

# Notification For Uttarakhand-SET, JANUARY, 2024 For Eligibility for Assistant Professors

### **KUMAUN UNIVERSITY, NAINITAL**

State Eligibility Test (U-SET) Cell The Hermitage, Sleepy Hollow, Nainital- 263001 (Uttarakhand)

E Mail: <u>usetku@gmail.com</u> Telephone: 05942 -236730

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## उत्तराखण्ड राज्यस्तरीय पात्रता परीक्षा (यू—सेट) कुमाऊँ विश्वविद्यालय, नैनीताल हरमिटेज, नैनीताल— 263001 उत्तराखण्ड)



### UTTARAKHAND STATE ELIGIBILITY TEST (U-SET) KUMAUN UNIVERSITY, NAINITAL The Hermitage, Nainital- 263 001 (Uttarakhand)

CONTACT INFORAMATION:

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:Sleepy Hollow, Nainital- 263 001 (Uttarakhand)

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## **Important Dates**

1.	Fee Submission start on	25.11.2023
2.	Submission of online application form	26.11.2023
<b>3.</b>	Last date of submission of Fee	18.12.2023
4.	Last date for applying online	20.12.2023
<b>5.</b>	Correction in particulars of	18.12.2023- 20-12-2023
	application form on the website	
<b>6.</b>	Uploading of admit card	01.01.2024
7	Date of examination	07.01.2024

(NOTE: PRINTOUT OF ONLINE APPLICATION (CONFIRMATION PAGE) SHOULD NOT BE SENT TO KUMAUN UNIVERSITY, NAINITAL)

### INFORMATION BROCHURE

Before submission of the online application form the candidate should read this notification carefully.

#### A. Introduction

In accordance with the guidelines of the U.G.C., the Kumaun University announces holding of the U-SET on **07-01-2024** (**SUNDAY**) for determining the eligibility of candidates for the appointments of Assistant Professors in the State of Uttarakhand. Kumaun University will conduct U-SET in 27 subjects (listed under Item C on page 4) at 16 selected cities of Uttarakhand (**listed under Item D on page 4**).

### **B.** Conditions of Eligibility

- 1. The candidates must have Master's Degree recognized by U.G.C. Candidates having Post Graduate diploma/certificate awarded by Indian University/Institute or Foreign degree/diploma/certificate awarded by any Foreign University/Institute should in their own interest, as certain the equivalence of their diploma/degree/certificate with Master's degree of recognized Indian Universities from Association of Indian Universities (AIU), New Delhi (https://www.aiu.ac.in/).
- 2. Candidates who have secured at least 55% marks (without rounding off) in Master's Degree OR equivalent from Universities/Institutions recognised by UGC and State Government are eligible for this Test. The OBC (Non- creamy layer)/SC/ST/PWD (persons with disability) category candidates who have secured at least 50% marks (without rounding off) in Master's degree or equivalent are eligible for this Test.
- **3**. The Ph.D. degree holders whose Master's level examination had been completed by 19th September, 1991 (irrespective of date of declaration of result) shall be eligible for a relaxation of 5% in aggregate marks (i.e. from 55% to 50%) for appearing in U-SET.
- **4.** Candidates who have appeared OR will be appearing at the qualifying master's degree (Final year) examination and whose result is still awaited OR candidates whose qualifying examinations have been delayed may also apply for this Test.
- However, such candidates will be admitted provisionally and shall be considered eligible for the post of Assistant Professor only after they have passed their Master's degree examination with at least 55% marks (50% in case of OBC (Non- creamy layer)/SC/ST/PWD (persons with disability) category candidates. Such candidates must complete their P.G. degree examination within two years from the date of U-SET result with required percentage of marks, failing which they shall be treated as disqualified. Those candidate who qualify U-SET Examination will be issued the certificate after they have passed their Master's Degree examination or equivalent examination with at least 55% marks (50% in case of SC/ST/PH/VH/OBC (Non Creamy) Category candidates and submit their P.G. Mark sheet within two years from the date of declaration of result of the U-SET examination.
- **5**. There is no upper age limit for appearing in the U-SET.
- **6.** SC/ST/ PWD/OBC (Non Creamy Layer)/EWS (Economically Weaker Section) candidates must ensure that they possess attested copy of their category certificate and the latest valid non creamy layer certificate (not older than one year) in case of OBC. The certificate must be in candidate's own name only. The candidates will be considered as GENERAL Category if they fail to produce valid Category Certificate and the latest non creamy layer certificate (in case of OBC -N.C.l.) released by Uttarakhand Govt. in support of their claim for relaxation in marks, fee, etc.

#### 7. U-SET Eligibility Criteria 2024

Reservation will be provided as per Uttarakhand state Government polices as.

#### **Vertical Reservations:**

- 1- 19% seats for Scheduled Casts (SC) Candidates,
- 2- 04% seats for Scheduled Tribes (ST) Candidates,
- 3- 14% seats for other Backward Classes (OBC) Non Creamy Layer (NCL) Candidates,

#### **Horizontal Reservation**

Horizontal Reservation will be provided as per Uttarakhand state Government polices as:

Woman 30%, Person with disability (PWD) 03%, Dependent of Freedom Fighter (DFF) 02%, Ex. Indian Armed Forces 05%. General Economically Weaker Sections Candidates (EWS) 10%

#### C. Subjects

As per UGC NET Bureau Accreditation Number F. 7-1/2010 (NET/SET) Dated 25th November, 2014 the U-SET will be conducted in the following subjects only.

Code	Subject	Code	Subject
01	Hindi	15	Earth and Atmospheric science
02	English	16	<b>Mathematical Science</b>
03	Sanskrit	17	Law
04	Geography	18	Physical Science
05	Economics	19	Chemical science
06	Political Science	20	Life science
07	Sociology	21	Commerce
08	History	22	Computer science and Applications
09	Education	23	<b>Environmental Science</b>
10	Psychology	24	Management
11	Physical Education	25	Visual Arts
12	Home Science	26	Philosophy
13	<b>Defence and Strategic studies</b>	27	Library and Information Science
14	Music		

The candidates are allowed to appear in only one subject from the above list Candidates have to appear for U-SET in the subject of their Post-Graduation only. However, candidates whose post-graduation subject is not covered in the list of subjects may appear in U.G.C. NET/CSIR NET.

The question papers of U-SET 2024 will be bilingual i.e. In English and in Hindi except for question papers of Sanskrit, Hindi and English which will be available in the respective language only. However in respect of Physical Science, Chemical Science, Mathematical Science, Life Science, Earth & Atmospheric Science, Environmental Science, Computer Science and Applications, question papers will be available in English only.

#### D. Test Centres/Cities

The U-SET Examination will be conducted at the following 16 Cities only.

<b>City Code</b>	City Name	City Code	City Name
1	Almora	9	Tehri Garhwal
2	Nainital	10	Srinagar Garhwal
3	Pantnagar (U.S. Nagar)	11	Dehradun
4	Haldwani	12	Haridwar
5	Pithoragarh	13	Roorkee
6	Bageshwar	14	Uttarkashi
7	Champawat	15	Rudraprayag
8	Gopeshwar	16	Kotdwar

If the number of candidates is not adequate at any centre in that condition the centre of examination will be shifted to nearby Centre.

Ask for three places & in such cases you can give alternative centre out of three.

Centres may be increased, decreased or changed at the sole discretion of the nodal agency without any prior notice.

#### E. Application Form

Application form is available on U-SET website (<a href="http://www.usetonline.co.in">http://www.usetonline.co.in</a>) with a link at Kumaun University website(https://www.kunainital.ac.in) from 12:00 Noon of 25<sup>th</sup>November 2023. Candidates have to fill up the form online only.

Application submitted in any other format will not be accepted.

#### F. Examination Fee and Mode of Payment

General Category	Rs. 1400 (excluding Bank Charges, if any)
OBC (Non- creamy layer) /SC /ST /PWD (Persons	Rs. 840 (excluding Bank Charges, if any)
with disability)	

Candidate who are not domicile of Uttarakhand State have to Pay Rs. 1400/- as Fee irrespective of their Category (SC/ST/PH/VH/OBC/GENEREL).

- 1. The Examination fee may be paid online or by cash through challan at any branch of State Bank of India (SBI). The candidate must keep the print out of the application form and candidate's copy of Challan/ fee receipt with them.
- 2. While filling all the details for online submission of fee for U-SET, the candidate will have the option to select the mode of payment of examination fee either by online mode (net banking /credit cards/debit cards) or through challan (deposit cash at any branch of SBI) generated and printed from the SBI website.
- 3. To deposit the fee online click on the link 'PAY FEE' available on opening page of the U-SET website (https:www.usetonline.co.in) and follow the instructions. Take the print out of the fee Receipt after completing the onlinetransaction.
- 4. The candidate may apply for the U-SET one day (24 hours) after the payment of Fee. If the candidate's fee has been'RECEIVED' by the nodal agency from the Bank, the candidate will be allowed to submit his/her application form for U-SETby clicking the link 'APPLY ONLINE' available on opening page of the U-SET website (http://www.usetonline.co.in) otherwise the candidate would be denied to proceed further. In some cases it may take one day to receive the fee payment details from the Bank.

5. Please note that fee submitted by any other mode like money order, demand draft, IPO etc. will be rejected. **Fee once paid will not be refunded under any circumstances**.

#### G. SCHEME AND DATE OF TEST

The Test will consist of two papers. All the two papers will consist of only multiple-choice questions (MCQ) objective type questions and will be held on **07.01.2024** (**SUNDAY**) in two separate sessions as under:

Session	Paper	Marks	Number of questions	Duration
First	I	100	50 questions all are compulsory	9:00 AM to 12:00 Noon
Second	II	200	100 questions all are compulsory	01:00 PM to 04:00 PM

Candidates should occupy their seats in the examination hall 20 minutes before commencement of the examination. No candidate will be allowed to leave the examination hall/room before 11.30 a.m. in the 1st session and 3.30 p.m. in the second session.

**Paper-I** shall be of general nature, intended to assess the teaching/research aptitude of the candidate. It will primarily be designed to test reasoning ability, comprehension, divergent thinking and general awareness of the candidate. Fifty (50) multiple choice questions of two marks each will be given, all are compulsory.

**Paper-II** shall consist of 100 multiple choice questions (MCQ) objective type compulsory questions based on the subject selected by the candidate. Each question will carry 2 marks.

- 1. All questions of Paper-II are compulsory, covering entire syllabus (including all electives, without options).
- 2. The candidate will have to mark the responses for questions of Paper-I, Paper-II on the Optical Mark Reader (OMR) sheet provided along with the Test Booklet by **black or blue ball point pen** only.
- 3. The detailed instructions for filling up the OMR Sheet will be uploaded on U-SET website (https://www.usetonline.co.in) with a link at Kumaun University website (https://www.kunainital.ac.in) in the forth week of December 2023. It may be noted that instructions to candidates will not be sent to the candidates by post.
- 4. For Persons with Disability (Visually Challenged candidates) twenty five minutes compensatory time shall be provided separately for paper-I and Paper-II. They will also be provided the services of a scribe who would be a graduate in a subject other than that of the candidate.
- 5. The Persons with Disability (Physically Challenged) candidates who are not in a position to write in their own hand writing can also avail these services by making prior request (at least one week before the date of U-SET) in writing to the Member Secretary of the U-SET Coordinating Institution. Compensatory time and facility of scribe would not be provided to other Persons with Disability (Physically Challenged) candidates who have disability of less than 40%.
- 6. The candidate has the discretion of opting for his/her own scribe or has to request the Member Secretary of the U-SET, 2024 for the same in writing at least one week in advance of the test. In such instances where the scribe is provided by the SET agency, the candidate is allowed to meet the scribe a day before the examination. Those candidates who opt for their own scribe have to produce the scribe before the Coordinator of the examination centre along with his/her certificates of latest educational qualifications at least one day before the test.
- 7. Syllabus of Test: All questions of Paper-II will be compulsory, covering entire syllabus (including all electives, without options). Syllabi for all U-SET subjects can be downloaded from the U-SET website (<a href="http://www.usetonline.co.in">http://www.usetonline.co.in</a>) with a link at Kumaun University website (<a href="https://www.kunainital.ac.in">https://www.kunainital.ac.in</a>). U-SET Coordinating institution will not send the syllabus to individual candidates.

- 8. In case of any discrepancy found in the English and Hindi versions, the questions in English version shall be taken as final.
- 9. The U-SET agency will upload marks statement on its website. The U-SET agency will issue certificate to qualifying candidates only.

#### H. PROCEDURE & CRITERIA FOR DECLARATION OF RESULT

#### "Criteria for Declaration of Result

This will comprise the following:

Top 6% of the appearing candidates who appear in all two papers and secure atleast 40% aggregate marks for candidates belonging to General category and atleast 35% aggregate marks for candidates belonging to reserved categories will be declared qualified for eligibility for Assistant Professor by following the reservation policy of the State Government.

It may be noted that the above qualifying criteria is final and binding."

#### I. ADMISSION CARD FOR U-SET-2024

It may be noted that the admission card will be uploaded on the U-SET website (<a href="http://www.usetonline.co.in">http://www.usetonline.co.in</a>) with a link at Kumaun University website (<a href="https://www.kunainital.ac.in">https://www.kunainital.ac.in</a>) in the 01<sup>st</sup> January, 2024. No admission cards will be sent to the candidates by post. The candidates should download their admission cards from the website to as certain their venue of the Test as mentioned in the Admission Card and appear in the examination only at the designated examination centre. No candidate will be allowed to appear at the examination centre other than that allotted to him/her in the admission card under any circumstances.

#### J. HOW TO APPLY

- 1. Candidate seeking admission to the U-SET must apply online at U-SET website (http://www.usetonline.co.in) with a link at the Kumaun University website (https://www.kunainital.ac.in).
- 2. Before applying online for U-SET, the candidate must deposit the required fee through links available under PAY FEE'button of the website. This link will redirect the candidate to the payment gateway for depositing the fee.
- 3. The fee can be deposited online or by cash at any branch of State Bank of India (SBI) through challan. The candidate would be asked to choose between both the option for fee payment by the Bank. Choose desired option and follow the instruction.
- 4. When the candidate submits the fee, the Bank would ask for some personal details, like Category, candidate's name, Father's name, Mother's name, Date of Birth, Aadhar Number,
- Gender, Mobile Number (Candidate will use only one Personal mobile number for Fee Registration.), Email address and Fee Amount etc. All the information will be mandatory and would be transferred to the candidate's U-SET record and cannot be modified later. So accuracy of all the information should be ensured by the candidate while depositing the fee.
- 5. The candidate will be given a unique 10 Character Bank Transaction Number (e.g. DU12345678) by the Bank. The USET nodal agency would receive the fee details after 24 hours of completing the transaction with State Bank of India. The candidate would be allowed to submit his/her online Application only after his/her fee details have been received from the Bank.
- 6. The candidate will have to supply the Bank Transaction Number (given By Bank, like DU12345678) and Date of Birth (given at the time of fee payment) before starting the filling up of the online Application. System will verify the fee payment details and if found matching with the Database provided by State Bank of India, the candidate will be allowed to proceed. Generally, it will take 1 day to update the fee detail however, in some cases it may take 2 days also.
- 7. Before applying Online, the candidates must possess the scanned images as below:-

- a. Passport size photograph in JPG format of minimum 4kb to 40 kb. The dimension of the photograph should be 3.5 cm (width) x 4.5 cm (height).
- b. Signature in JPG format of minimum 4kb to 30 kb. The dimension of the signature should be 3.5 cm (width) x1.5 cm (height).
- 8. After filling up all the details for online Application for U-SET, and confirming the correctness of the same, the System will generate a unique Registration Number and Password, which would be communicated to the candidate via SMS and email address provided by him/her at the time of fee payment.
- 9. The U-SET Coordinating Institution will not inform the candidate separately regarding the seating arrangement/Venue of Exam. Centre.
- 10. Application submitted after **20<sup>th</sup> December**, **2023** will not be accepted.
- 11. Before applying online, candidates are advised to go through detailed notification available on the U-SET website (http://www.usetonline.co.in) also having a link at Kumaun University website (https://www.kunainital.ac.in).
- 12. In order to avoid last minute rush, the candidates are advised to apply early enough. Kumaun University will not be responsible for network problems or any other problem of this nature in submission of online application during last days.

#### K. Documents

The candidates need not attach any document in online application. However, they are advised to keep a printout onseparate A4 size papers of their online Application form.

Candidates declared finally qualified will have to submit the following documents duly attested by a competent authorityalong with a copy of the application form:

- 1. Copy of fee paid/ Challan.
- 2. Final Year Mark Sheet of Master's Degree or P.G. Diploma of equivalent Examination (in case of candidates who havepassed Master's Degree)
- 3. Marriage certificate/Gazette Copy (in case of any change in name)
- 4. Caste Certificate/Validity Certificate (SC/ST) issued by Competent Authority of Uttarakhand Govt. supporting theclaim.
- 5. Valid Non Creamy Layer (OBC) Certificate (not older than one year) issued by Competent Authority of the Government of Uttarakhand for OBC Category candidates.
- 6. Medical Certificate given by Competent Authority in prescribed format in case of Persons with disability (PWD)candidates.
- 7-Economically Weaker Sections Candidates (EWS) Certificate (not older than one year) issued by Competent Authority of the Government of Uttarakhand for EWS Category candidates.

All the above documents duly attested by a Gazetted Officer along with a hard copy of the application form must be submitted to the **Member Secretary**, **U-SET**, **2024 Cell**, **The Hermitage**, **Kumaun University**, **Nainital** – **263001** by hand or by post in an envelope of size 36 cm x 25 cm. after announcement of the U-SET, 2024 Result.

#### L. CHECK LIST FOR FILLING THE ONLINE APPLICATION FORM

The candidates are advised to ensure the following points before filling the Online Application Forms:

- 1. Whether they fulfil the eligibility conditions for the Test as prescribed under the heading, 'CONDITIONS OF ELIGIBILITY' as given at Item B on Page number 3.
- 2. That they have filled their CATEGORY, viz. OBC (Non- creamy layer) /SC/ST/PWD (persons with disability) EWS (Economically Weaker Section), in the relevant column correctly.
- 3. That they have filled their Subject and U-SET Examination Centre and Code in the relevant column correctly.
- 4. That the Persons with disability (PWD) candidates have filled the relevant column in the Online Application Form. Only PWD candidates have to fill this column and the others have to leave it blank.

- 5. Whether they have kept a print out of application form for their own record.
- 6. Whether they have uploaded their scanned recent photograph and signature as mentioned under Item **J** (Page 8).

#### M. GENERAL INSTRUCTIONS

- 1. The candidates must carefully read the 'CONDITIONS OF ELIGIBILITY' as given at Item B on page no. 3 and must satisfy themselves regarding their eligibility for U-SET before filling the online application form and submitting the Online Application Form.
- 2. Submission of Online Application is mandatory. Hard copies of application forms will not be accepted by the U-SET Coordinating Institution.
- 3. Applications submitted in any other format (including old U-SET format) will not be accepted.
- 4. Application Form must be complete in all respects as per the Notification.
- 5. All incomplete Application Forms will be rejected.
- 6. Applications received after the last date will not be entertained.
- 7. The candidates in their own interest are requested to retain a photocopy of the Application Form and Admission Slip for their record.
- 8. No applications can be submitted after the last date (i.e. 20/12/2023) and no fee will be accepted after 18/12/2023 in any circumstances.
- 9. The Candidates should note that their candidature is strictly provisional. The mere fact that Admission Card has been issued at the time of online registration and the candidate is allowed to appear in the test shall not imply that the University has finally accepted his/her candidature.
- 10. U-SET Agency may change the U-SET Examination Centre or date of examination without assigning any reason.
- 11. Candidates should go through the U-SET website (http://www.usetonline.co.in) also having a link at Kumaun University website (https://www.kunainital.ac.in) for Venue of test/seating arrangement or any other relevant information. U-SET will not entertain any requests/queries in this regard.
- 12. It may be pointed out that noting of seating arrangement/venue of Exam. Centre from the official website of the U-SET Coordinating Institution will be the sole responsibility of candidate only. U-SET Coordinating Institution will not be responsible in this regard.
- 13. Those candidates, who are not able to find out their seating arrangement/venue of Test from the website of U-SET agency for appearing in the U-SET till 03<sup>rd</sup> January, 2024, are advised to contact the office of Member Secretary U-SET at 05942-236730.
- 14. The candidates are also required to bring his/her Identity/Address Proof (AADHAR Card/Driving Licence/PAN Card/Bank Pass Book/Passport etc.) along with the printout of their Admission Card on the day of examination to verify their identity.
- 15. To ensure fair conduct of examination, frisking of the candidates will be done properly at main entry gate of the examcentre. The candidates should report at the examination centre 30 minutes prior to commencement of examination and cooperate with the invigilators in frisking. No candidate will be allowed to enter the examination centre/hall after commencement of examination. No candidate will be allowed to leave the examination hall/room before11:30 AM in the 1st session, 3:30 PM in the 2nd session.
- 16. The candidates have to follow the instructions given by the invigilators in the examination hall/room and should not argue with the invigilators or other staff involved in the examination duty at the examination centre. The candidates, who will not follow the instructions, will be treated as using unfair means and his/her result will not be declared.
- 17. In the examination hall/room, the candidates will neither talk to each other nor discuss any matter during the examination. The candidates should not disturb other candidates in the examination room/hall and maintain complete silence during the examination. The candidate violating these instructions will be treated as using unfair means and his/her result will not be declared.

- 18. Candidates will not be allowed to write/copy any question from the Test Booklet on the Admission Card or on any other paper.
- 19. There are no negative marks of incorrect answers.
- 20. The candidate shall be allowed to carry question papers and only one carbonless copy of OMR Sheet.
- 21. The Marks sheet of all the candidates will be uploaded on U-SET website (http://www.usetonline.co.in) with a link at Kumaun University website (https://www.kunainital.ac.in) soon after declaration of result. Besides this, U-SET will not issue any mark sheet to qualified/non-qualified candidates.
- 22. The answer keys of all the papers will be displayed on the U-SET website (http://www.usetonline.co.in) with a link at Kumaun University website (https://www.kunainital.ac.in) during Third week of January, 2024, (the exact dates of which will be notified later on the website). The candidates, who are not satisfied with the answer keys, may challenge the same by filling online application form on the U-SET website (http://www.usetonline.co.in) by paying a sum of Rs. 1000/- per question. The challenge of answer keys will be accepted online only through the link available on the U-SET website (http://www.usetonline.co.in) on payment of Rs. 1000/- per question. The fee will be paid by online mode. In case the challenge of any candidate regarding answer keys is accepted, the fee will be refunded to such candidates against the accepted challenge. In all other cases the fee once paid will not be refunded. Kumaun University decision on the challenges shall be final and the result will be declared on the basis of final answer keys.
- 23. No grievances with regard to answer key(s) after declaration of result of U-SET January, 2024, will be entertained.
- 24. The Application form (consisting of one copy of printout of online application) of finally qualified candidates alongwith bank fee receipt Challan and other required documents (as mentioned in Item K of U-SET Information Brochure) must reach the Member Secretary, Uttarakhand SET, The Hermitage, Kumaun University, Nainital- 263001 (Uttarakhand) after declaration of result on or before the date specified by the University.
- 25. No TA will be paid to the candidates on account of appearing at the examination etc.
- 26. Canvassing in any form will disqualify the candidate.
- 27. The use of calculators or Log Tables is not permitted. Mobile phones, pagers, electronic devices etc. are not allowed in the Examination Hall/Room. The candidate(s) found in possession of any of these items in the examination hall/room will be treated as using unfair means and his/her result will not be declared. Candidate will be responsible for that.
- 28. A candidate who does not appear in paper-I, will not be permitted to appear in paper-II.
- 29.The detailed instructions for the candidates will be uploaded on the U-SET website (http://www.usetonline.co.in) with a link at Kumaun University website (https://www.kunainital.ac.in) a week before U-SET. Candidates may read the instructions regarding use of Test Booklets, OMR Sheet and Specimen copy of OMR Sheet from the website. It may be noted that instructions to candidates will not be sent by post.
- 30. Decision of the U-SET Agency shall be final in all matters.
- 31. All legal disputes pertaining to this Test shall fall within the jurisdiction of the High Court of Uttarakhand, Nainital only.

Note: Due to winter season, high altitude regions may get snow fall, hence candidates should opt for lower region Examination Centre where snow fall does not cover the Examination centres.

## **CERTIFICATE**

(For Candidate belonging to Scheduled Castes/Tribe (ST, ST), PH&VH, OBC (NCL),

Economically Weaker Section (EWS).
It is certified that Mr./Mrs./Kum./
S/o, D/o, Sriresident ofdistric
of Uttarakhand state and belong to Scheduled
Caste/Scheduled Tribe/ EWS (Economically Weaker Section) as per the amended
Government Order 1956

Dated:

Signature with seal District Magistrate/ Additional District Magistrate/ Sub-District Magistrate/Tehsildar