

**Pro forma – A**

(To be issued on the Printed Letter Head of the concerned office)  
**(For Type – C Candidates)**

**(For sons and daughters of Central Government / Government of India undertaking employees)**

**CERTIFICATE**

This is to certify that Shri / Smt. .... is an employee  
in the capacity of..... in .....  
( Designation ) (Name of the Organization /Establishment/Department)

This Organisation / Establishment / Department is under .....  
(Department of Central Government / Government of India undertaking)

Shri / Smt. .... is transferred to .....in  
Maharashtra State vide transfer order No..... Dated.....  
He / She has joined duty in Maharashtra on ..... and is currently working in the same post.  
This certificate is issued for the purpose of his / her son / daughter .....’s admission  
to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No.&Date:  
Place :

( Signature )  
Name & Designation  
of the Head of the office

Seal of the Office

Note : This pro forma is to be accompanied by attested copy of :

- 1) Transfer order
- 2) Joining report

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**Pro forma B-1**

*(To be issued on the Printed Letter Head of the concerned office)*  
**(For Type D Candidates-)**

**(For sons and daughters of Maharashtra State Government/Maharashtra State Government undertaking employees)**

**CERTIFICATE**

This is to certify that Shri / Smt. ....is an employee in the capacity of  
..... in .....  
(Designation) (Name of the Organisation /Establishment / Department)

This Organisation/Establishment /Department is under ..... Department of Maharashtra State  
Government / Maharashtra State Government undertaking.

Shri / Smt. ....is transferred to/from  
.....In/out of Maharashtra State vide transfer order No.....  
Dated.....

He / She has joined duty in/out of Maharashtra State on ..... and is currently working in the same  
post.

This certificate is issued for the purpose of his/her son/daughter .....’s  
admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year  
2018-19.

Outward No.&Date :  
Place :

(Signature)  
Name & Designation  
of the Head of the office

Seal of the Office

Note : This pro forma is to be accompanied by attested copy of :

- 1) Transfer order
- 2) Joining report

**Pro forma B-2**

**(For Type D Candidates)**

**(For sons and daughters of Maharashtra State Government/ Maharashtra State Government undertaking retired employees)**

**UNDERTAKING**

This is to undertake that I, ....., have retired from the service from the post of ..... in .....  
(Designation) (Name of the Organisation /Establishment / Department)

This Organisation / Establishment / Department is under .....  
Department of Maharashtra State Government / Maharashtra State Government undertaking.

I have retired on ..... and settled in \_\_\_\_\_ taluka \_\_\_\_\_ district --  
\_\_\_\_\_ .

This undertaking is submitted for the purpose of my son/daughter .....’s admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Place : (Signature)  
Date : Name

Note : This pro forma is to be accompanied by attested copy of :

- 1) Pension Pay Order.
- 2) Proof of settlement (Ration Card/ Electricity Bill/Aadhaar Card/ Telephone Bill/ Property Document/ Election Card).

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**Pro forma – C**

**(To be issued on the Printed Letter Head of the concerned office)**

(For Def-1, Def-2 and Def-3 Candidates)

**( For sons and daughters of defense service personnel )**

**CERTIFICATE**

This is to certify that Shri. / Smt.....,  
(Full Name of the Employee with Rank of the employee )

is / has been a member of Armed forces of India. He / She has put in ..... years of service in Indian Army / Indian Navy / Indian Air Force from ..... to ..... and is currently working / retired from services on ..... / permanently disabled since ..... / killed in action on .....

This certificate is issued for the purpose of his / her son / daughter .....’s admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No.&Date :  
Place :

( Signature)  
Name and designation  
of the Authority not below the rank  
of Commandant or equivalent /  
District Sainik Welfare officer

Seal Of the Office

Note:-

- 1.This certificate is not to be issued for the Civilian Staff working in the Indian Army/Navy/Airforce.
- 2.For Def-1 and Def-2 candidates, above pro forma is to be accompanied by attested copy of **Domicile certificate of parent who is in active service or ex-serviceman.**

**Pro forma– D**

*(To be issued on the **Printed Letter Head** of the concerned office)*

(For Def-3 candidates)

**(For sons and daughters of Active defence service personnel not domiciled in Maharashtra State)**

**CERTIFICATE**

This is to certify that Shri / Smt. .... is a member of  
(Full Name of the Employee with Rank of the employee)

Armed forces of India, and is currently working in Indian Army / Indian Navy / Indian Air Force.

Shri / Smt. .... is transferred to ..... (Place of posting) in  
Maharashtra State vide transfer order No..... Dated..... He / She has joined  
duty in Maharashtra on ..... And is currently working in the same post.

(Date of Joining)

This certificate is issued for the purpose of his / her son / daughter .....’s admission to  
First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No. & Date:

(Signature)

Place:

Name & Designation  
of the Head of the office

Seal Of the Office

Note : This pro forma is to be accompanied by attested copy of

1) Transfer order

2) Joining report

*This certificate is not to be issued for Civilian Staff working in the Indian Army/Navy/Air force.*

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**Pro forma – E (To be issued on the Letter Head of the concerned office)**

(For Def-3 candidates)

**(For sons and daughters of Active defence service personnel not domiciled in Maharashtra State but retained their family accommodation)**

**CERTIFICATE**

This is to certify that Shri / Smt. .... is a member of  
( Full Name of the Employee with Rank of the employee )

Armed forces of India, and is currently working in Indian Army / Indian Navy / Indian Air Force.

Shri / Smt. .... is presently posted at .....  
(Place of posting)

His / Her previous posting was at .....in Maharashtra State.

He / She has retained family accommodation in..... in Maharashtra State on account of  
posting in non-family station / for education purpose of son / daughter.

This certificate is issued for the purpose of his / her son / daughter .....’s admission to  
First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No. & Date:

(Signature)

Place:

Name & Designation  
of the Head of the office

Seal Of the Office

*Note:- This certificate is not to be issued for Civilian Staff working in the Indian Army/Navy/Air force.*

**Pro forma – G1**

*(To be issued on the Printed Letter Head of the concerned office)*

**(For Candidates from Maharashtra and Karnataka disputed Border Area)**

**CERTIFICATE**

This is to certify that Shri / Smt. .... (candidate himself/herself) is a resident of ..... Village in .....Taluka ..... District. This village is a village which exists in Maharashtra Karnataka disputed border area.

This certificate is issued for the purpose of his / her ward's / candidate's admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No. & Date : District Collector/ Deputy Commissioner/

District Magistrate/Additional District Magistrate/

Place : Taluka Executive Magistrate

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**Pro forma – G2**

*(To be issued on the **Letter Head** of the concerned office)*

**(For Candidates from Maharashtra and Karnataka disputed Border Area)**

**CERTIFICATE**

This is to certify that Mr. /Miss ..... is a student of this school / College. He / She has passed SSC/ HSC/ ITI examination from this school/college located in Maharashtra Karnataka disputed border area. His / Her mother tongue is Marathi and he / she has passed SSC/ HSC examination with Marathi as one of the subjects.

This certificate is issued for the purpose of his / her admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No. & Date :

Place:

Head Master /Principal

School/ College

Seal of the School / College

**Pro forma – J**

*(To be issued on the **Letter Head** of the concerned office)*

**( For sons and daughters of Defence / Paramilitary force / I.A.S. / I.P.S. / I.F.S. / J& K Police officials posted in Jammu / Kashmir to combat terrorist activities )**

**CERTIFICATE**

Ref. No.

Date:

This is to certify that Shri / Smt. .... is an official belonging to Defence / Paramilitary force / I.A.S. / I.P.S. / I.F.S. / J& K Police presently posted and working at ..... which is treated as disturbed area in Jammu & Kashmir.

This certificate is issued for the purpose of his/her son/daughter .....’s admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No.&Date :

Head of the Office

Place :

Seal of the Office

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**Proforma – K**

*(To be issued on the **Letter Head** of the concerned office)*

**(For Jammu / Kashmir Migrant Candidates)**

**(Migrants staying in refugee camps)**

**CERTIFICATE**

Ref. No.

Date:

This is to certify that Mr./ Miss. .... belongs to a family residing in this refugee camp after being displaced after 1990 due to terrorist activities in Jammu and Kashmir. The detail of refugee status is as under.

Ration card Number:

Name of the members on the ration card:

This certificate is issued for the purpose of his / her admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No. & Date:

Name & Signature of Head of the Office

Place:

Migrant/Refugee Camp

Seal of the Office

**Pro forma – L**  
(To be issued on the **Letter Head** of the concerned office)  
(For Refugees staying with relatives)

**(Displaced Jammu / Kashmir Candidates staying with relatives / friends in India other than Migrant / Refugee camp)**

**CERTIFICATE**

Ref. No.

Date:

This is to certify that Mr./Miss. .... is a displaced person from Jammu & Kashmir after 1990 due to terrorist activities in Jammu and Kashmir. He/She is staying with

.....  
(Name and complete address of the Person with whom the candidate is staying at present)

..... since past .....years.

This certificate is issued for the purpose of his / her admission to First /Direct Second Year of Diploma course in Engineering and Technology for the academic year 2018-19.

Outward No. & Date :

Name & Signature of District Collector

Place :

Seal of the Office

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**Proforma - N**

*(Candidate who has secured admission in any other institute shall produce certificate indicating his/ her original Leaving Certificate retained with the previous institute)*

This is to certify that Shri. / Ku. \_\_\_\_\_  
(Full name of the Candidate) has admitted and studying in this institute \_\_\_\_\_  
\_\_\_\_\_(Name of the Institute). in \_\_\_\_\_ Branch. His /her original  
leaving certificate is retained by this institute. A copy of leaving certificate is attested by this institute, is enclosed.

This certificate is issued for the purpose of his / her admission to First / Direct Second year Diploma course in Engineering / Technology for the academic year \_\_\_\_\_.

Date :

Place :

Seal of the Institute/Office  
(Mandatory)

(Signature)

Name & Designation of the Head of the Office

**Pro forma – O**  
(For seats under Minority Quota)

**MINORITY COMMUNITY STUDENT'S SELF DECLARATION**

I, \_\_\_\_\_ Son/Daughter/of \_\_\_\_\_

Resident of (full address) \_\_\_\_\_

\_\_\_\_\_ hereby declare that

I belong to the Muslim/Sikh/Christian/Buddhist/Jain/ Zoroastrian (Parsi)\* religious minority community

and / or

as my mother tongue is not mentioned in my leaving/Transfer certificate for deciding my candidature under linguistic minority status. I Under take that my mother tongue is \_\_\_\_\_.

I Undertake to submit the relevant document supporting my claim for belonging to minority community as per Government Resolution minority department No. अविवि-2010/प्र. क्र. 109/10/कार्या-5, दिनांक 1.7.2013 at the time of admission to the admitted institute.

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

Signature of Candidate: \_\_\_\_\_

Place: \_\_\_\_\_

Name of Candidate: \_\_\_\_\_

(\*strike out whichever is not applicable)

Minority Institute and Candidate Belonging to the Religious/ Linguistic Minority Category		
Sr.No	Minority Institute Status	Minority Candidates Who can apply for Minority Quota
1	Linguistic Minority - Gujarathi	Linguistic Minority - Gujarathi
		Linguistic Minority - Gujarathi(Jain)
		Linguistic Minority - Gujarathi(Kutchchi)
2	Linguistic Minority - Gujarathi(Jain)	Linguistic Minority - Gujarathi
		Linguistic Minority - Gujarathi(Jain)
3	Linguistic Minority - Gujarathi(Kutchchi)	Linguistic Minority - Gujarathi(Kutchchi)
4	Linguistic Minority - Hindi	Linguistic Minority - Hindi
		Linguistic Minority - Hindi(Bhojpuri)
5	Linguistic Minority - Kannada	Linguistic Minority - Kannada
6	Linguistic Minority - Malyalam	Linguistic Minority - Malyalam
7	Linguistic Minority - Punjabi	Linguistic Minority - Punjabi
8	Linguistic Minority - Sindhi	Linguistic Minority - Sindhi
9	Linguistic Minority - Tamil	Linguistic Minority - Tamil
10	Religious Minority - Buddhist	Religious Minority - Buddhist
11	Religious Minority - Christian	Religious Minority - Christian
		Religious Minority - Christian ( Roman Catholics)
12	Religious Minority - Jain	Religious Minority - Jain
13	Religious Minority - Muslim	Religious Minority - Muslim
14	Religious Minority - Roman Catholics	Religious Minority - Christian ( Roman Catholics)
15	Religious Minority - Sikh	Religious Minority - Sikh

16	Religious Minority (Jain) & Linguistic Minority(Gujarathi)	Linguistic Minority - Gujarathi
		Linguistic Minority - Gujarathi(Jain)
		Linguistic Minority - Gujarathi(Kutchhi)
		Religious Minority - Jain
17	Religious Minority - Parsi	Religious Minority - Parsi
18	Religious Minority Muslim & Linguistic Minority Urdu	Linguistic Minority – Urdu
		Religious Minority - Muslim
19	Religious Minority - Zoroastrian	Religious Minority – Zoroastrian
20	Linguistic Minority - Gujar	Linguistic Minority – Gujar
21	Religious Minority – Parsi / Gujarathi	Religious Minority – Parsi
		Linguistic Minority - Gujarathi
		Linguistic Minority - Gujarathi(Jain)
		Linguistic Minority - Gujarathi(Kutchhi)



**Performa-T**

This certificate shall be issued on letter head of institute

Ref.No.

Date :

**NO OBJECTION CERTIFICATE FROM PARENT INSTITUTE**

This is to Certify that Mr/Ms \_\_\_\_\_ has passed Ist Sem. & IInd Sem. / first year (full pass / with one ATKT) during year 20 - , Diploma in \_\_\_\_\_ . He is seeking admission to Second Year ( 3<sup>rd</sup> Semester) in \_\_\_\_\_ / DTE \_\_\_\_\_ institute code through Change of Institute. I have No Objection if /she get Admission in that Institute.

**Seal of institute**

**Principal**

\_\_\_\_\_

This certificate shall be issued on letter head of institute

Ref.No.

Date :

**NO OBJECTION CERTIFICATE FROM ADMITTING INSTITUTE**

This is to Certify that Mr/Ms \_\_\_\_\_ has passed Ist Sem. & IInd Sem. / first year (full pass / with one ATKT) during year 20 - , Diploma in \_\_\_\_\_ . from institute \_\_\_\_\_ . He is seeking admission to Second Year ( 3<sup>rd</sup> Semester)in course \_\_\_\_\_. We have no objection for his /her transfer to our institute. No of vacancies in \_\_\_\_\_ course are \_\_\_\_\_ excluding 20% additional seats for direct second year admission.

**Seal of institute**

**Principal**

**APPLICATION FORMAT FOR ADMISSION BY TRANSFER**

1 Name of the Student ( In Full ) : \_\_\_\_\_

2 Address for Correspondence with: \_\_\_\_\_

Pin code & Telephone Nos. (if any). \_\_\_\_\_

3 Institute & Sem where currently: \_\_\_\_\_

Studying. \_\_\_\_\_

4. Details of the result of last Exam

Branch Faculty	Year/ Semester	Year of Passing	Summer/ winter	Full pass /pass with one ATKT	Percentage
1	2	3	4	5	6

5. Institute where admission by transfer is sought: \_\_\_\_\_

6. Branch & Year /Semester in which admission: Branch \_\_\_\_\_

is sought. Year/ Semester \_\_\_\_\_

7. Reason for asking the transfer: \_\_\_\_\_

of institute and changer of \_\_\_\_\_

branch (if any) \_\_\_\_\_

I the undersigned state that the information stated above is true to my knowledge and belief. I am fully aware that transfer / change of institute /branch is not a right and if is upto the authority to decide my case on the basis of its merit.

Date :

Signature of Student

Documents attached:

1. All Marksheets,
  2. NOC's ,
  3. 1<sup>st</sup> year Admission receipt,
  4. Document related to reason for asking transfer etc
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**Pro forma Z**

***(Candidate who has passed Std VIII & Std IX from any institute from Maharashtra and could not produce mark sheet of Std VIII & Std IX shall produce Proforma Z)***

***(Applicable for Maharashtra Candidates only)***

This is to certify that Shri. / Ku. \_\_\_\_\_

(Full name of the Candidate) has has studied in Std VIII & Std IX & std X in the institute \_\_\_\_\_ (Full name of the Institute).

This certificate is issued for the purpose of his / her admission to First year Diploma course in Engineering / Technology for the academic year \_\_\_\_\_.

***Note:- In case of the students who have studied VIII,IX & X th std from distinct institutes they shall produce the certificates from those institutes.***

Date:

Place:

(Signature)

Name & Designation of the Head of the Institute

Seal of the Office

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