

Maharshi Dayanand University, Rohtak

Application Form for a Duplicate Degree/Certificate

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

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. Principal of College, admitted to the privileges of the University or
4. 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
 - i) in Hindi.....
 - ii) in English (capital letters).....
2. Man/Woman.....
3. Father's Name
 - i) in Hindi.....
 - ii) in English (capital letters).....
3. a) Mother's Name
 - i) in Hindi.....
 - ii) in English (capital letters).....
4. Regn. No.....
5. Nature of Certificate required.....
i.e. Duplicate/Detailed Marks Card or Provisional Certificate etc.
6. Reasons for Applying.....
7. Name of the College/University Teaching Department.....
(if appeared as a regular candidate)
8. Distt. of Examination from where you appeared.....
9. Name of Examination.....
10. Year/Session.....
11. Roll No.....
12. Subject (a).....(b).....(c).....
(d).....(e).....(f).....
13. Pass or Fail.....Marks Obtained.....
14. No., date and value of the Bank Draft No. dated amount
(i) Cash Receipt No. dated amount

Bank Draft bedrawn in favour of the Finance Officer, M.D. University, Rohtak and should be crossed and payable at State Bank of India, M.D.U., Rohtak. Bank Code No. is 4734.

15. Address on which the certificate should be sent.....
.....

Signature of the applicant
Dated.....

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

Signature of D/Clerk

Asst.

Supdt.

AR (CS)

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. The fee is payable by Bank Draft or by Cash.
2. The certificate will ordinarily be issued either by post or by hand, as the case may be within a fort-night 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, and 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 (certificate section) M.D. University Rohtak, giving full particulars (i.e.) Roll No. of Examination, Year and University Fee receipt No. to ensure early compliance.