

FREE OF COST

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR



Application Form for a University Certificate

- Important Note : (i) Read Instructions carefully before filling in this form.
(ii) Use separate form for each certificate.

Paste
Attested
Latest
Photograph

Candidates applying for a University Certificate should get the certificate given overleaf signed by any one of the following :

1. Gazetted Officer
2. First Class Magistrate
3. Chairperson of the Department OR An Officer of the University not below the rank of the Asstt. Registrar.

All the particulars given below should be carefully, neatly and accurately filled in by the candidate himself/herself. The Office will not be responsible for any delay in case the form is not complete in all details.

1. Name of the Applicant _____
2. Father's Name _____
3. Roll-cum-Regn. No. _____
4. Nature of Certificate required i.e. **Duplicate DMC/Degree OR Provisional Degree Certificate**
5. Reasons for applying _____
6. Name of the Department _____
7. Name of Examination _____
8. Year/Session _____
9. Pass or Fail _____ Marks Obtained _____
10. No. date and value of the bank Draft No. _____ dated _____ Amount _____
cash Receipt No. _____ Dated _____ Amount _____
Bank Draft be drawn in favour of the **Registrar GJU S&T, Hisar** and should be crossed and **payable Punjab National Bank, Hisar**
11. Address on which the Certificate should be sent _____

Dated _____

(Full Signature of the Applicant)

Particulars checked from R/Sheet/Certificate/DMC/Degree No. _____ may be signed.

Signature of Clerk

Asstt.

Dy. Supdt. / Supdt. (R)

Asstt. Registrar (Results)

CERTIFICATE

I certify that the applicant Shri _____ Son/daughter of
Shri _____ is the same person who passed the examination under
particulars mentioned overleaf.

Full Name of Attesting Officer (in block letters)

Signature _____

Official Stamp _____

Designation & Full Address

IMPORTANT INSTRUCTIONS

1. This fee is payable by Bank Draft/University Cash Receipt
2. The certificate will ordinarily be issued within a fortnight on the receipt of the application and the prescribed fee, provided the form is complete in all details. In case of issue of duplicate DMC and degree for 2nd, an affidavit from First Class Magistrate on Non-judicial Stamp paper of Rs. 3/- be added
3. No person is entitled to apply on behalf of another person to receive his/her or another person's certificate personally from the office.
4. In the event of non-receipt of the Certificate within 20 days, the candidate should write to the Asstt. Registrar/Deputy Registrar Exam GJU S&T, Hisar giving full particulars (i.e. Roll No. of Examination, year and University Fee Receipt No.) to ensure early compliance.

FEES FOR VARIOUS CERTIFICATES

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| 1. Duplicate copy of Diploma/Defree/Certificate | Rs. 500-00 |
| 2. Provisional Certificate of having passed an examination of this University. | Rs. 100-00 |
| 3. Duplicate copy of the Provisional Certificate. | Rs. 100-00 |
| 4. Duplicate copy of the Detailed Marks Card. | Rs. 500-00 |
| 5. IInd Duplicate alongwith Affidavit copy of the Detailed Marks Card. | Rs. 1000-00 |
| 6. Educational Verification other than Govt./Foreign Students. | Rs. 250-00 |