



**PT. B.D. SHARMA  
UNIVERSITY OF HEALTH SCIENCES ROHTAK-124001 (HARYANA)**

# **PROSPECTUS**

For Admission

**FELLOWSHIP IN AESTHETIC DENTISTRY  
FELLOWSHIP IN ORAL IMPLANTOLOGY  
FELLOWSHIP IN ORAL & MAXILLOFACIAL IMPLANTOLOGY  
FELLOWSHIP IN FORENSIC ODODONTOLOGY  
FELLOWSHIP IN MAXILLOFACIAL PROSTHETIC REHABILITATION  
FELLOWSHIP IN CRANIO-MAXILLOFACIAL TRAUMA  
FELLOWSHIP IN MICRODENTISTRY**

In

**Postgraduate Institute of Dental Sciences, Rohtak  
(Session 2019-20)**

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**PT. B.D. SHARMA**  
**UNIVERSITY OF HEALTH SCIENCES ROHTAK-124001 (HARYANA)**

**STATUTORY OFFICERS OF PT.B.D.SHARMA, UNIVERSITY OF  
HEALTH SCIENCES(UHSR), ROHTAK -124001, HARYANA,  
INDIA AS PER ACT.**

**HON' BLE CHANCELLOR**  
**SH. SATYADEV NARAYAN ARYA, GOVERNOR OF HARYANA**

**VICE-CHANCELLOR**  
**PROF. O.P.KALRA**

<b>Designation</b>	<b>Telephone No.</b>
<b>VICE CHANCELLOR</b>	<b>282812</b>
<b>REGISTRAR</b>	<b>282709</b>
<b>DIRECTOR, P.G.I.M.S. ROHTAK</b>	<b>281307</b>
<b>DEAN ACADEMIC AFFAIRS</b>	<b>282113</b>
<b>DEAN, PGIMS, ROHTAK</b>	<b>281309</b>
<b>PRINCIPAL P.G.I.D.S., ROHTAK</b>	<b>283876</b>
<b>CONTROLLER OF EXAMINATIONS</b>	<b>280051</b>

**Note:-**

- Candidates are advised to regularly check the University Website i.e. [www.uhsr.ac.in](http://www.uhsr.ac.in) for any amendment/corrigendum or rescheduling and counseling.

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## **CHAPTER- I**

### **ABOUT THE UNIVERSITY**

Pandit Bhagwat Dayal Sharma University of Health Sciences has been established by the Haryana Act No. 26 of 2008. This Act has come into force w.e.f. 2.6.2008 vide Haryana Government Notification No. S.O. 74/H.A. 26/2008/S.I./2008 dated 18-08-2008. The University has been established for the purpose of teaching and affiliating, ensuring proper and systematic instruction, training and research in Modern and Indian System of Medicine and for the administration of the Pt. B.D. Sharma Post Graduate Institute of Medical Sciences, Rohtak. The University shall exercise its powers throughout the State. This University is the first University of Health Sciences in the State. It is located at a distance of 70 Km North-West of Delhi on the National Highway No. 10, spread over a sprawling 350 acres of land in the historic city of Rohtak,

#### **Aims and Objectives**

1. To administer, manage and advance Pt. B.D. Sharma PGIMS in addition to monitor and regulate the functions of affiliated colleges and institutes.
2. To establish uniformity in standards of education in all faculties.
3. To promote research in various disciplines of Health Sciences with special focus on social and economic relevance of such research and with emphasis on occupational and environmental health issues affecting the people.
4. To establish and develop study centers integrating all disciplines relevant to health sciences.
5. To promote the development and use of information technology as part of technological infrastructure.
6. To attain high standards of academic excellence by providing the necessary infrastructure.

## CHAPTER – II

### MODE AND PREREQUISITES FOR ADMISSION

1. Mode of admission of fellowship will be through entrance examination consisting of 100 marks (80 written test and 20 interview), if available candidates are less than 3 times number of available seats the selection may be made through interview. **Entrance test will be based on the syllabus as per academic qualification of eligibility criteria.**
2. No remuneration or stipend will be paid.
3. The pre-requisite for the admission in fellowship will be BDS except fellowship in Craniofacial Trauma and fellowship in Microendodontics, where it will be MDS in Oral and Maxillofacial Surgery and MDS in Conservative Dentistry and Endodontics respectively.
4. Fee for fellowship will be one lakh (one time)
5. At the end of fellowship there will be practical based exit exam comprising evaluation based on
  - a. Presentation of case completed for records 30 Marks
  - b. Viva-Voce 20 Marks
  - c. Skill Evaluation 30 Marks
  - d. Evaluation of log books and internal assessment 20 Marks

Note - The minimum passing marks for the fellowship shall be 50% of total marks.

6. The fellowships will be done at PGIDS, Rohtak.
7. **There will be minimum three modules during the fellowship programme each comprising of minimum three weeks.**
8. For Oral implantology fellowship faculty associated with specialty of Periodontology, Prosthodontics and Oral Surgery will be involved. **Expenses related to implants and Prosthesis will be borne by the candidates.**
9. Fellows will not be paid any remuneration and every fellow will have to pay fellowship fee (non-refundable).
10. Hostel facility shall not be provided to the Fellows and they have to make their own arrangement for stay during the course.
11. The period of training for Fellowship shall be one academic year including the period of examination. However, the period of training can be completed within two academic years from the time of admission. No further extension shall be allowed.
12. No Candidate shall enroll in more than one program simultaneously.

## CHAPTER – III

### ELIGIBILITY FOR ADMISSION

- 1.** A candidate for admission to Fellowship will be eligible if he/she:
  - i)** Is a citizen of India.
  - ii)** Has passed BDS & MDS (wherever applicable) examination from Institution recognized by the Dental Council of India.
  - iii)** Is registered with State Dental Council.
  - iv)** Possesses a certificate of good conduct from the head of the institution last attended.
- 2.** A student who is already admitted to any PG course in any institution is not eligible to apply till completion of the course. An undertaking to this effect will be obtained from the candidate.
- 3.** Concealment of facts would invite disqualification.
- 4.** A candidate who is already admitted to a course is eligible to apply for another course only after having passed the first course.
- 5.** Candidates already in service must submit their application form through their employer or produce 'No Objection Certificate' from the employer on or before the last date of receipt of application form.

## Chapter – IV

### ADMISSION SCHEDULE

1. Availability of application forms on University  
Website ([www.uhsr.ac.in](http://www.uhsr.ac.in)) : **01.08.2019 onwards**
2. Last date of receipt of applications : **21.08.2019 (up to 5.00 PM)**
3. Date of Entrance Examination (written) :
  - i) Time of Entrance Examination :
  - ii) Venue / Centre of Examination : **To be notified on UHS website**
4. Date & Venue of Counseling : **To be notified on UHS website**  
(No separate intimation for counseling will be given)

#### Note:

1. The application form should be filled following the instructions mentioned in the prospectus, failing which the application form will be rejected.
2. Application form and prospectus can also be downloaded from the University website i.e. [www.uhsr.ac.in](http://www.uhsr.ac.in) and submitted along with the demand draft of **Rs. 2000/- (Rs. 500/- for SC/BC candidates having Haryana domicile) drawn in favour of Controller of Finance, Pt. B.D. Sharma University of Health Sciences Rohtak payable at IndusInd Bank, Subhash Park, Civil Lines, Rohtak (IFSC code INDB0000130)**
3. The candidates can also deposit the fees for application form by adding transaction charges directly in University Bank Account (151000001951)
4. **The receipt for deposit of the fees for application form must be produced by the candidate at the time of counseling.**
5. The application form duly completed in all respects with copy of all relevant documents must reach in the office of the Controller of Examinations, Pt. B.D. Sharma University of Health Sciences, Rohtak on or before 21.08.2019 **up to 5.00 P.M.**
6. No separate intimation will be sent for counseling. However, the schedule for the same shall be displayed on the University website.
7. The centre at which a candidate is to appear will be indicated on the 'admit card' to be issued to the candidate provisionally subject to the verification of his/her eligibility. No candidate will be admitted to the examination hall, without producing "admit card". In case the 'admit card' is not received by the candidate before three days of the date of entrance examination, he/she should contact the office of the Controller of Examinations, Pt. B.D. Sharma, University of Health Sciences, Rohtak in person on any working day alongwith an attested copy of his/her recent photograph.

**ADMISSION PROCESS:**

Admission Process shall be carried out through Counseling on the basis of relative merit in Entrance Examination.

**DURATION OF COURSE**

The period of training for Fellowship shall be one academic year including the period of examination. However, the period of training can be completed within two academic years from the time of admission. No further extension shall be allowed.

**Important Note:**

The candidates are advised to visit the University website [www.uhsr.ac.in](http://www.uhsr.ac.in) regularly for any amendment/corrigendum or rescheduling of examination and counseling dates.



## CHAPTER – V

### SEATS, COURSE DURATION & THE LEAD DEPARTMENTS

Name of fellowship	Minimum Qualification	No. of Seats	Course duration	Lead Department
Aesthetic Dentistry	BDS	2	1 year	Conservative Dentistry
Oral Implantology	BDS	1	1 year	Periodontics
Oral & Maxillofacial Implantology	BDS	1	1 year	Prosthodontics
Forensic Odontology	BDS	2	1 year	Oral Medicine & Radiology & Oral Pathology
Maxillofacial Prosthetic Rehabilitation	BDS	2	1 year	Prosthodontics
Cranio-Maxillofacial Trauma	MDS (Oral & Maxillofacial Surgery)	2	1 year	Oral and Maxillofacial Surgery
Microdentistry	MDS (Conservative Dentistry & Endodontics)	2	1 year	Conservative Dentistry & Endodontics

CHAPTER- VI

**FEE STRUCTURE**

<b>Sr. No.</b>	<b>Name of Fellowship</b>	<b>Admission Fee</b>
1.	Aesthetic Dentistry	1 Lac
2.	Oral Implantology	1 Lac
3.	Oral & Maxillofacial Implantology	1 Lac
4.	Forensic Odontology	1 Lac
5.	Maxillofacial Prosthetic Rehabilitation	1 Lac
6.	Cranio-Maxillofacial Trauma	1 Lac
7.	Microdentistry	1 Lac

**Note: The fee may be increased/ decreased by the competent authority.**

## CHAPTER - VII

### IMPORTANT INSTRUCTIONS -AT A GLANCE

1. Prospectus containing eligibility conditions, no. of sanctioned seats and **other instructions** can be seen/ downloaded from University website [www.uhsr.ac.in](http://www.uhsr.ac.in)
2. Before filling the Application Form, the candidates are required to read the prospectus carefully. For any query, please contact the helpline telephone numbers **01262-283876** (9:00 AM to 5:00 PM) (Monday to Friday)
3. Physical presence of the candidate is mandatory in counseling.
4. It will be the responsibility of the candidate to ensure eligibility for admission before applying for the fellowship. If on verification at any stage, it is found that a candidate does not fulfill the eligibility conditions, his/her candidature will be cancelled and the fee deposited by him/her shall be forfeited.
5. All the candidates who are provisionally allotted seats will report to institute within stipulated date, failing which their seat allotment shall stand cancelled.
6. Candidates will also produce all the relevant certificates in original before Admission Committee at the time of counselling.
7. If a candidate is admitted on the basis of the information submitted by him/her, which is found to be incorrect or false at any stage then his/her admission shall be cancelled and all fees and other dues paid by him/her shall be forfeited. The University/ College/Institute may take further action, as deemed fit, against the candidate.
8. All the updated latest information/changes/modifications will be displayed on the websites. The candidates are required to visit the website regularly to obtain the latest information.

**Information for candidates:**

1. The application fee will not be refunded under any circumstances.
2. Any attempt on the part of a candidate, his parents or relatives to canvass or bring influence to bear upon the University directly or indirectly, for securing admission will be a disqualification for admission.
3. No judicial proceedings will lie **against** the University for:-
  - i) Any bonafide error that may occur in the selection of any candidate for admission.
  - ii) Refusing to accept a certificate.
  - iii) Any other reason pertaining to admission of the student(s).
4. Any instructions/directions to modify/change any condition can be issued by the University prior to Entrance Exam/ Counseling.

## CHAPTER – VIII

### Procedure of Applying for Entrance Examination

The application form duly complete in all respects and filled in by the candidate's own handwriting should reach the office of the Controller of Examinations, Pt. B.D. Sharma University of Health Sciences, Rohtak on or before **28.05.2019 by 5.00 P.M.** It can be delivered either personally or be sent under **Registered Post**. Candidates already in employment should send their application form duly forwarded through proper channel. Incomplete application form or application received in the University after the closing date and time will not be considered. The University takes no responsibility for any postal delay in the receipt or loss of application in transit.

#### I. The application form must be accompanied by the following certificates:

- 1) Certificate for date of birth
- 2) Marksheet and Certificates of having passed or completed BDS/MDS degree examination from the University recognized by DCI as the case may be.
- 3) Four copies of the recent photographs (passport size) duly attested.
- 4) A certificate of good conduct from the Head of Institution last attended.
- 5) NOC from the competent authority (in case of in-service candidates).
- 6) Registration with Dental Council of India.
- 7) Haryana Resident Certificate ( if applicable)

#### II. Information for candidates:

1. The cost of Prospectus/application form inclusive of Entrance Examination fee will not be refunded under any circumstances.
2. Any attempt on the part of a candidate, his parents or relatives to canvass or bring influence to bear upon the University directly or indirectly, for securing admission will be a disqualification for admission.
3. The candidate is to be admitted on the basis of information submitted by him and if at any subsequent stage, it is discovered that any portion of this information is incorrect, the student will be removed from the Institution and all fees and other dues paid up till the date of such removal shall be forfeited. Any further action against that student as deemed suitable may also be taken by the institution/university authorities.
4. The application form should be filled in carefully in block and legible letters and signed by the candidate. All claims made in the application must be supported with documentary proof. Applications which are incomplete in respect of the required particulars or lack the essential documents will be rejected.
5. No judicial proceedings will lie against the University for: -

- i) Any bonafide error that may occur in the selection of any candidate for admission.
  - ii) Refusing to accept a certificate.
  - iii) Any other reason pertaining to admission of the student(s).
6. In case of any ambiguity in the rules, interpretation of the same by the University shall be final.
  7. Any student who violates the above conditions willfully or otherwise shall be liable to be expelled from the course of studies.
  8. Any instructions/directions to modify/change any condition can be issued by the University prior to Admission.
  9. Any objection about the entries/conditions of eligibility mentioned in the prospectus can be made to the University a week before the date of the holding of the written test.

## CHAPTER - IX

### **ADMISSION PROCESS:**

Admission Process shall be carried out through Physical Counseling on the basis of relative merit in Entrance examination.

Weightage of 5% of marks obtained in the written entrance test will be given to the Haryana Residents only.

**In case of a tie between two or more candidates having equal Marks/ Merit, the inter-se-ranking of such candidates shall be determined as under:-**

- a. Candidates obtaining higher marks in aggregate marks percentage in BDS
- b. Still if there is tie, then a candidate older in age will be put higher in merit

Note:- No transfer of seats shall be allowed from one subject to another after final counselling.

## CHAPTER - X

### List of documents to be brought at the time of reporting before Admission Committee:

- The candidates, at the time of Counseling must bring the following Original Certificates/ Documents/ Testimonials alongwith two sets of self attested photocopies of these with them. Any candidate who fails to produce any of the required Certificate Document/ Testimonial at the time of reporting the institution, will forfeit his/her claim to admission.
- Matriculation/High School Certificate
- 10+2/Intermediate/Senior Secondary School Examination Certificate & Detailed Marks Card.
- BDS 1<sup>st</sup> to BDS Final year Marksheets
- Internship Completion Certificate
- BDS Degree
- MDS Marksheet (if applicable)
- MDS Degree (if applicable)
- Character Certificate from institution last attended
- Resident Certificate (if available)
- Copy of Aadhaar Card.
- **Original Receipt of Registration & Counseling Fee.**
- MDS Registration (If Applicable)
- BDS Registration
- Haryana Resident Certificate (If Applicable).

### Note:

- All Original documents, 04 latest passport size photographs and 02 sets of self attested photocopies of all applicable document/ testimonials/ certificates must be brought at the time of reporting.



## CHAPTER-XI

### BAN ON RAGGING IN EDUCATIONAL INSTITUTIONS

#### **Instructions for curbing ragging:**

Ragging in educational institutions is banned and any one indulging in ragging is likely to be punished appropriately, which punishment may include expulsion from the institution, suspension from the institution or classes for a limited period or fine with a public apology. The punishment may also take shape of (i) withholding scholarships or other benefits (ii) debarring from representation in events (iii) withholding results (iv) suspension or expulsion from hostel or mess, and the like. If the individuals committing or abetting ragging are not/cannot be identified, collective punishment can be awarded to act as a deterrent.

#### **The following will be termed as the Act of Ragging :**

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other students, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in freshers or junior students or asking the students to do any act or perform something which such students will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely effect the physique or psyche of a fresher or a junior student.

#### **Note :**

Besides above, the candidates would also observe the following instructions:-

- i)** It must be noted by the candidates/parents/guardian etc. that ragging is banned in the institutions and in case anyone indulging in ragging is liable to be punished appropriately including expulsion from the Institution and/or imprisonment upto 3 years, and /or fine upto 25,000/-.
- ii)** The concerned Institution will have the right that to prevent/prohibition of ragging under Act/Ordinance and if any, candidate admitted to the course found indulging in ragging will be cognizable offence and really means business and the Institutes will not hesitate to take stern action against the offenders.
- iii)** A candidate admitted to the course in an Institution shall submit an undertaking duly signed by him/her and countersigned by his/her parents/guardian at the time of admission to the effect that he/she is fully aware of the law regarding ragging as well as the punishment and that he/she if found guilty on this account is liable to be

punished appropriately. Similar undertaking shall also be furnished by the parents/guardian that they are fully aware and noted the law in this regard and agrees to abide by the punishment meted out to his/her ward in case their ward, if admitted to the course is found guilty of ragging as per **ANNEXURE- C, D1, D2**.

- iv) **As per the order of the Hon'ble Supreme Court of India dated 16.05.2007 which is reproduced below :**

**"If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution".**

- v) **Every student for the purpose of his/her admission shall furnish a Character Certificate from the institutions wherefrom he/she has passed his qualifying examination, which would mention the status of his/her behavioural pattern specially in terms as to whether he/she has displayed persistent violent or aggressive behaviour or any desire to harm others (Annexure A).**

**EXTRACT OF ORDINANCE ON MAINTENANCE OF DISCIPLINE AMONG STUDENTS OF PANDIT BHAGWAT DAYAL SHARMA, UNIVERSITY OF HEALTH SCIENCES ROHTAK (HARYANA)**

Prohibition of ragging and penalties thereof

- (1) Ragging in any form shall be strictly prohibited within the premises of the University, a college or an institution, as the case may be, or in any part of the University system as well as on public transport or at any other place, public or private.
- (2) Any individual or collective Act or practice of ragging shall constitute an act of gross indiscipline and shall be dealt with under the provisions of this ordinance.
- (3) Ragging for the purposes of this ordinance, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts as practices which -
  - (a) Involve physical assault or threat to use physical force ;
  - (b) Violate the status, dignity and honour of students, in particular Women students and those belonging to scheduled caste or a scheduled tribe;
  - (c) Expose students to ridicule or contempt or commit an act which may lower their self esteem; and
  - (d) Entail verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour.
- (4) The Dean of the Faculty, Chief Warden, Director of the institution or the Principal of the college, as the case may be shall take immediate action on the receipt of any information that ragging has taken place or is likely to take place.
- (5) Notwithstanding anything contained in clause (4), the chairman of the Board of Discipline of University and its maintained college or the chairman of the Board of Discipline of an affiliated college or institution may also *suo moto* inquire into any incident of ragging or likelihood of such incident and make a report to the Vice- Chancellor or Director/ Principal of the affiliated college/ institution, as the case may be, clearly pinpointing, among other details, the identity of the student or the students who were involved in the incident the nature of the incident.
- (6) The chairman of the Board of Discipline may also submit an interim report to the Vice-Chancellor in the case of University and its maintained colleges or to the Principal/ Director

of the affiliated colleges, as the case may be, establishing the identity of the perpetrators of ragging and the nature of the incident.

- (7) If the chairman of a Board of Discipline is satisfied that for any reason, to be recorded in writing, it is not feasible to hold an inquiry referred to in clauses (4) and (5), he may so advise the Vice-Chancellor or Director/ Principal of the affiliated college/ institution as the case may be accordingly.
- (8) Where the Vice-Chancellor or the Director/ Principal in case of affiliated colleges is satisfied, on receipt of a recommendation to this effect or otherwise, that it is not expedient to hold an inquiry into an incident of ragging, he shall order accordingly for reasons to be recorded in writing.

### **CODE OF CONDUCT FOR STUDENTS:**

#### **(i) Maintenance of Discipline among students**

1. All powers relating to discipline and disciplinary action are vested in the Head of the Institution.
2. The Head of the Institution may delegate all such powers, as he/she deems proper to the Dean and to such other persons as he/she may specify on his behalf.
3. Without prejudice to the generality of power to enforce discipline under the Rules.

The following shall amount to acts of gross indiscipline:

- a) Physical assault or threat to use physical force or misbehavior against any member of the teaching or non teaching staff of any Department/Section of the Institution or any other persons within the premises/Campus.
- b) Carrying or use or threat of use of any weapon.
- c) Any practice, whether verbal or otherwise, derogatory to women or persons belonging to Scheduled Castes & Schedule Tribes.
- d) Any attempt at bribing or corruption in any manner.
- e) Wilful destruction of institutional property.
- f) Creating ill-will or intolerance on religious or communal grounds.
- g) Causing disruption in any manner of the functioning of the Institution.

**Annexure – A**

**CHARACTER CERTIFICATE FROM THE PRINCIPAL/HEAD OF THE INSTITUTION LAST ATTENDED.**

Certified that Mr./Ms. .... Son/Daughter of Shri  
..... passed ..... examination from this school/institute for the session  
..... During his stay in this school/institute his/her conduct remained .....  
and he/she has not displayed persistent violent or aggressive behaviour or any desire to harm others.

Signature of the Headmaster/ Principal of Institution.  
(with official seal)

**CRITERIA FOR OBTAINING BENEFIT OF BONAFIDE HARYANA RESIDENCE**

**A. Haryana Bonafide Residence.**

The following categories of persons would be eligible for the grant of Haryana bonafide/ domicile certificate:

- i) Candidate who have passed the MBBS/BDS Examination from Pt. B. D. Sharma UHSR/ MDU, Rohtak/ M.M.U. Mullana/ recognized Medical/Dental Colleges of Haryana as a bonafide resident of Haryana.
- ii) Children/wards (if parents are not living/ Dependents):
  - i. of the regular employees of Haryana State posted in or outside Haryana State or working on deputation
  - ii. of the regular employees of the Statutory Bodies/Corporation established by or under an Act of the State of Haryana who are posted in Chandigarh or in Haryana or outside Haryana.
  - iii. of the regular employees of the Govt. of India posted in Chandigarh or in Haryana on deputation to Govt. of Haryana provided he has been on such deputation for a period not less than one year,
- iii) Children/wards (if parents are not living)/dependents of persons who after retirement have permanently settled in Haryana and draw their pension from the treasuries situated in the State of Haryana.
- iv) Children/wards (if parents are not living)/dependents of pensioners of Haryana Govt. irrespective of the fact that the original home of the retiree is in a State other than Haryana or he has settled after retirement in or outside Haryana.
- v) Children/wards (if parents are not living)/dependents of persons who have permanent home in Haryana and include persons who have been residing in Haryana for a period of not less than 15 years or have permanent home in Haryana but on account of their occupation they are living outside Haryana.
- vi) The Children and Ward of the accredited journalists residing at Chandigarh and recognized by Govt. of Haryana.
- vii) The wives of such persons who are bonafide residents of Haryana irrespective of the fact that they had belonged to any other State before marriage.
- viii) Persons who were born in Haryana and produce a certificate to that effect, provided that the parents/guardians (if parents are not living) of persons; belonging to any one of the above mentioned categories:-

- i. are citizens of India, and
- ii. produce an affidavit to the effect that they/or their children/wards (if parents are not living)/dependents have not obtained the benefit of domicile in any other State.

**B. Candidates should submit ONE OF THE FOLLOWING as proof of bonafide residence in Haryana.**

1. For children of employees of Haryana Govt./Pensioner of Haryana Govt./ Employees of Statutory Bodies/ Corporations established by or under an Act of the State of Haryana, certificate to this effect issued by Head of the office.
2. For all other candidates:-

A domicile certificate issued by the Competent Authority of the District/Sub-Division to which the candidate belongs. The certificate must be in the form given in **Annexure-B**. Provided that the above rules will cover wards of the persons concerned in case of the parents of the candidate are not living.

**C. The candidates who by the virtue of any other reasons/facts than those covered in the preceding paragraphs to be duly supported by relevant documents in original, claim the benefit of Haryana domicile/residence must present such documents before the said counseling board which shall have all powers to accept or reject such documentary proof as might be submitted by the candidate(s) in support of such claim.**

**D. The University shall have full power to reject the claim if it is not satisfied that the candidate belongs to Haryana. Its authority in this behalf shall be final.**

**NOTE :-**

If a candidate is admitted on the basis of a claim that he belongs to the State of Haryana but at any subsequent time it is discovered that his claim was false, the student shall be removed from the institution and all fees and other dues paid upto the date of such removal shall be forfeited. The Institution may take such other action against the student and his/her parents/guardians as it may deem proper in the circumstances of any particular case.

***Copy of letter No. 62/17/95-6 GSI Dated, Chandigarh, the 3<sup>rd</sup> October, 1996 received from the Chief Secretary to Government Haryana addressed to All Heads of Departments, Commissioners Ambala, Rohtak, Gurgaon and Hisar Divisions, All Deputy Commissioners and all Sub Divisional Officers (Civil) in Haryana, The Registrar, Punjab and Haryana High Court and all District and Session Judges in Haryana.***

Subject: **“Bonafide residents of Haryana - Guidelines regarding”.**

I am directed to invite your attention to Haryana Govt. letters noted in the margin on the subject noted above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of Domicile for the purpose of admission to educational institution (including technical/medical institution). The matter has been reconsidered in the light of judgment delivered by the Hon'ble Supreme Court of India in the case of Dr. Pradeep Jain vs. Union of India and others reported as AIR 1984-SC-1421, wherein it has been held that instead of the word 'Domicile' the word 'Resident' be used in the instructions issued by the State Government and it has been decided to revise the Government instructions. Henceforth, the following categories of persons would be eligible for the grant of Resident Certificate: -

- i) Candidates, who have passed the examination qualifying there for selection in an institution from a school/college in Haryana.
- ii) Children / Wards (if parents are not living) / Dependents: -
  - (a) of the regular employees of Haryana State posted in or outside Haryana State or working on deputation;
  - (b) of the regular employees of the statutory bodies/corporations established by or under an act of the State of Haryana who are posted in Chandigarh or in Haryana or outside Haryana.
  - (c) of the regular employees of the Government of India posted in Chandigarh or in Haryana in connection with the affairs of the Haryana Government;
- iii) Children/wards (if parents not living)/dependents of persons who after retirement have permanently settled in Haryana and draw their pensions from the treasuries situated in the State of Haryana.
- iv) Children/wards (if parents are not living)/dependents of pensioners of Haryana Government irrespective of the fact that the original home of the retiree is in a state other than Haryana or he has settled after retirement in or outside Haryana;
- v) Children/Wards (if parents are not living)/dependents of persons, who have permanent home in Haryana and include persons who have been residing in Haryana for a period of not less than 15 years or who have permanent home in Haryana but on account of their occupation they are living outside Haryana;



- vi) The wives of such persons who are bonafide residents of Haryana irrespective of the fact that they had belonged to any other State before marriage;
- vii) Persons who were born in Haryana and produce a certificate to that effect; provided that the parents/guardians (if parents are not living) of persons belonging to any one of the above mentioned categories are:

a) Citizen of India;

b) Produce an affidavit to the effect that they or their children/wards (if parents are not living)/dependents have not obtained the benefit of Resident in any other State.

1. All candidates claiming to be bonafide residents of Haryana should produce a Haryana Resident Certificate signed by the District Magistrate/General Assistant to Deputy Commissioner or Sub-Divisional Officer (Civil) of the District/Sub-Divisions to which the candidates belong. Resident Certificates in respect of elsewhere or in respect of the Children/Wards/Dependents of Haryana Govt. employees who are posted at Chandigarh, Delhi or elsewhere or in respect of Children /Wards/ Dependents of pensioners of Haryana Govt. or in respect of the Children/Wards/ Department of the employees of the Government of India posted at Chandigarh or in Haryana in connection with the affairs of Haryana Government, or in respect of Children/Wards/Dependents of the employees and retirees of the Statutory Bodies/Corporations of Haryana established by or under an Act of the State of Haryana or a Central Act and located at Chandigarh, Haryana or outside Haryana, should be by their respective Heads of Departments.
2. Candidates seeking admission in educational institutions (including medical and technical institutions) located in Haryana may not be required to produce Resident Certificate, if they have passed the examination from a school/college situated in Haryana. For this purpose, a certificate of the Principal/Headmaster from concerned institution where the children/wards studied last should be considered sufficient. The Principal/Headmaster of the institution shall be competent to issue such certificate, which should be sufficient.
3. If a candidate is admitted on the basis of claim that he belongs to the State of Haryana but at any subsequent time is discovered that his claim was false, the student shall be removed from the institution, all fees and other dues paid up to the date of such removal shall be confiscated. The Principal/Headmaster may take such other action against the student and his/her parents/guardians as he may deem proper in the circumstances of any particular case.
4. For the purpose of uniformity for issuing certificate of Residence in the case of various categories to be issued by the competent Authorities, proformas have been prescribed which are enclosed herewith.
5. These instructions may kindly be noted carefully for compliance and the receipt of this letter may please be acknowledged.

U.O. No. 62/27/2003- 6 GSI

Dated, Chandigarh the July 29, 2003

**From: The Chief Secretary to Government Haryana**

To

1. All the Heads of Departments in Haryana
2. The Commissioners Rohtak, Gurgaon, Hissar and Ambala divisions.
3. The Registrar, Punjab and Haryana High Court
4. All the Deputy Commissioners in Haryana
5. The Managing Directors of all Boards and Corporations in Haryana
6. The Registrars, Maharshi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hissar, Guru Jambheshwar University, Hissar and Ch. Devi Lal University, Sirsa

**Sub : Bonafide residents of Haryana – Guidelines regarding.**

Sir,

I am directed to invite your attention to Haryana Government circular letter No. 62/17/95-6GSI, dated 3.10.96 and No. 62/32/2000 - GSI, dated 23.5.2003 on the subject noted above vide which the instructions were issued regarding simplification of procedure for obtaining the certificate of resident purpose of admission to educational institutions (including technical/ medical institutions)

2. The matter has been reconsidered by the State Government in view of the problems faced by the children and wards of accredited journalists recognized by Government of Haryana and it has been decided that the children and wards of the accredited journalists residing at Chandigarh and recognized by Government of Haryana would also be eligible for the grant of Residence Certificate only for the purpose of admission in the academic institutions of Haryana State.

3. These instructions may kindly be noted carefully for compliance and the receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-

Under Secretary General Administration  
for Chief Secretary to Government Haryana

A copy is forwarded to all the Financial Commissioners and Principal Secretaries/ Commissioners and Secretaries to Government of Haryana for information and necessary action.

Sd/-

Under Secretary General Administration  
for Chief Secretary to Government Haryana

**UNDERTAKING AT THE TIME OF JOINING**

(All admitted candidates and their parents will give the following undertaking at the time of joining)

I .....S/O, D/O Sh. ....admitted to fellowship in \_\_\_\_\_ do hereby undertake :

- i) That after joining the course I will abide by the rules regulations of University, Institution.
- ii) I have not concealed any fact.
- iii) That I will abide by the rules/law/instructions issued from time to time.
- iv) That I will abide by the dress/uniform code.
- v) That I will not consume any INTOXICANTS.
- vi) That I have read the relevant instructions/regulations against ragging, as well as punishment. I will comply the instructions/regulations and in case I found guilty at any stage, disciplinary action as per above guidelines may be taken against me including penal action.
- vii) That I will maintain discipline in the institutional premises/area and will not involve in any anti-social activity.

Signature of the Candidate

Address:

I father/Guardian of Mr./Ms. \_\_\_\_\_ gone through/have read the relevant instructions about the rules and regulations against ragging as well as punishment. My ward will abide by all the rules regulations of College & Hostel. In case my ward has been found guilty I have no objection for initiated any disciplinary action against my war

Signature of the Father/Guardian

Address:

Mob./Ph. No.

**ANNEXURE – D1**

**SELF DECLARATION BY THE STUDENT**

1. \_\_\_\_\_ (full name of student with admission/registration/enrolment number) S/o, D/o Mr./ Mrs. M/s\_\_\_\_\_having been admitted to\_\_\_\_\_, (Name of the Institution) have carefully read “THE HARYANA PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012” and fully understood the provisions contained in the said Ordinance.
2. I have, in particular, perused clause 2(f) of the Ordinance and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 8 of the Ordinance and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a. I will not indulge in any behavior or act that may be constituted as ragging under the ordinance.
  - b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under the ordinance.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to the Ordinance, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_day of\_\_\_\_\_ month of\_\_\_\_\_ year.

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**Signature of Student**

**SELF DECLARATION BY PARENT/GUARDIAN**

1. Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of, \_\_\_\_\_ (full name of student with University Roll Number) having been admitted to \_\_\_\_\_, (Name of the Institution) have carefully read "THE HARYANA PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTION ORDINANCE, 2012" and fully understood the provisions contained in the said Ordinance.
2. I have, in particular, perused clause 2(f) of the Ordinance and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 8 of the Ordinance and I am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause – of the ordinance.
  - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause – of the ordinance.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause – of the Ordinance, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

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**Signature of Parent/ Guardian**

**Name:**

**Address:**

**Telephone/Mobile No.:**

**Email Id:**