

Free of Cost

**SHREE VISHWAKARMA SKILL UNIVERSITY, DUDOLA, PALWAL**



TRANSIT OFFICE: PLOT NO-147 SEC- 44, GURUGRAM

**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**.
5. Reasons for applying \_\_\_\_\_
6. Name of the Department \_\_\_\_\_
7. Name of Examination \_\_\_\_\_
8. Year/Session \_\_\_\_\_
9. Pass \_\_\_\_\_ 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 **SHRI VISHWAKARMA SKILL UNIVERSITY,**  
**GURUGRAM** and should be crossed and payable HDFC, GURUGRAM, A/C NO:  
50100232925220, IFSC NO - HDFC0004809.
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.

Asstt. Registrar

# CERTIFICATE

I certify that the applicant \_\_\_\_\_ 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 SVSU, dudhola, palwal giving full particulars (i.e. Roll No. of Examination, year and University Fee Receipt No.) to ensure early compliance.