

### Annexure - 4

Sr. No.	Type of Candidate	Attested true copies of documents to be attached along with application Form
1.	All Candidates	Indian Nationality Certificate*, VII,IX Mark sheet/ Proforma Z, S.S.C. (Std.X) mark sheet. School leaving certificate after passing SSC(Std. X), HSC/MCVC mark sheet and Leaving Certificate, if applicable. Certificate of passing Intermediate Grade Drawing examination, if applicable.
2.	Type – B Candidates	Domicile certificate** of candidate or of father/mother of candidate indicating that he/she is domiciled in the State of Maharashtra ( In addition to the documents mentioned in Sr. No. 1)
3.	Type – C Candidates	Certificate from the employer in the pro forma – A stating that father/mother of the candidate who is a Central Government / Govt. of India undertaking employee is presently posted in Maharashtra. ( In addition to the documents mentioned in Sr. No. 1)
4.	Type – D Candidates And Type – E Candidates	Certificate from the employer in the pro forma – B stating that father/mother of the candidate who is a Maharashtra State Government / Maharashtra State Government undertaking employee is presently posted in Maharashtra. ( In addition to the documents mentioned in Sr. No. 1)
5.	Backward class Candidates belonging to S.C. / S.T.	Caste certificate ( In addition to the documents mentioned in Sr. No. 1)
6.	Backward class Candidates belonging to VJ/ DT NT(A)/ NT(B)/ NT(C)/NT(D) /OBC/SBC categories	Caste certificate Non creamy layer certificate® valid up to 31st March 2010 ( In addition to the documents mentioned in Sr. No. 1)
7	Ex-servicemen (Def1)	Defence Service Certificate Pro forma – C. Domicile certificate of father/mother who is an Ex service personnel is domiciled in the state of Maharashtra. ( In addition to the documents mentioned in Sr. No. 1)
8.	Active Domicile Defence Candidates. (Def2)	Defence Service Certificate Pro forma – C Domicile certificate of father/mother who is an active defence service person is domiciled in the state of Maharashtra. ( In addition to the documents mentioned in Sr. No. 1)
9.	Active Non Domicile Defence Candidates. (Def3)	Defence Service Certificate Pro forma – C and D/E. Certificate from the employer in the pro forma – D stating that father/mother of the candidate who is an active defence service person presently posted in Maharashtra. Or Certificate from the employer in the pro forma – E stating that father/mother of the candidate who is an active defence service person and has retained the family in his previous place of posting in Maharashtra. ( In addition to the documents mentioned in Sr. No. 1)
10.	Physically Handicapped Candidates(P1/P2/P3)	Certificate in the proforma–F/F-1. ( In addition to the documents mentioned in Sr. No. 1)

11.	Jammu & Kashmir Migrant candidates (J1/J2/J3)	Certificate of posting in case of defence and Govt. servants in proforma – J Certificate for stay in refugee camp for those staying in refugee camp in proforma – K Certificate stating that the candidate belongs to displaced family in proforma – L ( In addition to the documents mentioned in Sr. No. 1)
12.	Foreign Nationals / Foreign Students	Eligibility certificate from concerned University/Board Certificate / Proof of Foreign national or Foreign student status.
13.	Persons of Indian origin	Eligibility certificate from concerned University/Board Certificate / Proof of Persons of Indian origin status.
14.	Workers in Gulf Countries/Non Resident Indian	Eligibility certificate from concerned University Certificate / Proof of Person having Workers in Gulf Countries/NRI status.
15	NCC	Certification of representing Maharashtra at All India level, Certificate of minimum 70% attendance in two years of N.C.C., N.C.C. `A' certificate. ( In addition to the documents mentioned in Sr. No. 1)

**\*In lieu of the "Certificate of Indian Nationality" following documents will also be acceptable-**

1. The School leaving Certificate indicating the Nationality of the candidate as 'Indian'.
2. Indian Passport in the name of the candidate, issued by appropriate authorities.
3. Birth Certificate of the Candidate indicating the place of birth in India.

**\*\* Domicile certificate:**

Domicile certificate issued by the Maharashtra State's appropriate authorities, clearly indicating domicile by birth or by permanent residence will only be considered valid. The domicile certificate indicating domicile "By Choice" or "Education Purposes" or By Accepted or Intend to stay type certificate will not be valid. The domicile certificate of Mother of the candidate should have been issued after her marriage, such certificate issued before her marriage will not be valid. In case of mother's domicile certificate, the candidate shall submit an affidavit on Rs.20/- stamp paper, stating that the person in whose name the domicile certificate is issued is the mother of the candidate and the father of the candidate is not alive.

**Cut off date for the eligibility:**

The eligibility of the candidate shall be determined and/or decided for all purposes including for applicability of all these Rules and Regulations by considering the last date of submission of Online Application form for CAP as the cut off date. It is made abundantly clear that if a candidate is found ineligible as on the last date of submission of Online Application form for CAP, in terms of these Rules and Regulations, and if such an ineligible candidate acquires the requisite eligibility after the aforesaid cut off date (i.e. the last date of submission of Online Application form), such subsequent acquisition of eligibility will not make an ineligible candidate eligible for any purpose whatsoever, much less for the purpose of admission.

**Caste validity Certificate:**

The candidates belonging to SC, VJ/DT (NT(A)), NT(B), NT(C), NT(D), OBC and SBC categories should produce "Caste Validity Certificate" issued by Scrutiny Committee of Social Welfare Department and the Candidate belonging to ST category should submit "Tribe Validity Certificate" issued by Scrutiny Committee of Tribal Department at the time of claiming fees reimbursement as demanded by the concerned authority.

**Proforma – J**

**( Proforma for the sons and daughters of Defence / Paramilitary force / I.A.S. / I.P.S. / I.F.S. / J & K Police officials posted in Jammu & Kashmir to combat terrorist activities.)**

**Reference. No. :**

**Date:**

**CERTIFICATE**

This is to certify that Shri / Smt. .... is an official belonging to Defence / Paramilitary force / I.A.S. / I.P.S. / I.F.S. / J& K Police presently posted and working at ..... Which is treated as disturbed area in Jammu & Kashmir.

This certificate is issued for the purpose of his / her son / daughter .....’s admission to First Year of Diploma courses in Engineering/Technology in Maharashtra State for the year 2009-10.

Date:

Head of the Office

Place:

**Seal of the Office**

**Proforma – K**

**(For Jammu & Kashmir Migrant Candidates, staying in refugee camps.)**

**Reference. No.:**

**Date:**

**CERTIFICATE**

This is to certify that Mr./ Miss. .... belongs to a family residing in this refugee camp after being displaced after 1990 due to terrorist activities in Jammu and Kashmir.

The details of refugee status is as under.

- Ration card Number: .....
- Names of the members on the ration card: .....

This certificate is issued for the purpose of his / her admission to First Year of Diploma courses in Engineering/Technology for the year 2009-10.

Date:

Head of the Office

Place:

Migrant / Refugee Camp

**Seal of the Office**

**Proforma – L**

**(Displaced Jammu & Kashmir Migrant Candidates staying with relatives / friends in India other than Migrant / Refugee camp/ Refugees staying with relatives.)**

Reference. No.:

Date:

**CERTIFICATE**

This is to certify that Mr./ Miss. .... is a displaced person from Jammu & Kashmir after 1990 due to terrorist activities in Jammu and Kashmir. He / She is staying with .....

(Name and complete address of the Person with whom the candidate is staying at present) ..... since past .....years.

This certificate is issued for the purpose of his / her admission to First Year of Diploma courses in Engineering/Technology for the year 2009-10.

Date:

District Collector

Place:

**Seal of the Office**

**Proforma – A**

**(For Type C candidates)**

**(For Govt. of India / Govt. of India undertaking employees / sons and daughters of Govt. of India / Govt. of India undertaking employees.)**

Reference. No.:

Date:

**CERTIFICATE**

This is to certify that Shri / Smt. .... is an employee in the capacity of.....in.....

(Designation)

(Name of the Organisation /Establishment/Department)

..... This Organisation /Establishment / Department is under ..... Department of Govt. of India / Govt. of India undertaking.

Shri / Smt. .... is transferred to .....in Maharashtra State vide transfer order No..... Dated..... He / She has joined duty in Maharashtra on ..... and is currently working in the same post.

This certificate is issued for the purpose of his/her / his son or daughter / her son or daughter .....’s admission to First Year of Diploma courses in Engineering/Technology for the year 2009-10.

Date:

(Signature)

Place:

Name & Designation  
of the Head of the office

Seal of the Office

Note: This pro forma is to be accompanied by attested copy of Transfer order and Joining report

**Proforma – B**  
**(For Type D/E candidates)**

**(For sons and daughters of Maharashtra State Govt./Govt. of India/Maharashtra State Govt. or Govt. of India undertaking employees.)**

Reference. No.:

Date:

**CERTIFICATE**

This is to certify that Shri / Smt. .... is an employee in the capacity of.....in.....

(Designation)

(Name of the Organisation /Establishment / Department)

This Organisation /Establishment / Department is under .....Department of Maharashtra State Govt. / Govt. of India/Maharashtra State Govt. or Govt. of India undertaking.

Shri / Smt. .... is transferred to ..... in Maharashtra State vide transfer order No..... Dated.....

He / She has joined duty in Maharashtra on ..... and is currently working in the same post.

This certificate is issued for the purpose of his / her son / daughter .....’s admission to First Year of Diploma courses in Engineering/Technology for the year 2009-10.

Date:

(Signature)

Place:

Name & Designation  
of the Head of the office

Seal of the Office

Note: This pro forma is to be accompanied by attested copy of Transfer order and Joining report

**Pro forma –C**

**(To be issued on the Printed Letter Head of the concerned office) (For Def-1, Def-2 and Def-3 Candidates) ( For sons and daughters of defence service personnel )**

**CERTIFICATE**

This is to certify that Shri. / Smt.....( Full Name of the Employee with Rank of the employee )

is / has been a member of Armed forces of India. He / She has put in ..... years of service in Indian Army / Indian Navy / Indian Air Force from ..... to ..... and is currently working / retired from services on ..... / permanently disabled since ..... / killed in action on .....

This certificate is issued for the purpose of his / her son / daughter .....’s admission to First Year Diploma course in Engineering / Technology for the academic year 2009-10.

Outward no. & Date :

Place :

( Signature)

Name and designation  
of the Authority not below the rank  
of Commandant or equivalent /  
District Sainik Welfare officer

Seal Of the  
Office

Note:- This certificate is not to issued for the Civilian Staff working in the Indian Army/Navy/Airforce.

.....

**Pro forma –D**

(To be issued on the Printed Letter Head of the concerned office)

**(For Def-3 candidates)**

**(For sons and daughters of Active defence service personnel not domiciled in Maharashtra State)**

**CERTIFICATE**

This is to certify that Shri / Smt. .... is a member of  
( Full Name of the Employee with Rank of the employee )  
Armed forces of India, and is currently working in Indian Army / Indian Navy / Indian Air Force.  
Shri / Smt. .... is transferred to .....(Place of posting) in  
Maharashtra State vide transfer order No..... Dated.....  
He / She has joined duty in Maharashtra on ..... And is currently working in the same post.  
( Date of Joining )

This certificate is issued for the purpose of his / her son / daughter .....’s admission to  
First Year of Diploma courses in Engineering/Technology for the academic year 2009-10.

Outward no. & Date:

( Signature )

Place :

Name & Designation  
of the Head of the office

Seal Of the  
Office

Note : This pro forma is to be accompanied by attested copy of

- 1) Transfer order
- 2) Joining report

Note:- This certificate is not to be issued for Civilian Staff working in the Indian Army/Navy/Airforce.

.....

**Pro forma E**

(To be issued on the Printed Letter Head of the concerned office)

**(For Def-3 candidates)**

**(For sons and daughters of Active defence service personnel not domiciled in Maharashtra State but  
retrained their family accommodation)**

**CERTIFICATE**

This is to certify that Shri / Smt. .... is a member of  
(Full Name of the Employee with Rank of the employee )  
Armed forces of India, and is currently working in Indian Army / Indian Navy / Indian Air Force .  
Shri / Smt. .... is presently posted at ..... ( Place of posting )  
His / Her previous posting was at .....in Maharashtra State.  
He / She has retained family accommodation in..... in Maharashtra State on account of  
posting in non family station / for education purpose of son / daughter.

This certificate is issued for the purpose of his / her son / daughter .....’s admission to  
First Year of Diploma courses in Engineering/Technology for the academic year 2009-10.

Outward no. & Date :

( Signature )

Place :

Name & Designation  
of the Head of the office

Seal Of the  
Office

Note:- This certificate is not to be issued for Civilian Staff working in the Indian Army/Navy/Airforce.

**Pro forma – F**

*(To be issued on the Printed Letter Head of the concerned office)*

(For **P1/ P2/ P3** Candidates)

**(For Physically Handicapped Candidates)**

Photograph of  
the candidate  
showing the  
Physical  
disability

**CERTIFICATE**

This is to certify that I have examined Mr. / Miss .....  
..... on ..... He / She has .....(Name of the  
Physical Disability) which comes under the sub category Blindness (**P1**)/Speech & Hearing  
impaired(**P2**)/Orthopedic disorder (**P3**)

Certified that:

1. The percentage of handicap is not less than 40% and is equal to .....%.
2. The disability is permanent in nature.
3. The candidate is capable of carrying out all activities related to theory and practical works as applicable to Post SSC Diploma courses in Engineering/Technology without any special concessions and exemptions.
4. This Certificate is issued as per the provisions given in the Person with Disability Act, 1995 and its amendments.

This certificate is issued for the purpose of his/her admission to First Year of Diploma courses in Engineering/Technology in Maharashtra for the academic year 2009-10.

Outward No. & Date:

Place :

(Name & Signature)

Director, All India Institute of Physically Handicapped, Mumbai

Or

Dean/Civil Surgeon of Government Hospital

Seal of the Office

(Name of the issuing Authority)

**Proforma-F-1**

***(To be issued on the Printed Letter Head of the concerned office)***

**(For Physically Handicapped Candidates)**

**P3 (Learning Disability) Candidates**

LEARNING DISABILITY CLINIC  
L.T.M.G. HOSPITAL, SION, MUMBAI-400 022.

**CERTIFICATE**

Photograph of  
the candidate

Name :  
Age :  
Date of Birth :  
Date of Registration : L.D.No.  
Father's Name :  
Std. : School Name :

Physical & Neurologic Assessment Date :

Psychologic Assessment Date :

WISC ( R ) Verbal IQ :  
Performance IQ :  
Global IQ :  
Interpretation :

Educational Assessment Date:

WRAT: R  
S  
A

Certified that:

1. The percentage of handicap is not less than 40% and is equal to .....%.
2. The disability is permanent in nature.
3. The candidate is capable of carrying out all activities related to theory and practical works as applicable to Post SSC Diploma courses in Engineering/Technology without any special concessions and exemptions.
4. This Certificate is issued as per the provisions given in the Person with Disability Act, 1995 and its amendments.

This certificate is issued for the purpose of his/her admission to First Year of Diploma courses in Engineering/Technology in Maharashtra for the academic year 2009-10.

Recommendations:

(Name and Signature of Issuing Authority)

Outward No. & Date:

Seal of the Office

**PROFORMA-M**

**Application form for cancellation of admission**

(To be submitted in duplicate)

Date:

To  
The Principal,

Date	Category	Quota(30%/70%)	M/F	Branch

Sir,

Full name of candidate : .....

Course : ..... Date of admission : .....

Amount of fee paid: Rs. ....

Fee Receipt Number and Date : .....(Attach Xerox copy)

Reasons for cancellation of admission

- 1) I have secured admission .....
- 2) On personal grounds .....

**Undertaking:**

I am fully aware that after cancellation, I forfeit my claim on admission. I request you to kindly return my original documents and refund the fees paid as per the rules,

.....  
Signature of candidate

**For Office use only :**

Full address of the candidate :

Telephone No :

Amount Paid Rs.	
Amount Deducted Rs.	
Amount refunded Rs.	
Cheque No. & date	
Bank particulars	

Signature of Accounts Officer

Received the following original, along with the cheque towards refund of tuition fees :

1		Signature of the
2		
3		
candidate		

## Proforma N

(Candidate who has secured admission in any other institute shall produce certificate indicating his/ her original Leaving Certificate retained with the previous institute)

This is to certify that Shri. / Ku. \_\_\_\_\_

(Full name of the Candidate) has admitted and studying in this institute \_\_\_\_\_

\_\_\_\_\_ (Name of the Institute). in \_\_\_\_\_ Branch.

His /her original **leaving certificate** is retained by this institute. A copy of leaving certificate is attested by this institute, is enclosed.

This certificate is issued for the purpose of his / her admission to First year Diploma course in Engineering / Technology for the academic year \_\_\_\_\_.

Date :

Place :

Seal of the Institute/Office  
(Mandatory)

(Signature)  
Name & Designation of the Head of the  
Office

## Proforma Z

(Candidate who has passed Std VIII & Std IX from any institute from Maharashtra and could not produce mark sheet of Std VIII & Std IX shall produce Proforma Z)  
(Applicable for Maharashtra Candidates only)

This is to certify that Shri. / Ku. \_\_\_\_\_

(Full name of the Candidate) has has studied in Std VIII & Std IX & std X in the  
institute\_\_\_\_\_ (Full  
name of the Institute).

This certificate is issued for the purpose of his / her admission to First year Diploma course in  
Engineering / Technology for the academic year \_\_\_\_\_.

Note:- In case of the students who have studied VIII,IX & X th std from distinct institutes they shall produce the  
certificates from those institutes.

Date :

Place :

Seal of the Office

(Signature)  
Name & Designation of the Head of the  
Institute