

## Documents to be uploaded along with “On - line CAP Application form in Centralized Admission Process 2024 for B.Ed Course Admissions

- (i) Candidates and Parents are requested to Scan the following documents & keep ready for uploading while filling the on line Application form in their Pen Drive OR Desktop **OR** Laptop.
- (ii) Photograph Image: Passport size color photograph. Size of photo file should be between 20KB to 50KB. The Image file should be in JPG or JPEG format.
- (iii) Signature Image: Applicant has to Sign on white paper with Black or Blue Pen. Signature image Size file should be between 10KB to 20KB. The Image file should be in JPG or JPEG format.
- (iv) The documents listed in following table should be in PDF format of Size up to 500KB.
- (v) The Scanned Uploaded documents should be readable; upload the documents only after ensuring this. If the uploaded documents are not readable, then such documents will not be considered as valid and the responsibility of the same shall completely be with the candidate.

Sr. No.	Type of candidate	Following documents are to be scanned and uploaded while filling the online CAP Application form.
1	All candidates	1) FY, SY, TY Degree Marks Memo 2) Degree/Convocation certificate.(Optional) 3) Post - Graduation Marks Memo I- year & II-Year (If Applicable) 4) CET Score Card 2024. 5) CET Application form 2024 6) Domicile Certificate or Birth Certificate Mentioning place of Birth or School Leaving Certificate mentioning Place of Birth.
In addition to the above documents, candidates are required to upload following documents depending upon the Category to which they belong.		
2	Maharashtra State Type-A Candidates	Domicile Certificate of the candidate or Birth Certificate Indicating place of Birth in the State of Maharashtra. or School Leaving certificate of the candidate Indicating place of Birth in the State of Maharashtra. Or Community, Nativity & Date of Birth Certificate. Candidate has to upload any one document from these four document.
3	Maharashtra State Type-B Candidates	<b>Domicile certificate of Candidate/</b> father /mother of candidate indicating that he/she is domiciled in the State of Maharashtra.
4	Maharashtra State Type-C Candidate	Certificate from the employer in Pro forma-A stating that father or mother of the candidate who is a Central Government/Government of India undertaking employee is presently posted in/outside Maharashtra.
5	Maharashtra State Type-D Candidate	Certificate from the employer in Pro forma-B-1 stating that father or mother of the candidate who is a Maharashtra State Government or Maharashtra State Government undertaking employee. OR Undertaking along with documentary evidences from the retired employees stating the Place of Settlement in Proforma-B2.
6	Maharashtra State Type-E Candidates Maharashtra Karnataka disputed border area Candidates	1) Certificate stating that candidate belongs to the disputed border area in Pro forma-G1. And 2) Certificate stating that the mother tongue of the

Sr. No.	Type of candidate	Following documents are to be scanned and uploaded while filling the online CAP Application form.
		candidate is Marathi in Pro forma-G2
7	Backward class candidates belonging to S.C./ S.T. from the State of Maharashtra only.	1)Caste certificate And 2) Caste/Tribe Validity Certificate. If Caste/Tribe Validity certificate is not available then candidate has to upload Receipt of application form for Caste/Tribe Validity Certificate. But Candidates have to upload the Caste/Tribe Validity certificate before the last date of confirmation of Admission of Second Round, otherwise candidate will be considered in Open category in the subsequent rounds
8	Backward class candidates belonging to VJ/DT/NT(A)/NT(B)/NT(C) /NT(D)/O.B.C/S.B.C from the State of Maharashtra only.	1) Caste certificate. And 2) Caste/Tribe validity Certificate. If Caste/Tribe Validity certificate is not available, then candidate has to upload Receipt of application form for Caste/Tribe Validity Certificate. But Candidates have to upload the Caste/Tribe Validity certificate before last date of reporting/ Admission confirmation of the Second Round of Admission as declared in the Schedule. otherwise candidate will be considered in Open category in the subsequent rounds. And 3) Non creamy layer certificate valid up to 31 <sup>st</sup> March 2024.
	a) Economically Weaker Section Candidates , EWS from the State of Maharashtra only	Eligibility Certificate for Economically Weaker Section.
9	Ex-Servicemen ( Def-1)	1) Defence service Certificate Pro forma-C. And 2) Domicile certificate of father/mother who is an ex-service personnel is domiciled in the State of Maharashtra.
10	Active Domicile Defence Candidates. ( Def-2 )	1)Defence service Certificate Pro forma-C. And 2)Domicile certificate of father/mother who is active defence service person is domiciled in the State of Maharashtra.
11	Active Non Domicile Defence candidates. ( Def-3 )	1)Defence service Certificate Pro forma-C And 2) Certificate from the employer in the Pro forma-D stating that father/mother of the candidate who is an

Sr. No.	Type of candidate	Following documents are to be scanned and uploaded while filling the online CAP Application form.
		<p>active defence service person presently posted in Maharashtra.</p> <p>OR</p> <p>Certificate from the employer in the Proforma-E stating that father/mother of the candidate who is an active defence service person and has retained the family in his previous place of posting in Maharashtra.</p>
12	<p>Person with disability Candidates.  P1=Visually impaired(Blind).  P2 =Deaf&amp; Dumb (Speech &amp; Hearing Impaired).  P3=Orthopedic disorder, Learning Disabilities, Dyslexia, Dyscalculia, Dysgraphia, Spatic, Autism</p>	<p>1) The candidates claiming reservation under this category shall Upload &amp; submit the PWD Medical Certificate issued by Civil Surgeon of the District Hospital &amp; or Approved Medical Board / or All India Institute established by Central Government Competent to certify the Disability.</p> <p>And</p> <p>2) Domicile certificate of the candidate.</p>
13	<p>Jammu and Kashmir Migrant Candidates.</p>	<p>1)Certificate of posting in case of Defence and Government servants in Proforma-J</p> <p>Or</p> <p>2)Certificate of stay in refugee camp for those staying in camp in Pro forma-K</p> <p>Or</p> <p>3)Certificate stating that the candidate belongs to displaced family in Pro forma-L</p>
14	<p>Minority Candidates</p>	<p>1)Declaration of the Candidate for the respective Linguistic / Religious Minority Community in Proforma "O"</p> <p>Or</p> <p>1)Leaving Certificate having Information pertaining to Religion / Mother tongue</p> <p>2) Domicile certificate of the candidate belonging to the State of Maharashtra..</p>
15	<p>Certificate for Orphan Candidates</p>	<p>1) These candidate claiming reservation under this quota as per G.R.No OCC-2011/C.N.212/Desk-3 Woman and Child Development Department, Mantralaya Mumbai 400032 dated 2<sup>nd</sup> April 2018 will produce Orphan Certificate from Regional Deputy Commissioner, Woman and Child Development.</p>

## Pro forma-A

[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 \_\_\_\_\_ (Designation) in \_\_\_\_\_ (Name of the Organization/Establishment/Department) This Organization/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 the Undergraduate Degree course leading to B.Ed. Degree for the academic year 2024-25.

**Outward No.& Date**

**Place:  
Office**

Seal

**(Signature)**

**Name & Designation of the Head of the**

**Note: This Proforma is to be accompanied by attested copy of:-1) Transfer order 2) Joining report**

# Pro forma-B-1

[For Type-D candidates]

[For sons and daughters of Maharashtra state Government/Maharashtra State  
Government Undertaking Employees]

## CERTIFICATE

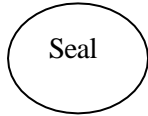
This is to certify that Shri/Smt. \_\_\_\_\_  
\_\_\_\_\_ is an employee in the capacity  
of \_\_\_\_\_ (Designation) in \_\_\_\_\_  
(Name of the Organization / Establishment / Department).

This Organization/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 the Undergraduate Degree course leading to B.Ed. Degree for the academic year  
2024-25.

**Outward No.& Date**  
**Place:**



**(Signature)**  
**Name & Designation of the Head**  
**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 Candidate)

[For sons and daughters of Maharashtra state Government/Maharashtra State Government Undertaking retired Employee]

### UNDERTAKING

This is to undertake that I, \_\_\_\_\_ have retired from the service from the post of \_\_\_\_\_ (Designation) in \_\_\_\_\_ (Name of the **Organization**/ Establishment / Department)

This Organization/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 the Undergraduate Degree course leading to B.Ed. Degree for the academic year 2024-25.

Place:

Signature

Date:

Name

Note : This Pro forma is to be accompanied by attested copy of:- 1) Pension Order. 2) Proof of settlement (Ration Card/Electricity Bill/Aadhar card/ Telephone Bill/ Property Documents/Election card).

**Pro forma -C**  
**(For Def-1,Def-2 and Def-3 Candidate)**  
**[For sons/daughters/widow/wife of Defence Service Personnel]**  
**CERTIFICATE**

1. This is certify that Master/Mr./ Miss/Mrs----- is the Son/  
 Daughter/ Widow/Wife of Service No.: ----- Rank: -----Name:  
 -----.

2. He /She (Defence Personnel) is presently serving in -----  
 (Unit/ Dept. / HQ) He/She has put in -----Years of Service in the Army/ Navy/ Air force/  
 BSF/CRPF with effect from ----- to-----and is currently working in  
 service .

OR

He/ She (Defence Personnel) retired/ was discharged from regular Army/ Navy/ Air force on -----  
 ----- (Date).

(Select & Type any one from below Two Options)

1)He/She is Permanently Disabled Since -----

2)He/She is killed in Action on -----

He belongs to the one of the following category: - (Select & Type any one option from below three)

- 1)He is Ex-service personnel, who is Domiciled in Maharashtra State,
- 2) He is Active Service Personnel, who is Domiciled in Maharashtra State.
- 3) He is Active Service Personnel, who is transferred to Maharashtra State but are not Domiciled in Maharashtra State, or who is not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children's education

As per the F.No.6(1)/201/D (Res.II) Government of India, Ministry of Defence, Department of Ex-Servicemen Welfare dated May 21, 2018, Inter-se priority for reservation/ preference to the wards of Armed Forces personnel by States /UTs for admission to Professional/Non-Professional Courses is as follows :

Priority I	:	Widows/Wards of Defence/BSF/CRPF personnel killed in action.
Priority II	:	Wards of Defence/BSF/CRPF personnel disabled in action and boarded out from service
Priority III	:	Widows/Wards of Defence/BSF/CRPF personnel who died while in service with death attributable to military service
Priority IV	:	Wards of Defence/BSF/CRPF personnel disabled in service and boarded out with disability attributable to military service.
Priority V	:	(a)Wards of Ex-Servicemen and serving Defence personnel who are in receipt of Gallantry Awards:
		1. Param Vir Chakra
		2. Ashok Chakra
		3. Maha Vir Chakra
		4. Kirti Chakra
		5. Vir Chakra
		6. Shaurya Chakra
		7. Sena, Nau Sena, Vayu Sena Medal
		8. Mention-in-Despatches.
		b) BSF/CRPF personnel who are in receipt of Gallantry Awards:
		1. President's Police & Fire Service Medals for Gallantry.



		2. President's Police Medals for Gallantry.
		3. Police Medals for Gallantry
Priority VI	:	Wards of Ex-Servicemen.
Priority VII	:	Wives of: i) Defence/BSF/CRPF personnel disabled in action and boarded out from service. ii) Defence/BSF/CRPF 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 Defence/BSF/CRPF Personnel.
Priority IX	:	Wives of Serving Defence/BSF/CRPF Personnel.

Master/Mr./Miss/ Mrs. -----Son/Daughter/Widow/Wife of  
Shri/Smt. -----is eligible for admission under the Priority No. ----  
----- (For Example: Priority-I, Priority -V etc.) & Priority Name:-----  
----- ( For example :- Widows/Wards of Defence/BSF/CRPF personnel who died while in  
service with death attributable to military service.)

This certificate is issued for the purpose of availing the benefits to the son/daughter/widow/wife of Ex-Servicemen/Service personnel for admission into Degree Course of M.Ed for the Academic year 2024-2024.

**Office Seal**

**Signature (Not below Officer Rank)\***

**Name of Officer**

**Date:**

**Designation**

**\* Unit/ Dept. / HQ/ Records/ RSWO/ ZSWO/  
Army/ Navy/ Air Force HQ**

Note:-

1. This certificate is not to be issued for the Civilian Staff working in the Indian Army/Navy/Air Force.
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 personnel or Ex-Serviceman.

# Pro forma-D

(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. \_\_\_\_\_, (Full name of the Employee with Rank of the employee) is a member of Armed forces of India, and is currently 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 \_\_\_\_\_ (Date of Joining) and is currently working in the same post. This certificate is issued for the purpose of his/her son/daughter's \_\_\_\_\_ admission to the Undergraduate Degree course leading to B.Ed. Degree for the academic year 2024-25.

Outward No.& date  
Place:



(Signature)  
Name and Designation of the  
Head 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 the Civilian Staff working in the Indian Army/Navy/Air force.

# Pro forma-E

(For Def-3 Candidates)

[For sons and daughters of Active Defense service personnel not domiciled in Maharashtra state but retained their family accommodation]

## CERTIFICATE

This is to certify that Shri/Smt. \_\_\_\_\_, (Full name of the Employee with Rank of the employee) is a member of Armed forces of India, and is currently 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 .

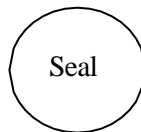
He/she has retained family accommodation in \_\_\_\_\_ in \_\_\_\_\_ Maharashtra State on account of posting in non- family station /for education purpose of son/daughter.

This certificate is issued for the purpose of his/her son/daughter's \_\_\_\_\_ admission to Undergraduate Degree course leading to B.Ed. Degree for the academic year 2024-25.

Outward No.&date  
Place:

(Signature)  
Name and Designation of the Head of  
the Office

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



# Pro forma-G1

(For candidates from Maharashtra and Karnataka disputed Border Area)

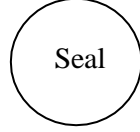
## CERTIFICATE

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 the Undergraduate Degree course leading to B.Ed. Degree for the academic year 2024-25.

Place

Date



Outward No.& Date: District  
Collector/Deputy Commissioner/  
District Magistrate/ Additional District  
Magistrate/ Taluka Executive  
Magistrate

## Pro forma-G2

(For candidates from Maharashtra and Karnataka disputed Border Area)

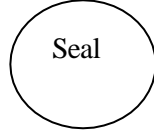
### CERTIFICATE

This is to certify that Mr./Miss .\_\_\_\_\_ is a student of this School/College. He / She has passed Std.XII / \_\_\_\_\_ degree examination from this school / college located in Maharashtra Karnataka disputed border area. His / Her mother tongue is Marathi and he / she has passed Std.X / Std. XII / \_\_\_\_\_ degree/Post Graduate Degree examination with Marathi as one of the subjects.

This certificate is issued or the purpose of his / her admission to the Undergraduate Degree course leading to B.Ed. Degree for the Academic Year 2024-25.

Outward No.& Date:

Head Master/  
Principal School /  
College



Place:

Date

# Pro forma-J

**(For sons and daughters of defence/Para-military force/I.A.S. / I.P.S. /I.F.S./J&KPolice officials posted in Jammu/ Kashmir/Ladakh to combat terrorist activities)**

## CERTIFICATE

This is to certify that Shri / Smt..\_\_\_\_\_is an official belonging to defense/Para-military 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 or the purpose of his / her son/ daughter's admission to the Undergraduate Degree course leading to B.Ed. Degree for the academic year 2024-25.

Outward No.& Date:

Head of the Office

Seal

Place:

Date

## **Pro forma-K**

**(For Jammu/ Kashmir/Ladakh Migrant candidates)**

**(Migrants staying in refugee camps)**

### **CERTIFICATE**

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 & Kashmir.

The details of refugee status is as under.

Ration Card Number:

Name of the members on ration card:

This certificate is issued for the purpose of his / her admission to Undergraduate Degree course leading to B.Ed. Degree for the academic year 2024-25.

Outward No.& Date:



Name & Signature of Head of the Office  
Migrant / Refugee Camp

Place: & Date

# Pro forma-L

(For Refugees staying with relatives)

(Displace Jammu / Kashmir/ Ladakh candidates staying with relatives / friends in India other than Migrant / Refugee camp)

## CERTIFICATE

This is to certify that Mr. / Miss. \_\_\_\_\_ is a displaced person from Jammu & Kashmir after 1990 due to terrorist activities in Jammu & Kashmir. He / She is staying with \_\_\_\_\_ (Name & 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 the First year of the Undergraduate Degree course leading to B.Ed. Degree for the academic year 2024-25.

Outward No.& Date:  
Collector

Sea

Name & Signature of District

Place:



## Pro forma-O

(For seats under Minority Quota)

### MINORITY COMMUNITY STUDENT'S SELF DECLARATION

For Admission to B.Ed Course -2024-25.

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

\_\_\_\_\_ (Full address) hereby  
declare that I belong to the Gujarati/Sindhi/Hindi/Panjabi/Kannada/\***Linguistic**  
minority community.

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  
undertake that my mother tongue is\_\_\_\_\_.

As my Religion is not mentioned in my Leaving/Transfer Certificate for deciding  
my candidature under Religious minority status. I undertake that my religion is  
\_\_\_\_\_.

I undertake to submit the relevant documents supporting my claim for belonging to  
Linguistic/ Religious Minority Community as per government resolution Minority  
Department Nava- 2010C.No109/10Desk-5, Dated 1/7/2013 at the time admission to the  
Admitted Institution and upload the same on the CAP admission portal.

Date: .../.... /20...

Signature

Place:

Name of the Candidate

(\*Strike out whichever is not applicable)

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