

**APPENDIX – ‘A’**  
(This form should be used only for one seat)

**To**  
**The Asstt. Director of Education,**  
Dadra and Nagar Haveli,  
Silvassa.

**Subject :- Allotment of Reserved Seat in M.B.A. Course**

Sir,

I beg to apply for nomination on the reserve seat for Admission to M.B.A. Course in response to the Advertisement No. \_\_\_\_\_ dated \_\_\_\_\_ published by the department of Education, Dadra and Nagar Haveli. I wish to apply for admission in \_\_\_\_\_ Courses for the students of Dadra and Nagar Haveli as per preference shown in this form. My personal details are given below.

I assure you that if nominated I will abide by the rules and regulations prescribed by the Dadra and Nagar Haveli, Administration as well as by the concerned Institution and that during the tenure of my student career at the Institution I will do nothing within or outside the premises of the Institution campus that will interfere in the orderly administration and maintenance of discipline of the said Institution. In the event of the information given by me is found to be incorrect and/or failure on my part to abide by the rules and regulations, I shall be liable for suitable disciplinary action.

Present details:-

1. Name in full :- \_\_\_\_\_  
(Surname) (First name) (Father's name)

2. Date of Birth : \_\_\_\_\_ Age : \_\_\_\_\_

3. Address:

(a) Present for correspondence. (b) Permanent.

\_\_\_\_\_ At \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post with \_\_\_\_\_

\_\_\_\_\_ Pin code \_\_\_\_\_

\_\_\_\_\_ District \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

...2/-

4. Are you :-

- (a) Son/Daughter of permanent resident/domicile of this Union Territory (Domicile/Permanent Residents Certificate to be attached). Yes/No.
- (b) Son/Daughter of Employee of Dadra and Nagar Haveli, Administration (Service Certificate and Residential Certificate to be attached). Yes/No.
- (c) Son/Daughter of Central Govt./State Govt./ Union Territory Administration employee on deputation to U.T. of DNH (Service Certificate & Residential Certificate to be attached). Yes/No.

- 5. (i) Are you a member of SC/ST (Certificate to be attached) Yes/No.
- (ii) Are you a member of OBC (Certificate to be attached) Yes/No.
- (iii) Are you handicapped student (Certificate to be attached) Yes/No.

6. Particulars of last examination of Graduation/Post Graduation (Qualifying Examination)

Year of Passing \_\_\_\_\_

Examination	University	Subject	Marks obtained	Total Marks	Percentage
1	2	3	4	5	6

(7) Past academic record ( HSC- Std- XII onwards) Year of passing \_\_\_\_\_

Examination	Board	Subject	Marks obtained	Total Marks	Percentage
1	2	3	4	5	6

(8) Work experience if any \_\_\_\_\_

### **Details of CET, GD, PI, Distribution of Total Marks and GD-PI etc.**

#### **Distribution of Total Marks:**

\* The following will be the Head wise distribution of the total marks of 240, on the basis of which the final state level Merit lists will be drawn.

Head	Marks
Association CET-2010 conducted by AMMI, Maharashtra State.	200
Group Discussion (GD)	17
Personal Interview (PI)	17
Past Academic Record (PAR)	04
Work Experience (WE)	02
<b>Total</b>	<b>240</b>

- The Past Academic Record (PAR) of a candidate will be evaluated as shown below

Percentage	Marks
75% and above marks at SSCE( X) or equivalent examination	02
60% and above but less than 75% marks at SSCE( X) or equivalent examination	01
less than 60% marks at SSCE( X) or equivalent examination	00
75% and above marks at HSCE (XII) or equivalent examination	02
60% and above but less than 75% marks at HSCE( XII) or equivalent examination	01
less than 60% marks at HSCE( XII) or equivalent examination	00

- The work Experience (WE) of a candidate will be evaluated as shown below:

<b>Work Experience</b>	<b>Marks</b>
3 year and more	02
Of 1 year and more but less than 3 years	01
Of less than 1 year	00

\* HSSCE and SSCE respectively denote the Higher Secondary School Certificate Examination and the Secondary School Certificate Examination of any of the Divisional Board of Secondary and Higher Secondary Education.

I am enclosing herewith-attested copies of my testimonials as under:

1. True copy of Mark-sheet of Graduation Examination.
2. True copy of Mark-sheet of HSC Examination (XII Std.)
3. True copy of Mark-sheet of SSC Examination (X Std.)
4. True copy of School Leaving Certificate.
5. Certificate from the Concerned Principal of College showing the attempt at which the candidate has passed the qualifying examination.
6. Domicile Certificate in respect of Parents/Guardian (in case parents are not alive) issued by the Mamlatdar, Dadra and Nagar Haveli, Silvassa. In case of Domicile Certificate in respect of Guardian the Certificate of Dependence issued by the Mamlatdar of Dadra and Nagar Haveli, Silvassa is essential.
7. 15 year permanent resident certificate in respect of Parents/Guardian issued by the Mamlatdar, Dadra and Nagar Haveli, Silvassa.
8. Caste Certificate in case of SC/ST candidates issued by the Mamlatdar, Dadra and Nagar Haveli, Silvassa.
9. Caste Certificate in case of OBC candidates issued by the Mamlatdar, Dadra and Nagar Haveli, Silvassa.
10. Certificate of Work experience if any

11. (a) A certificate of the Head Master of Concerned recognized schools of the Union Territory of Dadra and Nagar Haveli, Silvassa. Certifying that the applicant has taken education through out in this Union Territory up to the standard XII should also be attached with the application form.

(b) The children/wards of the Domiciles/Permanent Residents who have studied till Xth standard in the Navodaya Vidyalaya in this U.T. and later passed the XIIth standard from the Navodaya Vidyalaya outside this U.T. or have studied till VIIIth standard in the Navodaya Vidyalaya of this U.T. and later on migrated to the Novadaya Vidyalaya outside the U.T. for study upto Xth and XIIth standard shall be exempted from the condition of having educated continuously throughout in this U.T.

12. Persons who migrated to the U.T. of Dadra and Nagar Haveli and have obtained domicile certificate from Mamlatdar, Dadra and Nagar Haveli have to submit an affidavit sworn before the Executive Magistrate of Dadra and Nagar Haveli to the effect that he/she has relinquished his/her claim to be the domicile of their parent state and that they will not availed dual benefit being domicile of two state/U.T.

Date:

Yours faithfully,

Place.

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