

**MOTILAL NEHRU COLLEGE (EVENING)**  
**(UNIVERSITY OF DELHI)**  
**BENITO JUAREZ ROAD, NEW DELHI-21**

1. List of Documents Required at the time of Admission:-

- a. A copy of computer print out of ONLINE University Common Pre-Admission Form (Self attested).
- b. A University Provisional Slip in case of admission of Foreign Nationals, Children/widows of eligible Armed Forces Personnel (CW) etc.
- c. Five recent Passport size photographs of the candidate.
- d. Class X<sup>th</sup> Board Exam Certificate (Date of Birth). (Two Self-Attested Copies along with original)
- e. Class X<sup>th</sup> Mark-Sheet. (Two Self-Attested Copies along with original)
- f. Class XII<sup>th</sup> Provisional Certificate/Passing Certificate. (Two Self-Attested Copies along with original)
- g. Class XII<sup>th</sup> Mark-Sheet. (Two Self-Attested Copies along with original)
- h. Character Certificate. (Recent) (Two Self-Attested Copies along with original)
- i. OBC (Non Creamy Layer)/SC/ST/PwD Certificate in the name of the Candidate (Four Self-Attested Copies along with original)
- j. Certificate of registration as Kashmiri Migrants issued by Divisional Commissioner / Relief Commissioner (Four Self-Attested Copies along with original)
- k. Transfer Certificate/Migration Certificate from outside Delhi Candidates. (Two Self-Attested Copies along with original)

- Notes : (i) Certificates for candidates belonging to SC/ST/OBC/PH on prescribed formats (given on the College website Appendix-2, Appendix-1, Disability Certificates Form-II/Form-III/Form-IV as applicable) and issued by the Competent Authority (given on the college website Appendix-3, Appendix-4, Medical Authorities notified for issue of Disability Certificates Appendix-6) only will be accepted.
- (ii) The caste of the OBC Candidate must be included in the central list of OBC and his/her OBC certificate must mention non-creamy layer status of the candidate. The OBC Certificate should not be older than three years from the date of issue of the certificate.

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In case, a student/candidate wants to cancel/withdraw his/her admission or has to appear in counseling of any other University/Institute or in order to move to another college on declaration of subsequent cut-off lists, he/she will have to apply for cancellation or will have to make request for returning his/her original certificates on the prescribed forms available in the Admin Office or can be downloaded from our college website.( [www.mlnce.org](http://www.mlnce.org)).

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No guardian/parents will be allowed to enter the Staff Room of the College during admission days except the candidates themselves. Guardian/Parents are requested to wait/sit in the Room No. J-4 (adjacent to the Main Gate of the College).

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The Candidates are expected to be well behaved. In case of any action of misbehaving with any of our college official/employee, the candidates will be strictly dealt with as per the law and will also be liable to lose his/her candidature for admission to any course in our college. The Candidates/Parents/Guardians are requested to co-operate with our Staff/Security Guards during admission process.

The location of Water Cooler Machines installed in the College is indicated as follows:-

- a. Back Side of the Day College Administrative Block (Ground Floor).
- b. Near the Day College Library (Ground Floor).
- c. Back Side of Room No.6 (Ground Floor).
- d. Near the College Canteen (Situated at the rear side of the college playground).
- e. Near the Evening College E-Resource Centre/Library (First Floor).

The toilet for disabled is situated near the Day College Library (Ground Floor).

The college reserves the right to consider candidates for admission on the basis of current cut-off lists only, and not those who were eligible in previous cut-off lists. However, the candidates, who could not take admission in a cut-off list, could be considered for admission in the immediate next list only on the last date of admission provided seats are available in the college/course.

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The candidates are required to fill up all the following required documents very carefully. The Room No. J – 5 has been allotted/arranged for filling up the required documents and our officials will remain present in this room to help/assist you to fill up the documents.

- a. Undertaking Forms for Anti-Ragging (By Parent/Guardian and the Candidate).
- b. Undertaking Form in case of OBC Candidates
- c. Preference Form
- d. Gap Year Undertaking
- e. Declaration of Identity proof

Note:- All the above forms are free of cost

1% concession in cut-off aggregate will be given to the girl candidates irrespective of their categories. However, while giving concession to the girl candidates, the minimum eligibility criteria for admission to any particular course will be taken into account. The 1% concession to the girl candidates will be given in cut-off aggregate only.



No candidate will be allowed to take admission in two courses/colleges simultaneously. In case, candidate is found admitted in two courses/colleges simultaneously, the admission in all courses/colleges will be cancelled.

For Identity Proof, the candidates can submit a self-attested copy of one of the following documents as a proof of their identity.

1. Voter ID Card
2. Aadhaar Card
3. Driving License
4. PAN Card.
5. Passport