



Date: 12-07-2025

## NOTICE

### **Documents Verification for Admission in M.Sc. Chemistry**

**Academic Session 2025-26**

**Department of Chemistry**

Dear Candidates,

This is regarding your provisional admission to the **M.Sc. Chemistry Programme for the Academic Session 2025–26** in the **Department of Chemistry**.

All provisionally selected candidates who have deposited the required admission fee from **First to Third Round of Counselling**, as well as those whose names appear in the **Fourth Round of Counselling** and complete the online fee payment through the Samarth Portal by **13<sup>th</sup> July 2025**, are required to report for **document verification** as per the details below:

**Date of Verification:** From **14<sup>th</sup> July 2025 10:30 AM** onwards

**Venue:** Department of Chemistry,

Chanakya Parisar, Zila School Campus,

Near Sadar Hospital, Mahatma Gandhi Central University,

Motihari, District–East Champaran, Bihar – 845401

Please bring all the necessary documents (as listed in the document required at the time of reporting) in the original, along with a set of self-attested photocopies for verification.

Please note that the classes for **Semester I** will commence from **15<sup>th</sup> July 2025**.

For any queries, kindly contact the Department Office.

Regards,

**Head**

**Department of Chemistry**

Mahatma Gandhi Central University

Motihari, Bihar



**LIST OF DOCUMENTS REQUIRED FOR ADMISSION**

The candidates are required to be present in person and bring the following **documents in original as well as a set of attested photocopies** at the time of reporting:

1. CUET (PG) – 2025 Application Form.
2. Score Card of CUET (PG) – 2025.
3. CUET (PG) – 2025 registration form for MGCUB, Bihar.
4. Fee payment receipt.
5. Marksheets and Certificates of 10th and 12th
6. Marksheet and Certificate of Graduation.
7. Three copies of recent passport size photographs.
8. Self-attested copy of AADHAR card.
9. Bank Account detail of student i.e. Account No., IFSC-Code, Name of account holder & address of Bank.
10. A Character Certificate from the Head of the Institution last attended.
11. Transfer/Migration Certificate (in original) from the Head of the Institution/University last attended.
12. Affidavit for intervening period/gap of over three years, if applicable on 10/- stamp paper.
13. Valid SC/ST/OBC-NCL (Central List)/PwD/EWS Certificate as per GOI rules, wherever applicable.
14. No Objection Certificate (NOC) from Employers, wherever applicable.
15. Anti-ragging forms duly signed by the students & parents/guardians on 10/- stamp paper. (Format attached at Annexure-I and Annexure-II).



**ANNEXURE - I**

**AFFIDAVIT BY THE STUDENT**

(to be submitted by the student at the time of admission)

I, \_\_\_\_\_ (full name of student with University Roll Number) S/o D/o Mr \_\_\_\_\_, having been admitted to Mahatma Gandhi Central University, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") and have carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused Clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused Clause 7 and Clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I submit to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University.

5) I hereby solemnly aver and undertake that:

a) I will not indulge in any behaviour or act that may be constituted as ragging under Clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under Clause 3 of the Regulations.

6) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to Clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

7) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of Deponent

Name:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at ----- (place) on this the ----- (day) of ----- (month), ----- (year)

\_\_\_\_\_  
Signature of Deponent

**NOTE: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.**



**ANNEXURE - II**

**AFFIDAVIT BY THE PARENT/GUARDIAN**

(To be submitted by the parent/guardian at the time of admission)

I, Mr/Mrs/Ms \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of \_\_\_\_\_ (full name of the student with admission/registration/ enrolment number), having been admitted to Mahatma Gandhi Central University, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") and have carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused Clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused Clause 7 and Clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/ she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that:

- a) My ward will not indulge in any behaviour or act that may be constituted as ragging under Clause 3 of the Regulations.
- b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under Clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to Clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of Deponent

Name:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at ----- (place) on this the ----- (day) of ----- (month), ----- (year)

\_\_\_\_\_  
Signature of Deponent

**NOTE: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.**

**(On Non-Judicial Stamp paper)**



### UNDERTAKING

I.....(DOB).....

S/D/W/o

.....R/o.....do

state on solemn affirmation the following –

- 1) That my above name and address is correct.
- 2) That I have applied for admission to ..... Programme for academic year .....
- 3) **That I am not able to submit my following mandatory certificates excluding category certificate (SC/ST/OBC-NCL/EWS/PWD) at the time of admission but will submit it positively on or before .....**
  1. ....
  2. ....
  3. ....
  4. ....
  5. ....
- 4) That I may be allowed to attend the 1<sup>st</sup> Semester classes provisionally on the condition that in case of non-submission of requisite documents latest by ....., Mahatma Gandhi Central University, Bihar reserves the right to cancel my admission and enrolment in the said programme without any further correspondence in this regard and disallow me from continuing in the programme.
- 5) That decision of Mahatma Gandhi Central University, Bihar in this regard will be final and binding upon me.

**Signature of the Deponent**



**UNDERTAKING**

[As per the Statute 28(7) of Central Universities Act 2009]

1. I, \_\_\_\_\_, hereby declare that the above particulars given by me are correct to the best of my knowledge and I may be held solely responsible for any discrepancy whatsoever. If any information provided is found to be incorrect at any time, even after admission, my candidature is liable to be cancelled with immediate effect without any liability for compensation and/or damages of any nature whatsoever.
2. I also hereby commit to shift to any other campus within the State of Bihar whenever the University decides to do so.
3. I also hereby submit myself to the disciplinary jurisdiction of the Vice-Chancellor and other authorities of the University. To this extent, I shall unconditionally abide by all prevailing terms and conditions and applicable rules and regulations of the University.
4. I also hereby undertake to deposit all the University dues including fees in time and in case of default and also agree to pay late fee/fine as per the University rules. I am fully aware that in case of non-compliance, the admission would be liable for cancellation at any stage with or without prior intimation.
5. I also hereby commit not to indulge in using unfair means in examinations and or any act of vandalism and or damage to University property. In case of such an act(s), I am liable to be punished/expelled from the University as per the University rules.

(Signature)

Name of the Applicant: \_\_\_\_\_

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

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



**FORMAT FOR CERTIFICATE TO BE PRODUCED BY CANDIDATES APPLYING UNDER**

**THE OBC CATEGORY**

This is to certify that \_\_\_\_\_, son/daughter of \_\_\_\_\_, of village \_\_\_\_\_  
District/Division \_\_\_\_\_ in the State of \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a  
Backward Class under the following resolution of Government of India, Ministry of Welfare.

- \*(i) Resolution No. 12011/68/93-BCC (C), dated the 10<sup>th</sup> September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13<sup>th</sup> September, 1993.
- \*(ii) Resolution No. 12011/9/94-BCC, dated the 19<sup>th</sup> October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 163, dated the 20<sup>th</sup> October, 1994.
- \*(iii) Resolution No. 12011/7/95-BCC, dated the 24<sup>th</sup> May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 88, dated the 25<sup>th</sup> May, 1995.
- \*(iv) Resolution No. 12011/44/96-BCC, dated the 6<sup>th</sup> December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 210, dated the 11<sup>th</sup> December, 1996.
- \*(v) Resolution No. 12011/96/94-BCC, dated 9<sup>th</sup> March 1996.
- \*(vi) Resolution No. 12011/13/97-BCC, dated 3<sup>rd</sup> December 1997.
- \*(vii) Resolution No. 12011/99/94-BCC, dated 11<sup>th</sup> December 1997.
- \*(viii) Resolution No. 12011/68/98-BCC, dated 27<sup>th</sup> December 1999.
- \*(ix) Resolution No. 12011/88/98-BCC, dated 6<sup>th</sup> December 1999 published in the Gazette of India, Extraordinary, Part-I, Section I, No. 270 dated 6<sup>th</sup> December 1999.
- \*(x) Resolution No. 12011/36/99-BCC, dated 4<sup>th</sup> April 2000 published in the Gazette of India, Extraordinary, Part-I, Section I, No. 71 dated 4<sup>th</sup> April 2000.
- \*(xi) Resolution No. 12011/44/99-BCC dated 21<sup>st</sup> September 2000 published in the Gazette of India, Extraordinary, Part-I, Section I, No. 210 dated 21<sup>st</sup> September 2000.
- \*(xii) Resolution No. 12015/9/2000-BCC, dated 6<sup>th</sup> September 2001.
- \*(xiii) Resolution No. 12011/1/2001-BCC, dated 19<sup>th</sup> June 2003.
- \*(xiv) Resolution No. 12011/4/2000-BCC, dated 13<sup>th</sup> January 2004.
- \*(xv) Resolution No. 12011/9/2004-BCC dated 16<sup>th</sup> January 2006 in the Gazette of India, Extraordinary, Part-I, Section I, No. 210 dated 16<sup>th</sup> January 2006.

\*Shri \_\_\_\_\_ and /or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/ Division of the \_\_\_\_\_ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No. 36012/22/93/-Est. (SCT), dated 08-09-1993 which is modified vide OM NO. 36033/3/3004 Est. (Res) dated 09/03/2004.

District Magistrate  
Deputy Commissioner, etc.

Dated \_\_\_\_\_

SEAL

\*Strike out whichever is not applicable

**Note:**

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





**FORMAT FOR CASTE/TRIBE CERTIFICATE TO BE PRODUCED BY THE  
CANDIDATES APPLYING UNDER SC/ST CATEGORY**

Form of Certificate as prescribed in M.H.A, O.M. No. 42/21/49-N.G.S., dated 28-1-1952 as revised in Dept. of Per. & A.R., Letter No. 36012/6/76-Est. (S.C.T.), dated 29-10-1977, to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his claim.

1) This is to certify that Shri/Shrimati\*/Kumari\*\_\_\_\_\_Son/daughter\* of Shri /Shrimati \_\_\_\_\_of village/town\*\_\_\_\_\_in District/ Division\*\_\_\_\_\_of the State/Union Territory\*\_\_\_\_\_belongs to the \_\_\_\_\_Caste/Tribe\*which is recognized as a Scheduled Caste / Scheduled Tribe\*

Under:

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

\*The Constitution (Scheduled Tribe) Order, 1950.

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

\*The Constitution (Scheduled Tribe) (Union Territories) Order, 1951.

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

\*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956.

\*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.

\*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.

\*The Constitution (Dadra and Nagar Haveli) Scheduled Tribe Order, 1962.

\*The Constitution (Pondicherry) Scheduled castes Order, 1964.

\*The Constitution (Uttar Pradesh), Scheduled Tribes Order, 1967.

\*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.

\*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.

\*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

\*The Constitution (Sikkim) Scheduled Castes Order, 1978.

\*The Constitution (Sikkim) Scheduled Tribes Order, 1978.

\*The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.

\*The Constitution (Scheduled Castes) Order (Amendment) Act, 1990.

\*The Constitution (Scheduled Tribes) Order Amendment Act, 1991.

\*The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

2) This certificate is issued on the basis of the Scheduled Castes /Scheduled Tribes Certificate issued to Shri/Shrimati\*\_\_\_\_\_father/mother\* of Shri/Shrimati/Kumari\* \_\_\_\_\_of village/town\*\_\_\_\_\_in District/Division\*\_\_\_\_\_of the State/Union Territory\*\_\_\_\_\_who belong to the Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory\*\_\_\_\_\_issued by the \_\_\_\_\_dated\_\_\_\_\_

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

Place\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

Designation\_\_\_\_\_

(With seal of Office)

\_\_\_\_\_State/Union Territory

**Note-** The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.





**PWD CERTIFICATE FORMAT**

**Format for Physically Challenged (PH)/Persons with Disabilities (PWD)**

**Certificate (To be obtained by the candidate)**

**(To be filled by Medical Board notified under PWD Act)**

Certificate No:

Date:

Affix here recent  
Photograph  
showing the  
disability duly  
attested by Medical  
Superintendent/CM  
O/Head of Hospital  
(with Seal)

This is to certify that Mr./Ms. \_\_\_\_\_ son/daughter of Mr./Mrs. \_\_\_\_\_  
Age \_\_\_\_\_ male/female, Registration No. \_\_\_\_\_ is a case of \_\_\_\_\_. He/She is physically  
disabled/visual disabled/speech and hearing disabled/having mental retardation/ leprosy cured and has %  
(\_\_\_\_\_ per cent) permanent (physical impairment/visual impairment/speech and hearing impairment  
etc.) in relation to his/her \_\_\_\_\_.

Note:

This condition is progressive/not progressive/likely to improve/not likely to improve\*.

1. Re-assessment is not recommended/ is recommended after a period of \_\_\_\_\_ months / years\*.

(\*Strike out whichever is not applicable)

Signature of Dr.

Name of Dr.

Specialization

Seal with Degree

(Member/Medical Board)

Signature of Dr.

Name of Dr.

Specialization

Seal with Degree

(Member/Medical Board)

Signature of Dr.

Name of Dr.

Specialization

Seal with Degree

(Member/Medical Board)

Signature/Thumb impression of Patient

Countersigned by the

Medical Superintendent/CMO/Head of Hospital (with seal)



**EWS CERTIFICATE FORMAT**

Government of.....  
(Name & Address of the authority issuing the certificate)

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

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

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

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

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

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

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

Recent Passport  
size  
attested  
photograph of  
the applicant

Signature with seal of Office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.