Common Entrance Exam for Design (CEED) 2018
for MDes and PhD Programmes

Information Brochure

Organising Institute – IIT Bombay

About this Brochure

This brochure is available ONLY as a digital copy to the candidates. However, the JEE (Advanced)-UCEED-CEED office at IIT Bombay will have some printed copies for reference. Changes and/or updates to the document, if any, will be notified as addendum ONLY on the official CEED website (www.ceed.iitb.ac.in). Candidates are advised to download this brochure only from the official CEED website and check periodically for any updates.

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Updated: September 18, 2017 (version 1.01) Information about GST added.

Updated: October 2, 2017 (version 1.02) Information about reserve session timings corrected.

Contents

Read this brochure thoroughly before filling the online registration form.

1 About CEED

The objective of the Common Entrance Exam for Design (CEED) is to assess the candidate's aptitude for design involving visual perception ability, drawing skills, logical reasoning, creativity, communication, and problem solving skills. CEED is conducted by IIT Bombay. It is a *qualifying examination* for admission to Master of Design (MDes) programmes at IISc Bangalore, IIT Bombay, IIT Delhi, IIT Guwahati, IIT Hyderabad, IIITDM Jabalpur, and IIT Kanpur, and to Ph.D programmes in Design at IISc Bangalore, IIT Bombay, IIT Guwahati, IIT Hyderabad, and IIT Kanpur. Qualifying in CEED alone does not guarantee admission to any of these programmes. Admitting institutes may conduct further tests and / or interviews for the final selection / admission.

A CEED score does NOT Guarantee admission.

Admitting Institutes will also verify the eligibility, the category certificates and other documents along with the CEED score. The CEED 2018 score is valid for a period of one year from the date of declaration of the result.

1.1 CEED 2018

CEED 2018 will be conducted on **Saturday, January 20, 2018 from 10:00 - 13:00 hours**. The examination will consist of two parts, Part A and Part B. Candidates must attempt questions from both the parts. Part A will be conducted from 10:00 to 11:00 hours followed by Part B from 11:00 to 13:00 hours.

Every effort will be made to complete the examination in this session. In the unlikely event of any technical problem in any of the exam centres, for those candidates in the affected centres the exam may be conducted in a reserve session from 14:00 hours to 17:00 hours. In this session, Part A will be conducted from 14:00 to 15:00 hours followed by Part B from 15:00 to 17:00 hours

Part A contains objective type questions (multiple choice questions, multiple select questions and numerical answer questions). Answers to Part A have to be given on the computer. These will be design aptitude type questions that evaluate visual and spatial ability, environmental and social awareness, analytical and logical reasoning, language, observation and design sensitivity of the candidates. Part B consists of questions that are aimed at testing design, drawing and writing skills. The questions in Part B will be displayed on the computer screen and the answers are to be written in the answer book provided by the invigilator (NOT into the Computer). Part B answer books will be collected at the end of the examination.

Marks obtained in Part A will be used to shortlist candidates. The cut-off for Part A marks for shortlisting candidates in the Open category will be $X + \frac{1}{2}\Sigma$, where X is the average marks obtained by all candidates in Part A, and Σ is the standard deviation. The cut-offs for shortlisting candidates of OBC-NCL category candidates will be 90% of the Open category. The cut-offs for shortlisting candidates of SC, ST, and PWD categories will be 50% of the Open category.

However, this is subject to the condition that the candidate must score the minimum prescribed marks (as listed below) or more in Part A to be shortlisted.

Category	Minimum percentage of marks required in Part A for shortlisting
Open	10%
OBC-NCL	9%
SC / ST / PwD	5%

Part B answer books will be evaluated manually for the candidates who are shortlisted from Part A. In Part B, there will be 8 questions. Of these, questions 1-5 will have 50 marks each and the candidates have a choice to attempt any one of these questions. After the manual evaluation of these questions, a normalised score 'S' will be calculated for each candidate by using the following formula:

$$S = \{(m - \mu_i) \Sigma / \sigma_i\} + A$$

where, m is the raw marks obtained by the person in question i, μ_i is the average of the raw marks obtained by all candidates who attempted question i, σ_i is the standard deviation of the raw marks obtained by all candidates who attempted question i, and A = 25 and Σ = 6 are chosen to be the average and the standard deviation, respectively, of the distribution of scores 'S'. If the calculated 'S' score for any candidates falls below 0, all such scores will be capped at 0, and if the calculated 'S' score for any candidate falls above 50, all such scores will be capped at 50.

Marks obtained in other questions in Part B will be added to 'S' above to obtain the Part B score for the candidate. The final CEED score will be calculated by giving 25% weightage to marks obtained in Part A and 75% weightage to scores obtained in Part B after the above calculation.

After the declaration of the result, CEED 2018 score cards will be available for downloading to all the qualified candidates. Hard copy of the CEED score cards will NOT be sent to the qualified candidates. Answer booklet (Part B) will not be provided to the candidates.

1.2 Important Dates

Online registration with regular fee	October 9 to November 10, 2017
Online registration with late fee	November 11 to 17, 2017
Admit card available for downloading from	December 25, 2017 onwards
Last date for rectification of discrepancies in the admit card	January 5, 2018
Date of CEED 2018 examination	January 20, 2018 (Saturday)
Release of draft answer key for Part A	January 27, 2018
Last date for sending comments about draft answer key for Part A	January 31, 2018
Release of final answer key for Part A	February 4, 2018
Declaration of result	March 5, 2018
Score cards available for downloading	March 5, 2018

1.3 Examination Cities

CEED 2018 committee plans to conduct the examination in the following cities: Ahmedabad, Bengaluru, Bhopal, Bhubaneswar, Chandigarh, Chennai, Delhi, Guwahati, Hyderabad, Jaipur, Kolkata, Lucknow, Mumbai, Nagpur, Patna, Pune, Raipur, Thiruvananthapuram, Trissur, and Vishakhapatnam.

Candidates should compulsorily choose 3 cities in the order of preference at the time of online registration. Once the registration form is submitted, request for a change of city will NOT be entertained under any circumstances.

If a sufficient number of candidates is not available in a city, then it may be dropped from the final list and candidates will be allotted to a city of their second or third choice. However, the JEE (Advanced)-UCEED-CEED office reserves the right to add a new city or remove an existing one and allot a city that may not be among any of the choices of a candidate.

A city may have more than one examination centre. In such cases, a request for change of a centre within the same city will NOT be permitted under any circumstances.

1.4 Programmes

CEED qualified students are eligible to apply for the MDes and PhD programmes in various institutes with the specializations as mentioned in the table below. Details of these programmes may be obtained from the web sites of the respective institutes:

Institute and programme(s)	Contact information
Centre for Product Design and Manufacturing, IISc Bangalore: MDes in Product Design and Engineering* PhD in Design	Institute website: http://www.iisc.ernet.in Department website: http://cpdm.iisc.ac.in/cpdm/ Email: chairman@cpdm.iisc.ernet.in, office@cpdm.iisc.ernet.in Phone: +91-80-2293 2359
Industrial Design Centre, IIT Bombay: MDes in Industrial Design, Communication Design, Animation, Interaction Design, Mobility and Vehicle Design PhD in Design	Institute website: http://www.iitb.ac.in Department website: http://www.idc.iitb.ac.in Email: head.idc@iitb.ac.in, office.idc@iitb.ac.in Phone: +91-22-2576 7801, 25767 802
Instrument Design and Development Centre, IIT Delhi: MDes in Industrial Design	Institute website: http://www.iitd.ac.in Department website: http://iddcweb.iitd.ac.in Email: hodiddc@admin.iitd.ac.in Phone: +91-11-2659 1431, 2659 6729
Department of Design, IIT Guwahati: MDes in Design PhD in Design	Institute website: http://www.iitg.ac.in Department website: http://www.iitg.ac.in/design Email: dodoff@iitg.ernet.in Phone: +91-361-258 2500, 258 2451
Department of Design, IIT Hyderabad: MDes in Visual Design PhD in Design	Institute website: http://www.iith.ac.in Department website: http://www.design.iith.ac.in Email: djm@iith.ac.in Phone: +91-40-2301 7120
Design Discipline, IIITDM Jabalpur: MDes in Product Design, Visual Design*	Institute website: http://www.iiitdmj.ac.in/ Discipline website: http://design.iiitdmj.ac.in/ Email: design@iiitdmj.ac.in Phone: +91-761-2632 664 Ext: 150, 113
Design Programme, IIT Kanpur: MDes in Design* PhD in Design	Institute website: http://www.iitk.ac.in Programme website: http://www.iitk.ac.in/design Email: head_des@iitk.ac.in Phone: +91-512-259 7509, 259 6617

* For these programmes at IISc Bangalore, IIITDM Jabalpur and IIT Kanpur, GATE qualified candidates are also eligible.

Note that qualifying in CEED does not guarantee admission to any programme. After qualifying, candidates must apply to the respective institutes for admission and fulfil other requirements such as tests and / or interviews of the respective institutes to become

eligible for admission. The announcement for admission to the postgraduate programmes in design will be notified separately by these institutes. Candidates are advised to visit the websites of respective institutes for information and application procedure for the programmes.

The JEE (Advanced)-UCEED-CEED office, IIT Bombay does not provide information about the criteria for postgraduate admission and award of scholarship / assistance at different institutes. This information may be obtained from the websites of the respective institutes given above. For any specific queries on admission and programmes, the candidate should contact the head / convener / coordinator of design programme at the concerned institute.

1.5 Eligibility

Candidates must have passed a degree / diploma / post graduate degree programme of 4 years or 3+2 years (after 10+2 level), or must be appearing for the final examination of such a program by July 2018, or must have passed the GD Arts diploma programme (10+5 level) by July 2017. Before applying for CEED, candidates are advised to check whether they meet the required eligibility criteria for admission to various institutes.

There is no age limit to appear for CEED. Besides, a candidate can appear for CEED any number of times.

1.6 Registration

CEED registration form must be submitted ONLINE ONLY through the official website, **www.ceed.iitb.ac.in**

Registration fee:

- Rs. 1,100 plus GST for all women candidates
- Rs. 1,100 plus GST for (SC / ST / PwD) candidates
- Rs. 2,200 plus GST for all other candidates

Note that this fee is non-refundable and non-transferable. The registration fee has to be paid through the payment option provided on the website while submitting the registration form. Detailed instructions related to the payment of registration fee are given on the online registration portal. Credit card, debit card and net-banking options are available. The registration fee shown above DOES NOT INCLUDE service and other charges and the processing fees that the banks may levy.

The normal registration fee shown above is applicable till the regular closing date of November 10, 2017, 23:45 hours. **A late fee of Rs. 500 plus GST is applicable to ALL candidates for registrations submitted after the regular closing date.**

1.7 Instructions for Filling the Online Registration Form

In order to complete the registration procedure, you need to upload the following items:

1. File containing your recent colour photograph (.jpg file).
2. Scanned copy of your signature (.jpg file).
3. Scanned copy of your degree / diploma certificate (.pdf file) if the course is completed. If you do not have the final degree certificate, please upload the copy of the final year mark list or the provisional certificate. If the course is not completed, a certificate from the Principal of the college / Head of the department (Appendix 1) (.pdf file).
4. Candidates who are applying in the SC / ST / OBC-NCL category have to produce valid category certificates (.pdf file) issued by appropriate authorities. Format of the OBC-NCL certificate is given in the Appendix 2. OBC-NCL certificates issued ONLY from April 1, 2017 onwards are accepted. Format of the SC/ ST certificates is given in the Appendix 3.
5. Candidates who are applying in person with physical disability (PwD) category should produce a valid medical certificate (.pdf file) issued by the appropriate authority (see Appendixes 4 to 7). Dyslexic candidates are required to additionally obtain a certificate from the Principal / Head of the College / Institution as per Appendix 8 (.pdf file).
6. PwD candidate requiring extra time during the exam need to upload a request letter as per Appendix 9 (.pdf file).
7. Candidates whose name is not same as the name on the degree / diploma certificate should produce a gazette notification, a marriage certificate or scanned pages of the passport showing the change of name (.pdf file).

Please remember that the documents 1-7 above are to be uploaded as electronic files during the online registration. Paper copies of these documents or any other documents will not be entertained and hence should NOT be sent to the JEE (Advanced)-UCEED-CEED office. The Admit Card and the Score Card of CEED will include the photograph and signature submitted by the candidate. Submission of poor quality photograph and / or signature may lead to the rejection of CEED registration.

CEED Merit List (Rank) will be prepared as per the category provided by the candidate in the CEED registration form. Hence, it is the responsibility of the candidate to furnish the correct category certificate in the online registration form.

It will entirely be the responsibility of the candidate to provide the correct information regarding the qualifying exam and category, and upload the correct documents in the required formats in the registration form. Registration forms incomplete in any respect will be summarily rejected and the registration will be considered invalid. The admitting institutes have the right to cancel, at any stage, the admission of a candidate in accordance with the rules and regulations in force, if it is found that any information provided by the candidate is incorrect or the registration is incomplete.

1.8 Admit cards

Admit cards will be available for downloading from the CEED website from December 25 2017 till January 20, 2018. Please take a clear printout (in colour) of the admit card before coming to the examination centre.

1.9 Syllabus

CEED 2018 will be in two parts. Part A will have questions related to these topics:

- **Visualization and spatial ability:** Pictorial and diagrammatic questions to test the understanding of transformation and / or manipulation of 2D shapes and 3D objects and their spatial relationships.
- **Environmental and social awareness:** General awareness of environmental factors such as climate, population, water, vegetation, pollution, weather, natural resources etc., and their implications on the design of products, images, infrastructure and environment. Awareness of design terminologies, social and cultural connection with design, history of the designed artefact, and socially responsible and environmentally sustainable design responses. History of art, sculpture and literature.
- **Analytical and logical reasoning:** Ability to analyse given information logically and select the most appropriate solutions. Ability to weigh opinions, arguments or solutions against appropriate criteria. Ability to use logic and structured thinking to deduce from a short passage, which of a number of statements is the most accurate response to a posed question.
- **Language and creativity:** Ability to understand passages in commonly used English language. Ability to think creatively in terms of alternatives, ability to distinguish innovative options and think out of the box.
- **Design thinking and problem solving:** Ability to understand the context, the users and the constraints and select the most appropriate solution for a given design problem.
- **Observation and design sensitivity:** Ability to detect concealed properties in day to day life and think critically about them. Ability to discern subtle differences in visual properties and aesthetic outcomes.

Part B of CEED 2018 will have questions related to these topics:

- **Drawing:** Ability to draw products, people or scenes in proportion with good line quality, composition, proportion, perspective, and shading.
- **Creativity:** Ability to think out of the box and come up with unique as well as diverse solutions.
- **Communication skills:** Ability to communicate concepts and ideas clearly with the help of text and visuals.
- **Analytical and problem solving skills:** Ability to understand the user and the context, knowledge of properties of materials and process and their appropriate

use in design, originality of solutions, ability to create characters, plots and stories, etc.

CEED 2018 is an aptitude test and hence no specific text book or guide is recommended for its preparation. The candidates may however practice their drawing, rendering and visualization skills. Question papers of some of the previous years are available on the CEED website.

1.10 At the Examination Centre on January 20, 2018

Reporting time: Candidates should report at the examination centre at 8:00 hours on Saturday, January 20, 2018 along with a colour printout of the admit card. This is required to record the biometric information (thumb impression and photograph) before appearing for the examination. Examination Time: 10.00 – 13.00 hrs.

Identity proof: The candidate should bring a valid photo identity proof (original) along with the admit card to the examination centre. Candidates will not be admitted to the examination centre without a proper identity proof (college issued identity card, passport, driving license, PAN card, Voter ID or Aadhaar card).

Stationery: Candidates must bring their own pencils, sketch pens, poster colours and other drawing materials for the examination. Candidates should not bring drawing sheets to the examination hall.

Electronic gadgets such as mobile phones, calculators, smart or digital watches etc. are NOT allowed in the examination hall. Use of any electronic gadget will disqualify the candidate.

The seating arrangement will be displayed on the notice board of the examination centre.

1.11 Result Declaration

Result Declaration Date: March 5, 2018

CEED result will be displayed on the CEED website (**www.ceed.iitb.ac.in**).

The CEED 2018 score card is valid for a period of one year from the date of declaration of the result. The CEED 2018 score card cannot be treated as a proof of date of birth, category or disability status.

Note: The authority to declare the result is vested solely with JEE (Advanced)-UCEED-CEED office, IIT Bombay. If any claim or dispute regarding CEED 2018 arises, the Courts and Tribunals in Mumbai alone shall have the exclusive jurisdiction to entertain and settle such dispute or claim.

Note: Information provided in the registration form by the CEED qualified candidates will be shared with the participating institutes and may also be used for analysis.

1.12 Contact Address

Chairman
JEE (Advanced)-UCEED-CEED 2018
Indian Institute of Technology Bombay
Mumbai 400076

Phone: +91 22 2576 4063 / 9093 / 9094

E-mail: ceed@iitb.ac.in

Website: www.ceed.iitb.ac.in

2. Appendices

Appendix 1. Certificate from Principal / Head of the Department

This to certify that Mr. / Ms. _____ is enrolled as a student at our College / Institute _____ (name of college / institute) for the degree / diploma _____ (name of degree / diploma).

Current status of study (please tick one of the following options):

☐ He / She is currently in the final year of the above degree / diploma programme
☐ He / She appeared in the final semester / year examination of the above degree / diploma but has a backlog (fail / arrear) to be cleared from an earlier semester / year, and therefore cannot produce a course completion certificate now.

Date: _____

Signature: _____

Photo of the candidate with the office seal

of Principal / Head of the Department:

Photograph to be pasted
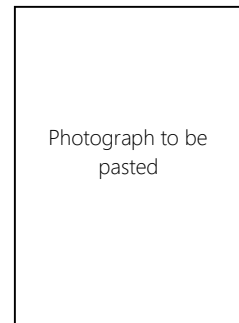
Appendix 2. OBC-NCL Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (NCL) APPLYING FOR ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri / Smt. / Kum* _____ Son / Daughter* of Shri / Smt.* _____of Village / Town*_____District / Division* _____ in the State / Union Territory _____ belongs to the _____ community that is recognized as a backward class under Government of India**, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____***

Shri / Smt. / Kum. _____ and / or _____ his / her family ordinarily reside(s) in the _____ District / Division of the _____ State / Union Territory. 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 & Training O.M. No. 36012 / 22 / 93- Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033 / 3 / 2004 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033 / 3 / 2004-Estt. (Res.) dated 14/10/2008, again further modified vide OM No.36036 / 2 / 2013-Estt (Res) dated 30/05/2014.

District Magistrate / Deputy Commissioner / Any other Competent Authority

Dated: _____

Seal

* Please delete the word(s) which are not applicable.

** As listed in the Annexure (for FORM-OBC-NCL)

*** The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

NOTE

    a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People 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 / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).

        (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

        (iii) Revenue Officer not below the rank of Tehsildar' and Sub-Divisional Officer of the area where the candidate and / or his family resides

ANNEXURE for FORM-OBC-NCL

Sl. No.	Resolution No.	Date of Notification
1	No.12011/68/93-BCC(C)	13.09.1993
2	No.12011/9/94-BCC	19.10.1994
3	No.12011/7/95-BCC	24.05.1995
4	No.12011/96/94-BCC	09.03.1996
5	No.12011/44/96-BCC	11.12.1996
6	No.12011/13/97-BCC	03.12.1997
7	No.12011/99/94-BCC	11.12.1997
8	No.12011/68/98-BCC	27.10.1999
9	No.12011/88/98-BCC	06.12.1999
10	No.12011/36/99-BCC	04.04.2000
11	No.12011/44/99-BCC	21.09.2000
12	No.12015/9/2000-BCC	06.09.2001
13	No.12011/1/2001-BCC	19.06.2003
14	No.12011/4/2002-BCC	13.01.2004
15	No.12011/9/2004-BCC	16.01.2006
16	No.12011/14/2004-BCC	12.03.2007
17	No.12011/16/2007-BCC	12.10.2007
18	No.12018/6/2005-BCC	30.07.2010
19	No. 12015/2/2007-BCC	18.08.2010
20	No.12015/15/2008-BCC	16.06.2011
21	No.12015/13/2010-BC-II	08.12.2011
22	No.12015/5/2011-BC-II	17.02.2014

Appendix 3. SC/ST Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES (SC) AND SCHEDULED TRIBES (ST) CANDIDATES

1. This is to certify that Shri / Shirmati / Kumari* _____ son / daughter* of _____ of Village / Town* _____ District / Division* _____ of State / Union Territory* _____ belongs to the _____ Scheduled Caste / Scheduled Tribe* under:

* The Constitution (Scheduled Castes) Order, 1950

* The Constitution (Scheduled Tribes) Order, 1950

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

* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002]

* 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 Order (Amendment) Act, 1976;

* The Constitution (Dadara and Nagar Haveli) Scheduled Castes Order, 1962;

* The Constitution (Dadara and Nagar Haveli) Scheduled Tribes 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 recognised 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 Village / Town* _____ of _____ District / Division* of the State Union Territory* of _____.

Signature: _____

Designation _____

(Seal of the Office)

Place: _____ State / Union Territory* _____

Date: _____

* Please delete the word(s) which are not applicable.

Applicable in the case of SC / ST Persons who have migrated from another State / UT.

IMPORTANT NOTES

The term "ordinarily reside(s)**" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste / Tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-divisional Officer of the area where the candidate and / or his family normally reside(s).
5. Administrator / Secretary to Administrator / Development Officer (Lakshadweep Island).
6. Certificate issued by any other authority will be rejected.

Appendix 4. Form-II

Disability Certificate
(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)
(See rule 4)

Recent PP size Attested Photograph (showing face only) of the person with disability

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri / Smt. / Kum._____ son / wife / daughter of Shri_____ Date of Birth (DD / MM / YY) _____ Age_____ years, male / female _____ Registration No._____ permanent resident of House No. _____ Ward / Village / Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

1. he / she is a case of:
    a. locomotor disability
    b. blindness
        (Please tick as applicable)
2. the diagnosis in his / her case is _____
3. He / She has_____% (in figure) _____ percent (in words) permanent physical impairment / blindness in relation to his / her _____ (part of body) as per guidelines (to be specified).
4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature / Thumb impression of the person in whose favour disability certificate is issued

Appendix 5. Form-III

Disability Certificate
(In cases multiple disabilities)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)
(See rule 4)

Recent PP size Attested Photograph (showing face only) of the person with disability

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri / Smt. / Kum. _____ son / wife / daughter of Shri _____ Date of Birth (DD / MM / YY) _____ Age _____ years, male / female _____ Registration No. _____ permanent resident of House No. _____ Ward / Village / Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and are satisfied that:

1. He / she is a Case of **Multiple Disability**. His / her extent of permanent physical impairment / disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment / mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both eyes		
4	Hearing impairment	£		
5	Mental retardation			
6	Mental-illness			

@ - e.g. Left / Right / both arms / legs
# - e.g. Single eye / both eyes
£ - e.g. Left / Right / both ears

2. In the light of the above, his / her overall permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: _____ percent
In words: _____ percent

3. The above condition is progressive / non-progressive / likely to improve / not likely to improve.
4. Reassessment of disability is:
   (i) not necessary
   (ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____
5. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

6. Signature and seal of the Medical Authority

Name and Seal of Member (1)	Name and Seal of Member (2)	Name and Seal of the Chairperson

Signature / Thumb impression of the person in whose favour disability certificate is issued

Appendix 6. Form-IV

Disability Certificate
(In cases other than those mentioned in Forms II and III)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)
(See rule 4)

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┌─────────────────┐
│ Recent PP size  │
│ Attested        │
│ Photograph      │
│ (showing face   │
│ only) of the    │
│ person with     │
│ disability      │
└─────────────────┘
```

Certificate No. _____ Date: _____

This is to certify that I have carefully examined Shri / Smt. / Kum. _____ son / wife / daughter of Shri _____ Date of Birth (DD / MM / YY) _____ Age _____ years, male / female_____ Registration No. _____ permanent resident of House No. _____ Ward / Village / Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and are satisfied that he / she is a case of disability.

1. His / her extent of percentage of physical impairment / disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment / mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both eyes		
4	Hearing impairment	£		
5	Mental retardation			
6	Mental-illness			

@ - e.g. Left / Right / both arms / legs
# - e.g. Single eye / both eyes
£ - e.g. Left / Right / both ears

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive / non-progressive / likely to improve / not likely to improve.
3. Reassessment of disability is:
   a. not necessary
   b. is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____
4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the CMO / Medical Superintendent / Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature / Thumb impression of the person in whose favour disability certificate is issued

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note: The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.

Appendix 7. Format of Medical Certificate / Report to Be Produced by Dyslexic Candidate

{To be obtained from any Dyslexia Association*}

Date: _____

PSYCHO-EDUCATION EVALUATION REPORT

Name of the candidate:

Date of Birth:

Registration in the Dyslexia Assn. (date / number):

Name of the Father / Mother / Guardian:

Name / address and Regn. No. of the Dyslexia Association:

Physical & Neurologic Assessment: [   ]

Psychological Assessment: [   ]

  WISC   Verbal IQ:
                 Performance IQ:
                 Full Scale IQ:

Interpretation: [   ]

Educational Assessment: [   ]

Certified that:

1. The condition of handicap is: MILD / MODERATE / SEVERE (tick whichever is applicable)**
2. The disability is PERMANENT in nature.

*Some Dyslexia Associations:

1. Dyslexia Trust of Kolkatta, Divya Jalan, Aruna Bhaskar 3, Dover Park, Kolkata – 700019
2. Dyslexia Association Of Andhra Pradesh (DAAP), 3-4-494 / 1,1st Floor, Macherla Gastrology Hospital, Reddy College Road, Barkatpura, Hyderabad, Telangana, 500027
3. Madras Dyslexia Association, 94 Park View, 1st Floor, G.N. Chetty Road, T. Nagar, Chennai – 600017
4. Maharashtra Dyslexia Association, 003, Amit Park Bldg, L J Road, Deonar, Mumbai 400088
5. The Dyslexia Association of India, MZ-47, The Center Stage Mall, Plot No 01, Block L, Sector 18, NOIDA 201303

**Learning Disability is a permanent developmental disorder. Currently there are no standard approved methods to quantify the disorder. However, the method of diagnosis is based on significant impairment in academic achievement. To avail the benefit of relaxed norm under PwD category, the candidate must come under SEVERE category.

Name of the certifying official:

Seal:
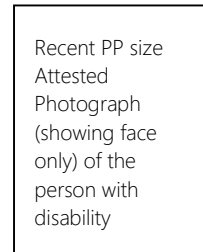
Appendix 8. Certificate to Be Produced by Dyslexic Candidate from the Principal of the College / Institution Last Attended

Recent PP size Attested Photograph (showing face only) of the person with disability

Testimonial

Date:

Name of the candidate:

Date of Birth:

Name and Address of the School / College:

Certified that Shri / Shrimati / Kumari _____ son / daughter of _____ of _____ village / town passed his / her degree / diploma or equivalent from this college / institution and as per records, availed concession under dyslexic category.

Signature with seal:

_____

*A candidate passing degree / diploma or equivalent through in private mode may submit the certificate to this effect from the competent authority in the board certifying the concessions availed under dyslexia.

Appendix 9. Request Letter Format for Extra Time for PwD Candidates

Date: _____

Name of the candidate: _____

Address: _____

Mobile No: _____ Email: _____

The Chairman
JEE (Advanced)-UCEED-CEED 2018
Indian Institute of Technology, Bombay

Subject: Requirement of EXTRA TIME

Dear Sir,

I am a PwD candidate (Visually impaired / dyslexic / disability in the upper limbs or loss of fingers). I would like to request you to provide extra time of 20 minutes per hour to complete the paper as per the government norms. Kindly do the needful.

Thanking you,

Signature of the candidate: _____

Signature of the Parent / Guardian: _____
Name of the Parent / Guardian: _____