

ADMISSION BROCHURE
UNDERGRADUATE PROGRAMMES
2026



TATA INSTITUTE OF SOCIAL SCIENCES
MUMBAI | TULJAPUR | GUWAHATI | HYDERABAD

Admission Brochure
Under Graduate Programmes
2026



(A Deemed to be University under Section 3 of UGC Act 1956)
A Grant-in-Aid Institute under the Ministry of Education, Government of India
V.N. Purav Marg, Deonar, Mumbai 400 088

DISCLAIMER

The contents of this Admission Brochure are subject to change and will be updated with revisions in the admissions website.

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MESSAGE FROM THE VICE-CHANCELLOR



Welcome to the Tata Institute of Social Sciences (TISS), an institution that has stood for academic excellence, public purpose, and social transformation since its establishment in 1936. As a Deemed-to-be University and a grant-in-aid institution under the Ministry of Education, GoI, TISS continues to play a vital role in shaping socially responsive knowledge and leadership for the nation.

At TISS, we believe higher education must engage deeply with society. Our teaching, research, and field action are guided by values of dignity, equality, social justice, and human rights, and are rooted in India's diverse social realities. Through rigorous interdisciplinary programmes, we prepare students not only for professional success, but also for ethical leadership and meaningful social impact.

Through the TISS Bharat initiative, we are expanding our national footprint— strengthening off-campus centres, embracing regional diversity, enhancing access, and building partnerships with communities, institutions, and alumni across the country. This commitment ensures that quality education and opportunities reach learners from varied backgrounds and regions.

I invite you to join TISS—a vibrant academic community where learning extends beyond classrooms, knowledge informs policy and practice, and education becomes a powerful force for building an inclusive and sustainable India.

Prof. Badri Narayan Tiwari

Vice-Chancellor, Tata Institute of Social Sciences

1. ABOUT THE INSTITUTE

The Tata Institute of Social Sciences (TISS) was established in 1936 as the Sir Dorabji Tata Graduate School of Social Work. In 1944, it was renamed as the Tata Institute of Social Sciences. The year 1964 was an important landmark in the history of the Institute, when it was declared a Deemed to be University under Section 3 of the University Grants Commission Act (UGC), 1956.

In 2023, TISS entered a new chapter as it became a Grant-in-Aid Institute under the Ministry of Education, Government of India. This transition marked a significant milestone, reinforcing our commitment to advancing social sciences and fostering change. As we commemorate our 90th anniversary in 2026, we invite you to explore TISS's remarkable journey—a journey defined by innovative education, enduring resilience, and a dedication to social justice.

Vision and Mission

Since its inception, the Vision of TISS has been to be an institution of excellence in higher education that continually responds to changing social realities through the development and application of knowledge, towards creating a people-centred, ecologically sustainable, and just society that promotes and protects dignity, equality, social justice, and human rights for all. TISS is known for integrating academic learning with field-based practice and action research. The institute works closely with government agencies, socially responsible organisations, and communities to address real social challenges and develop practical solutions. Through its initiatives, TISS contributes to development policies and social innovations while maintaining a strong commitment to ethical research, social justice, and emerging societal needs.

TISS follows a value-based multidisciplinary approach that draws from fields such as sociology, economics, public health, law, education, and management. Experiential learning is central to its pedagogy, with students engaging in fieldwork, internships, and live projects that prepare them to address complex social issues. With campuses in Mumbai, Tuljapur, Guwahati and Hyderabad, the institute has a pan-India presence and works across both rural and urban contexts. The Institute is also recognised for its Field Action Projects and policy-oriented research, which influence governance, public programmes, and social development across sectors such as education, healthcare, livelihoods, and climate resilience. Overall, TISS nurtures leaders committed to building a just, inclusive, and sustainable society.

2. ABOUT CUET U.G. 2026

Admission to all the Undergraduate (Bachelor's Degree) Programmes at Tata Institute of Social Sciences will be based on the CUET-UG 2026 scores. To register for TISS UG Programmes 2026, applicants are required to take the English Language/General Test.

2.1 Programme Specific Intake and other Details

Sr. No.	Campus	School/ Centre	Programme	Intake	Duration	Link to Programme Details on TISS admission website
1.	Mumbai	School of Social Work	Bachelor of Social Work	30	4 Years	https://admissions.tiss.ac.in/view/6/admissions/ba-ma-admissions/about-ba-programmes/#BSW_M
2.	Mumbai	School of Management a Labour Studies	Bachelor of Science in Analytics and Sustainability Studies	30	4 Years	https://admissions.tiss.ac.in/view/6/admissions/ba-ma-admissions/about-ba-programmes/#BSA
3.	Tuljapur Off-Campus	School of Rural Development	B.A. in Social Sciences	40	4 Years	https://admissions.tiss.ac.in/view/6/admissions/ba-ma-admissions/about-ba-programmes/#BASST
4.	Tuljapur Off-Campus	School of Rural Development	Bachelor of Social Work	40	4 Years	https://admissions.tiss.ac.in/view/6/admissions/ba-ma-admissions/about-ba-programmes/#BASW
5.	Guwahati Off-Campus	Centre for Undergraduate Studies	B.A. in Social Sciences	50	4 Years	https://admissions.tiss.ac.in/view/6/admissions/ba-ma-admissions/about-ba-programmes/#BASSG

2.2 Eligibility for Undergraduate Programmes

TISS follows the guidelines as recommended by the National Education Policy (NEP) 2020.

The basic eligibility criteria are:

1. Students should have passed 12th Class or Intermediate in any subject stream from a recognised board.
2. Students who have studied International Baccalaureate Diploma and will be completing 12th class with clear results declared by July 2026 are also eligible to apply.
3. Candidates who have appeared for their 12th class or Intermediate final exams and are awaiting results are also eligible to apply.

3. GENERAL INSTRUCTIONS FOR APPLYING

1. Candidates are requested to carefully read through the eligibility criteria before filling up the form.
2. Candidates can apply for a maximum of three programmes. They are advised to carefully choose their programmes after reading the programme descriptions. Change of programmes will not be allowed once the admission is completed.
3. A candidate can apply for multiple programmes and pay for each of those programmes in ONE online form. Candidates SHOULD NOT fill out more than one online application form. If a candidate is found to have filled more than one online application form, all applications will be cancelled.

3.1 Application Fee Payment

Mode of Payment			
No. of Programmes	Online Payment by Credit Card/Debit Card/ NEFT/UPI/Net Banking		
	General	OBC (NC)/EWS	SC/ST
Applying for 1 Programme	Rs. 900/- + Bank Charges	Rs. 600/- + Bank Charges	Rs. 500/- + Bank Charges
Applying for 2 Programmes	Rs. 1,800/- + Bank charges	Rs. 1,200/- + Bank Charge	Rs. 1,000/- + Bank Charges
Applying for 3 Programmes	Rs. 2,700/- + Bank charges	Rs. 1,800/- + Bank Charge	Rs. 1,500/- + Bank Charges

Notes:

1. Payments made via demand draft, pay order, or any mode other than the above modes is not acceptable and the application will be rejected. No communication to this effect will be sent to such candidates.
2. Candidates applying online will be asked to choose between two modes of payment 'Cash' or 'Payment Gateway' in the online application form. If the preferred mode of payment is 'Cash', a payment challan must be downloaded from the 'Download Challan tab. The payment challan will have 3 copies. Deposit the cash amount mentioned on the challan in any branch of the State Bank of India. The bank will return two copies of the challan (Student Copy and TISS Copy) with the bank's seal, signature, and journal number on it. Candidates must scan the 'TISS Copy' of the challan, login back into the online application system, and upload it. If you have any questions or query you can call the Admissions Helpline at 022-2552 5252.
3. In case of payment by cash deposit in an SBI branch, please note that the SBI will charge Rs. 50/- as their processing fee for each deposit, which cannot be adjusted against the application fee.
4. Candidates have to upload/attach relevant certificates strictly in the format mentioned here. Please refer to the table below for 'Certificates / Documents to be uploaded. The Institute also takes steps to have the Caste/Tribe/Non-creamy layer/ Income certificates verified by the competent authorities) before and post-admission and those found to have submitted manipulated certificates at any stage of their study will be asked to leave the programme.

3.2 Certificates/Documents to be uploaded

Category	Documents to be uploaded	Relevant Annexure
General	Recent Photograph Signature	
SC / ST (Annual Income Less than Rs. 2.5 Lakh)	Recent Photograph Signature SC/ST certificate Income Certificate for the financial year 2025-26 (issued by competent authority - e.g. Tahsildar/Naib Tahsildar, Block Development Officer, District Magistrate/Collector etc.	ANNEXURE 1 & ANNEXURE 5
SC / ST (Annual Income more than Rs. 2.5 Lakh)	Recent Photograph Signature SC/ST certificate	
OBC (NC) (Non-Creamy Layer – Annual income less than Rs. 1 lakh)	Recent Photograph Signature OBC (Non- Creamy Layer) certificate issued after 01-04- 2026. The certificate must be in the Central Government format and issued by the District Magistrate/Deputy Commissioner. OBC (NC) certificate issued before April 1, 2026, will not be considered valid Income Certificate for the financial year 2025-26 (issued by competent authority - e.g. Tahsildar/Naib Tahsildar, Block Development Officer, District Magistrate/Collector etc.	ANNEXURE 2 & ANNEXURE 5
OBC (NC) (Non-Creamy Layer – Annual income more than Rs. 1 lakh but less than Rs. 8 lakhs)	Recent Photograph Signature OBC (Non- Creamy Layer) certificate issued after 01-04- 2026. The certificate must be in the Central Government format and issued by the District Magistrate/Deputy Commissioner. OBC (NC) certificate issued before April 1, 2026, will not be considered valid Income Certificate for the financial year 2025-26 (issued by competent authority - e.g. Tahsildar/Naib Tahsildar, Block Development Officer, District Magistrate/Collector etc.	
EWS	Recent Photograph Signature Income and Asset Certificate for the financial year 2025-26 (issued by competent authority) indicating annual family income less than Rs. 8 lakh.	ANNEXURE 3 & ANNEXURE 5

Category	Documents to be uploaded	Relevant Annexure
PWD	Recent Photograph Signature PWD Certificate Disability certificate indicating not less than 40% disability, issued by a competent medical authority (Chief Medical Officer, Civil Surgeon, or Medical Superintendent of a Government Hospital). UDID Card – The Unique Disability Identity (UDID) Card.	
KM	Recent Photograph Signature Kashmir Migrant (KM) Certificate: Issued by the Relief and Rehabilitation Commissioner (Migrants) / Divisional Commissioner.	
Armed Forces	Recent Photograph Signature Armed Forces Certificate Issued by the Zila / Rajya / Kendriya Sainik Board.	ANNEXURE 4

Notes:

For additional information on GOI-PMS eligibility, please click on the link: <https://tiss.ac.in/view/5/students/SC/ST-And-EO-Cell/EOC-events/notice-for-students-applying-for-government-schola/>

This information is also available on the Institute website under Equal Opportunity Centre and SC/ST & OPEM Cells: <https://www.tiss.ac.in/view/6/SC/ST-And-EO-Cell/scst-opem-cells/>

27% of seats are reserved for Candidates belonging to Other Backward Classes (OBC - Non-Creamy Layer, Central List). At the time of giving admission to an OBC Candidate, the Institute will ensure that the caste is included in the Central List of OBC (the OBC status is to be determined on the basis of the Central List of OBCs (Govt. of India) notified by the Ministry of Social Justice and Empowerment on the recommendations of the National Commission for Backward Classes (available at the website <https://www.ncbc.nic.in/>). The certificate must mention non-creamy layer status of the Candidate (Non- creamy layer status issued by an authority mentioned in DOPT Office Memorandum no. 36012/22/93-Estt. (SCT) dated 15.11.1993).

The OBC Candidates who belong to the 'Non-Creamy Layer' and whose caste appears in the Central List of the OBCs only, shall be eligible to be considered for admission under the OBC category (Validity period of OBC certificate in respect of 'non-creamy layer' status of the Candidates as per DOPT Office Memorandum No. 36036/2/2013- Est. (Res- I) dated 31 March 2016). The certificate should be issued after 31st March, 2026. It is a statutory obligation to fill all the seats reserved for OBC Candidates.

Candidates are advised to refer to the Institute's admissions website for any admissions related information. Institute will not take any responsibility for other sources of information.

The TISS does not take responsibility for any information provided by any source other than

(i) <http://admissions.tiss.ac.in>

(ii) Admissions Helpline No. 91-22-25525252

4.

UG SELECTION PROCEDURE

Candidates are advised to read the guidelines below before completing the online application form. Admission to UG programmes will be based on the CUET-UG 2026 score carrying a weightage of 100%.

4.1 Preparation of Merit List/Waitlists

- 4.1.1 The Open Merit List (OML) is prepared based on the aggregate mark obtained by the candidates for a specific programme without considering any reservation category. This provides an opportunity for candidates across all categories to be selected for the OML based on their aggregate score.
- 4.1.2 After considering candidates in OML, a separate Category-wise Merit List (CML) will be prepared for the number of seats reserved for each category as per the Government of India / University Grants Commission regulations on the matter. All reservation rules will be applied at the Final merit list/seat allotment stage.
- 4.1.3 In case of a tie between two or more candidates with their aggregate final score, selection will be based on higher aggregate score of XII standard.
- 4.1.4 Choice of Programmes indicated in the application form by the candidate at the time of filling online application form cannot be changed at any point after submission of the application form.
- 4.1.5 The waitlists will also be prepared by following the same rules and steps as mentioned above.
- 4.1.6 The TISS admissions process is approved by the competent body of the Institute following all statutory provisions and government guidelines on the matter.

5

UG ADMISSION RULES

5.1 General Admission Rules

- 5.1.1 Eligibility rules as specified by TISS will be strictly followed and will not be relaxed under any circumstances.
- 5.1.2 It is the responsibility of the candidates to verify and confirm their eligibility for admission at TISS as per the admission notification.
- 5.1.3 If the candidates whose qualifying examination is not recognised by UGC / TISS or any other appropriate body, and if the same is found at any point of time during the admission process, the application/admission will be rejected without any intimation.
- 5.1.4 TISS follows reservations under all categories as per the Government of India / University Grants Commission regulations on the matter.
- 5.1.5 All candidates are required to provide correct and precise information in the application form and verify the same before confirming the application and making the payment of application fees.
- 5.1.6 Candidates should provide a valid mobile number and email address same as given while registering for CUET-UG 2026 and all the communication will be sent through their registered phone number and email id.
- 5.1.7 A correction window of two days will be provided for updating academic details after the last date of application deadline. After confirming the data filled in the application form, no further changes will be allowed.
- 5.1.8 Application fee once paid will not be refunded under any circumstances.
- 5.1.9 Canvassing or influencing for admission at TISS through any channel will lead to rejection of application or disqualification of candidature.

5.2 Shortlisting and Final Selection

- 5.2.1 The candidates are required to check their login page/TISS Website periodically to get the status of short-listing and instructions for further steps in the admission process if any.
- 5.2.2 All selection status of admission including the merit list, wait list, will be displayed in the Samarth Portal/TISS Website.
- 5.2.3 Procedure for final selection of candidates for each programme is given under the selection procedure. (Please see the "UG Selection Procedure" in the previous page).

5.3 Admission / Document Verification

- 5.3.1 All provisionally selected candidates for admission are required to report to the respective campuses for document verification on the specified dates communicated to the candidate.
- 5.3.2 Provisionally selected candidates for admission who do not report for admission on the stipulated date and time, forfeit their claim for admission. In such cases, the offer of admission shall stand cancelled, and no correspondence in this regard shall be entertained.
- 5.3.3 Provisionally selected candidates for admission are required to produce the original mark sheets/grade sheets/certificates of the qualifying examinations at the time of reporting for the admission, failing which candidates shall not be allowed to complete the admission process, and the offer of admission shall stand cancelled and no further correspondence in the matter shall be entertained.
- 5.3.4 Only attested mark sheet/ grade sheets/ certificates downloaded from the internet shall be accepted at the time of admission.

- 5.3.5 The candidates provisionally selected for admission should submit the original Migration Certificates from the Institution / University last attended at the time of admission. Candidate, who is not in the position to submit the Migration Certificates at the time of admission, shall give an undertaking on prescribed proforma to submit the same by 31st October 2026, failing which the TISS reserves the right to cancel the admission of such candidates
- 5.3.6 Candidates currently employed and selected for the admission to any full-time course of study at TISS are required to produce leaves sanction/ relieving order at the time of admission from their employer, permitting them to pursue their study at TISS for the duration of the course failing which the offer of admission shall stand withdrawn.
- 5.3.7 All students are required to undergo compulsory medical check-ups by the Registered Medical Practitioner (RMP) and admission of candidates will be subject to fitness certification from the RMP.
- 5.3.8 If any discrepancy is found in the details provided in the application and the documents uploaded and submitted, the Institute has all the right to cancel the admission.
- 5.3.9 Admission will be cancelled/suspended at any stage, in following cases:
- (a) The student does not fulfill the eligibility requirements;
 - (b) The student has used fraudulent means to secure admission;
 - (c) The student has made false or incorrect information in the application form.
- 5.3.10 Selected candidates have to submit ABC ID during the time of document verification.
- 5.3.11 Any complaints/grievances/disputes related to admission must be filed within three months of the closing of admissions. All admission-related materials of all the candidates, selected or non-selected, will be discarded after this period. Hence, the Institute will not be in a position to entertain any such complaints/grievances/disputes related to admission beyond this period.
- 5.3.12 The closing date for all admissions to the TISS will be strictly as per the admission timeline notified, except for those programmes/categories for which separate notifications are made.

6 PAYMENT/REFUND OF FEES

- 6.1.1 The application fee once paid will not be refunded under any circumstances.
- 6.1.2 No refund will be made in case of duplication of application forms and deletion of application after submission and payment of application fee.
- 6.1.3 All admitted students are required to pay all the fees for all semesters are to be paid through the Student Management System as per the fee payment schedule.
- 6.1.4 Permanent employees of the Institute, their spouses, and any two children, are exempted from payment of tuition fees to undergo any programme of study at the Institute. This exemption will not be applicable for self-financing programmes.
- 6.1.5 Non-payment of fees as per the fee payment schedule will lead to the removal of name from the rolls and such students will not be allowed to write the examinations.
- 6.1.6 In case of withdrawal of admission by any admitted student, the refund of fees will be as per the schedule below:

6.2 Refund of fees

Sl. No.	Submission of withdrawal of admission to Academic Section	Percentage of Refund of Aggregate Fees*
1	15 days or more before the formally - notified last date of admission	100%
2	Less than 15 days before the formally -notified last date of admission	90%
3	15 days or less than after the formally notified last date of admission	80%
4	30 days or less, but more than 15 days, after the formally notified last date of admission	50%
5	More than 30 days after being formally notified last date of admission	0%

Note: *The above refund may be changed/modified/regulated as per the UGC/Government guideline issued from time to time, if any. Caution deposit will be refunded in full as and when the demand is raised as per the rules of the Institute.

- In the case of (1) in the table above, a processing charge of not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- shall be deducted.
- In normal circumstances, the refund will be completed within 30-45 days from the date of receiving a written application after completion of admission formalities.
- Students / Candidates are advised to carefully preserve receipts of payments and deposits for any future reference.

Note: If you have any questions or queries related to Admissions 2026, contact the Admissions Helpline at 022 - 25525252/ admissionsinfo@tiss.ac.in

TISS does not take responsibility for any information provided by any source other than

(i) <http://admissions.tiss.ac.in>

(ii) <https://appln.tiss.ac.in>

(iii) Admissions Helpline No. 91-22-25525252

7 RESERVATION POLICY

7.1 Reservation Policy

- 7.1.1 All rules related to reservations of seats under different categories and priorities will be applied only at the time of final seat allocation through merit list / wait list.
- 7.1.2 Reservation Policy for admission to the academic year 2026-2027 is as per Government of India requirements: -
- (a) Scheduled Castes (SC): 15% of the total seats.
 - (b) Schedule Tribes (ST): 7.5% of the total seats.
 - (c) Other Backward Classes (OBC-Non-Creamy Layers): 27% of the total seats.
 - (d) Economically Weaker Section (EWS): 10% of the total seats.
- 7.1.3 The seats reserved for the SCs and STs shall be filled by the SC and ST candidates only. However, in the case of non-availability of the eligible candidates, the reserved seats may be interchanged between the SCs & STs. If still any seat remains unfilled, the same shall be left vacant.
- 7.1.4 The seats reserved for the OBCs shall be filled with the OBC candidates only. Only if OBC candidates possessing the minimum eligibility marks are not available in the OBC category then the vacant OBC seats shall be converted into General Category seats in accordance with the admission schedule notified by the Institute.

Reservation Policy for the TISS Guwahati Off-Campus

TISS Guwahati is meant to serve the eight states in North-Eastern India and thus reserves 66% of the seats for candidates from these states. A specific quota is allotted for each of the eight states, and seat allotment for each of the states will be governed by the reservation policy of the respective state.

The remaining 34% of the seats are for the candidates from rest of India. The GoI reservation policy will be applicable to this 34% of the seats.

7.2 Reservation Policy for Economically Weaker Sections

- 7.2.1 In accordance with the provisions of the Constitution (One Hundred and Third Amendment) Act 2019, and the reference of Ministry of Social Justice and Empowerment vide OM NO. 20013/01/2018-BC-II dated: 17th January, 2019, enabling provision of reservation for the Economically Weaker Sections (EWS) who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally Backward Classes, it has been decided to provide reservation in admission to educational institutions subject to a maximum of ten percent of the total seats in each category.
- 7.2.2 Where, on a representation by any Central Educational Institution, the appropriate authority is satisfied that for reasons of financial, physical or academic limitations or in order to maintain the standards of education, the annual permitted strength in any branch of study or faculty of such institution cannot be increased for the academic session following the commencement of this Act, it may permit such institution to increase the annual permitted strength over a maximum period of two years beginning with the academic session following the commencement of this Act: and then, the extent of reservation for the Economically Weaker Sections shall be limited for that academic session in such manner that the number of seats made available to the Economically Weaker Sections for each academic session shall not reduce the number and the percentage of reservations provided for SC/ST/OBC categories.

7.3 Criteria of Income & Assets (EWS)

- 7.3.1 Persons who are not covered under the scheme of reservation for SCs, STs, and OBCs and whose family has a gross annual income below Rs. 8.00 lakh (Rupees Eight lakh only) are to be identified as EWS for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-
- 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.
- 7.3.2 The property held by a "Family" in different locations or different places/ cities would be clubbed while applying the land or property holding test to determine EWS status.
- 7.3.3 The term "Family" for this purpose will include the person who seeks the 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.
- 7.3.4 Income and Asset Certificate Issuing Authority and Verification of Certificate (EWS)
- 7.3.5 The benefit of reservation under EWS can be availed upon the production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure-I shall only be accepted as proof of the candidate's claim as belonging to EWS:-
- 7.3.6 District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- 7.3.7 Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- 7.3.8 Revenue Officer not below the rank of Tehsildar and Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
- 7.3.9 The Appointing Authorities/ Admitting Universities should, in the offer of Appointment/ Admission to the candidates claiming to be belonging to EWS, include the following clause:-
"The Appointment/ Admission is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the Services/ Admission will be Terminated/ Cancelled forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate."
- 7.3.10 The Appointing Authority/ Admitting Universities should verify the income and asset certificate submitted by the candidate through the certificate issuing authority.

7.4 Supernumerary Quota

7.4.1 Persons with Disability

As per Government of India requirement, the provisions under section 32 of Persons with Disabilities Act, 2016, 5% seats are reserved for persons with disabilities in admission requirements. For details, please see Annexure 5.

Type of Disabilities

- (a) Low-vision/blindness,
- (b) Deaf and hard of hearing,

- (c) Locomotor disability, including cerebral palsy, leprosy cured, dwarfism, acid attack victim and muscular dystrophy
- (d) Autism, intellectual disability, specific learning disability and mental illness
- (e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the category identified for each disabilities.

This provision is applicable if the candidate suffers from any of the listed disabilities to the extent of not less than 40% as certified by medical authority as prescribed and explained in the said Act.

7.4.2. **Kashmiri Migrants and Kashmiri Pandit / Kashmiri Hindu Families (Non-Migrant)**

The concession for the wards of Kashmiri Migrants and Kashmiri Pandit / Kashmiri Hindu Families (Non-Migrants) living in Kashmir valley for admission in Higher Education Institutions:

The Ministry's letter No. 3-1/2012-NER dated 12.03.2015 and 22.07.2016, it has been decided to allow the following concessions to the wards of Kashmiri Migrants as well as Kashmiri Pandits / Kashmiri Hindu Families who are living in the Kashmiri Valley, in the matter of their admission in the educational institutions from the academic year 2020-21 and onwards till further orders:

- (i) Relaxation in cut-off percentage up to 10% subject to minimum eligibility requirement.
- (ii) Increase in intake capacity up to 5% course-wise.
- (iii) Reservation of at least one seat in merit quota in technical/professional institutions
- (iv) Waiving off domicile requirements for Kashmiri Migrants only. Kashmiri Pandits / Kashmiri Hindu families (Non-Migrants) living in the Kashmiri Valley need a domicile certificate.

The Candidates seeking admission under Kashmiri Migrants seats should submit attested copies of the following documents along with the Application Form:

- i. Certificate of registration as Kashmiri Migrants issued by the Relief Commissioner, Jammu or Divisional Commissioner, Delhi to establish the status of the applicant as registered migrants.
- ii. Provisional or Senior School Certificate examination recognised as equivalent thereto.
- iii. Mark-sheet of the Senior School Certificate Examination or an examination recognised as equivalent thereto.
- iv. Secondary School Examination or an examination recognised as equivalent thereto (showing the Date of Birth).
- v. Proof of property in Kashmir of the parent of the candidate.
- vi. Proof of current residence such as Ration Card, Photo Identity Card issued by the Election Commissioner, Driving License etc.

7.4.3. **Armed Forces**

Reservation of 5% seats (supernumerary quota) for Children/widows of personnel Armed Forces killed/disabled in action during the hostilities in the following priority: -

Priority I: Widows/wards of Defense personnel killed in action.

Required Certificate: Proof in Original.

Priority II: Wards of disabled in action and boarded out from service.

Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services.

Priority III: Widows/wards of Defense personnel who died while in service with death attributed to military service.

Required Certificate: Original death certificate clearly indicating the cause of death is attributable to Military Service.

Priority IV: Wards of disabled in service and boarded out with disability attributable to military service.

Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Service.

Priority V: Wards of Serving Defense Personnel and Ex-servicemen who are in receipt of Gallantry Awards like Param Vir Chakra, Ashok Chakra, Maha Vir Chakra, Kirti Chakra, Vir Chakra, Shaurya Chakra, Sena, Nau Sena, Vayu Sena Medal, Mention-in-Despatches

Required Certificate: Proof of award in Original.

Priority VI: Wards of Ex-servicemen.

Required Certificate: Original ex-servicemen Identity Card/discharge book/PPO (Pension Payment Order).

Priority VII: Wives of:

(i) Defense personnel disabled in action and boarded out from service.

(ii) Defense 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.

Required Certificate: Proof of award in Original.

Priority VIII: Wards of serving Personnel.

Required Certificate: Original Service Identity Cards and Dependent Card/Certificate issued by the Competent Authority.

Priority IX: Wives of Serving Personnel.

Required Certificate: Original Service Identity Cards and Dependent Card/Certificate issued by the Competent Authority.

7.4.4. International Candidates

Admission of International Students to all the Bachelor's Degree programmes offered by TISS will be done through the Office of International Affairs (OIA). Students will be admitted in the beginning of the degree programme. For customised short-term course, students can be admitted at any time during the year. All foreign nationals (holding citizenship other than Indian or in addition to that of Indian) are eligible to apply as International Students. For detailed information on Eligibility, Selection Procedure, Fees and On-line Application Form etc. please visit the IRO Information Brochure on TISS website.

8

FACILITIES PROVIDED FOR ELIGIBLE SC/ST/OBC (NC) STUDENTS

8.1 Scheduled Caste/ Scheduled Tribe Cell & Equal Opportunity Cell (SC/ST & EO Cell)

- 8.1.1 Establishment of SC/ST Cell and EO Cell at TISS in 1986, TISS set up a Student Services Cell with financial assistance from the then Ministry of Welfare, Government of India, to assist SC and ST students in improving their academic performance and optimising their personal and social development. In 1988, the Institute obtained the approval of the UGC to set up a Special Cell for SCs and STs, which began functioning from 1989. The 1998 UGC Guidelines directed all educational institutions and Universities receiving grant-in-aid from the UGC to establish Cells not only for the SCs and STs, but also for Other Backward Classes (OBCs), Persons with Disability (PWD), and religious minorities. The purpose of these Cells was to help the University/Colleges/ Institutions concerned implement the reservation policy with regard to admission of students, as well as recruitment of teaching and non-teaching staff at various levels.
- 8.1.2 With a view to accommodate all this under one umbrella and for better coordination and functioning, the Social Protection Office (SPO) of TISS was established in 2012. The SPO was managed by a faculty member designated as Liaison Officer-cum-Dean. In 2018, based on meetings with the National Commission of Scheduled Tribes, the Institute decided to divide the work of the SPO into two different Cells, viz., the SC/ST Cell to deal with the issues of the SC and ST students, teaching and non-teaching staff, and the Equal Opportunity Cell to deal with the issues of OBCs, Religious Minorities, PWD, Kashmiri Migrants and kin of Armed Forces. The Cells have a common Standing Advisory Committee, but function under their own exclusive Liaison Officers (LOs). Both these Cells deal with the issues and concerns of students and staff belonging to the reserved category at the Main Campus in Mumbai, as well as the three Off-campus of TISS at Tuljapur, Guwahati and Hyderabad. Each Off-Campus has a faculty nominated as the Convener of the SC/ST Cell and EO Cell, who work in coordination with the LOs of the SC/ST Cell and EO Cell at the Mumbai Campus.

8.2 Facilities Provided for Eligible SC/ST and OBC (NC) Candidates

8.2.1 Post-Admission Orientation

All students admitted to various programmes are provided post-admission orientation at the beginning of the academic session. Tata Institute of Social Sciences campuses in Mumbai, Tuljapur and Guwahati show a high level of diversity with students coming from diverse social, ethnic, and economic backgrounds from almost all States and Union Territories. The campuses value and respect diversity and expects all students to confirm to basic values. The students from all categories are provided with information on various facilities available on the campuses.

8.2.2 Criteria for Eligible SC/ST/OBC (NC) Candidates for a Reservation

The statutory lists of the Scheduled Castes and the Scheduled Tribes, in pursuance of Articles 341 and 342 of the Indian Constitution, were notified for the first time under the Constitution (Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribes) Order, 1950. For the benefit of reservation of the seats of SC, ST, and OBC(NC), it is the candidates' duty to provide the right certificate of the Caste/Tribe/OBC (NC) issued by competent authority, not below the rank of SDM (Sub-Divisional Magistrate) or of the Tehsil or Revenue Department. TISS considered only the central list of the SC, ST, and OBCs. For the sample of Caste/Tribe/OBC(NC), you can refer to the formats given in the relevant Annexures.

Fees, Scholarships, Loans and Student Aid Policy for Students taking Admission in TISS

Eligible SC and ST candidates whose parent's/ guardian's income is less than 2.5 lakhs have to pay the basic fees (including Hostel and Dining Hall). Thereafter they can approach for Scholarship from their respective States if they fulfill the criteria for the award of the Govt. of India Post Matric Scholarship. If any eligible student fails to fill the form of GOI-PMS then he/she will have to pay full fees of the programme to the Institute.

All SC and ST GOI-PMS (Government of India's Post Matric Scholarship) eligible students getting deferment in the payment of the fee of the heads which are covered under the said scheme. The scholarship amount gets into the bank account of the students by the respective state government (those who apply the DBT system), students are required to remit that into the institute account immediately.

All candidates selected for programmes at TISS are required to pay fees and various other charges/funds as prescribed by the Institute at the time of admission. Details of the fee structure are available at the link provided below:

<https://admissions.tiss.ac.in/view/6/admissions/ba-ma-admissions/fees/>

8.2.4. **Fee Exemption under GOI-PMS (Academic Year 2026-2027) Category**

Category	Income Limit (Annually)	Fees Exempted	Hostel	Dining Hall
SC (All States)	Less than Rs. 2.5 lakhs	Refer to the Fee Chart* Below	Not Exempted	Not Exempted
ST (All States)	Less than Rs. 2.5 lakhs	Refer to the Fee Chart* Below	Not Exempted	Not Exempted
OBC(NC)** (Including SBC, NTs DNTs from Maharashtra State)	Less than Rs.1 lakh	Not Exempted	Not Exempted	Not Exempted

* Fee structure announced will be the full fee applicable to General students. However, SC/ST students who are verified to be eligible for GOI-PMS shall pay the amount shown above, subject to GOI-PMS applicable and approval.

** Scholarship applications for OBC(NC) eligible students will be processed by the SC/ST & EO Cell Office and any amount received by the Institute will be reimbursed to students as given below.

8.2.5 **Fee Structure for Eligible SC/ST GOI-PMS students for Bachelors Programme 2026-2030 (Excluding self-financed)**

Component	All Bachelors Programmes							
	Semester							
	I	II	III	IV	V	VI	VII	VIII
Health Care Fund	2,200	0	2,200	0	2,200	0	2,200	0
Other Charges (ID Card, Convocation Charges, Misc.	2,750	0	0	0	0	0	0	0
Student Wellness & Welfare Fund	550	550	550	550	550	550	550	550
Caution Deposit (Refundable at the time of exit)	2,750	0	0	0	0	0	0	0
Total Course Fee	8,250	550	2,750	550	2,750	550	2,750	550
Hostel and Dining Hall Charges: (Applicable only for Hostel Residents)								
Hostel Charges	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000
Dining Hall Charges*	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Total Charges	38,000	38,000	38,000	38,000	38,000	38,000	38,000	38,000

*Not applicable to Guwahati Off-Campus students.

- (i) Please link your Saving Bank Account (any Bank/Branch) with your Aadhar Card Number to the said account to make it an (Adhar Enabled Account- AEA) and also link your Aadhar Card to your mobile number for availing the scholarship benefits.
- (ii) After joining the programme, a copy of the Aadhar Enabled Account (AEA) Passbook, Mobile No., E-mail ID, and Self-attested photocopy of the Aadhaar Card shall necessarily be submitted to the SC/ST & EO Cell.

IMPORTANT:

- a) Eligible SC and ST candidates whose parent's/ guardian's income is less than 2.5 lakhs have to pay the basic fees (including Hostel and Dining Hall). Thereafter they can approach for Scholarship from their respective States if they fulfil the criteria for the award of the Govt. of India Post Matric Scholarship. If any eligible student fails to fill the form of Gol-PMS then he/she will have to pay full fees of the programme to the Institute. All SC and ST Gol-PMS (Government of India's Post Matric Scholarship) eligible students getting deferment in the payment of the fee of the heads are covered under the said scheme. Respective state governments credits the scholarship amount into the bank account of the students (DBT system). The students are required to remit the same amount to the Institute account immediately.

All candidates selected for programmes at TISS are required to pay fees and various other charges/ funds as given in the Fee Chart (please see below table) at the time of taking admission:

- b) Students who are eligible for Government of India Post-Matric Scholarships (Gol-PMS) are required to apply as per the procedures of the State Governments and Union Territory concerned and secure, fill and submit scholarship applications ON TIME. The Institute SC/ST Cell Office will help in submitting online the Scholarship Forms but the students would be responsible for applying and doing the necessary follow-up.
- c) Students are also responsible for renewing their Scholarship application as per the Government of India norms. Failure to renew scholarships may result in economic hardships and problems in completing coursework. Institute will not be responsible for any adverse impact on course completion due to this.
- d) This fee structure is not applicable to Self-Financing Programmes.

*Institute reserves the right to revise the Fees Structure if necessary.

Note: TISS offers 'student aid' for those with financial needs. Arrangements are also made with nationalised banks to facilitate student educational loans. The Office of the Students Affairs will anchor these processes and candidates facing financial hardships are advised to avail of an educational loan to pay fees. Securing Scholarships / Loans will be the sole responsibility of the candidates and the Institute will not be responsible for ensuring the grant of the release of loans by the Bank. Candidates can start repaying the loan taken after they have got a job (after getting their degree) or within one year of graduating (whichever is sooner).

If you have any questions or queries, you can call the Admissions Helpline on 022 - 25525252

9. ANNEXURES

Annexure I : Format for SC/ST Certificate

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents(or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____
_____ of village/town/* in District/Division* _____ of the State/Union Territory* _____ belongs to
the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* 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 Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & 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 (Dadra and Nagar Haveli) Scheduled Castes order 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.

The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & 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 & Kashmir) Scheduled Tribes Order 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (ST) orders (Amendment) Ordinance 1996

The Scheduled Caste and Scheduled Tribe Orders(Amendment) Act 2002.

The Constitution (Scheduled Caste) Orders(Amendment) Act 2002.

The Constitution(Scheduled Caste and Scheduled Tribe) Orders(Amendment) Act 2002.

The Constitution (Scheduled Caste) Order (Amendment) Act 2007.

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/ Shrimati _____ Father/mother _____ of Shri/Srimati/ 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 village/town* _____ of _____ District/Division* _____ of the State/Union Territory of _____

Signature _____

** Designation _____

(with seal of office)

Place _____

Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** List of authorities empowered to issue Caste/Tribe Certificates:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/ Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

Annexure II: Sample Format for Armed Forces Certificate

1. This is to certify that Mr./Miss/Mrs.....is the son/
daughter/widow/wife of No..... Rank
Name.....

2. His/Her date of birth as recorded in the service document and Matriculation certificate is
.....

3. The above named individual:

Priority-I : Widows/Wards of Defence personnel killed in action.

Priority-II : Wards of disabled in action and boarded out from service.

Priority-III : Widows/Wards of Defence personnel who died while in service with death attributable to military service.

Priority-IV : Wards of disabled in service and boarded out with disability attributable to military service.

Priority-V : Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry

Awards:-

Priority-VI : Wards of Ex-Servicemen.

Priority-VII : Wives of:

(i) Defence personnel disabled in action and boarded out from service.

(ii) Defence 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 Award.

Priority-VIII : Wards of Serving Personnel.

Priority-IX : Wives of Serving Personnel.

4..... Son/Daughter/wife/widow of No.....

Rank Name

is eligible for Nomination as a Govt. of India nominee under Ministry of Defence quota for admission in Colleges in Priority-
.....

No. _____

Dated: _____

Stamp _____

CO/OC Unit/ ZSB/RSB

COUNTERSIGNED

Dated: _____

OIC Records

Stamp _____

Note: For serving personnel eligibility certificate will be signed only by CO Unit or OIC Record.

On the proper Letter Head

A. CANDIDATES BELONGING TO GENERAL AND OTHER NON-ELIGIBLE SC/ST/OBC (NC) CATEGORY (To be submitted at the time of FINAL ADMISSION).

Source of Income	Information about the Income Certificate
Applicant himself, Parent/s and/or Guardian / other Family members employed	Income certificate from the employer / ITR Form No. 16/16A for the financial year 2024-2025 for all earning members in the family, as the case may be.
Applicant's Parent/s Retired	Pension yearly certificate / ITR Form No. 16/16A for the financial year 2024-2025
If Applicant's Parent is a Farmer	Income Certificate issued by the appropriate authority like Tahsildar, Naib Tahsildar, Block Development Officer or the District Magistrate/Collector or the ITR Form No. 16/16A for the financial year 2024-2025
Applicant's Parent has Own business	1. Businesses with ITR filed: ITR Form No. 16/16A for the financial year 2024-2025 2. Very small businesses/enterprises: Income Certificate issued by the appropriate authority like Tahsildar, Naib Tahsildar, Block Development Officer, or the District Magistrate/ Collector

Annexure III: Sample Format of Income Certificate

This is to certify that the annual income from all sources including share of joint family for the financial year of April 1, 2024 to March 31, 2025 of Mr./Ms. _____ in Rs. _____ in words _____.

Rev Case No. XXXXX/2024-25

Place:

Date of issue _____

Tahsildar Or Naib Tahsildar Or
Block Development Officer
Or District Magistrate/Collector
(Seal)

Annexure IV: Sample Format for Income & Asset Certificate by Economically Weaker Sections

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

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

1. 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).

Signature with seal of the Office _____

Name _____

Designation _____

Recent Passport size
attested photograph
of the applicant

This income and assets of the families as mentioned would be required to be certified by an officer not below the rank of Tahsildar in the State/UTs.

Note:

* Income covered all sources i.e. salary, agriculture, business, profession, etc.

**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.

*** 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.

Annexure V: Sample Format for OBC (NC) Certificate

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) dtd. 30/05/2014, and again further modified vide OM No. 36033/1/2013-Estt (Res) dtd. 13/09/2017.

District Magistrate /
Deputy Commissioner /
Any other Competent Authority

Dated:

Seal

* Visit <http://www.ncbc.nic.in> for latest guidelines and updates on the Central List of State-wise OBCs.

** 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
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides
 - (v) Certificate issued by any other authority will be rejected

Note: (i) OBC (Non-Creamy Layer) Certificate: OBC candidates from the creamy layer are treated as general candidates. Candidates belonging to OBC (non-creamy layer status) should send the non-creamy layer certificate* issued by an official of the Revenue Department of the respective state government. They should also enclose the income certificate/income-tax return (FY 2024-25) filed by their parents/guardians. **Please note that the non-creamy layer certificate issued before 1st April 2025, will be treated as outdated and such candidates will be treated as general candidates, even though they may belong to OBC (NC).**

(ii) OBC (NC) Candidates are required to send their OBC (NC) certificate in the given above prescribed format only. Kindly note Institute will not be entertained if OBC (NC) candidates send their Non-Creamy Layer certificate in any other format. A sample of the prescribed certificate format (see above) is to be produced by the OBC (NC) candidates applying for admission to the Central Educational Institutes under the Government of India.

(iii) Salary Slip, Pension Slip, and the certificate issued by the employer/Community, etc., WILL NOT be considered.



TISS Mumbai

V.N. Purav Marg, Deonar, Mumbai 400 088, Maharashtra

TISS Tuljapur Off-Campus

Post Box No. 9, Tuljapur 413 601, Osmanabad District, Maharashtra

TISS Guwahati Off-Campus

Tetalia Road, Behind Assam Science and Technology University, Jalukbari, Guwahati, Assam 781013

