

Price Rs. 10/- only

FORM G2

# University of Engineering and Technology Taxila

Application for: *TICK THE APPROPRIATE BOX*

- Transcript of Marks  
 Provisional Certificate  
 Degree  
 Duplicate (please define)

**POSTGRADUATE**

## FOR OFFICE USE ONLY

Sr. No. \_\_\_\_\_

Dated: \_\_\_\_\_

Fee Receipt(s) \_\_\_\_\_

Req. Docs. \_\_\_\_\_

**Observation if any:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Dealing Official*

### Important:

- (1) All the particulars required below should be legible and accurately filled in by the candidate in his/her own handwriting.
- (2) Forms will be accepted only if complete in all respects, duly accompanied by necessary challan receipts & other evidences required; and signed by all concerned officers.
- (3) Attach an attested photocopy of SSC issued by the BISE concerned.
- (4) Please read the instructions (overleaf) carefully before filling in this form.

1. Nature of Certificate required : \_\_\_\_\_
2. Name of Exam. for which the certificate is required: \_\_\_\_\_
3. Option : THESIS / NON-THESIS (Score out which is not applicable)
4. Name of Applicant: \_\_\_\_\_  
As per SSC Examination (in BLOCK LETTERS)
5. Father's Name: \_\_\_\_\_  
As per SSC Examination (in BLOCK LETTERS)
6. Year of Passing/last attempt: \_\_\_\_\_
7. Regd. No. \_\_\_\_\_ Exam. Roll No. (if any) \_\_\_\_\_
8. Challan No. \_\_\_\_\_ Dated: \_\_\_\_\_ Amount: Rs. \_\_\_\_\_  
Name of Habib Bank Ltd. Branch \_\_\_\_\_ (Counterfoild 1 and 2 of the Challan be attached)
9. Declaration  
I solemnly declare that I have filled in the form myself and that the above particulars are correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of the applicant

## CERTIFICATES

1. Certified that the particulars mentioned above have been checked from the record of this office and found correct.
2. (In case of Provisional Certificate) There is nothing outstanding against the applicant.

**Director Postgraduate Studies**  
Department concerned

**Administrative Officer (ASRTD)**

**Chairman of Concerned Department**  
(in case of Provisional Certificate)

## INSTRUCTIONS

1. Application for University Certificate/Degree or its Duplicate Copy should be submitted in the Examinations Branch, duly signed by the candidate and the officers mentioned therein.
2. Separate application form shall be submitted for individual certificate, each form complete in all respect, independent of each other.
3. The original Bank Challah (both the counterfoils) should accompany the Application form. One counterfoil shall be returned to the applicant after cancellation, while the other shall be retained for record.
4. Attach an attested photocopy of the Secondary School Certificate, issued by the respective Board of Intermediate & Secondary Education with each application.
5. In case of Provisional Certificate, attach the Clearance Certificate issued by the Director, ASR&TD (in original).
6. Certificate/Degree cannot be issued to any person other than the candidate in whose name it is prepared. It can, however, be handed over to an authorized person on production of a Letter of authority from the candidate, duly countersigned by the Chairman of the Department or the Dean of the Faculty of which the candidate has been a student with respect to the Certificate/degree, applied for.
7. A duplicate degree/provisional certificate can only be issued if supported by an affidavit on a stamped paper of not less than Rs. 20/- duly testified by the First Class Magistrate or Class-I Officer; and a press cutting or a copy of an FIR, duly attested by the same officer.
8. The amount to be deposited by the candidate for a degree/Certificate or duplicate thereof, is as under:

Transcript of Marks	Rs. 200/- per semester
Provisional Certificate	Rs. 500/-
Degree	Rs. 1000/-
Duplicate	Double of the normal
Price of this Application Form	Rs. 10/-

These rates are subject to agreement of the latest orders to the effect and liable to modification or alteration without any prior notice.

### Notes:

- (a) The Certificate or Duplicate copy **except degree** shall ordinarily be issued within 10 days from the receipt of Application, provided that the relevant result has already been notified and the Application Form is complete in all respects.
- (b) In case a certificate or duplicate copy is required within 48 hours, the candidate shall deposit double fee prescribed for such certificate, **except degree**.
- (c) A Degree will normally be issued within **45 days** on the receipt of the application form, complete in all respects. Any request for URGENT issuance of degree shall not be entertained. The issuance of duplicate of a degree can take more than 45 days after the submission of the application form.