



## **NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR**

*(An Institute of National Importance under MHRD, Government of India)*

PO. NIT Silchar-788010, Assam, India

[www.nits.ac.in](http://www.nits.ac.in)

### **DEPARTMENT OF MANAGEMENT STUDIES**

## **ADMISSION NOTIFICATION FOR MBA PROGRAMME 2025-2027**

The Department of Management Studies, NIT Silchar invites applications for Two Year Full Time MBA Programme 2025-27.

For details regarding online application form and Information Brochure, please visit the Institute website ([www.nits.ac.in](http://www.nits.ac.in)).

The last date of receiving online application form is **31<sup>st</sup> March, 2025**.

# **INFORMATION BROCHURE**

*Two years Full Time*

*Master of Business Administration Programme (2025-27)*



**DEPARTMENT OF MANAGEMENT STUDIES  
NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR**

*(An Institute of National Importance under MoE, Government of India)*

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## **VISION**

To be a centre of excellence where the synergy of technology and management will serve the global challenges of business and industry in the 21st century's dynamic business environment.

## **MISSION**

To impart quality knowledge and modern skills through innovation and continuous development of the competence and transform the budding youngsters into leaders of the corporate world and create knowledge pool through frontier research.

**13 Years of Excellence in Management  
Education**

# NIT SILCHAR AT A GLANCE



## NATIONAL RANKING

Rank in Engineering: 40  
Overall Category Ranking: 92



2024

2023

151-300



National Institutional Ranking Framework for Innovation  
Ministry of Education, Government of India

Overall Ranking: 16



2023

2023



Overall Ranking: 08



## INTERNATIONAL RANKING

Rank Band: 601-800



2024

2024



Worldwide: 198

India: 05

QS Asia Ranking : 401-450



2024

2024



QS Southern Asia Raking: 106

# **ADMISSION SCHEDULE WITH IMPORTANT DATES**

<b>ACTIVITY/EVENT</b>	<b>DATES**</b>
<b>Application Form and Information Brochure will be available at the Institute website</b>	<b>2<sup>nd</sup> December 2024</b>
<b>Last Date of Submission of On-Line Application Forms</b>	<b>31<sup>st</sup> March 2025</b>
<b>Display of Eligible Candidates' List for Group Discussion/ Written Ability Test** &amp; Personal Interview at the Institute Website</b>	<b>On or before 7<sup>th</sup> April 2025</b>
<b>Reporting of Candidates to the Department for Group Discussion &amp; Personal Interview</b>	<b>23<sup>rd</sup> to 26<sup>th</sup> April 2025</b>
<b>Display of Selected Candidates' Lists for Admission at the Institute Website</b>	<b>30<sup>th</sup> April 2025</b>
<b>Online Payment of Course Registration Fee</b>	<b>1<sup>st</sup> May to 9<sup>th</sup> May 2025</b>
<b>Date of Physical Reporting in the Institute</b>	<b>17<sup>th</sup> -18<sup>th</sup> July 2025</b>
<b>Commencement of the Class</b>	<b>As per the Institute Academic Calendar 2025</b>

**\*\*NOTE:** Candidates are advised to check regularly the Institute website for updates, possible modifications, etc.

## **MESSAGE FROM THE DIRECTOR'S DESK**



It gives me immense pleasure to introduce you to the Department of Management Studies (DoMS), NIT Silchar. Over the last thirteen years, DoMS has been delivering transformative learning experiences in Management Studies to its incumbents. Our MBA program pervades resilient business principles with deep insights and practices in applied learning pedagogy.

I am happy to appreciate that the Department of Management Studies provides to a greater extent, wisdom in its curriculum and caters to permeability of young minds. Our MBA Program is well-facilitated with the best infrastructure, faculty members, and learning environment. During the course period of two years, you will learn the underlying forces of business in a wide range of sectors, with comprehensive exposure, from faculty members with strong domain expertise in numerous fields. The Program is bundled with the option of corporate study trips to premier organizations.

I see that many of our Management alumni are placed as Business leaders in reputed organizations and corporate houses across the globe. A significant number of the alumni are also successful entrepreneurs.

I welcome you to apply for the MBA Program and wish you the best!

Director  
NIT Silchar

## **MESSAGE FROM THE HEAD OF DEPARTMENT**



I am happy to inform you that the MBA Admission for the academic year 2025-27 has commenced. I take the privilege to introduce you to the Department of Management Studies (DoMS), NIT Silchar. The Department has produced eleven successful batches of MBA since its inception in the year 2012 and maintained a position for itself as a leader in Management Education, Research, and Training in the region. In this academic year, the thirteenth batch of students for our full-time MBA programme will be admitted. We lay foremost emphasis on the enhancement of student's knowledge base and sharpening their professional skills through various curricular, co-curricular, and extra-curricular activities. At DoMS, students are expected to have an enriching and life-turning experience that will enable them to reach new heights in their future endeavours.

The curriculum being offered is constantly upgraded to meet the industry's requirements. The faculty members of the Department are highly qualified and maintain high standards of teaching. Further, they constantly sharpen their knowledge and skills through research publications, seminars, conferences, etc., at the national and international levels. The Department runs its operation on its own premises fully equipped with digital classrooms, a Data Analytics Lab, a Research Scholar lab, a Departmental Library, and a Seminar Hall. I thank you for showing your interest in the MBA Program of DoMS at NIT Silchar. As a prospective student, you are welcome to explore different specializations available to you in our academic programmes.

All the Best!

Head

Department of Management Studies

NIT Silchar



## **GENERAL INFORMATION**

### **About the Institute**

NIT Silchar is recognized nationwide as one of the leaders of Engineering and Research Institutes. The developments over the years speak volumes about the quality of education imparted in the Institute. This is also well reflected in the faith the companies have reposed in the students as they keep on visiting the Institute for recruitment.

Starting its journey in 1967 as Regional Engineering College, in the year 2007, it was transformed into the National Institute of Technology *An Institute of National Importance* under MoE, Govt. of India. The sprawling lush and opulent campus covers an area of almost 700 acres, accommodating more than 5000 students (B.Tech, M.Tech, M.Sc, MBA, and PhD Scholars), state of the art support system accompanied by an excellent infrastructure adds up to its reputation.

### **About the Department of Management Studies (DoMS)**

The Department of Management Studies in its journey, has established its name and reputation in the entire region. The Department runs in a separate building with smart classrooms, a full-fledged library, computer labs, seminar halls, and above all a team of dedicated Faculty. The performance of the students is monitored regularly. The students have regular interaction with personalities from various Industries/ Academia and also undergo frequent industrial visits. The Institute also supports placement activities through the Training and Placement Cell.

### **Programme Overview**

The MBA programme of the Department of Management Studies (DoMS) at NIT Silchar is designed with a well-balanced theory-practical orientation. The first two semesters are intended to impart knowledge and learning about the core areas of management and the subsequent two semesters are meant for imparting in-depth domain-specific knowledge of the relevant specialisation.

The MBA Curriculum is blended with various other pedagogical tools like Case Studies, Presentations, Group Discussions, Seminars and workshops, live projects, Industrial visits, etc. Additionally, in order to enable the student to acumen the real-life management scenario, the course also requires a student to undergo compulsory internship programme of a minimum of forty-five days. This program is regulated by MBA Regulation 2019 which is available at the

Institute Website.

### **Stages of Progression**

<b><i>Semester</i></b>	<b><i>Milestones</i></b>
First (July-December)	Core subjects of Management with a sharp focus on communication skills and personality development
Second (January-May)	
May-June (at least 6–8-week duration)	Mandatory Summer Internship Training (SIP) at reputed Public/Private Industries.
Third (July-December)	Deep understanding of <u>area-specific</u> specialized courses and practical projects
Fourth (January-May)	

### **Course Structure**

The MBA programme at the DoMS is presently offering specializations in Marketing, Finance & Human Resource. The MBA curriculum is strictly aligned with the changing dynamics of the business world to make the course more industry-relevant.

### **Fee Structure\***

<b>Semester</b>	<b>Total Fee Structure INR (Without Hostel)</b>	<b>Total Fee Structure INR (With Hostel excluding Mess Fee)</b>
<b>First Semester</b>	<b>1,02,870</b>	<b>1,17,000</b>
<b>Second Semester</b>	<b>45,370</b>	<b>48,500</b>
<b>Third Semester</b>	<b>45,370</b>	<b>48,500</b>
<b>Fourth Semester</b>	<b>45,370</b>	<b>48,500</b>

\* Subject to revision as per the Institutional norms

\* The tentative mess advance per semester (adjustable with mess bills) for hostellers is **25,500** INR.

The aforesaid fees are subject to revision by the Institute from time to time. Although the fees are usually not changed in the mid of the semester, however, if any such changes are implemented, students shall be required to abide by the new fee structure.

All the fees are to be paid before the beginning of the new semester and fees once paid cannot be refunded under any circumstances. If a student is removed or he/she withdraws/leaves the Institute in the mid-session without completing the entire programme, all fees paid including the

caution deposit will be forfeited and no refund is made.

### **ADMISSION RELATED INFORMATION**

**Total Number of Seats Available: 75 (Seventy-Five)**

<b>Seat Matrix for the Academic Year 2025-26</b>								
<b>OC</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>EWS</b>	<b>ST-PWD</b>	<b>OBC-PWD</b>	<b>Total</b>	<b>Remarks</b>
<b>28</b>	<b>20</b>	<b>11</b>	<b>06</b>	<b>08</b>	<b>01</b>	<b>01</b>	<b>75</b>	<b>PWD will be merged into the parent category in the absence of an eligible application.</b>

**OC- Open Category**

**OBC-Other Backward Community (Non-Creamy Layer only)**

**SC-Scheduled Caste**

**ST-Scheduled Tribe**

**EWS- Economically Weaker Section**

**ST-PWD- Persons with Disabilities from ST Category**

**OBC-PWD- Persons with Disabilities from OBC Category**

#### **Eligibility for Admission**

- A. The candidate must hold a Bachelor's degree (Regular) with at least 60% marks or 6.5 CPI/CGPA on a 10-point scale in aggregate or equivalent. A relaxation of 5% marks or 0.5 in CPI/ CGPA may be extended to the candidates belonging to the Scheduled Caste (SC) / Scheduled Tribe (ST) /Persons with Disabilities (PWD) category.**
- B. A candidate must have appeared in CAT (in the year 2023 and/or 2024) or MAT/CMAT (the tests taken between Sept 2024 to March 2025) with a minimum 50 percentile score is eligible to apply with a valid score card.**
- C. The students who are appearing in their final semester examination may also apply. However, they will have to submit an undertaking as per Annexure V. Such candidates, if selected, will be admitted provisionally, on the condition that they will complete the requirements of a qualifying degree with minimum marks or CPI/CGPA stipulated above (Point A).**
- D. Before the commencement of the programme, the selected candidates have to produce a provisional certificate of completion of the qualifying degree by 15<sup>th</sup> September 2025, failing which their admission will stand cancelled.**
- E. The Department may specify additional requirements over and above these minimum requirements as stated above.**

### **Screening Process**

Those applicants who fulfil the minimum eligibility criteria shall be called for Group Discussion (GD)/Written Ability Test (WAT)\* and Personal Interview.

### **Selection Process**

Step I: Performance of the Student in 10<sup>th</sup> Class

Step II: Performance of the Student in the 12<sup>th</sup> Class

Step III: Performance of the Student in the Entrance Examination (CAT/MAT/CMAT)

Step IV: Performance in Personal Interview/GD/WAT.

<b>Weightage allotted for different stages of the selection process</b>		
<b>Sl. No.</b>	<b>Particular</b>	<b>Weightage</b>
<b>1</b>	<b>Performance of the Student in 10th Class</b>	<b>10</b>
<b>2</b>	<b>Performance of the Student in 12th Class</b>	<b>10</b>
<b>3</b>	<b>Performance (Percentile) in CAT/CMAT/MAT</b>	<b>50</b>
<b>4</b>	<b>GD/WAT and/or Performance in Personal Interview</b>	<b>30</b>
<b>Total</b>		<b>100</b>

\*If the situation does not permit, the selection committee may change the modality of the selection process.

### **HOW TO APPLY**

- Interested candidates satisfying the eligibility criteria are required to download the MBA Admissions 2025-27 Application Form from the Institute's website ([www.nits.ac.in](http://www.nits.ac.in)).
- The scanned copy of the duly filled MBA Admissions 2025-27 Application Form in the prescribed format along with required documents like academic certificates, Bank Transaction receipts, category certificates, etc. is to be uploaded in the MBA Admission 2025-27 online link provided in the information brochure (Link is also available in the Institute's website).
- The scanned copy of the MBA Admissions 2025-27 Application Form, duly filled in along with relevant documents in a single file (pdf format) should also be sent to the e-mail address mentioned in the information brochure.
- Incomplete applications, applications not duly filled in or applications not accompanied by

the prescribed testimonials/documents will be summarily rejected.

- The application fee for MBA Admission 2025-27 should be paid online by following the steps mentioned below:

**Steps for Online Payment of MBA Admission Application Fees**

1. Visit [www.onlinesbi.com](http://www.onlinesbi.com)
2. State Bank Collect (SB Collect)
3. Select Category > Educational Institutions
4. Filter by State > Assam
5. Search for Educational Institutions > type “NIT Silchar”
6. Name of Educational Institutions > Select “**ONLINE FEE COLLECTION ACCOUNT NIT SILCHAR**”
7. Select payment Category > “**MBA Application Fee 2025**”
8. Mention the Application fee amount of Rs.2000/- for General/OBC and Rs.1250/- for SC/ST/EWS in the **Application fees column** and submit.

**Candidates must submit the online application through MBA Admission 2025-27 online link as follows:**

**<https://forms.gle/ZgP4QY74FxyL9Tj9>**

**It is mandatory to send the scanned copy of the MBA Admissions 2025-27 Application Form, duly filled in along with relevant documents in a single file (pdf format) to the following e-mail address within the last date. The subject line should be "Application for Admission in MBA Programme 2025-27"**

**E-mail: [doms.admission@mba.nits.ac.in](mailto:doms.admission@mba.nits.ac.in)**

The last date of receiving of completed online application form by **31<sup>st</sup> March 2025.**

**Withdrawal/Fee Refund Rules**

**Fees once paid will be refunded in full, subject to a deduction of Rs. 10,000/- towards processing charges, if an application for withdrawal is made on or before 25<sup>th</sup> May 2025. In case, the application for withdrawal is made after 25<sup>th</sup> May 2025, only caution money (Rs. 10,000/-) will be refunded and other fees will be forfeited.**

## **CHECKLIST**

**The scanned copy of the MBA Admissions 2025-27 Application Form duly filled must be uploaded along with the Self Attested Photocopies of the following documents:**

- Marks Sheets and certificates of all the examinations from class 10<sup>th</sup> onward leading to the qualifying degree.
- Proof of date of birth and CAT/MAT/CMAT rank card with a valid score.
- OBC (NCL) certificate, issued on or after **01.08.2024** only will be accepted, if applicable. (Candidate can download the prescribed format from the NIT Silchar website as per Annexure I).
- SC/ST certificate, if applicable. (Candidate can download the prescribed format from the NIT Silchar website as per Annexure II).
- EWS certificate, if applicable. (Candidate can download the prescribed format from the NIT Silchar website as per Annexure III).
- Certificate of PWD, if applicable. (Candidate can download the prescribed format from the NIT Silchar website as per Annexure IV).
- In case, the final result is awaited, all mark sheets from 1<sup>st</sup> semester/year onward of the qualifying degree must be submitted with the application form along with duly filled-in **Annexure V**. (Candidate can download the prescribed format from the NIT Silchar website as per Annexure V).
- **Candidates should bring/show all of their original documents for verification at the time of GD and PI (Interview).**

## **IMPORTANT INFORMATION**

1. Applications submitted in any proforma other than the one provided at the Institute website ([www.nits.ac.in](http://www.nits.ac.in)) or those received after the due date (31<sup>st</sup> March 2025) or those, that are incomplete in any respect, will not be considered.
2. Applicant should be a citizen of India. Admission of foreign nationals, if any, shall be governed by the rules stipulated by the Government of India from time to time
3. No employee shall be admitted as a regular full-time student for any full-time Post Graduate course; unless she/he is released from her/his duties by her/his employer and unless a proper release certificate is produced to that effect at the time of admission.
4. Candidates who are provisionally selected for admission will be examined by the Institute Medical Officer and those who fail to satisfy the physical fitness standard prescribed by the Institute will not be admitted.
5. The selected candidates are to take admission after depositing requisite fees and completing

the necessary procedures. Any delay or non-compliance with necessary procedure would lead to cancellation of the allotted seat and subsequently, the seat shall be offered to the waiting list candidates.

6. On campus, accommodation may be provided, subject to availability at the time of course registration.

### **GENERAL GUIDELINES**

1. The Institute reserves the right to cancel the admission of any candidate at any stage (even after admission) if any error or defect is detected.
2. Fees paid to the Institute and hostels are not refundable under any circumstances if the Candidate chooses to leave the Institute after admission (As per Institute rules).
3. If it is found that any of the applicants admitted to the Institute has either furnished wrong information or tampered with the records, his/her seat is liable to be cancelled at any stage.
4. If it is detected that a candidate has been admitted due to any mistake committed inadvertently in the processing of the application, the Institute reserves the right to cancel the seat before admission is made final, without payment of any compensation for the inconvenience caused.
5. The list of short-listed candidates shall be notified at the Institute website and no separate call letters will be sent to the candidates. The short-listed candidates have to appear for \*Group Discussion/Written Ability Test and Personal Interview to be held at the Department of Management Studies\*/Online Mode.
6. The Institute reserves the right to cancel the admission of any candidate based on adverse remarks in the Conduct Certificate.
7. Wherever doubts or ambiguities arise in the interpretation of Admission Rules, the decision of the Director of this Institute in the matter shall be final.
8. The Director is authorized to make an appropriate decision concerning any other details of admission not covered by the rules listed above.

### **CONTACT DETAILS**

**Coordinator, MBA Admission 2025-27**

**Contact No: +919401651908 (Monday to Friday; 10AM to 5PM)**

**Department of Management Studies**

**National Institute of Technology Silchar**

**Distt. Cachar, Assam-788010**

**Email: [doms.admission@mba.nits.ac.in](mailto:doms.admission@mba.nits.ac.in)**

**Website: [www.nits.ac.in](http://www.nits.ac.in)**

Form No:

Regn. No.

(For office use only)

# NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

(An Institute of National Importance under MoE, Government of India)

## APPLICATION FOR ADMISSION INTO MBA PROGRAMME

### FOR THE SESSION 2025-27

**TO BE FILLED IN BY THE CANDIDATE**

Exam	Date of Exam	Applicati on No./ Reg No.	Percentile
CAT			
CMAT			
MAT			

Transaction ID	Date	Amount

Recent Passport Size Photograph

(Self Attested)

1. Name of the Applicant (in Block Letters)

2. Mother's Name( in Block Letters)

3. Father's Name ( in Block Letters)

4. Date of birth ( as per 10<sup>th</sup> Class / S.S.C. Certificate)

D	D	M	M	Y	Y	Y	Y

5. Category  
(Tick at the appropriate box)

OC	OBC	SC	ST	EWS	OC-PWD	OBC-PWD	SC-PWD	ST-PWD	EWS-PWD

6. Gender

7. Nationality

8. State of Domicile

9. Aadhaar No/ PAN/ Voter ID/ Driving Licence:

10.

Permanent Address	Corresponding Address
PIN:	PIN:

11. E-Mail : \_\_\_\_\_

12. Contact No.: Parent's/Guardian : \_\_\_\_\_ Self: \_\_\_\_\_



13. Applicant Status: Pursuing academic Degree  Completed Academic Degree

14. Details of Qualifying Examination Passed

	<b>Exam Passed</b>	<b>Board / University</b>	<b>Name of the Institute/school</b>	<b>Year of Passing</b>	<b>Percentage/ CGPA</b>
Graduation					
12 <sup>th</sup>					
10 <sup>th</sup>					

15. Work Experience ( If any , with organization details and job profile, enclose necessary proof )

<b>Name of Employer</b>	<b>From</b>	<b>To</b>	<b>Duration ( in months)</b>	<b>Designation</b>	<b>Salary Drawn</b>

16. Details of enclosures (self-attested certificates /documents) attached with Application Form :

- a. .... b .....
- c. .... d .....
- e. .... f .....
- g. .... h .....
- i. .... j .....
- k. .... l .....
- m. .... n .....

**DECLARATION OF THE CANDIDATE**

I herewith solemnly and sincerely affirm that the statements made and the information furnished in this application form and also the enclosures thereto submitted by me are true. Should it, however, be found false at any stage, I realise that I am liable to be prosecuted and forfeit my seat if admitted/selected in the Institute.

Place:

Date:

*Signature of the Candidate*

**FOR OFFICE USE**

Recommended/ Not Recommended

**HOD, DoMS**

# **Annexure**

## OBC Undertaking

### Declaration / undertaking - for OBC Candidates only

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of village/town/city \_\_\_\_\_ district \_\_\_\_\_ State hereby declare that I belong to the \_\_\_\_\_ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93- Estt. (SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004. I also declare that the condition of status/annual income for creamy layer of my parents/guardian is within prescribed limits as on financial year ending on March 31, 2025.

**Place:**

**Signature of the Candidate**

**Date:**

**Annexure I**  
**OBC Certificate Format**

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR ADMISSION TO CENTRAL EDUCATIONAL INSTITUTES, UNDER THE GOVERNMENT OF INDIA**

**“This certificate MUST have been issued after 01.08.2024”**

This is to certify that Shri/Smt./Kum. \_\_\_\_\_ Son/Daughter of Shri/Smt. \_\_\_\_\_  
of Village/Town \_\_\_\_\_ District/Division \_\_\_\_\_ in the \_\_\_\_\_  
State belongs to the \_\_\_\_\_ Community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12016/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part | Section | No. 67 dated 12/03/2007.
- (xvii) Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- (xviii) Resolution No. 12015/13/2010-BCC dated 08/12/2011.

Shri/Smt./Kum. \_\_\_\_\_ and/or his family ordinarily reside(s) in the \_\_\_\_\_ District/Division of \_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

Dated: \_\_\_\_\_ District Magistrate/ Deputy Commissioner/Competent Authority.

Seal

**NOTE:**

- (a) The term ‘Ordinarily’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
  - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
  - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar and
  - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

**Annexure – II**  
**SC/ST Certificate Format**

**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE**

This is to certify that Shri/Smt./Kum. \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_  
\_\_\_\_\_ of village/Town \_\_\_\_\_ in District/ Division \_\_\_\_\_ of the State/Union  
Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ caste/Tribe, which is recognized as a Schedule  
Caste/Scheduled Tribe under.

The Constitution (Scheduled Castes) order, 1950.

The Constitution (Scheduled Tribes) order, 1950.

The Constitution (Scheduled Castes)(Union Territory ) order, 1951.

The Constitution (Scheduled Tribes) (Union Territory ) order, 1951.

(As amended by the Scheduled Castes and Scheduled Tribes (Modification) Order 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, The State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization Act, 1971) and the Scheduled Castes and Scheduled Tribes orders (Amendment) Act, 1976.)

\*The constitution (Jammu & Kashmir) Scheduled Caste Order, 1956;

\*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes, 1959, as amended by the Scheduled Castes and Scheduled Tribes orders (Amendment) Act. 1976;

\*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962;

\*The Constitution (Dadra & Nagar Haveli) Scheduled Tribes Order, 1962;

\*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

\*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;

\*The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968;

\*The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968;

\*The Constitution (Nagaland) Scheduled Tribes Order, 1970;

\*The Constitution (Sikkim) Scheduled Castes Order, 1978;

\*The Constitution (Sikkim) Scheduled Tribes Order, 1978;

\*The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990.

\*The Constitution (Scheduled Tribes) Order, (Amendment) Ordinance, 1991.

\*The Constitution (Scheduled Tribes) Order, (Second Amendment) Act, 1991.

\*The Constitution (Scheduled Tribes) Ordinance, 1996

\*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

\*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

\*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issue to  
Shri/Smt \_\_\_\_\_ Father/Mother \_\_\_\_\_ of Shri/Smt \_\_\_\_\_ of  
village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ of the  
State/UT \_\_\_\_\_ who belongs to the \_\_\_\_\_ caste/Tribe which is recognized as a SC/ST in the State/Union  
Territory \_\_\_\_\_ issued by the \_\_\_\_\_ (name of the prescribed issuing authority)  
vide their No. \_\_\_\_\_ dated \_\_\_\_\_ or Shri/Smt \_\_\_\_\_  
\_\_\_\_\_ and or his/her family ordinarily reside(s) in Village/Town \_\_\_\_\_ of \_\_\_\_\_  
District/Division of the State/Union Territory of \_\_\_\_\_.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Designation \_\_\_\_\_  
( With seal of Office)

NOTE: - The terms ordinarily reside(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**LIST OF AUTHORITIES EMPOWERED TO ISSUE CASTE/TRIBE CERTIFICATE:**

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner /Additional Deputy Commissioner/Dy. Collector/ 1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Extra Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officers not below the rank of Tahsildar.
4. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.
5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.

## Annexure – III

### INCOME AND ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No: \_\_\_\_\_

Date: \_\_\_\_\_

Valid for the Year \_\_\_\_\_

This is to certify that Shri/Smt./Kumari. \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ primary resident of \_\_\_\_\_, village/Town \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the Gross Annual Income\* of his or her family\*\* is below Rs. 8 Lakhs (Rupees Eight Lakhs only) for the financial year 2024-25. His/Her family does not own or possess any of the following assets\*\*\* :

- i) 5 Acres of agricultural land and above;
- ii) Residential flat of 1000 sq.ft. and above;
- iii) Residential plot of 100 sq. yards and above in notified municipalities;
- iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Recent Passport size  
photograph of the  
applicant

Signature with office seal \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

\*Note 1: Income covered all sources i.e., salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding to determine EWS status.

**Note4 :The authorities competent to issue this Certificates are indicated below:**

i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional magistrate /Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

iii) Revenue Officer not below the rank of Tehsildar and

iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

**Annexure - IV**  
**PwD Certificate Format**

**Format for Physically Challenged (PH)/Persons with Disabilities (PwD) Certificate (To be obtained by the candidate)**  
**(To be filled by Medical Board notified under PwD Act)**

Certificate No:

Date:

Affix here recent  
Photograph showing the  
disability duly attested by  
Medical Superintendent  
/CMO/Head of Hospital  
(with seal)

This is to certify that Mr./Ms \_\_\_\_\_ son / daughter of Mr./Mrs. \_\_\_\_\_ Age \_\_\_\_\_ male/female, Registration No. \_\_\_\_\_ is a case of \_\_\_\_\_. He/ She is physically disabled/visual disabled/speech and hearing disabled/having mental retardation/leprosy cured and has \_\_\_\_\_ % (\_\_\_\_\_ per cent) permanent (physical impairment/visual impairment/speech and hearing impairment etc.) in relation to his/her \_\_\_\_\_.

Note:

This condition is progressive/not progressive/likely to improve/not likely to improve\*.

1. Re-assessment is not recommended/ is recommended after a period of \_\_\_\_\_ months /years\*. (\*Strike out whichever is not applicable)

Signature of Dr.

Name of Dr.

Specialization

Seal with Degree

(Member, Medical Board)

Signature of Dr.

Name of Dr.

Specialization

Seal with Degree

(Member, Medical Board)

Signature of Dr.

Name of Dr.

Specialization

Seal with Degree

(Member, Medical Board)

Signature/Thumb Impression of Patient

Countersigned by the Medical  
Superintendent/CMO/Head of  
Hospital (with seal)

Information/Guidelines:

- 1) Disability certificate shall be issued by Medical Board of at least three doctors duly constituted by the State or Central government under PwD Act. (One of the members of the Board should be the specialist in the particular field for assessing Locomotor, Visual disability, Hearing and Speech disability, Mental disorder and Leprosy cured)
- 2) For candidature under physically challenged category, a candidate only with a minimum of 40% disability is required.
- 3) The Medical Board will assess the Physically Challenged (PH) certificate. In case there is serious doubt about percentage of disability/genuineness of the certificate, the candidate will be referred for reassessment to the Medical Board duly constituted by the State or Central Government under PwD Act.

ANNEXURE- V

(Undertaking to be produced by the candidates whose results awaited)

I, Sri/Ms. \_\_\_\_\_ Roll No. \_\_\_\_\_ Son /  
daughter of

\_\_\_\_\_ here by undertake that, I am a  
bonafied student of \_\_\_\_\_(Name of Institute/  
College/ University) and appearing in the final semester/year examination to be eligible for the award  
of the degree of \_\_\_\_\_ in \_\_\_\_\_ (branch /  
Specialization /Pass/Honors) and my result has not been published yet. My Percentage or CGPA till  
the last (semester) examination appeared is \_\_\_\_\_. I will produce the result and certificates  
showing minimum academic eligibility criteria as prescribed by NIT Silchar on or before **September  
15th, 2025**, failing which my admission shall stand cancelled automatically and all fees paid by me  
will be forfeited. I will not appeal to the Institute authority for further extension of date for submission  
of my result.

Date:  
Place:

Signature of the candidate