

**Annexure - I**

**FORMAT OF COURSE COMPLETION CERTIFICATE**

[TO BE ISSUED IN THE OFFICIAL LETTER HEAD OF THE INSTITUTE/UNIVERSITY]

This is to certify that

1. Mr. /Ms. \_\_\_\_\_ (full name) bearing Roll No. \_\_\_\_\_ is a bonafide student of \_\_\_\_\_ (course / program) in our Institute/University.
2. He / She is likely to complete all requirements of the course /program by August 15, 2025.
3. His / Her final result is awaited and is likely to be published on or before September 30, 2025.

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Signature (with Seal) of the  
Authorised Signatory of the  
Institute/University.

Date \_\_\_\_\_

**Annexure -II**

**Undertaking by candidates who have appeared for qualifying  
degree examination or awaiting for results**

I, \_\_\_\_\_ (CAT/MAT/GATE ID \_\_\_\_\_),

Son/daughter of Shri-----, resident of  
village/town/city district of State/UT \_\_\_\_\_ do hereby declare as under:

2. That I have appeared for final year /semester examination and my Institute/University has not yet declared the results

or

My university/Institute has not conducted final year /semester examination yet

(tick as applicable).

3. That, I would submit my final year/semester marks card and Provisional degree certificate on or before \_\_\_\_\_

4. I am aware that for admission to MBA programmes at NITK, I must satisfy the following criteria

“Candidates should have passed the prescribed qualifying examination with CGPA of at least 5.5 in the 0-10 scale grading system, OR not less than 50% marks in the aggregate (taking into account the marks scored in all the subjects of all the public/university examinations conducted during the entire prescribed period for the degree programme). However, this prescribed minimum shall be a CGPA of 5.0 OR 45% marks in the aggregate for SC/ST candidates.”

5. I am also aware that after the announcement of my Bachelor’s degree results, if I am found not to satisfy the above eligibility criteria, my admission would be cancelled and I will not have any claim on my admission at NITK Surathkal.

6. That, if my seat is cancelled due to not fulfilling the the above eligibility criteria, the refund, if any, will be dealt as per Refund Rules of the Institute.

**Name and Signature of the candidate with date**

# CERTIFICATE OF MEDICAL FITNESS

[To be obtained only from Gazetted Government Medical Officer / Medical Officer of a Government Undertaking. (Please note that Medical Certificate issued by Private Practitioners will not be accepted) ]

Name (In Block Letters) .....

Parent / Guardian Name .....

Sex Male / Female

Blood Group (Optional) .....

Height .....cm

Weight..... kg

Chest: Exp.....cm

Insp..... cm

Heart .....

Lungs .....

Vision .....

Hearing .....

Hernia / Hydrocele / Varicocele/Piles, etc: .....

Any Other Disease Diagnosed in the Past: .....

Allergies, if any .....

Personal Marks of Identification:

1.

2.

I do hereby certify that I have examined Sri/Kum/Smt .....,

A candidate for .....and whose signature is given below

and that I could not notice that he/she has any disease, constitutional affection, bodily infirmity or

mental unsoundness.His/Her age according to his/her statement is .....

year and by appearance about ..... years.

**Signature of the Candidate**

Place .....

**Signature: of the Medical Officer**

Date .....

Name: \_\_\_\_\_

Office Seal

Designation: \_\_\_\_\_

Registration No. \_\_\_\_\_

## FORMAT FOR OBC [NCL] CERTIFICATE

TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR ADMISSION

**[This certificate MUST have been issued on or after 1<sup>st</sup> April 2025**

This is to certify that Shri/Smt./Kum. \_\_\_\_\_ Son/Daughter of Shri/Smt.

\_\_\_\_\_ of Village/Town \_\_\_\_\_

District/Division \_\_\_\_\_ in the \_\_\_\_\_ State/UT

belongs to the \_\_\_\_\_ Community which is recognized as a backward class under:

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

- (xvii) Resolution No. 12015/2/2007-BCC, dated 11/10/2010.
- (xviii) Resolution No. 12015/13/2010-BC-II, dated 08/12/2011.
- (xix) Resolution No. 12015/05/2011-BC-II, dated 17/02/2014.
- (xx) Resolution No. 12011/6/2014-BC-II, dated 07/12/2016.
- (xxi) Resolution No. 12011/13/2016-BC-II, dated 22/12/2016
- (xxii) Resolution No. 20012/1/2017-BC-II, dated 19/01/2017
- (xxiii) Resolution No. 12011/7/2017-BC-II, dated 31/07/2017

Shri/Smt./Kum.\_\_\_\_\_and/or his family ordinarily reside(s) in the \_\_\_\_\_ District/Division of \_\_\_\_\_ State/UT. This is also to certify that he/she **does not belong to the persons/sections (Creamy Layer)** mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36 012/22/93-Estt.(SCT), dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.), dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res) dated 14/10/2008, again further modified vide OM No. 36036/2/2013-Estt (Res) dated 30/05/2014.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Designation \_\_\_\_\_

(with seal of office)

NOTE:

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

**OBC Undertaking**

**Declaration/undertaking - for OBC Candidates only**

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

**Place:**

**Signature of the Candidate\***

**Date:**

**\*Declaration/ Undertaking not signed by Candidate will be rejected**

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Government of .....

(Name & Address of the authority issuing the certificate)

**[This certificate MUST have been issued on or after 1<sup>st</sup> April 2025]**

Certificate No. \_\_\_\_\_

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

VALID FOR THE YEAR \_\_\_\_\_

1. **This is to certify that Shri/Smt./Kumari \_\_\_\_\_, son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year\_. His/her family does not own or possess any of the following assets\*\*\*:**

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

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

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
attested photograph  
of the applicant

**The income and assets of the families as mentioned would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs.**

Note:

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

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

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

## FORMAT FOR SC/ST CERTIFICATE

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_  
\_\_\_\_\_ son/daughter of \_\_\_\_\_  
\_\_\_\_\_ of village/town/\* \_\_\_\_\_ in  
District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_  
belongs to the \_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Castes  
[SC]\*

/ Scheduled Tribes [ST]\* under:

**The Constitution (Scheduled Castes) Order, 1950**

**The Constitution (Scheduled Tribes) Order, 1950**

**The Constitution (Scheduled Castes) Union Territories Order, 1951**

**The Constitution (Scheduled Tribes) Union Territories Order, 1951**

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976. [%]

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956. The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976. The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962. The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962\*\*. The Constitution (Pondicherry) Scheduled Castes Order, 1964\*\*. The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967\*\*. The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968\*\*. The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968\*\*. The Constitution (Nagaland) Scheduled Tribes Order, 1970\*\*. The Constitution (Sikkim) Scheduled Castes Order, 1978\*\*. [%]

The Constitution (Sikkim) Scheduled Tribes Order, 1978\*\*. The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989\*\*. The Constitution (SC) Orders (Amendment) Act, 1990\*\*. The Constitution (ST) Orders (Amendment) Ordinance, 1991\*\*. The Constitution (ST) Orders (Second Amendment) Act, 1991\*\*. The Constitution (ST) orders (Amendment) Ordinance, 1996. The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act. 2002. The Constitution (Scheduled Caste) Orders (Amendment) Act, 2002. The Constitution (Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act, 2002. The Constitution (Scheduled Caste) Order (Amendment) Act, 2007. [%]

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

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes certificate issued to Shri/Shrimati \_\_\_\_\_, Father/Mother of Shri/Srimati/Kumari\*

\_\_\_\_\_ of village/town\* \_\_\_\_\_ in the District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_, who belong to the \_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste\* / Scheduled Tribe\* in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.%

3. Shri/Shrimati/Kumari\* \_\_\_\_\_ and/or\* his/her\* family ordinarily reside(s) in the village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* of the State/Union Territory of \_\_\_\_\_.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Designation \_\_\_\_\_

(with seal of office)

\* Please delete the words which are not applicable

\*\* Please quote specific presidential order

% please delete the paragraph which is not applicable.

^ List of authorities empowered to issue Schedule Caste / Schedule Tribe Certificates:

- 1) District Magistrate /Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner / Taluka Magistrate / Executive Magistrate.
- 2) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- 3) Revenue Officers not below the rank of Tehsildar.
- 4) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTES:

- 1) The term ordinarily resides) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.