

List of documents to be brought for BED counselling

1. Programme fee of **Rs.20,000/- (Twenty thousand only)** as demand draft in favour of **IGNOU** payable at **New Delhi**.
2. Original Entrance Test Admit Card (Hall Ticket).
3. One passport size photograph.
4. Result Card downloaded from IGNOU Website.
5. Anti-ragging Affidavit in the prescribed format (Annexure II & III, pg.142 & 143 of the prospectus) duly Notarized and signed by Parents and Applicant.
6. High School / Secondary / Senior Secondary / Graduation or Post-Graduation Mark Sheet / Certificate in Original + One Attested Copy.
7. Letter of appointment from current school stating date of appointment and the post held (Primary Teacher, Assistant Teacher, TGT/PGT; as the case may be) and Salary or grade given on school letter head bearing School Recognition No. in **Original + photocopy**.
8. Appointment letter and Joining Report of post in current school. If employed in Govt. School, enclose first joining report and transfer order(s) (if applicable).
9. **Experience-cum-Employment Certificate (Annexure I, pg. 141 of the prospectus) of the current as well as previous schools to be submitted in Original. Every certificate you enclose should have proper address and be signed and stamped by the Headmaster/Principal of the School.**
10. Certificate from the Principal of the School for providing teaching practice.
11. **Original Experience Certificate(s)** in support of your two years teaching experience. If you have worked in different schools, kindly get it on the letterhead from all the schools where you were employed.
12. School recognition certificate duly attested by the Principal / Headmaster of the school.
13. If you belong to any of the Reserved Categories (**SC/ST/PH/OBC-NC/KM/War Widow**), please bring relevant documents in support of the same. **Kindly bring the Original and Attested copy of the same.**
14. Those students who claim admission under reservation in OBC (Non Creamy) category, will have to bring OBC-Non creamy Certificate (Original and Attested copy) in the prescribed format (**pg 140 of the student handbook and prospectus**, copy enclosed) issued by the competent authority. Also the Income Certificate for claiming OBC-Non creamy (if applicable). **The annual income of the candidates under OBC (Non Creamy) should not exceed Rs. 6 lakh per annum.**
15. **In case your name / surname has been changed, kindly submit an attested copy of the marriage certificate or an affidavit (Original) in support of this.**
16. Duly filled in Option form for allotment of SC/PSC and Undertaking (enclosed with this letter).

IMPORTANT POINTS TO BE NOTED

- **"This offer of admission is purely provisional, based on the merit list prepared by the University and documents submitted by you. At any stage, if it is found that your documents are false, your admission shall stand cancelled forthwith. No fee refund will be admissible in the event of cancellation of admission."**
- **No relaxation will be given if you fail to provide any document given in the checklist or if any document is not as per University norms.**
- Reporting personally for the Counselling is essential. •It is mandatory to bring all the specified documents (original as well as attested photocopies) during the Counselling. •Incomplete Application forms will be summarily rejected. •The University will not be responsible for any kind of postal delay. •**Allotment of Programme study centre (PSC) will be strictly based on merit and subject to availability of seats in a particular Programme Study Centre.** •Change of Study Centre will not be permissible in any circumstances.