No.....

PROSPECTUS

2026-27

For

Admission to

Dental Hygienist Diploma Course

&

Dental Mechanic Diploma Course

Postgraduate Institute of Dental Sciences

Rohtak - 124001

POSTGRADUATE INSTITUTE OF DENTAL SCIENCES, ROHTAK
Session 2026-27

PROSPECTUS FOR ADMISSION TO :-

(a) Dental Hygienist Diploma Course
(b) Dental Mechanic Diploma Course

Opening of application form	:	21.09.2026
Last date of receipt of application	:	09.10.2026 upto 05:00 PM
Date of Entrance Test	:	Information will be uploaded on university website
Date of Counseling	:	Information will be uploaded on university website
Course begins on	:	November, 2026
Application Form to be Submitted	:	At Principal Office, PGIDS, Rohtak.

CENTRE: Postgraduate Institute of Dental Sciences, Rohtak

Note: a) All the candidates who apply for admission to above courses are directed to appear in the Entrance test and counseling in PGIDS Rohtak on the date and time mentioned above.

b) All the Govt. Instructions and university rules in force shall be applicable for admission process may be downloaded from www.uhsr.ac.in

No separate letter for entrance test & counseling shall be issued.

c) In case, sufficient number of applications for admission to Dental Hygienist/ Dental Mechanic course are not received, then the admissions may be made on 10+2 merit.

Provisional Admission to Entrance Examination:

A candidate whose result has not been announced by date fixed for the entrance examination can also apply and appear in the examination provisionally. However, he/she will have to produce proof of his/her having passed the examination on the basis of which he/she claims eligibility to appear in the entrance examination by the date of the counseling to be held for final selections of the candidates. A candidate who fails to produce the original certificates/ mark sheets and other certificates on the basis of which he/ she is claiming to be eligible for admission to the course even at the time of counseling shall not be considered for admission even if he/she has been placed in the merit list.

The candidate who has not passed his/her qualifying examination in full on the date of first counseling shall not be eligible.

ELIGIBILITY CONDITIONS

A. The Indian Citizen of following categories will be eligible for admission to Dental Hygienist Diploma Course/ Dental Mechanic Diploma Course:

i) The candidates, who are bonafide residents of Haryana as per instructions issued by the Chief Secretary to Govt. Haryana Chandigarh vide letterNo.62/1795-6GS1 dated 3.10.96 **Annexure-2**, U.O. No. 62/27/2003 – 6 GSI dated 29.07.2003 **Annexure-3** and submit relevant certificate of bonafide residents as laid down in letter no.22/28/2003- 3GS-III dated 30.1.2004 **Annexure 4.**

ii) The children/wards (if parents are not living)/dependents of the employees of Indian Defense Services/Para-Military Forces belonging to Haryana State at the time of entry into service as per their service record. (Such candidates will submit a certificate in the proforma given in**Annexure-5** from the Officer duly authorized by the Army/Navy/Air Force/concerned Para-Military Forces Headquarters, as the case maybe).

iii) The children/wards (if parents are not living)/ dependents of Ex-employees of Indian Defense Services/Para-Military Forces belonging to Haryana State at the time of entry into service as per their service record who retired from service on or after first April of the preceding year of admission. (Such candidates will submit a certificate in the proforma given in **Annexure-13** from the Officer duly authorized by the Army/ Navy/Air Force/concerned Para-Military Force Headquarters, as the case may be).

iv) The children/wards (if parents are not living)/dependents of Ex-employees of Indian Defense Services/Para-Military Forces belonging to Haryana State at the time of entry into service as per their service record, provided the candidate has studied 10+2 as a regular candidate in a recognized institution in Haryana. (Such candidates will submit a certificate in the proforma given in **Annexure-13** from the Officer duly authorized by the Army/Navy/Air Force/concerned Para-Military Forces Headquarters, as the case may be and also a certificate to the effect that he/she has studied 10+2 as a regular candidate in a recognized institution in Haryana from the Principal/Head of the Institution last attended in the proforma given in **Annexure-14.**

B. The candidates should also fulfill the following minimum conditions to appear in the Entrance Examination:-

(i) She/he will attain the age of 17 years or more on the date of 1st counseling.

Note : The age shall be determined as per entry in the Matriculation/Higher Secondary or its equivalent Certificate.

(ii) A candidate should have passed 10+2 or equivalent examination with Physics, Chemistry, Biology and English.

Note:

1. The list of the examinations recognized as equivalent to 10+2 examinations of Board of School Education, Haryana is available in the Academic Branch, Univ. of Health Sciences, Rohtak.
2. The candidates passing qualifying examination from National Open School Shall also be eligible provided they fulfill the eligibility conditions.

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Hostel Facility: - No hostel accommodation will be provided and the selected candidates will have to make their own arrangements for boarding and lodging.

Duration of Course: - The duration of course leading to the award of Diploma in Dental Hygienist or Diploma in Dental Mechanic Course shall be for a period of two years. This two years course will consists of 1st& 2nd academic sessions.

For appearing in examination a student will have to attend at least 75% of the working days. However, for getting diploma/certificate he/she will have to complete full two years duration by repeating the period of absence, if any. The name of the student (s) who remain (s) absent from classes for more than 15 days at a stretch will be struck off from the College rolls without any notice.

Students will be permitted vacations as permissible to other under graduate course

Date of Joining:- Selected candidates must join by the date stipulated in the selection letter, failing which the admission shall automatically be cancelled and the seat shall be offered to the candidate on the waiting list. However, no admission will be done two months after the start of the courses.

Fees and Expenses:- Caution money Rs. 1000/- (Refundable). No tuition fee is chargeable.

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GENERAL INSTRUCTIONS

1. The reservation policy is subject to revision/State Government decision/court decisions and the same as applicable on the last date of submission of admission form shall be followed.
2. All candidates belonging to the Scheduled Castes/Scheduled Tribes and Backward Classes etc. must submit a certificate from the competent authority showing that they belong to these classes/castes, as given in **Annexure-4**. All such Certificates should be only as per the proforma issued by the competent authority as prescribed by Haryana Govt. vide letter no. 22/28/2003-3GS-III dated 30.01.2004. Certificates issued by other than the prescribed authority shall not be accepted.
3. As per Haryana Govt. Letter No. 22/8/2004-3GSIII dated 7.6.2007 there would be no distinction between SC-A & SC-B category and 20% seats shall be reserved for Scheduled Caste candidates **(Annexure-17)**.
4. If the seats from BC Block-A are not filled up, these may be filled from BC Block-B.
5. Competition for reserved seats will be amongst the candidates belonging to the categories for which the seats have been reserved. Reserved seats remaining vacant on account of non-availability of eligible candidates would be placed under 'Open Merit' seats.
6. List of Backward Classes notified by the State Govt. is available at **Annexure-10** and also circular No. 1170-SW(1)-95 dated 7.6.95 for excluding socially advanced persons/sections (creamy layer) from Backward Classes is available at **Annexure- 11** and clarification regarding issuance of certificate to Haryana Backward Classes given by the Haryana Govt. vide Letter No. 22.36/2000-3G.S.III dated 9th August, 2000 is at **Annexure-12**.
7. Only Dependents of Freedom Fighters (FF) who wish to be considered for reservation as such must submit a certificate from the Competent Authority **(Annexure-8)** along with undertaking **(Annexure - 9)**
8. Only candidates having locomotor disability of lower limbs between 50% to 70% but otherwise medically fit for admission to the course will be considered for admission as physically handicapped. In case candidates are not available in the category then only candidates with disability of lower limbs between 40-50% may be considered for admission as per Govt. of India, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi, letter No. C.18018/2/2009-ME(P.1) dt. 17.2.2009 (Certificate as in **(Annexure-6)**. **The applicant in PH category should have to produce only the certificate of disability certificate issued by Medical Board, PGIMS, Rohtak at the time of counseling. No other medical certificate shall be valid.**
9. Children/Wards of Military personnel (including personnel of para-military Forces) killed in action or permanently disabled in action and boarded out from the services or Ex-servicemen and their wards will be considered for reservation as Ex-servicemen and their wards **(Annexure-7)**.
10. A candidate who applies either for reserved category or for both reserved and open categories will be considered first in open category. In case he is not selected in open category, he will be considered for reserved category. **In case a candidate does not fill up his reserve category in his application form, he/she will not be subsequently considered for admission against that category.**
11. A candidate who applies for and qualifies for admission in more than one reserved category will be asked to exercise his choice at the time of counseling. Institutional preference which the candidate exercised at the time of counseling will be considered final.

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Distribution of seats for Admission to Diploma of DH & DM at PGIDS, Rohtak

The seat distribution being adopted by Pt. B. D. Sharma, University of Health Sciences, Rohtak on the recommendations of the committee and approved by the office of Director, Medical Education & Research, Haryana vide Memo No.DMER/202/4435 dated 15.05.2020 may also be implemented for these Dental Hygienist and Dental Mechanic Diploma Course being run by PGIDS, Rohtak for the admission year 2026-27. The reservation in seats is being started from point No.21 to 40.

.Category	Diploma in Dental Hygienist	Diploma in Dental Mechanic
Economically Weaker Sections	02	02
General (UR)	09	09
SC	02	02
SC Deprived	02	02
BC-A	03	03
BC-B	02	02
Total	**20**	**20**

Note:1 Final distribution of seats will be displayed at the time of counselling procedure for submission of Applications:-

1) A copy of prospectus containing application form is available on University Website and can be downloaded from the University Website www.uhsr.ac.in and filled form may submitted with Demand Draft of Rs. 500/- for General Category and for EWS, SC & BC of Haryana of Rs.125/- in favour of Principal PGIDS, Rohtak at Principal Office, PGIDS, Rohtak from 09:00Am to 05:00PM

Application for admission must be accompanied by the following:-

(i) Certificate of having studied in Haryana in class XI and XII from the Institution last attended as per proforma in **Annexure-1**.

(ii) Certificate pertaining to claims for reservations (if claimed) Scheduled Castes & Backward Classes **(Annexure- 4)**.

(iii) Date of birth certificate, Matric or Higher Secondary certificate issued by Board/ University.

Note : *Candidate shall have to produce all the original certificates at the time of counseling, failing which he/she shall be rejected.*

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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 indiscipline 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 affect the physique or psyche of 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-21.**

iv) Undertaking of similar nature as given under Sr. No. iii & above shall also be obtained from the admitted candidates in the application form for admission to the Hostels as well.

v) 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".

vi) 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 behavioral pattern specially in terms as to whether he/she has displayed persistent violent or aggressive behavior or any desire to harm others(**Annexure 1**).

EXTRACT OF ORDINANCE ON MAINTENANCE OF DISCIPLINE AMONG STUDENTS OF Postgraduate Institute of Dental Sciences, Rohtak (HARYANA)

Prohibition of ragging and penalties thereof

(1) Ragging in any form shall be strictly prohibited within the premises of the University, college or an institution, as the case may be, or in any part of the University system as well arson 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 motto 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 a 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 and 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.

Annexure–1

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)

Annexure-2

Copy of letter No. 62/17/95-6 GSI Dated, Chandigarh, the 3rd 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' bemused 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 15years 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.

2. 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

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/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.

3. 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.

4. 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.

5. For the purpose of uniformity for issuing certificate of Residence in the case of various categories to be issued by the competent Authorities, preformed have been prescribed which are enclosed herewith.

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

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Annexure-3

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

Annexure-4

Copy of letter No. 22/28/2003-3G.S.III Dated, Chandigarh the 30th January, 2004.

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments in Haryana.
2. The Commissioners, Rohtak, Gurgaon, Hisar and Ambala Divisions.
3. The Registrar, Punjab and Haryana High Court, Chandigarh.
4. All the Deputy Commissioners in Haryana.
5. The Registrars, Maharshi Dayanand University, Rohtak, Kurukshetra University, Kurukshetra, Ch. Charan Singh Haryana Agriculture University, Hisar, Guru Jambheshwar University, Hisar and Ch. Devi Lal University, Sirsa (Haryana).

Dated, Chandigarh the 3oth January, 2004.

Subject: "Streamlining the procedure in the offices regarding issuing of Resident /Income Certificates and the caste certificate to Scheduled Castes and Backward Classes".

Sir,

I am directed to invite your attention to Haryana Government letters Nos. 62/17/95-2G.S.III,dated 03.10.96, No. 22/51/93-3G.S.III, dated 12.8.93 and even No. dated 14.10.97 on the subject noted above wherein instructions regarding the caste certificates (SC/BC/OBC), and Resident certificates have been issued.

2. The policy has been reviewed keeping in view the various courts judgments and the hardships caused to the individuals in obtaining above quoted certificates. Government is of the view that the procedure be institutionalized by delegating powers at proper level for ensuring speedy disposal of work without any harassment or exploitation. The present modification of the policy also aims at simplifying the procedure for obtaining certificate by an individual falling under the reserved categories.

The matter has also been reconsidered in depth by the State Government in view of the problems being faced by the Government employees in obtaining these certificates. With a view to improve the existing system in issuing various certificates, it has been decided by the Government that henceforth Circle Revenue Officers (Tehsildar/Naib Tehsildar-cum-Executive Magistrate) concerned will be authorized to issue Resident as well as Caste Certificates (SC/BC/OBC) after getting the verification done through the subordinate revenue staff in case of applicants residing in the rural area and through the Executive Officer/Secretary of the concerned Municipal Committee/Municipal Council/Municipal Corporation concerned in case of applicants residing in urban area. It has further been decided that in case of Haryana Government employees serving in the offices located at Chandigarh/Panchkula and residing at Chandigarh/Panchkula, the Resident certificates and caste certificate to SC/BC employees and for their children, may be issued by their respective Heads of Departments also.

3. The validity of Resident Certificate issued by the competent authority shall be as long as the holder of this certificate maintains his residential address in Haryana State.

4. SC certificate once issued shall be valid as long as the caste is not removed from the Schedule of the Constitution and BC certificate shall be valid for life from the date of issue of the certificate or till the applicant does not fall into creamy layer category as defined from time to time. The applicant applying for BC certificate would also submit a self declaration on simple paper that he does not fall under creamy layer category. The format for this declaration is given at Annexure 'A' However, if the certificate has been obtained by fraud or misrepresentation or concealment of facts or by some other means, the said certificate shall be declared as invalid/non-est and benefit taken by the applicant will be withdrawn and a criminal case shall be registered against the applicant misrepresenting the facts as well as against the guilty officers/officials, if any. In addition, Social Justice & Empowerment Department, Haryana is being, directed to finalize the modalities and procedure to Constitute the Scrutiny Committee.

The files relating to Caste and Resident certificate shall be retained for 10 years and Register shall be retained permanently. The proforma of the application form, Register and SC/BC certificates prescribed by the Government shall be followed by all the Departments/Institutions in letter and spirit as it has come to the notice of the Govt. that some Departments/Institutions demand such certificates in proforma which are at variance with the proforma in which these certificates are

being issued by the competent authorities (Tehsildar / Naib Tehsildar/HODs). It is, therefore, decided that the Departments/Institutions shall accept these certificates only in the proforma in which these are being issued by the competent authorities which have been prescribed by the Govt. itself (copy enclosed).

5. To make institutional arrangements, it has also been decided that in future the Resident and Caste certificates will be issued to all the students studying in class 8th every year as per the time schedule given below:-

i. Filling of application form by the parents/students. 1st Nov. To 10th Nov. Every year. ii. Verification by (a) Sarpanch/ Namberdar in case of rural areas and Municipal Councilors in case of Urban areas.

(b) Verification by Patwari in case of rural areas /EO/Secy.(MC) any other officer/official authorized by the local body for the purpose in case of urban areas. Upto 30th November every year.

(c) Head Teacher/Head Master Upto 15th Dec. iii. Forwarding of application to CRO by Head Teacher/Head Master 31st Dec. iv. Verification & issue of certificate by CRO Upto 31st January every year.

6. All application forms of a particular School may be sent to the Tehsildar / Naib Tehsildar concerned preferably at one go so that the certificates are issued and sent back to the Headmasters of Government Schools/Private Schools for distribution to the concerned students. The Head Teacher/Head Master shall be responsible for getting the application forms filled and files prepared of all the students presently studying in Class-VIII to XII will be issued these certificates during the months of January, 2004 to March, 2004. The schedule will be finalized by the concerned Deputy Commissioner in this regard.

7. It has been further decided that in case of SC/BC students claiming benefit under various welfare schemes upto Class IX, the benefits will be given by the Head Master/Head Teacher after getting the verification done from Sarpanch/ Namberdar/MC and a caste certificate issued by the CRO (Tehsildar / Naib Tehsildar) may not be demanded for this purpose by the School authorities.

8 The matter regarding issue of income certificate to the students for claiming various benefits in educational institutions has been considered and it has been decided that in future the income certificate for educational purpose will be issued by the CRO (Tehsildar / Naib Tehsildar concerned) and income certificate for other purposes by the SDO (C) concerned taking into account income of the applicant from various sources including agriculture, trade, profession, salary etc. The verification will be got done through the subordinate revenue staff in case of applicants residing in rural areas and through the Executive Officers/Secretary of the concerned Municipal Committee/Council/Municipal Corporation in case of applicants residing in urban areas.

9. It has also been brought to the notice of the Government that when posts are advertised, fairly large number of candidates apply for such posts and Haryana Public Service Commission/Haryana Staff Selection Commission /Department demand attested copies of Resident/Caste certificates and other documents from the candidates. This creates not only financial problems for the unemployed youths but also increases the work load in the offices. Similar is the position in case of admission to educational/professional Engineering institutions. To give relief to the public, it has been decided that at the time of applying for job or for admission in educational institutions including technical/professional institutions etc. self attested photo copy of the certificate about the residence and caste status shall be sufficient and at the time of final interview/selection, original papers including castes and Resident certificate issued by the competent authorities may be obtained/examined/inspected by the concerned departments/institutions and attested copies thereof be kept in record. The fact may also be cross checked/verified at the time of verification of the antecedents of the applicants before he/she joins the Government service. Similar practice will be followed for degrees/mark sheets/other certificates of academic qualifications. Necessary action to amend/revise the application form in this regard shall be taken by Haryana Public Service Commission/ Haryana Staff Selection Commission/Head of the Departments/Universities etc. at their own level under intimation to the Government.

These instructions may be brought to the knowledge of all for strict compliance.

Yours faithfully,

Sd/-
Special Secretary General Administration,
for Chief Secretary to Government Haryana

Annexure -4A

AFFIDAVIT OF THE PARENT /GUARDIAN TO BE ATTESTED BY EXECUTIVE MAGISTRATE/OATH COMMISSIONER/NOTARY PUBLIC.

I.....father/mother/guardian of Miss/Mr..... resident of.....do hereby solemnly state and affirm asunder:-

1. That I am a Citizen of India.
2. That neither the deponent nor the child/ward of the deponent have obtained the benefit of 'Residence in any other State.

Dated.....

DEPONENT

VERIFICATION

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

Dated.....

DEPONENT

25/8/2026

27/8/26

25/8/26

Annexure -4B

RESIDENCE CERTIFICATE TO BE ISSUED BY THE DEPUTY COMMISSIONER, SUB DIVISIONAL OFFICER (CIVIL), G.A. TO D.C.D.R.O. EM AND TEHSILDAR.

Certified that Sh. ..... S/o Sh. ..... Father/guardian of Miss/Mr..... hold (name of Child/ward with full address) immovable property at..... (place and District) in the State of Haryana for the past — years.

OR

Certified that Miss/Mr..... S/o Sh. ..... Resident of .....was born in Haryana as per birth certificate.

Dated:

Signature of the Authority (mentioned above) (with seal)

Annexure -4C

RESIDENCE CERTIFICATE TO BE ISSUED BY HEAD OF DEPARTMENT

Certified that Sh. _____ S/o Sh. _____ father of Miss/Mr. _____ is an employee of the _____ (Name of office)_____ of Haryana Government. He is working as _____, and is posted at _____. He has more than three years service at his credit.

Place:
Dated:

Head of the Department (with seal)

Annexure -4D

RESIDENCE CERTIFICATE TO BE ISUED BY THE PRINCIPAL/HEADMASTERS OF THE GOVERNMENT/ RECOGNIZED SCHOOL/COLLEGE.

It is certified that Miss/Mr. ..... D/o Sh. ..... has been a student of this School/College for a period of ..... Years, from ..... to ..... He left the school/college on .....
Dated

Signature of Principal/Headmaster of the school/college
(with seal)

Annexure -4E

RESIDENCE CERTIFICATE TO BE ISSUED BY THE RESPECTIVE HEAD OF THE DEPATT. IN THE CASE OF THE EMPLOYEES OF GOVERNMENT OF INDIA

Certified that Sh. ..... S/o Sh. ..... father of Miss/Mr.....is an employee of Government of India working as ..... He has been posted at Chandigarh/Haryana in connection with the affairs of Haryana Government for the past three years.
Dated

Head of Department (with seal)

Annexure -4F

CERTIFICATE OF SCHEDULED CASTE

Certified that Mr./Miss..... Son/Daughter of Sh.....Village/Ward No. .....Teh..... District ..... Haryana belongs to.....Caste. Which has been declared Scheduled Caste in the Constitution (Scheduled Castes)Order 1950.

Caste certificate shall be valid for life.

Dated.....
Place :

Tehsildar/Naib Tehsildar-cum- Executive Magistrate/Head of the Department

Certificate from no other authority will be accepted.

Annexure -4G

BACKWARD CLASS CERTIFICATE

Certified that Mr/Miss ..... Son/Daughter of Sh ..... Resident of Village/Ward No..... Tehsil .....District .....Haryana belongs to ..... Caste, which has been declared Backward Classes Block ..... (A/B) by Haryana Government. It is also certified that the applicant is not covered under creamy layer criteria as notified by Haryana Govt. vide Circular No. 1170-SW(1) 95 dated 7-6-95 and No. 1883/SW (1)-95 dated 28.9.1995.Caste certificate shall be valid for life from the date of issue.

Dated.....
Place :
Certificate from no other authority will be accepted.

Tehsildar/Naib Tehsildar-cum- Executive Magistrate/Head of the Department

---

Annexure -5

CERTIFICATE FROM THE EMPLOYER IN THE CASE OF EMPLOYEES OF INDIAN DEFENCE SERVICES/PARA MILITRY FORCES

I certify that Mr./Ms.....Son/Wife of Sh.....is a regular employee of Indian Defence Services/Para Military Forces belonging to Haryana State as per his/her service record at the time of entry into service and the home address given is.....(Distt.....).Haryana.

Sh./Ms.....is his/her son/daughter/dependent (if parents are not living).

Signature
Officer Commanding
Competent Authority
(With official Seal & Stamp)

Dated.....
Place.....

Annexure -6

PT. B.D. SHARMA P.G.I.M.S., ROHTAK

No..... Dated..... .....

Certified that Sh./Km./Smt. ..... son/daughter/wife of shri ..... resident of.....District.....appeared before the Medical Board for medical checkup. On his/her Medical Examination, it is found that nature of handicap*/disability is as under :-

Dated .....
Place.....

Chairman Medical Board
Pt. B.D.Sharma PGIMS, Rohtak

(Signature of the Applicant)

Annexure -7

CERTIFICATE
(FOR DECEASED/DISABLED/DISCHARGEDMILITARY/PARA MILITARY PERSONNEL, SERVING MILITARY PERSONNEL EX-SERVICEMEN/EX-PERSONNEL OF PARA MILITARY FORCES)

Certified that Number .....Rank .....Name ..... S/o ..... father of.....resident of Village ..... Post office.....Tehsil.....Distt..... State of Haryana has served in the Army/Air Force/Navy (Name of the Para-Military Force) from ..... to ..... and.....subsequently invalided out of service as under :-

1. Medical category
   i) for JCO's.....
   ii) for ORS : Shape-I,II,III etc.....
   iii) for Rank/Designation (in case of Para-Military Forces).....
2. Reason of discharge/retirement.....
3. Death : i) whether killed in action.....
   or any other reason :.....
4. If killed in action, Name of the war/operation.....
5. Disabled, whether disabled during the war/operation (name).....
6. Nature of disability :
   i) whether permanent i.e. for life.....
   ii) whether temporary (upto what extent).....

Next RSMB IS DUE .....
Name of Records : .....

Signature of the issuing authority with designation and official seal & stamp

Case No. .....
Dated .....

Note : ***Only the certificate issued by the officer duly authorized by the Army/Navy/Air Force/ concerned Para-Military Force Headquarters, as the case may be, shall be entertained.***

Annexure -8

The certificate issued by the competent authority according to Govt. Instructions conveyed vide No. 16/20/93 – 4PP dated 20.04.1993 and No. 16/36/2004 – 4PP dated 10.08.2004 will be considered as valid.

Annexure-9

UNDERTAKING

I _____ S/D/O _____aged _____ R/o _____Teh. _____Distt._____.

I am giving undertaking regarding the fact that Sh./Smt. _____S/D/O Sh. _____ R/o _____is/was Freedom Fighter. It is also certified that benefit of Freedom Fighter was not availed by any of the dependents of Sh. _____, Freedom Fighter for admission in any professional educational institute.

Date:
Place:

Signature of the Candidate.

It is verified that all the above contents are true to the best of our knowledge.

Signature of Father/Mother of Candidate (who is/was dependent of Freedom Fighter)

Signature of Candidate.

25/01.

Annexure 10

LIST OF BACKWARD CLASSES INCLUDED IN BLOCK- 'A' & 'B' AS PER CHIEF SECRETARY TO GOVT. OF HARYANA, LAW &LEGISLATIVE Dept. Notification No. Leg. 18/2016 dated 12.5.2016

BLOCK 'A'

1. Aheria, Aheri,Heri, Naik,Thori or Turi, Hari
2. Barra
3. Beta, Hensi or Hesi
4. Bagria
5. Barwar
6. Barai, Tamboli
7. Baragi, Bairagi, Swami Sadh
8. Battera
9. Bharbhuja, Bharbhunja
10. Bhat, Bhatra, Darpi, Ramiya
11. BhuhaliaLohar
12. Changar
13. Chirimar
14. Chang
15. Chimba, Chhipi, Chimpa, Darzi, Rohilla
16. Daiya
17. Dhobi / Dhobi Rajak
18. Dakaut
19. Dhimar, Mallah, Kashyap-Rajpoot, Kahar, Jhiwar, Dhinwar, Khewat, Mehra, Nishad. Sakka, Bhisti, Sheikh-Abbasi
20. Dhosali, Dosali
21. Faquir
22. Gwaria, Gauria or Gwar
23. Ghirath
24. Ghasi, Ghasiara or Ghosi
25. Gorkhas
26. Gawala, Gowala
27. Gadaria, Pal ,Baghel
28. Garhi-Lohar
29. Hajjam, Nai, Nais, Sain
30. Jhangra Brahman, Khati, Suthar, Dhiman Brahmin, Tarkhan, Barhai, Baddi.
31. Joginath, Jogi, Nath, Jangam-Jogi, Yogi
32. Kanjar or Kanchan
33. Kurmi
34. Kumhars, Prajapati
35. Kamboj
36. Khanghera
37. Kuchband
38. Labana
39. Lakhera, Manehar, Kachera
40. Lohar, Panchal – Brahmin.
41. Madari
42. Mochi
43. Mirasi
44. Nar
45. Noongar
46. Nalband
47. Pinja, Penja
48. Rehar, Rehara or Re
49. Raigar
50. Rai Sikhs
51. Rechband
52. Shorgir, Shergir
53. Soi
54. Singhikant, Singiwala
55. Sunar,Zargar, Soni
56. Thathera, Temera
57. Teli
58. Banzara, Banjara
59. Weaver(Jullaha)
60. Badi/Baddon
61. Bhattu/Chattu
62. Mina
63. Rahbari
64. Charan
65. Chaaraj (Mahabrahman)
66. Udasin
67. Ramgarhia
68. Rangrez, Lilgar, Nilgar, Lallari
69. Dawala, Soni-Dawala, Nyaaria,
70. Bhar, Rajbhar.
71. Nat (Muslim)

BLOCK'B'

1. Ahir/Yadav
2. Gujjar
3. Meo
4. Saini/Shakya/Koeri/Kushwaha/Maurya
5. Lodh/Lodha/Lodhi
6. Gosai/Gosain/Goswami

25/5/16 25/5/16.

Annexure-11

Copy of letter No. 1170-SW (I)-95 dated 7.6.95 from the Commissioner& Secretary to Government, Haryana, Welfare of Scheduled Castes and Backward Classes Department, Haryana, Chandigarh.

Sub: Exclusion of socially advanced persons/sections-(Creamy Layer) from Backward Classes.

Sir,

I am directed to invite your attention to the subject mentioned above and to state that following the Supreme Court judgment in the Indira Sawhney and others versus Union of India case, the Haryana Government vide notification dated 12.10.1993 had set up the Haryana Second Backward Classes Commission. The terms of reference of this Commission were to entertain, examine and recommend upon requests for inclusion and complaints of over-inclusion and under-inclusion in the list of backward Classes. Vide notification dated 26-5-1994, the Commission was also assigned the function of specifying the basis, applying the relevant and requisite socio-economic criteria to exclude socially advanced persons/sections(Creamy Layer) from Backward Classes.

In its report submitted on 16.5.1995, the Haryana Second Backward Classes Commission had recommended the criteria for excluding socially advanced persons/sections (Creamy Layer) from Backward Classes. After considering these recommendations, the Government has decided that the benefit of reservation shall not apply to persons/sections mentioned in Annexure -11 A, which is enclosed.

All the departments are requested to bring the above instructions to the notice of all the Heads of Departments and appointing authorities under their control for necessary compliance.

Annexure - 11 A

DESCRIPTION OF CATEGORY TO WHOM RULE OF EXCLUSION WILL APPLY

I. CONSTITUTIONAL POSTS	Son(s) and daughter(s) of – a) President of India; b) Vice President of India; c) Judges of the Supreme Court and of the High Courts; d) Chairman and Members of UPSC and of the State Public Service Commission; Chief Election Commissioner; Comptroller and Auditor General of India; e) Persons holding Constitutional positions of like nature.
II. Service Category : A-Group Class-I Officers of the All India	Son(s) and daughter(s) of a) parents, both of whom are Class-I officers; b) parents, either of whom is a Class-I officer; c) parents, both of whom are Class-I Officers, but one of them dies or suffers permanent incapacitation. d) parents, either of whom is a Class-I Officer and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any International Organization like U.N.,I.M.F., World Bank, etc. for a period of not less than 5 years. e)parents, both of whom are Class-I Officers die or suffer permanent incapacitation and before such death or such incapacitation of the both, either of them has had the benefit of employment in any International Organization like U.N., I.M.F., World Bank, etc. for a period of not less than 5 years. Provided that the rule of exclusion shall not apply in the following cases:- a) Sons and daughters of parents either of whom or both of whom are Class-I Officers and such parent(s) dies/die or suffer permanent incapacitation. b) A lady belonging to OBC Category has got married to a Class-I Officer and may herself like to apply for a job.

B. Group B/Class II		Son(s) and daughter(s) of a) parents both of whom are Class-II Officers. b) parents of whom only the husband is a Class-I Officer and he gets into Class-I at the age of 40 or earlier. c) parents, both of whom are Class-II Officers and one of them dies or suffers permanent incapacitation and either one of them has had the benefit of employment in any International Organization like U.N., I.M.F., World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation; d) parents of whom the husband is a Class-I Officer (direct recruit or pre-forty promoted) and the wife is a Class II officer and the wife dies or suffers permanent incapacitation; and e) parents, of whom the wife is a Class-I Officer (Direct Recruit or pre-forty promoted) and the husband is a Class-II Officer & the husband dies or suffers permanent incapacitation. Provided that the rule of exclusion shall not apply in the following cases:- Sons and daughters of – a) Parents both of whom are Class-II Officers and one of them dies or suffers permanent incapacitation. b) Parents, both of whom are Class-II Officers and both of them die or suffer permanent incapacitation, even though either of them has had the benefit of employment in any International Organization like U.N., I.M.F., World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation.
C. Employees in Public Sector Undertaking etc.		The criteria enumerated in A & B above in this Category will apply mutatis mutandi to officers holding equivalent or comparable posts in PSUs, Banks, Insurance Organizations, Universities etc. pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category-V below will apply to the officers in these Institutions.
III ARMED FORCES		Sons(s) and daughter(s) of parents either or both of whom is or are in the rank of colonel and above in the army and to equivalent posts in the Navy and the Air Force and the Para Military Forces : Provided that-
	i)	If the wife of an Armed Forces Officer is herself in the Armed Forces (i.e. the category under consideration) the rule of exclusion will apply only when she herself has reached the rank of colonel;
	ii)	the service ranks below colonel of husband and wife shall not be clubbed together;
	iii)	If the wife of an officer in the Armed Forces is in Civil employment, this will not be taken into account for applying the rule of exclusion unless she falls in the service category under item No.II in which case the criteria and conditions enumerated therein will apply to her independently.
IV PROPERTY OWNERS		Son(s) and daughter(s) of persons belonging to a family (father, mother and minor children) which owns land more than land permissible under the Ceiling Act of Haryana State.

V INCOME/WEALTH TAX

Son(s) and daughter(s) of-

a) Persons having gross annual income of Rs.2.50 Lacs or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years.

b) Persons in Categories I,II,III& IV who are not disentitled to the benefit of reservation but have Income from other sources of Wealth which will bring them within the income/wealth criteria mentioned in (a) above.

Explanation :

i) Income from salaries or agricultural land shall not be clubbed;

ii) The income criteria in terms of rupee will be modified taking into account the change in its value every three years. If the situation, however, so demands, the interregnum may be less.

iii) Where the husband is in some profession and the wife is in a Class-II or lower grade employment the income/wealth/Criterion will apply only on the basis of the husband's income.

iv) If the wife is in any profession and the husband is in employment in a Class-II or lower rank post, then the income/wealth criterion will apply only on the basis of the wife's income and the husband's income will not be clubbed with it.

Explanation : Wherever, the expression, 'permanent incapacitation' occurs in this schedule it shall mean incapacitation which results in putting an Officer out of service.

Annexure-12

No. 22.36/2000-3 G.S. III

From

The Chief Secretary to Government of Haryana

To

1. All Heads of Departments, Commissioners, Ambala,Hisar, Rohtak and Gurgaon Divisions.
2. The Registrar, Panjab and Haryana High Court, Chandigarh.
3. All Deputy Commissioner & Sub-Divisional Officers (civil) in Haryana.

Dated, Chandigarh, the 09th August, 2000.

Subject: Clarification regarding issuance of certificate of Haryana Backward Classes.

Sir,

I am directed to invite your attention to the Govt. of Haryana, Social Welfare Department letter No. 1170-SW (1) 95, dated 7.6.95 on the subject noted above, therein criteria was laid down to assess the creamy layer persons of Haryana Backward Classes in Haryana State. The Backward Classes of Haryana are facing difficulty in obtaining the Backward Classes certificate from the certificate issuing authority due to some understanding in the instructions dated 7.6.95. After careful consideration the Govt. of Haryana has decided to issue clearcut directions to all the Heads of Department s and Deputy Commissioners in the state for issuing Backward Classes Certificate without any further delay.

It is clarified that the income from salary will not be taken into account for the purpose of income/wealth tax in respect of service category and while calculating income or wealth test of the Government employee of Backward Classes who is not covered under Annexure-A, description of categories No. I, II (a,b,c,d) and III & IV, hence becoming entitled for the benefit of reservation under Backward Classes category, his salary should not be included but his other sources of income/wealth be included for income/wealth tax.

All the departments are requested to bring the above instructions to the notice of all the Head of Departments and appointing authorities under their control for necessary compliance.

Yours faithfully,
Sd/-
Joint Secretary General Administration
for Chief Secretary to Govt. Haryana.

To

1. All the Financial Commissioners & Secretaries to Govt. Haryana.
2. All the Administrative Secretaries to Govt. Haryana.

Annexure-13

CERTIFICATE FOR THE EX- EMPLOYEES OF INDIAN DEFENCE SERVICES/PARA-MILITARY FORCES

Certified that Number.....

Rank .....

Name .....

S/o Shri.....

Father of .....

Resident of Village .....

Post Office .....

Tehsil .....

Distt .....

belonging to State of Haryana as per his/her service record at the time of entry into service, had served* in the Army/Navy/Air Force (Name of the Para-Military Force) from..... to ..... and subsequently discharged/ retired from the service on..... as per his/her service record at the time of entry into service the home address given is ..... (Distt. .....)Haryana.

Date.....

Place.....

* (Strike out whichever is not applicable)

Signature
Competent Authority
Officer Commanding/
(With official Seal & Stamp)

Annexure-14

CERTIFICATE FROM THE PRINCIPAL/HEAD OF THE INSTITUTION LAST ATTENDED

I Certify that Mr/Ms ..... Son/Daughter of Shri ..... has studied in the 10+1 and 10+2 as a regular candidate in recognized institution(s) in Haryana as the case may be, as per following details:-

	Name of School/College and place where situated.	Class Board Roll No. in case of 12th class exam. and School/ College Roll. No. in case of 11th class exam.	When passed out/appeared for	Total Marks
(i)	11th			
(ii)	12th			

i) Attested photo copies are attached with this certificate

ii) Permanent residential address recorded as under:

.....

.....

.....

Signature of the
Headmaster/Principal
of Institution
(with official Seal)

Date .....

Place .....

15/8/-

LIST OF SCHEDULE CASTES AS PER CHIEF SECRETARY TO GOVT. OF HARYANA, GENERAL ADMINISTRATION DEPARTMENT ORDER NO. 22/132/2013 -1GS- III DATED 21.03.2014.

Annexure-15

Sr. No.	Name of the Caste
1	Ad Dharmi
2	Balmiki
3.	Bangali
4.	Barar, Burar, Berar
5.	Batwal, Barwala
6.	Bauria, Bawaria
7.	Bazigar
8.	Bhanjra
9.	Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasi, Ravidasi, Balahi, Batoi, Bhatoi, Bhambi, Chamar – Rohidas, Jatav, Jatava, Ramdasia
10.	Chanal
11.	Dagi
12.	Darain
13.	Deha, Dhaya, Deha
14.	Dhanak
15.	Dhogri, Dhangri, Siggi
16.	Dumna, Mahasha, Doom
17.	Gagra
18.	Gandhila, Gandhil, Gondola
19.	Kabirpanthi, Julaha
20.	Khatik
21.	Kori, Koli
22.	Marija, Marecha
23.	Mazhabi, Mazhabi Sikh
24.	Megh, Meghwal
25.	Nat, Badi
26.	Od
27.	Pasi
28.	Perna
29.	Pherera
30.	Sanhai
31.	Sanhal
32.	Sansi, Bhedkut, Manesh
33.	Sansoe
34.	Sapela, Sapera
35.	Sarera
36.	Sikligar, Bariya
37.	Sirkiband

No. 22/89/97-3GS-III

Annexure-16

From

The Chief Secretary to Govt. Haryana

To

1. All Heads of Deptt. in Haryana State.
2. Registrar, Punjab and Haryana High Court.
3. All deputy Commissioners & Sub-Divisional Officer (Civil) in Haryana State

Dated, Chandigarh, the 7th, August, 2000

Subject :- Reservation for Admission in Educational/Professional and Technical Institutions.

Sir,

I am directed to invite your attention to the Haryana Govt. Letters No. 22/34/98-3GSIII dated19.3.99 and dated 5.5.99 on the subject noted above, in which directions were given to reserved seats for admission in the Educational, Technical and Professional Institutions for S.C./B.C., Physically Handicapped, Ex-servicemen and Freedom Fighter candidates. In order to remove some difficulties facing the physically handicapped candidates, it has been decided that for the purpose of admission in Government as wellas, in Government aided Educational/Professional/Medical/Engineering/I.T.I.'s/TechnicalEducational Institutions and Colleges, there will be 3% reservation for physically handicapped (1% for blindness or low vision, 1% for hearing impairment and 1% for locomotor disability or cerebral palsy). But in the event of the quota reserved for physically handicapped candidates, it may be offered to the Ex-servicemen and their wards, (1%) and the dependents of freedom fighters (1%).

(2) These instructions should be brought to the notice of all concerned working under you for information and necessary action.

Yours faithfully,

Sd/-
Joint-Secretary General Administration,
for Chief Secretary to Government, Haryana

A copy is forwarded to :-

1. All the Financial Commissioners and Secretaries to Government, Haryana
2. All the Administrative Secretaries to Government, Haryana for Information and necessary action.

Sd/-
Joint-Secretary General Administration,
for Chief Secretary to Government, Haryana

From No. 22/8/2004-3GSIII

Annexure-17

To The Chief Secretary to Govt. Haryana

1. All the Heads of Department.
2. Commissioners, Ambala, Rohtak, Gurgaon &Hisar Divisions.
3. The Registrar,
   Punjab & Haryana High Court, Chandigarh.
4. All the Deputy Commissioners & Sub-Divisional Officers
   (Civil) in Haryana State

Dated Chandigarh, the 7-06-2007.

Subject :- Reservation of posts for Scheduled Castes, Backward Classes under the services of Haryana State.

Sir,

I am directed to refer to Haryana Government Letter No. 22/55/90-3GS-III, dated 9-11-1994 on the subject noted above which interalia laid down that for the purpose of reservation in services, Scheduled Castes in Haryana would be put in two categories i.e. Block A and Block B in direct recruitment. These instructions had been challenged in the Hon'ble Punjab & Haryana High Court by way of Writ Petition 398 of 2004-Gajay Singh Muwal Vs. State of Haryana and other 3 Civil Writ Petitions. The Hon'ble Court vide its common judgment/orders dated 6-07-2006 has quashed the above instructions dated 9-11-1994 in the following terms :-

"We accordingly, find that the present controversy is fully covered by the decision of Supreme Court in the case E.V. Chinnaiah's case (Supra). We, accordingly, would quash the Notification No. 22/55/90-3GS-III, dated 9-11-1994 holding the same to be ultravires of the Constitution."

The State Government has filed a Special Leave Petition CC No. 1789 of 2007-State of HaryanaVs. Gajay Singh Muwal alongwith an application for staying the operation of the judgment/orders dated 6-07-2006 of the Hon'ble High Court in the said case. Similar SLPs have been filed by some private respondents also. However, these SLPs have neither been listed for hearing nor any stay has been granted by the Hon'ble Supreme Court in India, so far.

Under these circumstances the State Government on reconsideration of the matter, has decided to withdraw instructions bearing No. 22/55/90-3GS-III, dated 9-11-1994 subject to the final decision of the Hon'ble Supreme Court in the SLPs referred to above. Consequently, there will be no categorization of the Scheduled Caste into A and B blocks. The vacancies meant for direct recruitment to reserved category of Scheduled Castes will be notified to the recruiting agencies without categorization of Scheduled Castes in A & B Blocks.

Similarly, the Govt. instructions bearing No. 22/34/98-3GS-III, dated 19-3-1999 and even number dated 5-5-1999 and letter No. 22/89/97-3GS-III dated 7-08-2000 regarding admissions ingot. as well as in Govt. aided/self financing/Educational/Professional/Medical/Engineering/ITIs/Technical Educational Institutions and colleges will be deemed to have been modified to the extent indicated above.

It is requested that these instructions may be brought to the notice of all concerned for strict compliance.

Yours faithfully,
SD/-
(Sumita Misra)
Special Secretary General Administration,
For Chief Secretary to Government Haryana

15/21

Annexure-18

Copy of letter No. 18/52/2000 U.N.P. (1) dated 18.4.2001 from the Director, Higher Education, Haryana, Chandigarh addressed to the Registrar, Kurukshetra University, Kurukshetra and M.D. University, Rohtak.

Subject:- Reservation of seats in various courses offered by the University of Haryana to the next of kin's of martyrs of "Operation Vijay".

Will the Financial Commissioner & Secy. to Govt., Haryana, Education Deptt., kindly refer to his U.O. No. 47/36/2000-E-I (6) dated 27.9.2000 on the above subject ?

2. In this regard attention is invited towards the instructions issued by the Haryana Govt.vide letter No. 22/89/97-3 GS III, dated 7th August, 2000. IN these instructions, there is a provision of 3% reservation for Physical Handicapped, but in the event of the quota reserved for Physically Handicapped remaining non-utilized due to non-availability for suitable category of handicapped candidates, 1% has been offered to the Ex-Servicemen and their wards and 1% to the dependents of freedom fighters.

3. The Govt. has decided that the wards of those killed in "Operation Vijay" can be covered under the provisions of the above quoted instructions, because no separate reservation can be given, as there is already 50% vertical reservation for the admission in Educational Technical &Engineering Institutions.

4. He is requested to take further action in the matter accordingly.

Sd/-
Superintendent General Services-II
for Chief Secretary to Govt., Haryana

Annexure-19

No. 22/27/2004-2GSIII

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments in the Haryana State
2. The Registrar, Punjab and Haryana High Court, Chandigarh.
3. All Deputy Commissioner sand Sub-Divisional Officer (Civil) in Haryana State.

Dated Chandigarh, the October 20, 2005

Subject : - Reservation for admission in educational/professional Colleges/Institutions.

Sir/Madam,

I am directed to invite your attention to Haryana Government instruction issued vide letter No.22/34/98-3GSIII, dated 19.03.99, followed by letters of even number dated 5.05.99 and letter No. 22/89/97-3GSIII, dated 07.08.2000 on the subject noted above, wherein provision for reservation of seats in the educational, technical and professional institutes for the candidates of various categories was made as under :-

1.	Scheduled Caste	20% (50 % each 'A' and 'B' Block)	
2.	Backward Classes	16%	A Block
		11%	B Block
3.	Physically handicapped	3%	In the event of quota reserved for physically handicapped remain unutilized due to non availability for suitable category of handicapped candidates, it may be offered to the Ex-servicemen and their wards (1%) and the dependents of Freedom Fighters (1%)

On further consideration of the matter, it has been decided to allow 3% horizontal reservation to Ex-serviceman/ freedom fighters and their dependents by proving reservation within reservation of1% of general category, 1% out of scheduled castes and 1% from backward classes category for admission to the various educational institutions of the Government and Government aided/self financing colleges/institutes located in Haryana. As far as block allocation in Block A and Block B of Scheduled Castes and Backward Classes categories is concerned, year-wise rotational system will be adopted. For example, if block A of scheduled castes and backward classes are given seats in the academic year 2006, the next block i.e. B Block of categories of scheduled castes and backward classes will be given seats in the next academic year i.e. 2007 and so on .

These instructions should be brought to the notice of all concerned working under your control for strict compliance.

Yours faithfully,

Deputy 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 Haryana for information and necessary action.

Deputy Secretary General Administration,
for Chief Secretary to Government Haryana

Annexure – 20

GOVERNMENT OF HARYANA
GENERAL ADMINISTRATION DEPARTMENT
General Services – III Branch

Dated Chandigarh the 16.07.2014

1. All the Administrative Secretaries to Government Haryana.
2. All Heads of Departments in the State of Haryana.
3. The Commissioners, Ambala/Hissar/ Rohtak/ Gurgaon Division.
4. All the CAs/ MDs of all Boards/ Corporations/ Public Sector Undertakings in Haryana.
5. The Registrar General of Punjab & Haryana High Court, Chandigarh.
6. All the Deputy Commissioners in the State of Haryana.
7. All the Sub Divisional Officers (Civil) in the State of Haryana
8. The Registrars of all the Universities in the State of Haryana.

Subject: Regarding prescribing minimum eligibility qualification for the various courses.

Sir/ Madam,

I am directed to invite your kind attention towards Government instructions No. 3870-WGI-ASOII-64/20069 dated 6th/9th October, 1964 whereby the candidates of Scheduled Castes and Scheduled Tribes provided 5% reduction in marks in the minimum eligibility qualification for admissions in various courses.

It has come to the notice of the Government that at present where a General Category Candidate is required to have 50% marks in a prescribed qualification for admission in any course, as per the above instructions a reserve category candidate is required to have 45% marks giving him 5% reduction in the minimum qualification. Vide judgment of Humble Supreme Court in civil Appeal No. 7084/2011, It has been observed that the practice is wrong and the relaxation of 5% should be reduced from the minimum required marks on a general category candidate for e.g.:-

In a course, a general candidate requires to have 50% marks, than as per Govt. instructions by giving 5% relaxation the minimum eligibility marks for a reserved caste candidate should be calculated asunder:-

Out of 100 Marks needs to less = 5
Out of 1 Marks needs to less = 5 / 100
Out of 50 marks needs to less = 5 / 100 X 50 = 2.50

This way minimum less marks where general category candidates are required to have 50% in prescribed qualification, the total required marks for a reserved candidates will be 50 – 2.50 = 47.50 and not 45.

All concerned are requested to implement the instructions as per the above procedure in the compliance of the judgment of Hon'ble Supreme Court passed in CWP7084/2011.

Superintendent General Services – III
For Chief Secretary to Govt., Haryana

Annexure -21

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_____Course Session 2016 do hereby undertake :-

i) That after joining the course I will abide by the rules regulations of College and Hostel.

ii) I am aware that violation of rules/law/instructions regarding ragging would attract Penal /disciplinary action against me.

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 while residing in Hostel of the Institution, I will not keep Scooter/ Motor Cycle/Car.

vi) That I will not consume any INTOXICANTS in Hostel/ College premises.

vii) 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.

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 ward.

Signature of the Father/Guardian
Address:
Mob./Ph. No.

INSTRUCTION FOR ENTRANCE TEST

Last Date of Receipt of Application Form	**: 09.10.2026 (up to 5.00 PM) at Principal Office, PGIDS, Rohtak**
Date of Entrance Exam	**: To be uploaded at University Website**
Venue/Centre	**: As per Admit card**

- **DIPLOMA IN DENTAL HYGIENIST: (11:00 AM to 01:00 PM)**
- **DIPLOMA IN DENTAL MECHANIC: (11:00 AM to 01:00 PM)**

Total Marks	:	100
Total Questions	:	100

(Each question carry 1 mark)

The distribution of 100 Questions is given below:

i)	Physics	-	20 questions
ii)	Biology	-	40 questions
iii)	Chemistry	-	20 questions
iv)	English & General Knowledge	-	20 questions

Medium of Entrance Test will be in English

PROSPECTUS CAN BE DOWNLOADED FROM UNIVERSITY WEBSITE:
www.uhsr.ac.in

No.....

POSTGRADUATE INSTITUTE OF DENTAL SCIENCES, ROHTAK- 124001

(Pt. B.D. Sharma University of Health Sciences, Rohtak)

Session-2026-27

APPLICATION FORM

TO BE SUBMITTED IN OFFILINE MODE IN THE O/O PRINCIPAL, PGIDS, ROHTAK

Affix photograph here duly attested by a Gazetted Officer/ Principal of a recognized college/ Institution

For Admission to :

1. Dental Hygienist Diploma Course ☐
2. Dental Mechanic Diploma Course ☐

Important:

Before filling the application form candidates are advised to strictly follow the instructions at page – 4.

Students with biology can apply for both course

First choice (i)

Second choice (ii)

---

1. Full name of Candidate (block letters) SURNAME

---

2. Date & Place of Birth Place Day Month Year

---

3. Sex Male Female Transgender

---

4. Marital Status Married Single

---

5. a) Nationality

   b) Mother tongue

---

6. Do you belong to Scheduled Caste/SC-D Backward Class/ E.W.S. Category/ Departmental candidates No/ Yes If yes, please give details

---

7. i) Aggregate Percentage of marks obtained at qualifying examination. ……..% in words ……..

   ii) Percentage of marks in Physics, Chemistry and Biology. …….% in words ……..

---

8. a) Father's Name or Guardian's /Husband's Name & relationship/ occupation. …….

   b) Mother's Name ……..

c) His/her permanent address & Telephone No. if any.

---

9. Detail of Examination passed or appearing for:-

Name of Examination Passed (for appearing)	Year & Month of passing or appearing	Name of School/College and University/Board	Subjects taken in Examination with Marks obtained subject wise	Division, if any & (total%)	Remarks, if any
Matriculation/SSEC/ Higher Secondary					
10+2, Pre Medical or other equivalent Examination specify					
B.Sc.					

10. Address (in full) on which reply regarding this applications may be sent (with pin code, Telephone No., if any)

DECLARATION OF THE CANDIDATE

I hereby declare that the application form has been filled in my own hand writing and that the information given by me in the above application form is correct. I further declare that I have read the rules as given in the Prospectus and I shall abide by the rules and regulations of the Institute and also by the orders given by the Institute authorities with regard to my conduct, discipline and studies.

Place:

Date:

Signature of the applicant

Declaration by the parent (or the guardian of the candidate). In case neither of the parent is alive.

I hereby solemnly affirm and declare that the information furnished by the candidate is correct. If at any time subsequent to the admission, it is discovered that any information given in this application or in the attached certificates or in documents produced hereafter is false my ward may be removed from the institution and caution money paid by him/her may be confiscated.

Place :

Date :

Signature of the Parent/ Guardian
With relation with the candidate

(Left thumb impression of candidate)

DECLARATION BY THE SCHEDULED CASTE/ TRIBES/ BACKWARD CLASS APPLICANTS ONLY

I hereby declare that I belong to a Scheduled Caste/ Tribes/ Backward class and enclose herewith a certificate from a District Magistrate in proof of the same.

Signature of the applicant

INSTRUCTIONS

The attached application form should be filled in by the candidate after reading the following instructions carefully.

i) The furnishing of false information or suppression of any factual information in the application form would be a disqualification and will render the candidate unfit for admission to :
   a. Dental Hygienist Diploma Course
   b. Dental Mechanic Diploma Course

ii) If the fact that false information has been furnished or that there has been suppression of any factual information in the application form; comes to notice at any time during a candidate's undergoing any of the above courses at this Institute, he/she would be liable to be terminated besides other action by the Institute as may be deemed fit.

iii) Every detail in the form must be filled in by the candidate in his/her own handwriting. All answers must be given in words and not be dashes and dots. No column should be left blank.

iv) Incomplete applications will not be considered. Instructions contained in the prospectus should be read carefully before filling up this form.

v) Candidates must apply well in time. Any postal delay shall be the responsibility of the candidates himself/herself.

vi) This application form is not to be used for any other courses being conducted at this Institute.

vii) All the selected candidates shall undergo medical examinations by a medical board appointed by the Principal PGIDS. Any candidate found medically unfit shall be rejected. Before dispatching the complete application, please check again each of the following items whether you have enclosed the same or not- (certificate true copies only, Please do not submit original certificate).

1) Date of birth certificate, Matric or Higher Secondary certificate issued by Board/ University. Yes/No
2) District Magistrate's Certificate if he/she belongs to SC/SC-D,ST/BC in original Yes/No
3) Certificate of good conduct Yes/No
4) Documentary evidence of having passed the 10+2 / Pre-Medical of equivalent examination. For those taking the qualifying examination a certificate should be attached. Yes/No
5) Marks sheet of 10+2 / Pre-Medical/ B.Sc. Part-I. Yes/No
6) Haryana Residence Certificate in Original in case the candidate has Passed 10+1, 10+2 from Chandigarh or National Open School. Yes/No
7) Passport size photograph duly signed by the candidate and attested by Gazetted officer or Principal of a recognized college/ Institute. Yes/No

Address for correspondence **(to be filled in by the candidate neatly in block letters)**	**Address for correspondence** **(to be filled in by the candidate neatly in block letters)**
Roll No……	Roll No……
Name:……	Name:……
Address……	Address……
……..	……..
Pin Code…….	Pin Code…….
Mob./Phone (with STD Code…….	Mob./Phone (with STD Code…….

Address for correspondence **(to be filled in by the candidate neatly in block letters)**	**Address for correspondence** **(to be filled in by the candidate neatly in block letters)**
Roll No……	Roll No……
Name:……	Name:……
Address……	Address……
……..	……..
Pin Code…….	Pin Code…….
Mob./Phone (with STD Code…….	Mob./Phone (with STD Code…….

Address for correspondence **(to be filled in by the candidate neatly in block letters)**	**Address for correspondence** **(to be filled in by the candidate neatly in block letters)**
Roll No……	Roll No……
Name:……	Name:……
Address……	Address……
……..	……..
Pin Code…….	Pin Code…….
Mob./Phone (with STD Code…….	Mob./Phone (with STD Code…….

POSTGRADUATE INSTITUTE OF DENTAL SCIENCES, ROHTAK

Provisional Admit Card for Entrance Test/Examination for Admission to Diploma in Dental Hygienist/ Diploma in Dental Mechanic course

<table>
<tr><td colspan="2">NAME</td><td>ROLL NO.</td></tr>
<tr><td colspan="2">FATHER'S NAME</td><td>COURSE APPLIED FOR</td></tr>
<tr><td>EXAMINATION CENTER NO.</td><td>CATEGORY</td><td rowspan="3">Paste here
your recent
Photograph</td></tr>
<tr><td rowspan="2">CANDIDATE'S ADDRESS</td><td>DATE OF EXAMINATION</td></tr>
<tr><td>TIME
11:00 AM TO 01:00 PM</td></tr>
<tr><td></td><td>PRINCIPAL</td><td>Signature of Candidate</td></tr>
<tr><td colspan="3">Check your reserved category, if any, in case of discrepancy, contact Office of Principal before the date of examination.</td></tr>
</table>

INSTRUCTIONS FOR CANDIDATES

a. Bring this admit Card with you otherwise you will not be allowed to appear in the examination.

b. Please reach the Examination Centre one hour before the commencement of Examination.

c. COMPLETE VIDEOGRAPHY OF EACH STUDENT APPEARING IN THE EXAMINATION SHALL BE GOT DONE IN THE EXAMINATION CENTRES AND THE SAME WILL BE MATCHED AT THE TIME OF COUNSELING.

d. MOBILE/PAGER AND ANY ELECTRONIC GADGET IS NOT ALLOWED IN THE EXAMINATION CENTRE. IF ANY CANDIDATE IS FOUND WITH COMMUNICATION AIDS, THE SAME SHALL BE CONFISCATED.

e. The candidates are advised to ensure their eligibility as per provisions made in the Prospectus before appearing in the Entrance Examinations. They will be admitted in the Entrance Examinations provisionally. Mere appearing in the Entrance Examinations will not make them eligible for allotment of seats, which will be allotted after checking their eligibility in all respects, at the time of counseling by the competent authority.

f. BEFORE ANSERING THE QUESTIONS, THE CANDIDATE SHOULD ENSURE THAT THEY HAVE BEEN SUPPLIED THE CORRECT AND COMPLETE TEST BOOKLET CONTAINING SR. NO 1 TO 180 QUESTIONS. COMPLAINTS REGARDING MISPRINT ETC. WILL NOT BE ENTERTAINED 30 MINUTES AFTER THE EXAMINATION IS STARTED.

g. Check your category, if any. In case of discrepancy, contact the Assistant Registrar (Exam.) before date of examination.

h. If any two candidates are found exchanging their answer sheets/ Questions booklets in the entrance examination, they will be disqualified.

Candidates are directed to put their Right hand thumb impression properly on the space provided in the Answer Sheet to avoid cancellation on candidature.

POSTGRADUATE INSTITUTE OF DENTAL SCIENCES, ROHTAK

Acknowledgement Card

Diary No..... Dated.....

Receipt of your Application Form for admission to Diploma in Dental Hygienist /Diploma in Dental Mechanic Course - 2026 is hereby acknowledged.

Authorised Signatory
Postgraduate Institute of
Dental Sciences, Rohtak

Affix Rs/ 5- postage stamp

To

_____

_____

_____

PIN | | | | | | | Mobile No.

From :

Principal
Postgraduate Institute of Dental Sciences,
Rohtak-124001 (Haryana)
