



हरकोर्ट बटलर प्राविधिक विश्वविद्यालय
नवाबगंज, कानपुर – 208002, उ.प्र., भारत
HARCOURT BUTLER TECHNICAL UNIVERSITY
NAWABGANJ, KANPUR - 208002, U.P., INDIA
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Guidelines for Admission to Bachelor of Business Administration at HBTU Kanpur for the session 2025-26

1. **Applications for admission to Bachelor of Business Administration at HBTU Kanpur are invited for the session 2025-26.** Online Registration and Fee Payment [Rs. 2500/- (Non-refundable)] can be made through the website: <https://hbtu.admissions.nic.in>. Admissions will be made on the basis of merit of **Combined University Entrance Test (UG)-2025 [CUET (UG)-2025]**. Detailed guidelines related to admission are also available on University website www.hbtu.ac.in.
2. Candidates are advised to **read these guidelines CAREFULLY**, check their eligibility and applicable reservation category etc. before filling and submitting the Online Registration Form.
3. The University shall conduct its own counselling on the basis of merit of **Combined University Entrance Test (UG)-2025 i.e. CUET (UG)-2025** with following academic eligibility:
 - (a) Senior secondary passed in the education system 10+2 in Sciences, Commerce or Arts stream as per the central board of secondary education / ISC / State Education Board / International Board providing equivalent qualification UGC / AICTE / appropriate Government / Governing Body as applicable under the Ministry of Education with aggregate of 55% (50% for SC/ ST / OBC-NCL / PWD). In addition, all other eligibility conditions for appearing in CUET (UG)-2025 Examination shall be applicable to the candidates.
 - (b) The candidate must qualify in any one of the following subject paper in CUET (UG)-2025:
Subject Code: Accountancy / Bookkeeping-301 **OR** Business Studies-305 **OR** Economics / Business Economics-309 **OR** General Test-501.
 - (c) If the candidate has qualified more than one subject paper as stated above, it is advisable that he/she should apply with the subject paper of better score.
4.
 - (a) A Candidate who has passed the qualifying examination from Institution located in U.P. is eligible for counselling will be treated domicile of Uttar Pradesh.
 - (b) In case, the candidate has **passed qualifying examination from outside U.P.**, he / she has to upload Permanent Residence Certificate (**issued after 1st April 2025**) of **his / her parent (Father or Mother)**.
 - (c) Candidates who are wards of Defence Personnel settled or posted in UP on the date of Entrance Examination of **CUET (UG)-2025** or Officers /Employees of All India Services belonging to UP Cadre are also eligible. They are required to upload Certificate No. 10 to claim the benefit.
5. Accepting admission in HBTU Kanpur implies the acceptance by the candidate and his / her parents or guardians of all the terms and conditions laid down by the University. Any change in the rules, regulations, fee and other specific conditions etc. of the University shall apply mutatis mutandis to the admitted candidates.
6. Candidates claiming advantage of reserved categories, subcategories are required to indicate the same in the Online Registration Form. **Scanned copies** of all relevant documents are to be uploaded after seat allotment and deposition of seat acceptance fee. Formats for various certificates to be submitted are available on the HBTU, Kanpur website (www.hbtu.ac.in). These

formats are subject to change as per the orders of Government of Uttar Pradesh. **Note that the certificate for OBC candidates will be entertained only if it is issued on or after 01.04.2025 (mandatory condition for non-creamy layer OBC candidates).**

7. If any document / declaration submitted by the candidate is found to be false at any stage, his / her admission will be cancelled and he / she may be liable for prosecution under the law. In case of any legal dispute, the jurisdiction will be limited to Kanpur Court only.
8. The candidates must ensure their eligibility for admission to **Bachelor of Business Administration Program** at HBTU Kanpur while applying. University will not be responsible for any error of judgement on the part of the candidate.
9. **Detailed Online Counselling Procedure-**

[I]- Registration:

A student may register on <https://hbtu.admissions.nic.in> by **depositing online Registration Fee of Rs. 2,500=00 (non-refundable)**. The candidate is advised to complete Registration within the stipulated time slot. During Registration Candidate must fill all the information VERY CAREFULLY. Once filled no correction is possible.

[II]- View results, offline on campus document verification and deposit full academic fee (if allotted a seat)

FIRST ROUND RESULTS & SEAT ALLOTMENT:

In case of seat allotment-

- i. Candidate has to report HBTU Kanpur as per scheduled date and time for Offline document verification. Candidate shall bring all the relevant document. **[Refer document list on Page. 9]**
- ii. After successful document verification candidate has to **deposit Full Academic Fee** i.e. **Rs. 80,000=00** in stipulated time to **FREEZE** the seat. After freeze the seat candidates has to do ERP registration (**See Point no. III on page 3.**).
- iii. If the candidate fails to produce the required document within the time period as specified, or fails to deposit Academic Fee, the allotted seat may be cancelled.
- iv. If the candidate is not interested to further participate in counselling process, he may exercise '**WITHDRAWAL**' option.

In case of no seat allotment-

The candidates are advised to wait and check the next round of seat allotment results.

Important Instructions for candidates-

- a. All notices/ information will be uploaded on <https://hbtu.admissions.nic.in> or www.hbtu.ac.in.
- b. Candidates must read the Admission Guidelines very carefully before participating in the Counselling process. **Please note:** slight changes in the guideline can be made in due course of time if necessary, so candidates are requested to regularly check the admission website regularly where it will be notified.
- c. Candidates are advised **to continuously check their Login id** on the website (<https://hbtu.admissions.nic.in>) for queries raised by counselling team where they have registered for counselling.
- d. Any missing information will be the sole responsibility of candidate.

SECOND ROUND RESULTS & SEAT ALLOTMENT:

In case of seat allotment-

- i. Candidate has to report HBTU Kanpur as per scheduled date and time for Offline document verification. Candidate shall bring all the relevant document. [**Refer document list on Page. 9**]
- ii. After successful document verification candidate has to **deposit Full Academic Fee** i.e. **Rs. 80,000=00** in stipulated time to **FREEZE** the seat. After freeze the seat candidates has to do ERP registration (**See Point no. III on page 3.**).
- iii. If the candidate fails to produce the required document within the time period as specified, or fails to deposit Academic Fee, the allotted seat may be cancelled.
- iv. If the candidate is not interested to further participate in counselling process, he may exercise '**WITHDRAWAL**' option.

In case of no seat allotment-

The candidates are advised to wait and check the next round of seat allotment results.

THIRD ROUND RESULTS & SEAT ALLOTMENT:

In case of seat allotment-

- i. Candidate has to report HBTU Kanpur as per scheduled date and time for Offline document verification. Candidate shall bring all the relevant document. [**Refer document list on Page. 9**]
- ii. After successful document verification candidate has to **deposit Full Academic Fee** i.e. **Rs. 80,000=00** in stipulated time to **FREEZE** the seat. After freeze the seat candidates has to do ERP registration (**See Point no. III on page 3.**).
- iii. If the candidate fails to produce the required document within the time period as specified, or fails to deposit Academic Fee, the allotted seat may be cancelled.
- iv. If the candidate is not interested to further participate in counselling process, he may exercise '**WITHDRAWAL**' option.

[III] - Online Registration on University ERP

Registration on University ERP is an Important and mandatory activity required to be exercised by all the admitted candidates, failing which it will be considered that the candidate is not interested for Admission and his/her allotted seat will be cancelled.

The allotment of seats through counselling will be carried out strictly on merit in accordance with the **CUET (UG)-2025score** of the candidate and the availability of seat in the category.

10. All the information in connection with **Bachelor of Business Administration** Admission-2025 shall be made available through the admission website: <https://hbtu.admissions.nic.in> and <https://www.hbtu.ac.in>. The candidates are advised to visit these websites regularly. University will not be responsible for any loss to candidate due to the lack of communication.

11. Category Definitions

- a) Candidates who have passed the qualifying examination from an Institution located in the State of Uttar Pradesh and who do not claim any reserved category is eligible for admission to all the courses at HBTU, Kanpur against available General (OPEN) seats.

[Code: **UPGE**] *No category certificate is required from such candidates.*

- b) Candidates who have passed the qualifying examination from an Institution located in State of U.P. and are permanent resident of Uttar Pradesh and belong to Scheduled Caste (SC) of Uttar Pradesh / Scheduled Tribe (ST) of Uttar Pradesh / Other Backward Classes (Non Creamy Layer- NCL) of Uttar Pradesh are eligible for admission against available reserved seats of their category.

[Respective Code: **UPSC / UPST / UPBC**] *Certificate No. 1 or 2, as applicable, is required.*

- c) Candidates who have passed the qualifying examination from an Institution **located outside Uttar Pradesh** and whose parents are domicile of Uttar Pradesh and who have not claimed for any reserved category, are also eligible for admission to courses offered at HBTU, Kanpur under General (OPEN) category. Such candidates have to upload the Permanent Residence Certificate of his / her parents (Father or Mother only) for Online Document Verification.

[Code: **UPGD**] *Certificate No. 3 is required from such candidates.*

- d) Candidates who have passed the qualifying examination from an Institution located outside Uttar Pradesh and whose parents are domicile of Uttar Pradesh and who belong to Scheduled Caste of Uttar Pradesh / Scheduled Tribe of Uttar Pradesh / Other Backward Classes (NCL) of Uttar Pradesh are also eligible for admission against reserved seats of their category.

[Respective Codes: **GDSC / GDST / GDBC**] *Such candidates have to upload the Permanent Residence Certificate of his / her parent (**Father or Mother only**) (Certificate No. 3) and category certificate (Certificate No. 1 or 2 as applicable for Online document verification.)*

- e) The domicile requirement to son / daughter of the following is relaxed and admission is permitted:

- Defence Personnel settled in Uttar Pradesh on the date of Entrance Examination of CUET (UG)-2025 after retirement / being disabled in action or Defence Personnel killed in action and the dependents settled in Uttar Pradesh on the date of Entrance Examination of CUET (UG)-2025. (*Certificate no. 5 is required*).
- Defence Personnel who are not domicile of Uttar Pradesh but are posted in Uttar Pradesh on the date of Entrance Examination of CUET (UG)-2025. (*Certificate no. 5 is required*)
- Wards of Employees of All India Services belonging to Uttar Pradesh cadre. (*Certificate no. 10 is required*) [Code: **GDDA**] **GDDA candidate will be considered as UPGD category for all other benefits.**

12. Reservation of Seats

a) Vertical Reservation:

Category	Percentage of Reservation
(a) Scheduled Caste of U.P.	21%
(b) Scheduled Tribe of U.P.	02%
(c) Other Backward Classes of U.P.	27%

- b) Request for the change of category filled during Online Registration Form shall not be entertained under any circumstances.
- c) Category claims must be supported by the relevant certificates as per the formats provided and uploaded for Document Verification. Otherwise, the allotment will be cancelled and the candidates shall be treated in General Category in the next round of counselling.

13. Medical Standards

- a) Candidates will have to submit a certificate of Medical Fitness / Handicapped on Certificate no. 8.
- b) The medical standards prescribed are given below:

Height	Candidates should be physically and mentally fit to pursue his / her studies in opted course.
Weight	
Chest measurement	
Heart and lungs	No abnormality
Hernia, Hydrocele, Piles etc.	Presence of any of these is to be corrected before joining
Vision	Normal, if defective, it must be got corrected to 6/9 in the better eye and 6/12 in the worse one. Eyes should be free from congenital or any other disease
Hearing	Normal, If defective, it must be got corrected before joining.

14. **Formats for various certificates to be uploaded (as applicable) for Online document Verification at the University.** All the formats of certificates are available on Admission Website <https://hbtu.admissions.nic.in> and University website www.hbtu.ac.in.

15. Formula for Rank Calculation / Merit List preparation using CUET (UG)-2025 result:

For admission to **Bachelor of Business Administration Program** at HBTU Kanpur, the Merit list will be **prepared by using** the normalised score obtained by candidates in prescribed domain specific subject i.e. **Subject Code: Accountancy / Bookkeeping-301 OR Business Studies-305 OR Economics / Business Economics-309 OR General Test-501.**

Formula-

- **Rank 1 will be given to the candidate with Highest Normalized Score.**
- Rank will be determination by normalized score obtained in **Subject Code: Accountancy / Bookkeeping-301 OR Business Studies-305 OR Economics / Business Economics-309 OR General Test-501.**

Tie breaking in case of Equal Normalized Scores:

If there is a tie in Normalised Scores obtained by two or more candidates, the order of merit of such candidates shall be decided in the following order:

1. If there is a tie break, then Rank will be determined by the total marks in 10+2. The candidate with greater total marks will get better Rank.
2. If still there is a tie break, then, Rank will be determined by **age of the candidate.** The older candidate will be given better rank compared to younger one.

16. **University reserves the right to modify the Guidelines as and when required.**

Table 1: Stepwise Online counselling procedure and Fee deposition for Bachelor of Business Administration Program

STEP 1	Online Registration at https://hbtu.admissions.nic.in & Deposit Registration Fee of Rs. 2500=00 (Non Refundable)
STEP 2	FIRST ROUND COUNSELLING STARTS AFTER THE DISPLAY OF SEAT ALLOTMENT RESULT
2.1	2.1.1 : View Result 2.1.2 : If Seat is allotted, candidate has to visit HBTU, Kanpur for Offline Document Verification in prescribed time.
2.2	2.2.1 : After Successful Document Verification 2.2.2 : Deposit Full Annual Academic Fee i.e. Rs 80,000=00 and do Academic Registration on University ERP
2.3	2.3.1 : Withdrawal / Cancellation If candidate opts for Withdrawal option or fails to satisfy any of the above activity in stipulated time: The candidate will automatically be out of counselling process. • Refund will be made in due course of time as per refund policy.
STEP 3	SECOND ROUND COUNSELLING STARTS AFTER THE DISPLAY OF SEAT ALLOTMENT RESULT
3.1	3.1.1 : View Result 3.1.2 : If Seat is allotted, candidate has to visit HBTU, Kanpur for Offline Document Verification in prescribed time. 3.1.3: After Successful Document Verification 3.1.4: Deposit Full Annual Academic Fee i.e. Rs 80,000=00 and do Academic Registration on University ERP
3.2	3.2.1 : Withdrawal / Cancellation If candidate opts for Withdrawal option or fails to satisfy any of the above activity in stipulated time, then the candidate will automatically be out of counselling process. • Refund will be made in due course of time as per refund policy.
STEP 4	THIRD ROUND COUNSELLING STARTS AFTER THE DISPLAY OF SEAT ALLOTMENT RESULT
4.1	4.1.1: View Result 4.1.2: If Seat is allotted, candidate has to visit HBTU, Kanpur for Offline Document Verification in prescribed time. 4.1.3: After Successful Document Verification Deposit Full Annual Academic Fee i.e. Rs 80,000=00 and do Academic Registration on University ERP 4.1.4: If Seat is allotted, candidate has to visit HBTU, Kanpur for Offline Document Verification in prescribed time.
4.2	4.2.1 : Withdrawal / Cancellation If candidate opts for Withdrawal option or fails to satisfy any of the above activity in stipulated time, then the candidate will automatically be out of counselling process. • Refund will be made in due course of time as per refund policy.
STEP 6	Additional Round and Offline-On campus counselling

Note:

1. Online counselling process is a time bound process. Candidates are advised to do the needful strictly within the time frame given for the activity. Otherwise, the Candidate will automatically be out of counselling process.
2. Candidates are further advised to visit University Website: www.hbtu.ac.in or <https://hbtu.admissions.nic.in> regularly for timely update.

Refund Policy:

A sum of Rs. 5000/- will be deducted as processing fee in case of withdrawal after submitting Full Academic Fee. Other deductions will be as per UGC guidelines.

Important Note:

- **All refunds will be processed after the last date of Admissions for session 2025-26.**
- **Please fill all the BANK ACCOUNT related information VERY CAREFULLY for timely refund.**
- **If the refund gets stuck or goes to the wrong account due to the incorrect/ wrong information furnished by the candidate then the University will not be responsible.)**

Table 2: Tentative Schedule / Timeline for Online Counselling for admission to Bachelor of Business Administration Program at HBTU, Kanpur for Session 2025-26

Sl. No.	Activity	Sub Activity	Dates
1.	Online Registration	Online Registration & Fee Payment & Online Choice filling and Choice locking	July 10, 2025 (Thursday) – July 17, 2025 (Thursday)
2.	1st Round Counselling	1st Round Seat Allotment	July 18, 2025 (Friday) till 02:00 PM
		View Result	
		<ul style="list-style-type: none"> ➤ The candidates allotted seat will have to report at Radhakrishna Auditorium, HBTU Kanpur (East Campus) with all relevant original documents for Offline Document Verification ➤ After successful document verification- <ul style="list-style-type: none"> ➤ Deposit Full Academic Fee Rs. 80,000=00. 	July 21, 2025 (Monday) – July 23, 2025 (Wednesday)
		Withdrawal	
		Do Academic Registration on University ERP	July 25, 2025 (Friday) – July 31, 2025 (Thursday)
3.	2nd Round Counselling	2nd Round Seat Allotment	July 24, 2025 (Thursday) till 02:00 PM
		View Result	
		<ul style="list-style-type: none"> ➤ The candidates allotted seat will have to report at Radhakrishna Auditorium, HBTU Kanpur (East Campus) with all relevant original documents for Offline Document Verification ➤ After successful document verification- <ul style="list-style-type: none"> ➤ Deposit Full Academic Fee Rs. 80,000=00. 	July 25, 2025 (Friday) – July 26, 2025 (Saturday)
		Withdrawal	
		Do Academic Registration on University ERP	July 28, 2025 (Monday) – July 31, 2025 (Thursday)
4.	3rd Round Counselling	3rd Round Seat Allotment	July 28, 2025 (Monday) till 02:00 PM
		View Result	
		<ul style="list-style-type: none"> ➤ The candidates allotted seat will have to report at Radhakrishna Auditorium, HBTU Kanpur (East Campus) with all relevant original documents for Offline Document Verification ➤ After successful document verification <ul style="list-style-type: none"> ➤ Deposit Full Academic Fee Rs. 80,000=00. 	July 29, 2025 (Tuesday) – July 30, 2025 (Wednesday)
		Withdrawal	
		Do Academic Registration on University ERP	July 31, 2025 (Thursday)
5.	Additional Round and Offline-On campus (Spot) counselling or UET Registration	Guidelines will be issued later (if required)	

****Important Note: All activities are to be completed in time bound manner so candidates are advised to do the needful within the time/ date specified. Any inaction on the part of the candidate will lead to the cancellation of allotted seat.***

Checklist for offline document verification:

1. Seat Allotment letter.
2. Original Marksheet of class 10+2/ intermediate/ qualifying examination.
3. Original Class-X/ 10th certificate for date of birth proof.
4. Original category certificate, [SC/ST/OBC/EWS etc.] (if applicable)
5. Original certificate for domicile/ resident proof (if applicable).
6. Original Sub category certificate [AF/FF/PWD] (if applicable).
7. Medical certificate/ undertaking for medical fitness.
8. 4 Passport size photographs
9. Self-attested photocopies of all the above relevant documents for submission.
10. Gap Affidavit
11. The payment of Fee (Fee amount Rs. 80,000/-[Eighty thousand only]) will be through online mode only (Internet Banking/Debit Card/Credit Card/UPI)

** Students must check the **Payment limit** of their debit/credit card/UPI, If the payment limit is less than the fee amount, the student must ensure to carry multiple Debit Card/Credit Card/UPI.*

TABLE 3: FEE STRUCTURE FOR BACHELOR OF BUSINESS ADMINISTRATION PROGRAM FOR SESSION 2025-26

S. No.	Particular	Fee in (Rs.)
A	Tuition Fee	35000.00
B	Other than Tuition Fee	
(i)	Registration, Examination & Certification	10000.00
(ii)	Facility	17000.00
(iii)	Medical Fee	3000.00
(iv)	Training & Placement	2500.00
(v)	Activity Charges	3000.00
(vi)	Other Charges	
	Caution Money	5000.00
	University Alumni Fund	1500.00
	Student Aid Fund	1500.00
	Contingency & Miscellaneous Charges	1500.00
	Total (i+ii+iii+iv+v+vi)	45000.00
	Grand Total (A+B)	80,000.00

Note:

****Important Note: All activities are to be completed in time bound manner so candidates are advised to do the needful within the time/ date specified. Any inaction on the part of the candidate will lead to the cancellation of allotted seat.***

SEAT MATRIX FOR BACHELOR OF BUSINESS ADMINISTRATION PROGRAM - 2025-26 AT HBTU, KANPUR

BRANCH	Open					Other Backward Class					Schedule Caste					Schedule Tribe					Economically Weaker Section					Total Seats
	OPNO	OPGL	OPAF	OPFF	OPPH	BCNO	BCGL	BCAF	BCFF	BCPH	SCNO	SCGL	SCAF	SCFF	SCPH	STNO	STGL	STAF	STFF	STPH	EWSNO	EWSGL	EWSAF	EWSFF	EWSPH	
Bachelor of Business Administration	20	6	2	0	2	14	4	1	1	1	10	3	1	1	1	1	0	0	0	0	5	1	0	0	1	75

CERTIFICATE – 1 (प्रमाण पत्र – 1)

अनुसूचित जाति / जनजाति (UPSC / UPST / GDSC / GDST)
(अभ्यर्थी के जन्म जिले के जिला मजिस्ट्रेट / प्रथम श्रेणी मजिस्ट्रेट द्वारा प्रमाणित)

यह प्रमाणित किया जाता है कि श्री / कु0 (अभ्यर्थी का नाम) _____ पुत्र /
पुत्री श्री _____ निवासी गाँव / शहर _____ तहसील _____ जिला
_____ प्रदेश _____ का जन्म _____ जाति में हुआ था और यह जाति
अनुसूचित जाति / जनजाति आदेश (संशोधन) एक्ट 1956 के अन्तर्गत भारत सरकार / उत्तर
प्रदेश शासन _____ सरकार द्वारा मान्य अनुसूचित जाति / जनजाति है।

अभ्यर्थी के हस्ताक्षर

दिनांक

स्थान

हस्ताक्षर

नाम

मोहर

जिला अधिकारी / अतिरिक्त जिला
अधिकारी / सिटी मजिस्ट्रेट /
परगना मजिस्ट्रेट / तहसीलदार

CERTIFICATE – 2 (प्रमाण पत्र – 2)

(नोट : अभ्यर्थी ध्यान दें कि उ0प्र0 के अन्य पिछड़े वर्ग के लिए जाति प्रमाण अप्रैल 01, 2025 या उसके पश्चात का बना हुआ होना आवश्यक है।)

उत्तर प्रदेश के अन्य पिछड़े वर्ग के लिए जाति प्रमाण पत्र का प्रारूप (UPBC / GDBC)

यह प्रमाणित किया जाता है कि श्री / श्रीमती / कु0 _____
(अभ्यर्थी के पिता/माता का नाम)

पुत्र / पुत्री श्री _____ निवासी गाँव/शहर _____
(अभ्यर्थी का नाम)

तहसील _____ है। जिला _____ उ0प्र0 राज्य की _____

पिछड़ी जाति के व्यक्ति है। यह जाति उत्तर प्रदेश लोक सेवा अनुसूचित जातियों, अनुसूचित जनजातियों तथा पिछड़े वर्गों के लिए आरक्षण अधिनियम, 1994 की अनुसूची-1 के अन्तर्गत मान्यता प्राप्त है।

यह भी प्रमाणित किया जाता है कि श्री / श्रीमती / कुमारी _____ उक्त अधिनियम 1994 की अनुसूची-2 (अधिसूचना संख्या-22 / 16 / 92-का 02 / 1995 टी0सी0 दिनांक 08 दिसम्बर, 1995 द्वारा यथा संशोधित) से अछादित नहीं है।

श्री / श्रीमती / कुमारी _____ अथवा उनका परिवार उत्तर प्रदेश के ग्राम _____
नगर _____ जिला _____ में सामान्यतया रहता है।

अभ्यर्थी के हस्ताक्षर

दिनांक

स्थान

हस्ताक्षर

नाम

मोहर

जिला अधिकारी / अतिरिक्त जिला
अधिकारी / सिटी मजिस्ट्रेट /
परगना मजिस्ट्रेट / तहसीलदार

CERTIFICATE – 3 (प्रमाण पत्र – 3)

(नोट : प्रमाण पत्र-3 अभ्यर्थी के माता/पिता के नाम पर बना होना चाहिए क्योंकि अभ्यर्थी जिन्होंने अर्हकारी परीक्षा उ0प्र0 के बाहर स्थित किसी विद्यालय से उत्तीर्ण की है परन्तु उनके माता/पिता उ0प्र0 के मूल/स्थायी निवासी हैं, प्रवेश हेतु अर्ह हैं।)

उत्तर प्रदेश के मूल/सामान्य निवासी के पुत्र/पुत्री (UPGD / GDSC / GDST / GDBC)

यह प्रमाणित किया जाता है कि श्री / श्रीमती _____ पिता/माता
(अभ्यर्थी के पिता/माता का नाम)
श्री/कु0 _____ उ0प्र0 के गाँव/शहर _____
(अभ्यर्थी का नाम)
तहसील _____ जिला _____ के मूल निवासी हैं
तथा श्री/कु0 _____ अपने पिता/माता पर पूर्णतया आश्रित हैं। उक्त पते
(अभ्यर्थी का नाम)
पर श्री/कु0 _____ के माता/पिता सामान्यतः निवास करते हैं।

अभ्यर्थी के हस्ताक्षर

दिनांक

स्थान

जिला मजिस्ट्रेट के हस्ताक्षर

पूरा नाम

पदनाम

मुहर (जिला मजिस्ट्रेट की सील)

जिला मजिस्ट्रेट अथवा जिला मजिस्ट्रेट द्वारा अधिकृत अपर जिला मजिस्ट्रेट/सब डिवीजन मजिस्ट्रेट द्वारा प्रमाण पत्र ही मान्य होंगे जो शा0आ0 सं0 -157/तीन-2003-77(ii)/83 दिनांक 18 फरवरी, 2003 के अधीन जारी किया जायेगा।

CERTIFICATE – 4 (प्रमाण पत्र – 4) (Sub-Category UPFF)

उत्तर प्रदेश लोक सेवा (शारीरिक रूप से विकलांग/दिव्यांग, स्वतंत्रता संग्राम सेनानी के आश्रितों और भूतपूर्व सैनिकों के लिए आरक्षण) अधिनियम, 1993 के अनुसार स्वतन्त्रता संग्राम सेनानी के आश्रित के प्रमाण पत्र का प्रपत्र

प्रमाणित किया जाता है कि श्री /श्रीमती (स्वतंत्रता संग्राम सेनानी का नाम) _____
निवासी ग्राम _____तहसील _____नगर _____जिला _____
_____उ0प्र0 लोक सेवा (शारीरिक रूप से विकलांग/दिव्यांग, स्वतंत्रता संग्राम सेनानी है और श्री/श्रीमती/कु0 (आश्रित अभ्यर्थी का नाम) _____
पुत्र/पुत्री/पौत्र/अविवाहित पौत्री उपरांकित अधिनियम, 1993 के अनुसार के ही प्रावधानों के अनुसार उक्त श्री/श्रीमती (स्वतंत्रता संग्राम सेनानी) _____ के आश्रित हैं।

दिनांक
स्थान

जिला मजिस्ट्रेट के हस्ताक्षर
पूरा नाम एवं पदनाम
मुहर (जिला मजिस्ट्रेट की सील)

CERTIFICATE – 5 (प्रमाण पत्र – 5)

(नोट: प्रमाण पत्र के उपरोक्त दोनों भागों को भरा जाना एवं प्रमाणित किया जाना अनिवार्य है।)

उत्तर प्रदेश / सेना दल (Sub-Category UPAF)
(अंतिम यूनिट के आफिसर कमान्डिंग/जिला सैनिक कल्याण बोर्ड द्वारा प्रमाणित)

यह प्रमाणित किया जाता है कि श्री / श्रीमती _____
(अभ्यर्थी के पिता/माता का नाम)
पिता/माता श्री/कु0 _____ निवासी गाँव/शहर
(अभ्यर्थी का नाम)
_____ तहसील _____ जिला _____ उ0प्र0, के दिनांक _____
को सेवा निवृत्त (Superannuated) / युद्ध में मारे गये/अपंग हो गये/ उत्तर प्रदेश में वर्तमान
में तैनात है। वे भारतीय थलसेना/जलसेना/वायुसेना के स्थान _____ दिनांक
_____ से दिनांक _____ तक कार्यरत थे/हैं

दिनांक
स्थान

यूनिट कमान्डिंग आफिसर के हस्ताक्षर
नाम
मुहर

(जिला मजिस्ट्रेट द्वारा प्रमाणित)

यह प्रमाणित किया जाता है कि श्री / कु0(अभ्यर्थी) निवासी
उत्तर प्रदेश गाँव/शहर _____ तहसील _____ जिला _____ उपरोक्त
सेना दल के सेवा निवृत्त (Superannuated) / युद्ध में मारे गये या अपंग हो गये कर्मचारी जो
उत्तर प्रदेश के स्थायी निवासी हैं/थे, के पुत्र/पुत्री हैं अथवा प्रवेश परीक्षा की तिथि को
उत्तर प्रदेश भारतीय थलसेना/जल सेना/वायुसेना मे कार्यरत थे/हैं।

दिनांक
स्थान

तहसीलदार / जिला मजिस्ट्रेट के हस्ताक्षर
नाम
मुहर

CERTIFICATE – 6 (प्रमाण पत्र –6) (Sub-Category UPPH)

शारीरिक विकलांग के अधिमान के लिए प्रमाण पत्र (मुख्य चिकित्सा अधिकारी द्वारा प्रमाणित)

1. यह प्रमाणित किया जाता है कि श्री /कु0 (अभ्यर्थी) —————पुत्र/पुत्री श्री (पिता / माता का नाम).....नीचे लिखे कारणों से शारीरिक रूप से विकलांग/दिव्यांग है।
2. अभ्यर्थी की उपरोक्त विकलांगता/दिव्यांगता को निम्न प्रकार की विकलांगता की श्रेणी में रखा जा सकता है।
(कृपया ✓ का निशान लगायें)

Type I	Minimum 40% permanent Visual impairment	
Type II	Minimum 40% permanent Locomotors disability	
Type III	Minimum 40% permanent speech and Hearing impairment	

3. यह भी प्रमाणित किया जाता है कि उपरोक्त विकलांग/दिव्यांग स्थिति अभ्यर्थी के इंजी0 शिक्षा प्राप्त करने में बाधक नहीं होगी।

दिनांक
स्थान

जिला मुख्य चिकित्साधिकारी के हस्ताक्षर
नाम
मुहर

CERTIFICATE – 7

CHARACTER CERTIFICATE FROM THE HEAD OF THE INSTITUTION LAST ATTENDED

This is to certify that Sri/Km. _____ has been a bonafide student of
_____ from _____ to _____
and has passes / appeared at the _____ examination in the year _____

Proctorial Reports:

- | | |
|--|----------|
| 1. Has he / she involved himself / herself in any act of indiscipline? | Yes / No |
| 2. Has he / she been warned, fined or punished for any act of indiscipline ? | Yes / No |
| 3. Has he / she been restricted or expelled from Hostel of College for any reason? | Yes / No |
| 4. Has he / she been involved in any act of indiscipline outside the college campus like group
clashes or faction fights etc. | Yes / No |
| 5. Has he / she been addicted to drugs or intoxicants? | Yes / No |

General remarks (Please state your assessment of the student)

Date: _____

Signature of Head of the Institution: _____
Name: _____
Designation: _____

CERTIFICATE - 8

*** FORMAT FOR MEDICAL CERTIFICATE ***

(To be obtained from a Chief Medical Officer or Medical Officer of Harcourt Butler Technical University, Kanpur)

This certificate has to be submitted at the time of admission in the University

Name of Candidate:	<input type="text"/>	Age:	<input type="text"/>	Sex:	<input type="text"/>	
Father's Name:	<input type="text"/>	Mother Name:	<input type="text"/>			
Program:	<input type="text"/>					
B.Tech. / B.Pharm / BBA / Bio Technology	<input type="text"/>	JEE (Main) 2025	Roll No. <input type="text"/>	Rank. <input type="text"/>		
MCA	<input type="text"/>	NIMCET 2025	Roll No. <input type="text"/>	Rank <input type="text"/>		
M.Sc. / M.Tech. / MBA	<input type="text"/>	PhD <input type="text"/>	Category: <input type="text"/>	Subcategory & Weightage: <input type="text"/>		
Other	<input type="text"/>					
(To be filled in by the Candidate)						
L.T.	<input type="text"/>	M.I.	<input type="text"/>	V i s i o n	Colour Vision: <input type="text"/>	
Height	<input type="text"/>	Weight	<input type="text"/>	Chest <input type="text"/>	Abdomen <input type="text"/>	
					Without Glass: <input type="text"/>	
					With Glass: <input type="text"/>	
History	<input type="text"/>	Operation	<input type="text"/>	Koch's	<input type="text"/>	
Seizures	<input type="text"/>	Asthma	<input type="text"/>	Piles	<input type="text"/>	
		Colics	<input type="text"/>	Diabetes	<input type="text"/>	
		B.P.	<input type="text"/>			
E x a m i n a t i o n	Pulse	<input type="text"/>	Tonsil	<input type="text"/>	DNS	<input type="text"/>
	Pallor	<input type="text"/>	L.Nodes	<input type="text"/>	CSOM	<input type="text"/>
	Cardiovascular	<input type="text"/>	CNS	<input type="text"/>		
	Respiratory	<input type="text"/>	GIT	<input type="text"/>		
	Genitourinary	<input type="text"/>	Others	<input type="text"/>		
		Hernia	<input type="text"/>			
		Hydrocele	<input type="text"/>			
Is the Candidate Physically Handicapped / Disabled: If yes, type of handicap / disability: (Please tick the type of handicap / disability)		<input type="checkbox"/>	Type-I: Minimum 40% permanent Visual impairment			
		<input type="checkbox"/>	Type-II: Minimum 40% permanent Locomoter disability			
		<input type="checkbox"/>	Type-III: Minimum 40% permanent speech and Hearing important			
Any other finding: <input type="text"/>						
Certified that the candidate is physically fit / unfit / temporally disqualified to pursue engineering studies						

Date: _____

Signature of The Candidate _____

Signature of Chief Medical Officer: _____

Name: _____

Designation: _____

CERTIFICATE – 9

UNDERTAKING BY CANDIDATE FOR MEDICAL FITNESS

I certify that I do not have any physical handicap / disability which would hinder my pursuit of study in the courses in which I am seeking admission. If at any stage, it is found that I have a physical handicap / disability which hinder my pursuit of study, my admission will be cancelled.

I will produce medical fitness certificate from a C.M.O. / C.M.S. at the time of physical reporting at HBTU, Kanpur.

Date:

Signature of the candidate

Counter signed by father / guardian

CERTIFICATE – 10 (प्रमाण पत्र – 10)

अखिल भारतीय सेवा के उ0प्र0 कैंडर के अधिकारियों / कर्मचारियों हेतु

प्रमाणित किया जाता है कि श्री / श्रीमती (अभ्यर्थी के माता / पिता का नाम)
..... पदनाम विभाग का नाम
..... कैंडर सं0 अखिल भारतीय सेवा के उ0प्र0 कैंडर के
अधिकारी / कर्मचारी हैं तथा वर्तमान में इस कार्यालय में कार्यरत हैं। यह प्रमाण पत्र
इनके पुत्र/पुत्री (अभ्यर्थी का नाम)..... को
Harcourt Butler Technical University, Kanpur के अन्तर्गत प्रवेश हेतु प्रदान किया
जाता है।

दिनांक :

संस्था के मुख्य अधिकारी के हस्ताक्षर

नाम एवं पदनाम

स्थान :

मुहर

CERTIFICATE – 11

(नोट : अभ्यर्थी ध्यान दें कि उ0प्र0 के आर्थिक रूप से कमजोर अभ्यर्थियों के लिए आय प्रमाण पत्र **अप्रैल 01, 2025** के पश्चात् का बना हुआ होना आवश्यक है।)

Income Certificate for Tuition Fee Waiver Scheme

क्षेत्रीय भूलेख निरीक्षक तथा लेखपाल की जांच रिपोर्ट के आधार पर प्रमाणित किया जाता है कि _____ (आवेदक के अभिभावक/माता/पिता का नाम) सुपुत्र _____ निवासी/ग्राम _____ परगना _____ तहसील _____ नगर _____ जिला _____ राज्य _____ के स्वयं की मासिक आय रूपया _____ तथा वार्षिक आय रूपया _____ है। लेखपाल की रिपोर्ट के अनुसार आय का श्रोत _____ है।

स्थान :

तहसीलदार के हस्ताक्षर

नाम

मुहर

(नोट: माता-पिता की सभी श्रोतों से आय रू0 8.00 लाख या उससे न्यून होनी चाहिए।)

CERTIFICATE – 12
(Certificate issued after 01.04.2025)

Performa for Economically Weaker Section (EWS) Certificate
INCOME & ASSET CERTIFICATES TO BE PRODUCED BY ECONOMICALLY
WEAKER SECTIONS

Certificate No.: _____ Issuing Date: _____
Valid for the Year: _____

1. This is to be 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 " family"*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His / her family does not own or posses any of the following assets***:
- 5 acres of agricultural land and above;
 - Residential flat of 1000 sq. ft. and above;
 - Residential plot of 100 sq. yards and above in notified municipalities;
 - Residential plot of 200 sq. yards and above in acres 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 (list of U.P. Government).

Signature with seal of office _____
Name _____
Designation _____

Recent Passport
size attested
photograph of the
applicant

-
- * Income covered all source i.e. salary, agriculture, business, profession, etc.
** The term "Family" for this purpose include the person who seeks benefits 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 and different places / cities have been clubbed while applying the land or property holding test to determine EWS status.

CERTIFICATE - 13

FORM OF CASTE CERTIFICATE FOR SC/ST

The format of the certificate to be produced by Scheduled Castes or Scheduled Tribes candidates applying to appointment to the post or admission to Central Education Institutions (CEI) under the Government of India.

This is to certify that Shri /Shrimati/Kumari*
son/daughter* of of Village / Town* in
District/Division* of State / Union Territory* belongs to
the Caste / Tribe* which is recognised as a Scheduled Caste / Scheduled Tribe* under:-

The Constitution (Scheduled Castes) Order, 1950

The Constitution (Scheduled Tribes) Order, 1950

The Constitution (Scheduled Castes) (Union Territories) Order, 1950

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

(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Re-organisation Act, 1960, the Punjab Re-organisation Act, 1966, the State of Himachal Pradesh Act, 1970 and the North Eastern Area (Re-organisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders, (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 Orders, 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) 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 & 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.

% 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, 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/
1st 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.

CERTIFICATE – 14

Form of certificate to be produced by Other Backward Classes applying for appointment to posts / admission to Central Educational Institutions (CEIs), Under the Government of India (issued after 01.04.2025)

This is to certify that Shri / Smt. / Kum* _____ son / daughter* of Shri / Smt.* _____ of village / Town* _____ District / Division* _____ in the _____ State belongs to the _____

Community which is recognized as a backward class under :

- i. Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- ii. Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- iii. Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- iv. Resolution No. 12011/96/94-BCC dated 9/03/96.
- v. Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- vi. Resolution No. 12011/13/197-BCC dated 03/12/97.
- vii. Resolution No. 12011/99/94-BCC dated 11/12/97.
- viii. Resolution No. 12011/68/98-BCC dated 27/10/99.
- ix. Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I no. 270 dated 06/12/99.
- x. Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- xi. Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- xii. Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- xiii. Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- xiv. Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- xv. Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.
- xvi. Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- xvii. Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- xviii. Resolution No. 12015/13/2010-BCC dated 08/18/2011.

Shri / Smt./ Kum. _____ and / or his family ordinarily reside(s) in the _____ District / Division of _____ State. This is also to certify that he / she does not belong to the persons/ sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & 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 or the latest notification of the Government of India.

Dated : _____
District Magistrate / Deputy Commissioner / Competent Authority
Seal

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

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
 - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.