

## **Chapter 3: Reservation, documents required in support of reservation and seats distribution**

### **3.1 Reservation at Delhi Technological University (DTU)**

- a) **Scheduled Castes (SC):**15 % of the total seats.
- b) **Scheduled Tribes (ST):**7.5 % of the total seats.
- c) **Other Backward Classes (OBC- NCL):**27% of the total seats.

#### **Sub categories under each category (including General Category)**

#### **d) Defence Category(CW)**

5% of the total seats are for children belonging to Defence Category in the following priority:-

**Priority I** - Widows/wards of Defense Personnel/Para-Military Personnel killed in action. Required Certificate: Proof in Original.

**Priority II** - Wards of serving Defense personnel and ex-servicemen/Para-Military Personnel disabled in action. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services.

**Priority III** - Widows/wards of Defense Personnel/Para-Military Personnel who died in peace time with death attributable to Military Service. Required Certificate: Original death certificate clearly indicating the cause of death is attributable to Military Services.

**Priority IV** - Wards of Defense Personnel/Para-Military Personnel disabled in peace time with disability attributable to Military Service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services.

**Priority V** - Wards of serving Defense Personnel and ex-servicemen para-Military / police personnel who are in receipt of Gallantry Awards: -

- (1) Param Vir Chakra
- (2) Ashok Chakra
- (3) Sarvottam Yudh Seva Medal
- (4) Mahavir Chakra
- (5) Kirti Chakra
- (6) Uttam Yudh Seva Medal
- (7) Vir Chakra
- (8) Shaurya Chakra
- (9) Yudh Seva Medal
- (10) Sena/ Nau Sena/ Vayusena Medal\*

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

**Priority VII** – Wards of Serving Defense personnel. Required Certificate: Original Service Identity Card and Dependent Card/ Certificate issued by the Competent Authority.

Note: -

\*This medal is awarded for Gallantry as well as for distinguished service. Accordingly it is notified in correspondence as under:

- (a) Sena Medal (G)/ Nau Sena Medal (G)/ Vayu Sena Medal (G) for the medal awarded for Gallantry.
- (b) Sena Medal (D)/ Nau Sena Medal (D)/ Vayu Sena Medal (D) for the medal awarded for Distinguished Service.

However, for the purpose of reservation, only notification which states that the Sena Medal has been awarded for Gallantry will be accepted and the Sena Medal for Distinguished Services will not be considered.

**e) Differently Abled Persons (PD)**

The 3% reservation may be allocated as follows: 1% for persons with low vision or blindness, 1% for persons with speech and hearing impairment, 1% for persons with loco motor disabilities and/or cerebral palsy, including dyslexia.

**f) Kashmiri Migrants (KM)(Supernumerary): 01 (One) seat**

Under this category, first preference will be given to Kashmiri migrant candidate who:

- (a) has passed the requisite qualifying examination from a school / college / institute located within the NCT of Delhi;
- (b) is registered in Delhi upto 11.06.2001 as Kashmiri Migrant; and
- (c) is residing in the N.C.T. of Delhi.

In case of seat remaining vacant, Kashmiri Migrant settled outside Delhi will be considered.

The candidates seeking admission under Kashmiri Migrants seats should submit attested copies of the following documents along with the application form and bring the same in original at the time of verification of documents on 12-07-2015 at IIITD. No document has to be furnished at the time of application.

- i. Certificate of registration as Kashmiri Migrants issued by the Relief Commissioner, Jammu or Divisional Commissioner, Delhi to establish the status of the applicant as registered migrants.
- ii. Provisional or original Senior School Certificate examination or an examination recognized as equivalent thereto.
- iii. Mark-sheet of the Senior School Certificate Examination or an examination recognized as equivalent thereto.
- iv. Secondary School Examination or an examination recognized as equivalent thereto (showing the Date of Birth).
- v. Proof of property in Kashmir of the parent of the candidate.
- vi. Proof of current residence such as Ration Card, Photo Identity Card issued by the Election Commissioner, Driving License etc.

**g) Single Girl Child(SG)**

One seat in each branch of DTU over and above their normal intake earmarked is reserved for Single Girl Child candidate (**Girl having no brother and sister alive**) who have passed 10+2 from schools **located in NCT of Delhi** for admission to B. Tech. courses.

- i. For claiming admission in this category, the Father/Mother/Guardian (in case parents are deceased) shall have to submit affidavit / self-attested to this effect duly attested by area District Magistrate / Additional Magistrate / Deputy Commissioner / Collector / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / City Magistrate (not below the rank of 1st Class Stipendiary Magistrate), Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.

**h) Central/State Board Topper (TP)**

One seat in each branch of DTU over and above their normal intake earmarked is reserved for Central/State Board Topper candidates.

- i. For claiming admission to this category, candidate has to submit a certificate issued from the respective board, at the time of reporting for admission at DTU.

**NOTE:**

- i. In the case of category (a) and (b), the vacant seats are interchangeable.
- ii. In case sufficient numbers of eligible candidates from category mentioned at (c) are not available, the vacancies will be **treated as unreserved**.
- iii. Seats under category (e) are interchangeable within the category if sufficient candidates are not available in a particular sub-categories.
- iv. In case sufficient number of eligible candidate from the categories mentioned at (d) and (e) above are not available, the vacancies **will be treated as unreserved in the respective category**.
- v. The reservation under CW category is available only to such candidates who fall under the above listed seven priorities.
- vi. It is the sole responsibility of the candidate to prove his/her eligibility for claiming reservation under any of the reserved categories. The candidates under SC/ST/OBC/CW/PD/SG/TP categories will be required to produce the original certificate of the respective reserved category issued by the competent authority (as listed in "CERTIFICATES REQUIRED" link of this website) at the time of counselling. If the category certificate is not found to be in order, no benefit of the reserved category will be given & candidate will be considered under General category in respective state quota.

**3.1.2 Reservation at IGDTUW**

- a) **Scheduled Castes (SC)** 15 % of the total seats.
- b) **Scheduled Tribes (ST)** 7.5 % of the total seats.
- c) **Other Backward Classes (OBC-NCL)** 27% of the total seats **only for Delhi Region**
- d) **Defence Category(CW)** 5% of the total seats  
[Refer 3.1.d](#)
- e) **Differently Abled Persons (PD)**3% of the total seats  
[Refer 3.1.e](#)
- f) **Kashmiri Migrants (KM)** (Supernumerary): **01 (One) seat**  
[Refer 3.1.f](#)

**NOTE:**

- i. In the case of category (a) and (b), the vacant seats are interchangeable. Any seat left vacant after conversion from (a) to (b) or vice-versa will be treated as unreserved.
- ii. In case sufficient numbers of eligible candidates from category mentioned at (c),(d) and (e) are not available, the vacancies will be **treated as unreserved**.
- iii. The reservation under CW category is available only to such candidates who fall under the above listed seven priorities (Refer 3.1d).
- iv. It is the sole responsibility of the candidate to prove his/her eligibility for claiming reservation under any of the reserved categories. The candidates under SC/ST/OBC/CW/PD categories will be required to produce the original certificate of the respective reserved category issued by the competent authority (as listed in “CERTIFICATES REQUIRED” link of this website) at the time of counselling. If the category certificate is not found to be in order, no benefit of the reserved category will be given & candidate will be considered under General category in respective state quota.

**3.1.3 Reservation at IIIT-Delhi**

a) **Scheduled Castes (SC):** 15 % of the total seats.

b) **Scheduled Tribes (ST):** 7.5 % of the total seats (Only for Outside Delhi)

c) **Other Backward Classes (OBC-NCL):** 27% of the total seats.

d) **Defence Category (CW)** 5% of the total seats

[Refer 3.1.d](#)

e) **Differently Abled Persons (PD):** 3% of the total seats.

[Refer 3.1.e](#)

f) **Kashmiri Migrants Seats (KM)**

[Refer 3.1.f](#)

**NOTE:**

- i. In the case of category (a) and (b), the vacant seats are interchangeable (Not applicable for Delhi region). Any seat left vacant after conversion from (a) to (b) or vice-versa will be treated as unreserved.
- ii. In case sufficient numbers of eligible candidates from category mentioned at (c), (d) and (e) are not available, the vacancies will be **treated as unreserved**.
- iii. The reservation under CW category is available only to such candidates who fall under the above listed seven priorities.
- iv. It is the sole responsibility of the candidate to prove his/her eligibility for claiming reservation under any of the reserved categories. The candidates under SC/ST/OBC/CW/PD Categories will be required to produce the original certificate of the respective reserved category issued by the competent authority (as listed in “CERTIFICATES REQUIRED” link of this website) at the time of counselling. If the category certificate is not found to be in order, no benefit of the reserved category will be given & candidate will be considered under General category in respective state quota.

### 3.1.4 Reservation at Netaji Subhas Institute of Technology

- a) **Scheduled Castes (SC):**15 % of the total seats.
- b) **Scheduled Tribes (ST):**7.5 % of the total seats.
- c) **Other Backward Classes (OBC-NCL):** 27% of the total seats.

#### Supernumerary Seats in following category:

- d) **Defence Category (CW):** 5% of the total seats.  
[Refer 3.1.d](#)
- e) **Differently Abled Persons (PD):** 3% of the total seats.  
[Refer 3.1.e](#)
- f) **Kashmiri Migrants Seats (KM):** 01 (One) Seat  
[Refer 3.1.f](#)

#### NOTE:

- (i.) In the case of category (a) and (b), the vacant seats are interchangeable.
- (ii.) In case sufficient numbers of eligible candidates from category mentioned at (c) are not available, the vacancies will be treated as unreserved.
- (iii.) In case sufficient number of eligible candidate from the categories mentioned at (d) and (e) above are not available, the vacancies will not be transferred to any other category.
- (iv.) The reservation under CW category is available only to such candidates who fall under the above listed seven priorities.
- (v.) It is the sole responsibility of the candidate to prove his/her eligibility for claiming reservation under any of the reserved categories. The candidates under SC/ST/OBC/CW/PD categories will be required to produce the original certificate of the respective reserved category issued by the competent authority (as listed in "CERTIFICATES REQUIRED" link of this website) at the time of counselling. If the category certificate is not found to be in order, no benefit of the reserved category will be given & will be considered under General category in respective state quota.

### 3.2 Certificates Required for Reserved Seats at the Time of Admission

Candidates applying for any reserved seat (i.e. SC, ST, CW, PD, OBC-NCL, SG and TP as applicable) should submit the certificates as detailed below at the time of counseling. Please refer **Annexure C** for the sample formats.

- (i.) For admission to a seat reserved for **Scheduled Castes / Scheduled Tribes / Other Backward Class**, a certificate in original from an approved district authority stating the Scheduled Caste/ Scheduled Tribe/ Other Backward Class, to which the candidate belongs. A list of approved authorities is given below:
  - a. District Magistrate / Additional Magistrate / Deputy Commissioner / Collector / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / City Magistrate (not below the rank of 1st Class Stipendiary Magistrate), Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
  - b. Revenue Officer not below the rank of Tehsildar.
  - c. Sub-Divisional Officer of the area where the candidates and/or his/her family normally resides
  - d. Administrator/Secretary to Administration/Development Officer (Laccadive & Minicoy Islands).

**NOTE:**

1. The candidate seeking admission under reserved categories /classes has to mandatorily produce the caste/category certificate in his/her name at the time of counselling. The certificate in name of either of the parents (Mother/Father) is not acceptable and the candidate will not be entitled even for provisional admission.
2. The reservation certificate should be issued from the respective state/region in which the reservation is claimed e.g. in case any candidate claims the seat reserved for the Delhi Region category he/she has to bring SC/ST/OBC certificate issued by Govt. of NCT of Delhi and should have also passed his/her qualifying exam from Delhi School/College.
3. OBC candidates are required to produce a caste certificate from any of the authorities mentioned issued after June 2014. If the certificate is issued prior to June 2014, it must be accompanied with an additional certificate regarding non-creamy layer status issued by the same competent authority.

**ii) For admission to a seat reserved for Defence Category (CW):**

- a. Entitlement card in original issued by the Record Officer of the Unit/Regiment of Armed Personnel of the Armed Forces in case of Armed Personnel or from the Home Ministry in case of Para-Military forces.
- b. Widows/ Wards of the officers and men of Armed forces including paramilitary personnel who died or disabled on duty (both attributable to military service) must submit a certificate to that effect from the following authorities.
  - i. Secretary, Kendriya Sainik Board.
  - ii. Secretary, Rajya/ Zila Sainik Board.
  - iii. Officer-in-Charge, Record Office.

In case of Para- Military forces appropriate documents/certificates issued by Competent Authority notified in this regard by the Para-Military forces headquarters.

A statement to the effect that "the death/physical disability (percentage to be mentioned) is attributed to military service" is required to be included in the certificate.

- c. Medical records in original.
- d. Special pension Order and Passbook indicating special pension.
- e. Gallantry award certificate.
- f. Dependency card issued by the competent authority in order to relate the relationship of the candidate with the defence personnel/gallantry award recipient.
- g. A certificate from the respective C.O. Unit in respect of serving personnel (Priority VII).

**NOTE: A statement to the effect that "the death/disability is attributed to military service" is required to be included in the certificate for Priority III & IV.**

**iii) For admission to seat reserved for Differently Abled Persons (PD) category,**

- a. A certificate of physical disability issued by a duly notified Medical Board of a District/Government Hospital set up for examining the physically challenged candidates under the provision of the Persons with Disability (equal opportunities, protection of rights and full participation) Act 1995. The certificate should indicate the extent of (i.e. percentage) of the physical

handicap and it should bear the photograph of the candidate concerned and it should be countersigned by one of the Doctors constituting the Board issuing the certificates.

- b. Certificate duly recommended by Vocational Rehabilitation Centre for the Handicapped, 9-11 Vikas Marg, Karkardooma, Delhi 110092.

iv) The candidates seeking admission under **Kashmiri Migrants seats** should submit attested copies of the following documents along with the application form and bring the same in original at the time of counseling:

- a. Certificate of registration as Kashmiri Migrants issued by the Relief Commissioner, Jammu or Divisional Commissioner, Delhi to establish the status of the applicant as registered migrants.
- b. Provisional or original Senior School Certificate examination or an examination recognized as equivalent thereto.
- c. Mark-sheet of the Senior School Certificate Examination or an examination recognized as equivalent thereto.
- d. Secondary School Examination or an examination recognized as equivalent thereto (showing the Date of Birth).
- e. Proof of property in Kashmir of the parent of the candidate.
- f. Proof of current residence such as Ration Card, Photo Identity Card issued by the Election Commissioner, Driving License etc.

v) **Single Girl Child (Only for DTU)**

For claiming admission in this category, the Father/Mother/Guardian (in case parents are deceased) shall have to submit affidavit / self-attested to this effect duly attested by area District Magistrate / Additional Magistrate / Deputy Commissioner / Collector / Additional Deputy Commissioner / Deputy Collector / 1<sup>st</sup> Class Stipendiary Magistrate / City Magistrate (not below the rank of 1st Class Stipendiary Magistrate), Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.

vi) **Central/State Board Topper (Only for DTU)**

For claiming admission to this category, candidate has to submit a certificate issued from the respective board, at the time of reporting for admission at DTU.