

Price Rs. 500/-

## 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.

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).....
- 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. 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)

## **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.