



Guru Gobind Singh Indraprastha University
Sector 16 C, Dwarka, New Delhi-78
Admissions Branch

Notification No. 03/2021

GGSIU/Admissions/Misc./ 2020/ 498

Dated: 01/04/2021

IMPORTANT NOTICE

(Academic Session 2021-22)

Subject: Commencement of submission of Online Application Form for Admission in Programme MBA in University School of Studies (USS) and Affiliated Institutes/Colleges in Guru Gobind Singh Indraprastha University during the Academic Session 2021-22 on the basis of CAT-2020 Score/Merit.

Programmes: MBA (General) (Programme Code- 039)/ MBA (Financial Analysis) (Programme Code-594)/ MBA (Financial Management) (Programme Code- 595) & MBA (International Business) (Programme Code- 143) on the basis of CAT-2020 Score/ Merit.

It is for information of all the candidates who have qualified CAT-2020 and are desirous to seek admission in GGSIP University in University School of Studies (USS) and its Affiliated Institutes/Colleges in Programme MBA for Academic Session 2021-22 that **GGSIU University starts submission of Online Application Form w.e.f. 06.04.2021 (1800 hours Onwards). Last date of submission of Online Application Form is 30.05.2021.**

The candidate may login at <https://ipu.admissions.nic.in>

Candidates must read the Schedule thoroughly to get information for Admission in Programme MBA for Academic Session 2021-22.

NOTE:

1. Online Registration is Mandatory for the Programme for participating in Online Counselling/Admission.
2. The further details will be uploaded separately by the GGSIP University on the Website.
3. Candidates are advised to visit regularly the University Website www.ipu.ac.in as well as the online admission website <https://ipu.admissions.nic.in>



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(A) IMPORTANT INSTRUCTIONS:

(I) Eligibility Criteria:

(i) For MBA (General) / MBA (International Business)/ MBA (Financial Management):

Any recognized 3 years or more Bachelor's Degree in any discipline with a minimum of 50% marks in aggregate.

OR

Bachelor's Degree in Engineering, Technology or any other subject with minimum of 50% marks in aggregate or any qualification recognized as equivalent thereto with minimum of 50% marks in aggregate.

OR

Passed the Final Examination of the Institute of Chartered Accountants of India or England, the Institute of Cost and Works Accountants of India or England or the Institute of Company Secretaries of India.

(ii) For MBA (Financial Analysis) :

Graduate in any discipline with atleast 50% Marks and with at least one course in Mathematics/ Statistics/ Economics/ Operations Research at Graduation Level.

Admissions Criteria for Programme MBA:

1. All admissions shall be made on the basis of overall Percentile of Common Admission Test (CAT) 2020 that was conducted by Indian Institute of Management.
2. If Seats remain vacant after counselling on the basis of overall percentile of CAT 2020, then the counseling shall be conducted on the basis of Score in CMAT 2021 (another National Level Test).
3. In case seats still remain vacant even after exhausting CAT 2020 and CMAT 2021 Merit, University will consider admissions in MBA Programme by conducting Common Entrance Test to be conducted by GGSIP University.

(II) Reservation Policy:

A. Relaxation in Eligibility:

Candidates belonging to Scheduled Castes/Scheduled Tribes/Widows or Wards of Defence Personnel / Persons With Disability will be allowed 5% relaxation of marks in the minimum eligibility requirement or as specified by the statutory body governing the programme of study, irrespective of the fact whether there exists any reservation for any category of such candidates or not.

Note:

Relaxation of any kind, as mentioned above will be granted to only those candidates, who are able to produce necessary relevant supporting documents.

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B. Reservation Policy for B.Tech./M.Tech./B.Arch./Professional Programmes:

The Reservation Policy for the University Schools, Government Institutes and Self Financing Colleges/ Institutions affiliated with this University, other than minority institution, for the Academic Session 2021-22 for these Programmes is as:-

For University Schools of Studies and Government Institutions Located in NCT of Delhi	For Institutions Located in NCT of Delhi in except minority status institutions	Self Financing Institutions Located in NCR' outside Delhi except minority status institutions
85% of the sanctioned intake shall be allocated for Delhi Region wherein reservation of seats shall be as under: DSC - 15% DST - 7.5% DOBC - 27% DDEF - 5% DPWD - 5%	85% of the sanctioned intake (minus the management quota which is 10% of total seats unless surrendered by the institution for common counselling) shall be allocated for Delhi Region wherein reservation of seats shall be as under: DSC - 17% DST - 1% DDEF - 5% DPWD - 5%	85% of the sanctioned intake (minus the management quota which is 10% of total seats unless surrendered by the institution for common counselling) shall be allocated for Delhi Region wherein reservation of seats shall be as under: DSC - 15% DST - 7.5% DDEF - 5% DPWD - 5%
15% of the sanctioned intake shall be allocated for outside Delhi Region wherein reservation of seats shall be as under: ODSC - 15% ODST - 7.5% ODDEF - 5% ODPWD - 5%	15% of the sanctioned intake (minus the management quota which is 10% of total seats unless surrendered by the institution for common counselling) shall be allocated for outside Delhi Region wherein reservation of seats shall be as under: ODSC - 15% ODST - 7.5% ODDEF - 5% ODPWD - 5%	15% of the sanctioned intake (minus the management quota which is 10% of total seats unless surrendered by the institution for common counselling) shall be allocated for outside Delhi Region wherein reservation of seats shall be as under: ODSC - 15% ODST - 7.5% ODDEF - 5% ODPWD - 5%

Note: Reservation for EWS category is applicable only in University School of Studies and Govt. affiliated Colleges only. This will be implemented in accordance with the Govt. of India and Govt. of NCT of Delhi orders as applicable.

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- 1 For Institutions funded by the Central Government, the seats are allocated on an all India Basis with reservation as (SC: 15%, ST: 7.5%). The OBC reservation shall be at the Undergraduate level only of 27%.
- 2 For minority institutions located in the NCT of Delhi, the seats are reserved as per the request of the Institution for the appropriate minority segment, and seats remaining thereafter are allocated with reservation as for self financing institutions but on an-all India basis.
- 3 For minority institutions located outside NCT of Delhi in NCR, the seats are reserved as per the request of the Institution for the appropriate minority segment, and seats remaining thereafter are allocated on an all India basis with reservation for these all India region seats as (SC: 15%, ST: 7.5%).
- 4 For institutions located in NCR, the bifurcation of seats (85% for Delhi Candidates and 15% for outside Delhi Candidates) is as per the policy received from Govt. of NCTD applicable for Academic Session 2021-22, if there is any change in this policy before the commencement of counseling / admissions in the current Academic Session, the same shall be applicable.

NOTE:

1. The candidate seeking admission under reserved categories /classes has to mandatorily produce the caste/category certificate in his/her name at the time of counselling. The certificate in name of either of the parent (Mother/Father) is not acceptable and the candidate shall not be entitled / eligible for admission against reserved seat, even on the basis of any undertaking.
2. The reservation certificate should be issued from the respective state/region in which the reservation is claimed e.g. in case any candidate claims for the seat reserved for DSC/DST/DOBC category then He/She has to bring SC/ST/OBC certificate issued by Govt. of NCT of Delhi and also should have passed his/ her qualifying exam from Delhi School/College.
3. 10% of the total seats (as per CET Code) will be allocated as management quota (unless surrendered by the college/institute) seats as per policy of Govt. of NCT of Delhi in self financing institutions. However in University Schools of Studies, Minority status Institutions and Government Institutions, there will be no Management Quota.
4. Reservation in OBC category is not applicable at Master's level and Postgraduate Diplomas.

C. Scheduled Castes and Scheduled Tribes:

In order to claim reservation under this Category, the candidate must have a rank in the merit list for the specific CET Code. Any unfilled seat(s) reserved for Scheduled Castes will be treated as reserved for Scheduled Tribes and vice-versa and will not be offered to any other reserved category. In case sufficient number of eligible candidates of Scheduled Castes and Scheduled Tribes are not available, the seats thus remaining vacant will be treated as unreserved after the last but one counselling of the reserved categories (That is, if there are three rounds of counselling, after the third round of counselling for the reserved category, the vacant / unallocated seats of reserved counselling shall be unreserved and offered to the unreserved / general /open category candidates in the last round of counselling), and this shall be done before the Spot Round / Open House Counselling (which shall be held if required). In the Open house / spot round there shall be no reservation on the basis of region or category, as this round is a mop – up round for filling of seats.

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A list of approved Competent Authorities for the issuance of Scheduled Caste and Scheduled Tribe certificates is as under:-

- i. District Magistrate, Additional District Magistrate, Deputy Commissioner, Collector, Additional Deputy Commissioner, Deputy Collector, 1st Class Stipendiary Magistrate, City Magistrate (not below the rank of 1st class Stipendiary Magistrate), Sub-Divisional Magistrate, Taluk Magistrate, Executive Magistrate and Extra Assistant Commissioner;
- ii. Chief Presidency Magistrate, Additional Chief Presidency Magistrate and Presidency Magistrate;
- iii. Revenue Officer not below the rank of Tehsildar;
- iv. Administrator, Secretary to the Administrator or the Development Officer (Lakshdweep & Minicoy Islands).

NOTE:

1. The candidates belonging to the communities, which are not included in the list of Scheduled Castes for Delhi, in the Presidential order, will not be entitled to admission in the University against the seats reserved for Scheduled Castes candidates of the Delhi Region. The candidates, belonging to the communities, included in the list of Scheduled Castes, in the Presidential order, in relation to Delhi will be entitled to be considered for admission in the University, against the seats reserved for SC candidates, in terms of the Presidential order dated 20th September, 1951, as amended time to time, by the law made in this regard.
2. The required certificate (s) for reserved categories/ classes will be essential at the time of the counselling for admission and no provisional admission shall be admissible for want of caste/category certificate from the local competent authority. Further, the caste/category certificate should invariably be in the name of candidate himself/herself and not in favour of respective parents/ guardians.
3. In case of married woman, applying to any course under reserved category, the applicant has to produce the caste certificate in her name. Certificate in the name of husband/ mother /father is not acceptable.
4. However for Central Government Institutions, seat allocation is on all India basis among the category of seats including SC/ST.

D. Defence Category:

In reference to letter no.DHE6(32)/Court Case/2012-13/2067-2077 dated 08.05.2019 on the reservation in respect of wards of Paramilitary Force/Police Personnel with direction to follow same Reservation Policy as mentioned in year 2018-19 in the forthcoming sessions in admission to the wards of Paramilitary Force/Police Personnel. The reservation preference policy in respect of wards of Armed forces shall be as per the letter no. F. No 6(1)2017/D (Res.II) Govt of India, Ministry of Defence, Dpartment of Ex-Servicemen Welfare dated 21.05.2018 circulated vide this Directorate of Higher Education letter no. F.No. DHE6(32)/Court Case/2012-13/3333-39 dated 06.07.2018.

- Priority I : Widows/Wards of Defence personnel/Para Military Personnel killed in action.
Required Certificate: Proof in Original.
- Priority II : Wards of Defence Personnel and ex-servicemen/Para Military personnel disable in action and boarded out from service with disability attributed to military service.

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- Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services in action and was boarded out.
- Priority III : Widows/Wards of Defence personnel/Para Military personnel who died in peace time with death attributable to military service. Proof in Original.
- Priority IV : Wards of Defence personnel/Para Military personnel disabled in service and boarded out from service with disability attributable to military service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services and was boarded out.
- Priority V : Wards of serving Defence personnel and Ex-Servicemen /para military/police personnel who are in receipt of Gallantry Awards. Required Certificate: Proof in Original.
- i. Param Vir Chakra
 - ii. Ashok Chakra
 - iii. Maha Vir Chakra
 - iv. Kirti Chakra
 - v. Vir Chakra
 - vi. Shaurya Chakra
 - vii. Sena, Nau Sena, Vayu Sena Medal
 - viii. Mention in Despatches
 - ix. President's Police Medal for Gallantry
 - x. Police Medal for Gallantry

As per letter no. 371/Adm/Medical Seats/Vol.I dated 02.07.2020 of Govt of India, Ministry of Defense, Kendriya Sainik Board, West Block 4, Wing-7, R K Puram, New Delhi 110066, the precedence of Gallantry Awards as per Priority V.

- Priority VI : Wards of Ex-Servicemen. Required Certificate: Original ex-servicemen Identity Card/ discharge book supported by PPO (Pension Payment Order).
- Priority VII : Wives of
- i. Defence personnel disabled in action and boarded out from service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services in action and was boarded out.
 - ii. Defence personnel disabled in service and boarded out with disability attributable to military service. Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services and was boarded out.
 - iii. Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards. Required Certificate: Proof in Original. Only the Gallantry Awards specified in Priority V shall be considered:
- Priority VIII : Wards of Serving Personnel. Required Certificate: Original Service Identity Card and Dependent Card/ Certificate issued by the Competent Authority.
- Priority IX : Wives of Serving Personnel. Required Certificate: Original Service Identity Card and Dependent Card/ Certificate issued by the Competent Authority.

For claiming reservation on a seat reserved for Defence Category, entitlement card in original issued by the Record Officer of the concerned unit or the regiment of the armed forces in case of personnel of the

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armed forces is to be produced as proof for claiming reservation in a particular category at the time of counselling for admission.

In addition to original entitlement card/ document as referred above, the candidate will also have to bring the relevant format as per Appendix 1 of Part E duly completed in original and signed by the competent authority which will become part of the Admission file.

The policy of the University in regard to defence category, in effect at the time of notification of the counselling detailed schedule, shall be used for admission.

Note:

1. Sena/ Nau Sena/ Vayu Sena Medal: This Medal is awarded for Gallantry as well as for distinguished service. Accordingly, it is notified in correspondence as under:-
 - i. Sena Medal (G)/ Nau Sena Medal (G)/ Vayu Sena Medal (G) for the medal awarded for Gallantry.
 - ii. Sena Medal (D)/ Nau Sena Medal (D)/ Vayu Sena Medal (D) for the medal awarded for Distinguished Service. However, for the purpose of reservation, only notification which states that the Sena Medal has been awarded for Gallantry will be accepted and the Sena Medal for Distinguished Services will not be considered.
2. For admission to a seat reserved for Defence Category:
 - i. Entitlement card in original issued by the Record Officer of the Unit/ Regiment of Armed Personnel of the Armed Forces in case of Armed Personnel.
 - ii. The Children/ Widow of the officers and men of Armed forces who died or were disabled on duty must submit a certificate to that effect from the following authorities.
 - i. Secretary, Kendriya Sainik Board.
 - ii. Secretary, Rajya/ Zila Sainik Board.
 - iii. Officer-in-Charge, Record Office.

Note: A statement to the effect that “the death/ disability is attributed to military service” is required to be included in the certificate.

E. Persons With Disabilities (PWD):

PH/PWD seats in Government Colleges shall be 5% in accordance with the provisions of ‘The Rights of Persons with Disabilities Act 2016’ (PWD ACT) while it shall be 3% as per Delhi Professional Colleges or Institutions, Act 2007 in Self Financing Institutions. All the candidates who furnish PWD certificate from any Government Hospital located in Delhi or Outside Delhi under the provisions of ‘The Rights of Persons with Disabilities Act 2016, shall be eligible for claiming reservation on Delhi and Outside Delhi seats (based on the location of their qualifying exam).

F. Other Backward Castes:

27% seats are reserved for Delhi OBC Category belonging to the list of OBC castes in Delhi. The reservation will be available only in the University Schools of Studies and other Government Institutions. Students will be admitted in this category on the submission of a certificate to this effect

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from the Competent Authority of the Government of NCT of Delhi. Certificate issued by Govt. of India or any state government will not be accepted under any circumstances. The reservation for OBC Category is only for candidates who are from Delhi Region. A certificate issued by a Competent Authority of Delhi to an individual on the basis of Caste Certificate of his/her parents from another state will be accepted for claiming a seat under OBC Category if and only if the caste is in the list of notified OBC list by Govt. of NCT of Delhi. **Reservation in OBC Category is not applicable for Master's Level and Postgraduate Diploma programmes. The non-creamy layer certificate should be issued after 31st March, 2021. It is mandatory to submit the Non-Creamy Layer Certificate issued after 31st March 2021 for claiming Reservation against OBC Category.**

The OBC reservation shall be applicable only to Undergraduate programmes of studies (except PGMC) within Government Institutes. No OBC reservation shall apply to post-graduation or higher level programmes of studies and in self financing institutes.

However for Central Government Institutions, seat allocation is on all India basis among the category of seats including OBC and for such reservation the certificate issued should as per the central list of OBC and the non-creamy layer certificate should be issued after 31st March, 2021.

A list of approved Competent Authorities for the issuance of OBC certificates is as under:-

- i. District Magistrate, Additional District Magistrate, Deputy Commissioner, Collector, Additional Deputy Commissioner, Deputy Collector, 1st Class Stipendiary Magistrate, City Magistrate (not below the rank of 1st class Stipendiary Magistrate), Sub-Divisional Magistrate, Executive Magistrate.

G. Minority Institutions:

Some of the self – financing institutions affiliated to the University have a minority status. In these institutions a part or all the seats are reserved for the (concerned) minority. For the remaining seats (sanctioned intake minus the seats reserved for the minority community) shall have statutory reservations as for self-financing institutions on an all India basis.

H. Jammu & Kashmir Migrants:

One seat, which will be supernumerary in nature is earmarked for Kashmiri migrants in each Institution. Admission will be based on merit through CET. A certificate of competent authority for availing admission against Kashmiri Migrant Quota is to be produced by the candidates at the time of counselling/ admission. Since the seats of Kashmiri Migrant Quota are supernumery, they will not be converted at all in any other category in case they remain unfilled. The University earmarks the seats reserved for the Jammu & Kashmir Migrants in a institution in specific programme of study at the time of counseling as per current practice. If any guidelines are received for the Government of NCT of Delhi before the commencement of counseling for the Academic Session 2021-22, the same shall be applied.

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Note for Section B. :

1. The required certificate (s) for reserved categories/ classes will be essential at the time of the counselling for admission and no provisional admission shall be admissible for want of caste/category certificate from the local competent authority. Further, the caste/category certificate should invariably be in the name of candidate himself/herself and not in favour of respective parents/guardians.
2. In case of married woman applying to any course under reserved category has to produce the caste/tribe certificate in the name of herself. Certificate in the name of husband/mother/father is not acceptable.
3. The conversion of seats reserved for SC, ST, OBC, Minority, etc. to General Category shall be done only after the completion of last counselling for the reserved categories and no such conversion will be allowed during the 1st counselling. However, while converting the seats, any unfilled seat(s) reserved for ST Category will be offered to SC Category and vice versa and only after that the conversion of the reserved category seats shall be effected.
4. If any change in the reservation policy is made by the Government of NCT of Delhi, the same will be announced on University's Website (www.ipu.ac.in) and implemented.
5. **Clarification for Admissions in Reserved Category:** Admission will be permissible to qualified candidates in any programme in the following conditions:-
 - i. If qualifying examination is passed from Delhi and Reservation certificate issued from Delhi for SC/ST/OBC categories, then admission is permissible under **Delhi Reserved category**.
 - ii. If qualifying examination is passed from Outside Delhi and Reservation certificate issued from anywhere in India, including Delhi for SC/ST categories, then admission is permissible under **Outside Delhi Reserved category**.
 - iii. If qualifying examination is passed from Delhi and Reservation certificate issued from Outside Delhi for SC/ST/OBC categories, then admission is permissible only under Delhi General category for institutions where admission categories are Delhi and outside Delhi; while for institutions where admissions are done on all-India basis, these candidates shall be eligible to claim All India SC/ST/OBC reservation.

I. Economically Weaker Section (EWS)

Implementation of 10% reservation of Economically Weaker Sections, as per letter no. F.DHE. 1(119)/Estt./2018-19/2549-76 dated 17.06.2019 in terms of OM No. F No. 12-4/2019-U1 dated 17.01.2019 issued by the Ministry of Human Resource Development, Department of Higher Education in this respect to give effect to the provision of the Constitution (One Hundred and third Amendment) Act, 2019 for all higher educational institutions funded/aided, directly, or indirectly, by the Government of NCT of Delhi. The candidates shall be granted admission in EWS category subject to fulfillment of all the conditions as per rules of Govt.

Note:

- (i) **Reservation for EWS category is applicable only in University School of Studies and Govt. affiliated Colleges only. This will be implemented in accordance with the Govt. of India and Govt. of NCT of Delhi orders as applicable.**

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- (ii) Reservation for EWS category is applicable for General Category Candidates only. Candidate claiming reservation for SC/ST/OBC Category will not be considered for reservation under EWS Category.
- (iii) EWS Certificate should be issued after 31st March, 2021 stating valid for year 2021-22.

NOTE: IMPORTANT INSTRUCTIONS FOR CANDIDATES CLAIMING RESERVATION:-

- (a) The candidate seeking admission under reserved categories has to mandatorily upload the entitled supporting certificate in his/her name. The certificate in name of either of the parent (Mother/Father) is not acceptable and the candidate shall not be entitled to claim benefit for admission against reserved seat. The University will not consider any claim for allotment of seat in the reserved category on the basis of any undertaking.
- (b) The reservation certificate should be issued from the respective state/region in which the reservation is claimed.
- (c) In case the candidate is claiming the seat reserved for DSC/DST category then He/ She should have passed his/ her qualifying exam from Delhi School/College and must have SC/ST certificate issued by the Competent Authority of Govt. of NCT of Delhi
- (d) Reservation in OBC category is not applicable at Master's level and Post Graduate Diplomas.
- (e) **The Reservation for EWS category:**
- (i) Reservation for EWS category is applicable only in University School of Studies and Govt. affiliated Colleges only. This will be implemented in accordance with the Govt. of India and Govt. of NCT of Delhi orders as applicable.
- (ii) Reservation for EWS category is applicable for General Category Candidates only. Candidate claiming reservation for SC/ST/OBC Category will not be considered for reservation under EWS Category.
- (iii) EWS Certificate should be issued after 31st March, 2021 stating valid for year 2021-22.
- (f) Category Candidates who fail to upload documents as per notified schedule will forfeit his/her right for the category claimed and will automatically be converted to General Category as per University rules.

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(IV) **Age Limit for Programme MBA: 35 Years as on 01.08.2021.**

Note:

1. Candidates desirous of applying for age relaxation as per norms above should apply in writing to Joint Registrar (Admissions), Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi 110078.
2. **Age Relaxation:** The upper age limit may be relaxed upto a maximum of five years in exceptional cases by the Admission Officer (designated) of the concerned programme. Any relaxation of age beyond this shall be given by the Registrar of the University. The candidates desirous of applying for age relaxation should apply in writing to Joint Registrar (Admissions), Guru Gobind Singh Indraprastha University **before 20.05.2021.**
3. If a candidate takes admission on the basis of a false age claim, the admission of such a candidate shall be cancelled with forfeiture of entire fees paid, as and when such cases are detected.

(V) **IMPORTANT NOTE FOR MANAGEMENT QUOTA:** It is compulsory for the candidates for seeking admission through management quota to register with GGSIP University (through CET or National Level Test deemed as CET).

(VI) **GENERAL INSTRUCTIONS FOR CANDIDATES:**

- (a) The candidates must read the conditions of eligibility carefully and must satisfy themselves regarding their eligibility for admission in MBA programme before registering online for admission and submitting the fees.
- (b) It is the sole responsibility of the candidate to ensure that they fulfill the minimum eligibility criteria in the programme they seek admission; the correctness of the details filled with respect to region; category or any other such details for allotment of seat. If at any stage of admission procedure the information furnished by the candidate is found to be incorrect or untrue the admission to the programme shall be cancelled and the fees will be forfeited.
- (c) In order to avoid last minute rush, the candidates are advised to apply early enough. The University will not be responsible for network problems or any other problem of such nature for submission of online application during the last minute.
- (d) Candidates claiming seat in Delhi region must have passed the Graduation from any of the institutes/ Colleges located in Delhi. Allotment of seats in wrong region on account of incorrect filling of form will lead to cancellation of the allotment at any later stage and

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candidate will automatically lose the right to the seat in his bonafied region if not available at the time of cancellation of seat.

(VII) ONLINE REGISTRATION PROCESS:

(i) For Registration, candidate has to enter his/ her details on the Admission Website <https://ipu.admissions.nic.in>

(a) Candidate Registration:

The candidate is required to enter Name, Father's Name, Mother's Name, DOB and Gender and choose a password for subsequent logins. After successful registration, an application number will be generated by the system and provided to the candidate. Candidate will login by using system generated application number and password to complete the remaining activities.

(b) Sign-in:

Candidate will use the Application Number and chosen password during registration for subsequent logins. After successful login, candidate will be redirected to the home page to perform the remaining activities like Application form submission, upload images and documents, registration fee payment etc.

(c) Multistep Application Form Submission

After submission of registration form, candidate will login to complete the remaining activities. To complete the registration process, candidate will provide personal detail, contact detail, Qualification and Competitive Exam detail etc.

(d) Uploading of Images/Documents

Candidate need to upload the scanned images/Documents mandatory documents for Photo, Signature, Category and Subcategory etc as per the predefined size and format

(e) Registration Fee Payment

Applicant will pay the registration fee online using EPG Services after uploading of documents. The payment gateway services have the various options like credit card, debit card, net banking etc to pay the registration fee.

(f) Downloading of Confirmation Page

If applicant completed all the required steps then a link for downloading of "Confirmation Page" will be enabled. Applicant may take re-printout of the confirmation page, if desired. Alternatively, a confirmation email including attached confirmation page will be sent to the applicant's verified email address.

NOTE:

1. Online Registration is Mandatory for the Programme for participating in Online Counselling/Admission.
2. The further details will be uploaded separately by the GGSIP University on the Website.
3. Candidates are advised to visit regularly the University Website www.ipu.ac.in as well as the online admission website <https://ipu.admissions.nic.in>



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Admissions Branch

(g) Email and Mobile Number Verification (Optional)

A separate link/button will be available in candidate's home page for verification of his/her email address and mobile no.. Candidate can verify his/her email address by sending the OTP.

(h) Downloading of Confirmation Page

If applicant completed all the required steps then a link for downloading of "Confirmation Page" will be enabled. Applicant may take re-printout of the confirmation page, if desired. Alternatively, a confirmation email including attached confirmation page will be sent to the applicant's verified email address.

(i) Correction in filled Application Form data

On a specified period, applicant can correct his/her filled application form. Correction will be allowed only for those applicants who have completed all the steps of the application form during the specified period and also paid examination fee.

(VIII) Important point regarding Online registration:

1. Candidates are advised to check all the filled in details before taking the print out.
2. Fill the correct bank details as Refund of Part Academic Fee will be made as per the filled bank details (if applied for refund of Part Academic Fee i.e. Rs. 40,000/-)
3. All candidates must take two print outs of the Registration Form.

(IX) Submission of Registration Fee:

- (a) Candidates have to deposit an amount of Rs. 1200/- for submission of Online Application plus charges as applicable, as one time (non refundable).
- (b) After registration as mentioned above, the candidate will get an option of payment through:
 - (i) Net Banking / Credit Card/ Debit Card.
- (c) Candidates are advised in their own interest to complete the process of fee submission online much before the closing date and not to wait till the last minute to avoid transaction failure or any other technical fault due to congestion on web server on account of heavy load on internet / website.
- (d) If the fee is paid through credit / debit card and status is not 'OK' it means the transaction got cancelled and the amount will be refunded to concerned credit / debit card. Such candidates should immediately pay the fee once again.

NOTE:

1. Online Registration is Mandatory for the Programme for participating in Online Counselling/Admission.
2. The further details will be uploaded separately by the GGSIP University on the Website.
3. Candidates are advised to visit regularly the University Website www.ipu.ac.in as well as the online admission website <https://ipu.admissions.nic.in>



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- (e) In case of any problem regarding payment of fees, non availability of fee confirmation receipt on the website within the specified time as mentioned as above, the concerned candidate can visit Facilitation Centre of GGSIP University.

All the Candidates desirous to seek admission in MBA Programme through CAT-2020 Score only are advised to visit University website www.ipu.ac.in and well as the online admission website <https://ipu.admissions.nic.in> regularly for updates.

Brig. P.K. Upmanyu
Joint Registrar (Admissions)

Enclosure:

- (1) Appendices required for Reservation under: Defence Category, Army Personnel, Physically Handicapped/ Persons with Disability Quota, Minority, Sikh Minority.

Copy to:

1. Dean / Directors / Faculty members, GGSIP University
2. Controller of Finance, GGSIP University, for information.
3. JR/DR, Affiliation for information.
4. AR, Vice Chancellor Sectt., GGSIP University for information of Hon'ble Vice Chancellor.
5. AR, Registrar, GGSIP University, for information of Registrar.
6. PRO, GGSIP University with a request to display Schedule on the University's Notice Board(s).
7. Manager, Indian Bank for n/a.
8. NIC for uploading on <https://ipu.admissions.nic.in>.
9. EDP Section of Admissions Branch.
10. Guard File.

Assistant Registrar (Admissions)

NOTE:

1. Online Registration is Mandatory for the Programme for participating in Online Counselling/Admission.
2. The further details will be uploaded separately by the GGSIP University on the Website.
3. Candidates are advised to visit regularly the University Website www.ipu.ac.in as well as the online admission website <https://ipu.admissions.nic.in>



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UNDERTAKING FOR DEFENCE CATEGORY

(To be submitted at the Time of Counselling /Admission
for Academic Session 2021-22)

Photograph
duly attested by
the officer who
has certified
this certificate

I _____ Son/Daughter of _____ CET Roll
No. _____ CET Rank _____ Programme _____ hereby undertake that I fall under
the following Priority of Defence category as tick marked below:-

- Priority I : Widows/Wards of Defence personnel/Para Military Personnel killed in action..
- Priority II : Wards of Defence Personnel and ex-servicemen/Para Military personnel disable in action and boarded out from service with disability attributed to military service
- Priority III : Widows/Wards of Defence personnel/Para Military personnel who died in peace time with death attributable to military service.
- Priority IV : Wards of Defence personnel/Para Military personnel disabled in service and boarded out from service with disability attributable to military service.
- Priority V : Wards of serving Defence personnel and Ex-Servicemen/para military/police personnel who are in receipt of Gallantry Awards.
- i. Param Vir Chakra
 - ii. Ashok Chakra
 - iii. Maha Vir Chakra
 - iv. Kirti Chakra
 - v. Vir Chakra
 - vi. Shaurya Chakra
 - vii. Sena, Nau Sena, Vayu Sena Medal
 - viii. Mention in Despatches
 - ix. President's Police Medal for Gallantry
 - x. Police Medal for Gallantry
- Priority VI : Wards of Ex-Servicemen.
- Priority VII : Wives of
- i. Defence personnel disabled in action and boarded out from service.
 - ii. Defence personnel disabled in service and boarded out with disability attributable to military service.
 - iii. Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards.
- Priority VIII : Wards of Serving Personnel.
- Priority IX : Wives of Serving Personnel.
- Name of Father/Mother _____ Name of Candidate: _____
- Rank _____ Address: _____
- Service No. _____ Unit _____ Tel No: _____
- Signature of Father/Mother _____ Signature of Candidate: _____

Countersigned by: Secretary, Kendriya Sainik Board, New Delhi / Secretary, Rajya or Zila Sainik Board / Officer-in-Charge, Record Office/Concerned Officials of Ministry of Home Affairs in case of Para Military Forces/ Police personnel who are in receipt of Gallantry Awards.

I have checked the original documents and I certify that he/she is entitled for reservation under defence category under priority _____ (Note: The priority must be filled otherwise the claim shall be rejected).

Date :
Place :

Seal/ Signature of the officer

Note: Entitlement card in original issued by Record Officer of the Unit/Regiment of Armed personnel of the Armed Forces in case of Armed personnel or from Home Ministry in case of Para Military Forces / Police personnel who are in receipt of Gallantry Awards.

CERTIFICATE NO – 1

(For admission in Army Institute, Greater Noida for MBA/ BBA/ B.Ed/ B.Ed (Spl.Ed.) Programmes)

**CHILDREN OF SERVING ARMY PERSONNEL HAVING 10 YEARS
CONTINUOUS SERVICE IN THE ARMY, RETIRED/RELEASED/DISCHARGED
AFTER 10 YEARS OF SERVICE OR GRANTED/ AWARDED
REGULAR/FAMILY/LIBERALISED FAMILY/DISABILITY PENSION**

(By OC Unit/Pers Branch, AHQ/DSS & A Board/Record Office)

1. Certified that Mr./Ms. _____ is Son/Daughter of No _____ Rank _____
Name _____ Unit _____ who has 10 years of continuous service in the
Army from _____ to _____.

2. Certified that Mr./Ms. _____ is Son/Daughter of No _____ Rank _____
Name _____ who has been released/discharged from Army after 10 years of service
from _____ to _____.

3. Certified that Mr./Ms. _____ is Son/Daughter of No _____ Rank _____
Name _____ who has been granted/awarded regular pension, family pension,
liberalised family pension or disability pension at the time of his superannuation, demise, discharge or Release /
Invalidment Medical Board.

4. Certified that Mr./Ms. _____ is Son/Daughter of No/Ex Recruit No _____ Rank _____
Name _____ who was medically boarded out and granted disability pension.

Place: OC Unit/Pers Branch, AHQ (for serving personnel)
Date: DSS&A Board/ Record Office (for retired
personnel)
Office Seal Name
Designation

Name and Signature of the Candidate
Name and Signature of Parent

- Notes:
1. Strike out the portion which is not applicable.
 2. If retired/released with pension benefits, attach certificate from Pension paying authority.
 3. If retired/released on medical grounds with disability pension, attach copy of Medical Board proceedings.
 4. If released/discharged after 10 years of service, attach copy of Discharge certificate/ Release order.

CERTIFICATE NO – 2

(For admission in Army Institute, Greater Noida for MBA/ BBA/ B.Ed/ B.Ed (Spl.Ed.) Programmes)

STEP CHILDREN OF ARMY PERSONNEL WHO WERE BORN FROM WEDLOCK WHERE ATLEAST ONE PARENT BELONGED TO THE ARMY/ ADOPTED CHILDREN OF ARMY PERSONNEL WHO HAVE BEEN ADOPTED ATLEAST 5 YEARS PRIOR TO COMMENCEMENT OF COURSE

By OC Unit/Pers Branch, AHQ/DSS & A Board/Record Office)

1. Certified that Mr./Ms. _____ is Son/Daughter of No _____ Rank _____ Name _____ Unit _____ and he/she was born from wedlock where the father/mother belonged to Army and had served in the Army for 10 years or is serving in the Army and has minimum 10 years of service.

2. Certified that Mr./Ms. _____ is Son/Daughter of No _____ Rank _____ Name _____ who had served in the Army for 10 years or is serving in the Army and has minimum 10 years of service and he/she was adopted on _____ (5 years prior to commencement of course).

Name and Signature of Parent

Place: OC Unit/Pers Branch, AHQ (for serving personnel)
Date: DSS&A Board/ Record Office (for retired personnel)
Office Seal Name
Designation

- Notes:
1. Attach copy of legal papers and Part II order of adoption of child.
2. Attach Certificate/ Part II order of birth and copy of kindred roll.

CERTIFICATE NO – 3

(For admission in Army Institute, Greater Noida for MBA/ BBA/ B.Ed/ B.Ed (Spl.Ed.) Programmes)

**CHILDREN OF ARMY MEDICAL/DENTAL CORPS OFFICERS
SERVING IN AIR FORCE/NAVY AND MNS/APS AND TA PERSONNEL**

(By Parent & Countersignature by OC Unit/Pers Branch, AHQ/DSS & A Board/Record Office)

I, No. _____ Rank _____ Name _____ Father/Mother of _____
_____ certify that:-

- a. **The applicants must fall into one of the following categories:**
- Children of serving Army personnel with minimum 10 year of continuous service in the Army.
 - Children of ex Army personnel granted/awarded regular pension, liberalized family pension, family pension or disability pension at the time of their superannuation, demise, discharge, release medical board/invalided medical board. This includes Children of recruits medically boarded out and granted disability pension.
 - Children of ex Army personnel who have taken discharge/release after ten years of service.
- b. **Adopted/Step Children and Children of Remarried Widows:**
- Adopted Child of Army personnel adopted at least five years prior to seeking admission.
 - Step Children are eligible provided they are born out of a wedding where at least one parent belonged to the Army.
 - Children of Widows of Army personnel who are born as a result of second marriage with Army personnel. However, children of widows of Army personnel born out of remarriage with Non-Army personnel would not be eligible for admission.
- c. **Eligibility Criteria in Special Cases:**
- Eligibility Criteria for Children of Ex Army Medical Corps Officers/Army Dental Corps Officers Presently Serving with IN/IAF:**
 - Children of only those ex Army medical officers/ Army Dental Corps officers presently serving with Indian Navy or Indian Air Force who have served with the Army for 10 years.
 - Eligibility Criteria for Children of APS Personnel:**
 - Children of APS personnel classified as ex-servicemen as per Government of India, Ministry of Defence letter no. 9(52)/88/D(Res) dated 19 Jul 89.
 - Children of those APS personnel who are on deputation and who have put in 10 years of service in the Army.
 - Children of APS personnel who are directly recruited into APS and of those who, as per their terms and conditions of service, retired from APS after completing their minimum pensionable service.
- d. **Eligibility Criteria for Children of MNS/TA Personnel:** The following are eligible:-
- Children of only those members of MNS who have 10 years service as regular members of MNS or are in receipt of pension from the Army.
 - Children of only those TA personnel who have completed 10 years of embodied service.

Place:
Date:Signature
Name, Designation and Unit

COUNTERSIGNED

The facts in the above mentioned undertaking have been verified from official records and found correct.

Place:
Date:OC Unit/Pers Branch, AHQ (for serving personnel)
DSS&A Board/ Record Office (for retired
personnel)
Name
Designation

Office Seal

Name and Signature of the Candidate

- Strike out the Portion/Para not applicable.
- Relevant documents of service record.



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Certificate for availing Admission
against Physically Handicapped/Persons with Disability Quota
for Academic Session 2021-22

(To be submitted at the Time of Counselling/Admission)

Photograph
duly attested by
the officer who
has certified
this certificate

Certified that Shri/ Km/ Smt. _____ Son/daughter/wife of
Shri/Smt. With CET Roll no. _____ and CET Rank
_____ is Physically Handicapped/Persons with Disability due to
_____ and he/she is fit for undergoing the following course(s) /

Programmes of Study(s) :

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

at Guru Gobind Singh Indraprastha University, Delhi for the Academic Session 2021-22.

Date of Issue: _____

Name, Designation & Signature
with date and Office Seal
of the Issuing Authority

Name: _____

Designation: _____

Hospital: _____



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Sec 16 C, Dwarka, New Delhi 110078

Appendix 3(A)

Photograph
duly attested by
the officer who
has certified
this certificate

UNDERTAKING FOR SEEKING ADMISSION IN MINORITY QUOTA
For Academic Session 2021-22

(To be submitted at the time of counselling / admissions/
verification of documents by candidates seeking admission in the University)

I, _____ s/o d/o _____ an Indian citizen, residing at
_____ Ag
ed _____ years do hereby solemnly affirm and say that I belong to the _____ (Sikh,
Christian/ Muslim /Jain) Community that has been notified as a minority community by Govt. of India.

Date:

Candidate's Signature _____

Name of the Candidate _____
(In Bold Letters)

Address of Candidate _____

Mobile No. _____

Counter Signed by the Parent/Guardian _____

Name of the Parent/Guardian _____
(In Bold Letters)

Relationship with the Candidate _____

Note: The Undertaking has to be filled by the candidate only in his/her handwriting.

SPECIMEN COPY OF SIKH MINORITY COMMUNITY



ਦਿੱਲੀ ਸਿੱਖ ਗੁਰਦੁਆਰਾ ਪ੍ਰਬੰਧਕ ਕਮੇਟੀ

ਗੁਰੂ ਗੋਬਿੰਦ ਸਿੰਘ ਭਵਨ, ਗੁਰਦੁਆਰਾ ਰਕਾਬ ਗੰਜ ਸਾਹਿਬ, ਨਵੀਂ ਦਿੱਲੀ-੧੧੦੦੦੧

DELHI SIKH GURDWARA MANAGEMENT COMMITTEE

Guru Gobind Singh Bhawan, Gurdwara Rakab Ganj Sahib, New Delhi-110001

Phones : 23712580, 23712581, 23712582, 23737328, 23737329 Fax : 23317511

Ref. :

Date

TO WHOM SO EVER IT MAY CONCERN

This is certified that (Name of Student)

S/o/D/o.....

resident of

belongs to Sikh Minority Community and is entitled for seat under SIKH MINORITY QUOTA..

President/Gen Secy./Authorised Signatory
(Authorised by President DSGMC)