



विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**  
quality higher education for all

**Guidelines**

**Special scheme for construction of women's hostel  
(2018)**

**University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi -110 002**

**UNIVERSITY GRANTS COMMISSION**

# **Guidelines for the Special Scheme of Construction of Women's Hostel for Colleges (2018)**

## **1. INTRODUCTION**

Education is perceived as an agent for empowerment of women. An increasing number of students willing to travel long distance seeking higher education have amplified the demand for safe and secure place in the institution. In addition to security, hostel as a residential unit can foster community living and the value of sharing. The dearth of women's hostels in higher educational institutions has been addressed adequately by UGC in the past. However, against the backdrop of rapid increase in enrolment of women students in higher educational institutions, the need to support deserving colleges for extension of existing hostel or for a new hostel continues to exist. The benefit of the scheme is not only for the institutions exclusively serving women but also co-educational institutions, which, in the earlier decades, largely catered to men students when there was little mobility of women to seek education in places other than their own residential locations.

With a view to provide hostels and other infrastructural facilities to achieve the goal of enhancing the status of women and harness the potential available for the development of the society at large, and also to bring about gender equity and equal representation of women, the Commission has decided to continue the special scheme for the Construction of Women's Hostels beyond the Twelfth Plan Period.

## **2. OBJECTIVES**

To support all eligible colleges for Construction of Women's Hostels for providing a residential place for women students/researchers/teachers and other staff.

## **3. ELIGIBILITY/ TARGET**

- i. Colleges which have been included under Section 2(f) and declared fit to receive central assistance under Section 12 B of the UGC Act, will be eligible to receive financial assistance under this scheme.
- ii. It shall be mandatory for every college to get accredited by NAAC, after passing out of two batches or six years of establishment, whichever is earlier. The colleges whose Institutional Information for Quality Assessment" (IIQA) is accepted by NAAC will also be considered eligible for assistance.
- iii. It is mandatory for Colleges to register in the PFMS portal. (Unregistered colleges may fill the proforma at **Annexure I** and submit to the regional office concerned for registration).
- iv. Colleges should have registered with the E-schemes Portal of UGC([eschemesugc.gov.in](http://eschemesugc.gov.in)) for submitting online application.
- v. Colleges should have own land to construct hostel.
- vi. Self financing colleges are not eligible to apply under the scheme.

#### 4 NATURE OF ASSISTANCE & FINANCIAL RULES

Assistance from the UGC under the scheme to colleges will be on 100% basis subject to the ceiling given below:

Women Enrolment (average of three academic sessions <sup>†</sup> )	Ceiling of assistance (Rs.in lakhs)	Ceiling of assistance in respect of North Eastern Region including hilly regions (Rs. in lakhs)
100 to 250	120.00	150.00
251 – 500	180.00	250.00
More than 500	240.00	350.00

<sup>†</sup> Academic session means July current year to June, next year.

- The allocation under the scheme is the maximum limit and is not to be treated as final. The allocation is subject to availability of funds and may not be treated as committed liability of the UGC.
- Shortfall in funds or expenditure over and above the UGC allocation will have to be met by the institution from its own resources, for which, clear indication and assurance should be given by the concerned institution while submitting a proposal. The UGC will not provide any escalation cost over and above the allocation.
- The grantee institution should utilize their own share as reflected in their original proposal and the same need to be shown in the audited statement of expenditure and utilization certificate.
- Expenditure to be incurred by the grantee institutions on non-recurring items must be as per the provisions of General Financial Rules, 2017 and no deviation thereof is allowed.
- Grants released are to be utilized within the prescribed period. Any grant not utilized during the prescribed period is liable to be refunded along with the interest at the prescribed rate.
- All interest earned against grants-in-aid released to the institutions should be mandatorily remitted to UGC immediately after finalization of accounts. Interest earned out of grants-in-aid should not be allowed as additional funds over and above the allocation.
- Universities/Colleges should submit statement of accounts from the bank in which the grants are being received through PFMS, at the end of financial year.
- Colleges should ensure purchases from GeM portal of Government of India.

#### 5. GENERAL CONDITIONS

- i) The norms prescribed by UGC (**Annexure II**) for the construction of women's hostel may be followed by the grantee institution.
- ii) Building should be a barrier free environment to enable people with disabilities to move about safely and freely. Rainwater harvesting facilities should be installed in the building.

- iii) Those colleges which have already received the grant under this scheme are also eligible to apply for grant again, for construction/extension of hostels. However, the ceiling includes grant received earlier and grant under the revised scheme shall be released only on completion of the earlier project.
- iv) Any attempt to convert/ use /rent the hostel building for any purpose other than or contrary to the objectives of the scheme will invite penal action. The decision of the UGC shall be final and binding on the College(s) in respect of all matters relating to the monetary value to be surrendered /paid to the Government in case of deviations.

## 6 PROCEDURE FOR APPLYING FOR THE SCHEME

Institutions seeking grant under this scheme may submit its proposal in the prescribed proforma at **Annexure-III along with minutes of Building Committee resolving to take up the women's hostel project, plan (approved by the local authority), estimates prepared as per the PWD rates of the region and title deed of the land on which the College proposes to construct hostel**, as and when applications are invited by the UGC. The constitution of building committee is as below:

- a. The Principal
- b. The Vice-Principal (if appointed).
- c. A representative of the affiliating University.
- d. A technical representative of the CPWD/PWD/ Zilla Parishad / Corporation, etc. (not below the rank of Assistant Engineer).
- e. Two representatives from the teachers of the College. In case of staff quarters, a representative of non- teaching staff should also be included.
- f. A representative from user- teaching department (s).
- g. A representative each from Administration and Accounts Division.
- h. The Architect engaged by the College. The person should be registered with the Council of Architecture.

(The quorum should be maintained while conducting meetings. The quorum is 5. However, the presence of University representative and either the Engineer or the Architect is must during the Building Committee meetings).

An Expert Committee will scrutinize the proposals and decide on the quantum of assistance based on the merit of the proposal and the justification for the need of a women's hostel. Based on the recommendations of the Expert Committee, the UGC conveys its approval or otherwise to the college. After receiving the approval from the UGC, the Planning Board of the College should execute a bond on a non- judicial stamp paper in the prescribed proforma (**Annexure IV**). Approval of plan, estimate, execution of the work, and utilization of fund etc. will be the responsibility of the Building Committee. The building committee should meet not less than three times in a year.

## 7. PROCEDURE FOR RELEASE OF GRANTS BY THE UGC:

(a) 50% of the approved grant will be released after receiving the bond executed by Planning Board of the College.

(b) 40% of the approved grant will be released on receipt of audited Utilization Certificate and audited Statement of Income and Expenditure along with progress report of the first instalment indicating the stage of construction (**Annexure V, VI & VII**).

(c) Remaining 10% of the grant will be released on receipt of the Completion documents. Completion documents include the following:

1. Revised estimates reflecting the final cost
2. Audited utilization certificate (**Annexure – V**)
3. Audited Income & Expenditure Statement (**Annexure-VI**).
4. Progress report (**Annexure-VII**)
5. Audited Utilization Certificate for the total cost; (**Annexure-VIII**).
6. Assets Certificate (**Annexure –IX**).
7. Completion Certificate/Documents signed by the Principal and Qualified Engineer and/or Registered Architect. (**Annexure- X**).
8. Completion cost Performa (**Annexure- XI**).
9. Construction quality shall be certified by an agency accredited by Quality Council of India or any other agency authorized by State/Central Government.
10. Photographs showing inner and outer view of hostel

## 8. CHECK-LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH PROPOSAL:

- a. Building Committee resolution to take up the women's hostel project
- b. Plan of women's hostel prepared by qualified engineer and
- c. Local authority approval of plan of women's hostel
- d. Estimate prepared by qualified engineer
- e. Rate conformity certificate from PWD/CPWD
- f. Title deed of the land on which the college proposes to construct hostel

**UNIVERSITY GRANTS COMMISSION****UGC FUND TRANSFER THROUGH PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)****DETAILS OF THE COLLEGE**

PFMS unique code (if available)	
Agency Name (Name of College as in 2(f)/12(B) letter issued by UGC Head Office)	
Agency Type	
Hierarchy of Agency (Central/State/District/Block/ Tehsil/Panchayat/Village)	
Act/Registration No.	
Date of Registration	
Registering Authority	
State of Registration	
TIN No.	
TAN No.	
Block No/Building/Village/Name of premises	
Road/Street/Post Office	
Area/Locality	
City	

State	
District	
Pin Code	
Contact Person	
Designation	
Phone	
Alternate Phone/Mobil No.	
Email	

Scheme	
Funding Agency (a) Will receive funds directly from central government (b) Will receive funds from this agency	
Bank Name	
Branch Address	
Pin Code	
Branch Name	
IFSC Code	
MICR Code	
Bank Account No.	
BSR Code	
Agency Name as per Bank Account	

If already registered in PFMS, the following data shall also be included.

Unique ID (Automatically generated by the PFMS portal during the registration process and which is delivered to the email ID given during the registration process)	
Whether the College has submitted the Bank Mandate Form for account transfer via RTGS/NEFT	



**UNIVERSITY GRANTS COMMISSION**

SI.No	Item	Admissible area As per UGC norms in the plans	Area provided
1.	Living Rooms:	<b>(Please fill up)</b>	
	(a) Single Seater	8-9 Sq. M. per student	
	(b) Double Seater	7.5 to 8 Sq.M. per student	
	(c) Three Seater	7 to 7.5 Sq. m. per student	
	(d) For PG/Research scholars/ Teachers/ Other staff	not exceeding 10 Sq. M. per head.	
2.	Common Room @ 2 Sq. M. per user for 25% of the hostel strength, subject to maximum of 60 Sq. M.		
3.	Dining Room @ 1 Sq. M. per user for 50% of the hostel strength, subject to maximum Of 40 Sq. M.		
4.	Kitchen & Pantry @ 0.5 Sq. M. per diner subject to maximum of 60 Sq. M.		
5.	Toilet blocks		
	i)Water closet	@ 1 for 8 women	
	ii) Bathroom	@ 1 for 6 women	
	iii) Urinal	@1 for 8 women	
	v) Wash basin	@1 for 8 to 10 students	
6.	Kitchen servants One room of 9.60 Sq. M. with WC and bathrooms.		
7.	Visitors' rooms One room of 9.60 Sq. M.		
8.	Sick room One room of 9.60 Sq. M.		
9.	Reading Room Two reading rooms (Average minimum area should be @ 2.33 Sq. M. per Reader)		
10.	Boundary wall around the hostel, if necessary		
11.	Floor height 3.40 Mt.		
12.	Total built up area: 2.5 times of the total living area (Circulation space may be @ 25% of the plinth area)		
13.	Warden _One Warden assisted by an Assistant Warden for 100 students or so.		

Two single rooms in the hostel for single Warden. For married Warden, not more than 115.32 Sq. M.

**The above norms are suggestive and the colleges could revise it to suit the local needs.**

**UNIVERSITY GRANTS COMMISSION****PROFORMA FOR SUBMISSION OF PROPOSAL FOR THE CONSTRUCTION OF  
WOMEN'S HOSTEL****1. Basic Information**

1	Details of College			
1	Name of the college			
2	Address			
3	Is the college located in	Rural	Urban	District
4	Whether college is self-financing	Yes	No	
6	Name of affiliating University			
7	Date of establishment of the College			
8	Date of Inclusion of college in UGC List under Section 2(f)			
9	Date of Inclusion of college in UGC List under Section 12B			
10	Name of the Trust/ Society			

**2. Justification for a hostel: (a brief note on justification proposed may be added)**

2	1	Number of women students enrolled in the last 5 years prior to submission of the proposal	
		Year	Number of women students
		(dd/mm/yy)	
		(dd/mm/yy)	
		(dd/mm/yy)	
		(dd/mm/yy)	
		(dd/mm/yy)	

2	2	Need and justification for the proposed hostel	
		Number of women students traveling more than 20 k.m	
		Number of women students staying in private accommodation / PG etc.,	

### 3. Existing Women's Hostel

3	Details of existing Women's Hostel, if any				
	Number of hostels	Total number of rooms available	Number of Women Students accommodated	Total expenditure	Source of funding

### 4. Details of proposed Women's Hostel:-

Number of Rooms proposed	Number of Women Students proposed to be accommodated

### 5. Details of any Government Hostel for women in the vicinity:

5.	Details of any Government Hostel for women in the vicinity	
1	Name of the Department / Ministry	
2	Number of girls from the college staying in the hostel	
3	Distance from the college (k.m)	

### 6. Funds from UGC for women's hostel during the earlier Plans.

6	1	Whether the Institution has received funds from UGC for women's hostel during the earlier Plans	Yes (Please Specify)	No
	2	Plan	Funds received ( <input type="checkbox"/> )	Present Status
		X		
		XI		
		XII		

Signature of Principal

With seal

**B o n d**

We the \_\_\_\_\_ (name of the College) managed by \_\_\_\_\_ (Trust/Society) the Act registered by the office of \_\_\_\_\_ (Name and full address of Registering Authority), vide Registration Number \_\_\_\_\_ dated \_\_\_\_\_ office at \_\_\_\_\_ in the State of \_\_\_\_\_ (hereinafter called the obligor/obligors) are held and firmly bound to the UGC in the sum of Rs. \_\_\_\_\_ (in words Rs. \_\_\_\_\_ only) with interest therein @ 10% per annum well and truly to be paid to the UGC on demand and without demur, for which payment we bind ourselves and our successors and assigns by these presents.

2. SIGNED this \_\_\_\_\_ day of \_\_\_\_\_ in the year Two thousand and \_\_\_\_\_.

3. Whereas the obligors has sent a request proposal to UGC for grant of Rs. \_\_\_\_\_ under the Scheme of \_\_\_\_\_, the obligors has agreed to execute this bond in advance, in favour of UGC for entire amount of Rs. \_\_\_\_\_ as requested in the proposal. The obligor is willing to accept the proposed amount or any other amount approved/sanctioned by the UGC. The obligor is willingly executing this bond of proposed amount with the stipulation that obligor will be bound up to this amount or by the actual amount approved/sanctioned by the UGC whichever is less. The obligor is also willing to accept all terms and conditions mentioned in the "Letter of Sanction" to be issued by the UGC.

4. Now the condition of the above written obligation is such that if the obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction, then above written bond or obligation shall not be enforceable. But otherwise it shall remain in full force and virtue.

5. The College agrees and undertakes to surrender/pay to UGC entire fund allocated by UGC with 10% interest if we violate the provisions of the guidelines of the scheme or use of the premises for any purpose other than that for which the grant was intended. The decision of the UGC shall be final and binding on the College in respect of all matters relating to the monetary value mentioned above to be surrendered/paid to the Government.

6. The members of the Planning Board of the grantee will :

- (i) Abide by the conditions of the guidelines governing the *Special Scheme for Construction of Women's Hostel*
- (ii) Not divert the grants or hand over the women's hostel to other institutions or organisations; and
- (iii) Abide by any other conditions governing the grant-in-aid

In the event of grantee failing to comply with the conditions or committing breach of the conditions of the bonds, the College shall be liable to refund to the UGC, the whole or a part amount of the grant with interest @ 10% per annum thereon.

**7. AND THESE PRESENTS ALSO WITNESS THAT**

In witness whereof these presents have been executed as under on behalf of the obligors and day herein above written in pursuance of the Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ passed by the Planning Board of the obligors, a copy whereof is annexed hereto.

Signed for and on behalf of the grantee	1. Registration Number of Association _____
Name of the Obligor (Association, as registered)	2. Date of Registration _____
_____	3. Registration Authority (RA) _____
Full Mailing Address	4. Mailing Address of (RA) _____
Tele. Number/Mobile No. _____	5. Tel. No./Email etc of RA _____
E-mail address _____	
Fax No. _____	

(in the presence of) Witness with name, address and signature

\_\_\_\_\_

(i)

(ii)

(Sign) \_\_\_\_\_

Accepted for and on behalf of the

UGC

Designation \_\_\_\_\_

Date \_\_\_\_\_

Name & Address \_\_\_\_\_

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The grantee must note/check the following points before sending this document :

- (i) The Bond should be on Rs.20/- Non-Judicial paper and should be submitted in original.
- (ii) The authorized signatory should put his signature on every page of the bond.
- (iii) The name & signature of two witnesses with full address must be entered in the bond.

UNIVERSITY GRANTS COMMISSION  
UTILIZATION CERTIFICATE

UTILIZATION CERTIFICATE FOR THE YEAR..... in  
respect of recurring/non-recurring

GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

- i. Name of the Scheme.....
- ii. Whether recurring or non-recurring grants.....
- iii. Grants position at the beginning of the Financial year
- i. Cash in Hand/Bank
  - ii. Unadjusted advances
  - iii. Total
- iv. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants Received Years [figure as at Sl. No. 3 (iii)]	Interest Earned Thereon	Interest deposited back to the Govern- ment	Grant received during the year	Total Available funds (1+2- 3+4)	Expenditu incurred	Closing Balances (5-6)
1	2	3	4	5	6	



			Sanction No. (i)	Date (ii)	Amount (iii)			

Component -wise utilization of grants:

Grant-in-aid- General	Grant-in-aid- Salary	Grant-in-aid-creaticn of capital assets	Tot

Details of grants position at the end of the year

- i. Cash in Hand/Bank
- ii. Unadjusted Advances
- iii. Total

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- i. The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- ii. There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- iii. To the best of our knowledge and belief, no transaction(s) have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.

- iv. The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- v. The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- vi. The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- vii. It has been ensured that the physical and financial performance under..... (name of the scheme) has been according to the requirements, as prescribed in the guidelines issued by UGC.

Date:

Place:

Signature

Name.....

Govt. Auditor/Chartered Accountant

Signature

Name.....

Head of the Organisation

(Strike out inapplicable terms)

**UNIVERSITY GRANTS COMMISSION**

**STATEMENT OF INCOME & EXPENDITURE**

Audited statement of Income & Expenditure in respect of .....  
..... approved by the UGC vide letter No..... dated  
.....

**Income & Expenditure**

- 1. Grants from UGC \_\_\_\_\_
- 2. Grants from State/Central  
Government \_\_\_\_\_
- 3. Contribution of the  
Institution \_\_\_\_\_
- 4. Others, if any \_\_\_\_\_

- 1. Civil works cost including  
Contingencies \_\_\_\_\_
- 2. Water supply and sanitary  
installation \_\_\_\_\_
- 3. Electrification \_\_\_\_\_
- 4. External services
- 5. Architect's fee \_\_\_\_\_
- 6. Furniture, if any \_\_\_\_\_
- 7. PWD/CPWD verification charges  
If any
- 8. Quality test charges \_\_\_\_\_

Total: \_\_\_\_\_

Total: \_\_\_\_\_

Signature (with seal)

Signature (with seal)

Principal

Chartered Accountant/Government Auditor

**UNIVERSITY GRANTS COMMISSION**

**PROGRESS REPORT FOR THE RELEASE OF GRANT FOR**

**BUILDING PROJECT**

1. Name of the Institution:
2. No. and date of the Sanction Letter of UGC approving the scheme:
3. Total cost approved
  - a. Share of the UGC:
  - b. Share of Institution/State/Central Government:
4. Total tender cost accepted:
5. Date of starting the construction work:
6. Total amount received
  - a. from UGC
  - b. from Institution/State/Central Government  
against 3 above
7. Total expenditure actually incurred  
i.e. bills paid for work done or supplies received
  - a. against UGC share:
  - b. against Institution/State/ Central Government share:
8. Balance, if any, in hand from amount received
  - a. from UGC and
  - b. from Institution/State/Central Government:  
  
against 3 above
9. Amount required to be released to meet expenditure likely to be incurred in the

next Three/six months:

10. A brief description of the construction so far accomplished may be given, and it may be certified that the plan has been accepted by the Building Committee.
11. Deviation, if any, should be clearly indicated. Its impact on the cost of construction should be specified.

Certified that the grant has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions attached to the grant.

Signature (with seal)

Principal

Signature (with seal)

Qualified Engineer\*/Registered

Architect

In case of Architect, Registration Number with Council of Architecture shall be given,  
with his / her complete address.

\*Not below the rank of Assistant Engineer employed in Govt. Department/Undertaking /  
Autonomous body (Zilla Parishad/Corporation etc.)/University

NB: This may not include any amount relating to orders placed or likely to be placed,  
commitments entered into or amount earmarked for specific items likely to be obtained in  
future (Section 7)

**UNIVERSITY GRANTS COMMISSION**

**AUDITED UTILISATION CERTIFICATE FOR THE TOTAL COST**

Certified that the college \_\_\_\_\_ has utilized an amount of Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ ) (i.e. completion cost of the building) for the Women's Hostel building with the UGC share (i.e. amount allocated by UGC) of Rs. \_\_\_\_\_ (i.e. out of which an amount of Rs. \_\_\_\_\_ has been received by the college so far) as per the terms and conditions laid down by the Commission.

If as a result of check or audited object, some irregularity is noticed at a later stage, action will be taken to refund, adjust and regularize the object amount.

Signature (with seal)

Principal

Signature (with seal)

Chartered Accountant/Government Auditor

**UNIVERSITY GRANTS COMMISSION**

**ASSET CERTIFICATE**

It is certified that inventories of permanent or semi-permanent assets created/acquired wholly or mainly out of the grant given by the University Grants Commission are being maintained in the prescribed form and are being kept up-to-date.

**Signature (with seal)**

**Principal**

**Signature (with seal)**

**Chartered Accountant/**

**Government Auditor**

**UNIVERSITY GRANTS COMMISSION**

**COMPLETION CERTIFICATE**

It is certified that the construction of \_\_\_\_\_ approved by the University Grants Commission under its letter No. F \_\_\_\_\_ dated \_\_\_\_\_ has been completed on \_\_\_\_ at \_\_\_\_\_ cost of Rs. \_\_\_\_\_ in accordance with the plans approved by the University Grants Commission. The site has been properly cleared.

**Signature (with seal)**

**Principal**

**Signature (with seal)**

**Qualified Engineer\*/Registered  
Architect**

In case of Architect, Registration Number with Council of Architecture shall be given, with his/her complete address.

\* Not below the rank of Assistant Engineer employed in Govt. Department/ Undertaking/ Autonomous body (Zilla Parishad/ Corporation etc.)/ University.



**UNIVERSITY GRANTS COMMISSION****COMPLETION COST PROFORMA**

Name of Institution..... Scheme

.....

Total built-up area of the Project.....

Sl. No.	Nature of work	Value of estimates	Value of accepted Tender	Completion cost	Reason for increase/decrease in completion cost as compared to the estimates/accepted tender
1.	Civil work (value of estimates should be as approved by the PWD/CPWD)				
2.	Internal water supply and sanitation				
3.	Internal Electrification				
4.	External Services				
5.	Furniture				
(i)	Architect's fees paid (including supervision charges)	<b>Total:</b>			
<b>Total Completion cost:</b>					
(ii)	Please attach a completion certificate signed by the Principal ( Annexure - X)				

**Signature (with seal)****Signature (with seal)****Finance Officer/Chartered Accountant****Qualified Engineer\*/Registered Architect**

In case of Architect, Registration Number with Council of Architecture shall be given, with his/her complete address.

\*Not below the rank of Assistant Engineer employed in Govt. Department/Undertaking /Autonomous body (Zilla Parishad/Corporation etc.)/University.