIES (iv)**

Certified that Mrs./Mr. (name of person) S/o/W/o Sh. father/ mother/guardian of Miss/Mr. (name of the Child/Ward with full address) has settled* in Punjab or has resided* in Punjab for a period of 5 years from _____ to _____. He/She is working as _____ (name of profession/designation/job).

Signature of DC, ADC(R),
ADC(D),SDM
Asstt. Commissioner General, DORG, DRO,
EM,Tehsildar, Commissioners of
Municipal
Corporations of Asr., Jal. and
Ldh.

Memo No. _____
Dated _____

**(VII) RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC(R),
ADC(D), DM, ASSTT.COMMISSIONER GENERAL, D.O.R.G., DRO, EM,
TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS OF
AMRITSAR, JALANDHAR AND LUDHIANA IN CASE OF CATEGORIES(v)**

Certified that Mrs./Mr. (name of person) S/o/W/o Sh. _____ father/mother/guardian of Miss/Mr. (name of the Child/ Ward with full address) hold immovable property at (place & district) in the State of Punjab for the past _____ Years.

Head of Deptt.(with seal)

Memo No. _____
Dated _____
Place _____

Signature of DC, ADC(R), ADC(D), SDM
Asstt. Commissioner, General, DORG, DRO,
EM, Tehsildar, Commissioners of Municipal

(VIII) RESIDENCE CERTIFICATE TO BE ISSUED BY THE DC, ADC(R), ADC(D), SDM, ASSTT.COMMISSIONER GENERAL, D.O.R.G., DRO, EM, TEHSILDAR, COMMISSIONERS OF MUNICIPAL CORPORATIONS IN CASE OF CATEGORIES (vi)

Certified that Mrs./Mr. _____ S/o/D/o Sh.
_____ resident _____ of
_____ was born in Punjab as per Birth Certificate.

Signature of DC, ADC(R), ADC(D), SDM
Asstt. Commissioner General, DORG, DRO,
EM, Tehsildar, Commissioners of
Municipal Corporations of Asr., Jal.
and Ldh.

Memo _____
Dated _____

ANNEXURE-V
BORDER AREA CERTIFICATE**

Despatch No. _____

Date: _____

(i) I certify that _____ son/daughter of
Shri _____ of
village _____ District _____ is a bonafide resident of
this village.

(ii) *Certified that _____ son/daughter of
Shri _____ of
village _____ District _____ was a bonafide
student of the School/College From _____ to _____ (exact
date of joining and leaving the School/college to be given as per records) and passed
examination.

Signature of Headmaster/Principal of the School/College
(with seal)

DC/GA to DC/SDM/SDO (Civil)
(With seal of the Court)

*It must be on a printed letter head/school leaving proforma.

**Town/village and School fall within the belt of 10 miles from the International Border
(excluding the towns Ferozpur, Gurdaspur)

ANNEXURE-VI
RURAL AREA CERTIFICATE

Despatch No. _____

Date: _____

Certified that Mr./Mrs./Ms. _____ son/daughter of Shri _____ has studied in this school/college (Name of the institution) _____ from _____ to _____ and has passed Matric/Hr. Sec. Part 1/+2 examination. This School/college does not fall within limits of Municipal Committee/Cantonment Board/ Notified Area.

Despatch No. _____

Certified that Mr./Mrs./Ms. _____ S/o/D/o Shri _____ is a bonafide resident of village _____ This village does not fall within limits of Municipal Committee/Cantonment Board/Notified Area.

Office Stamp Verified by
(Civil)
(Legible) School/College Principal/Head Master

DC/GA to DC/SDM/SDO

**The village and school should not fall within the limits of any Municipal Committee, notified area or a Cantonment Board. Schools like Dashmesh Academy and those situated in University campuses, Nangal Township and Talwara Township are excluded from the list of schools in the rural category.*