



# Rural Institute of Technical and Management Education

www.ruralinstitute.in

To,  
The Controller Of Examination, Rural Institute of Technical and Management Education, Hyderabad (Telangana ).

## Sub : Duplicate of PROVISIONAL CERTIFICATE

### 1. Applicant's Address

Name	:	_____
Father's Name	:	_____
Mother's Name	:	_____
Address	:	_____
		_____
Pincode	:	_____

### 2. Study Center's Address

Center Code	:	_____
Name	:	_____
Address	:	_____
		_____
City	:	_____
State	:	_____
Pincode	:	_____

3. Tel No. (With STD Code): \_\_\_\_\_

4. Email : \_\_\_\_\_

5. Name of the Examination :  Diploma  B.Tech  M.Tech

6. Stream : \_\_\_\_\_ 7. Year of Passing : \_\_\_\_\_

8. Roll Number : \_\_\_\_\_

9. Enrollment No. : \_\_\_\_\_

10. Request for the issue :-  Duplicate Provisional Certificate

### 11. Academic Details (Enclose Xerox and attested copies of the Marks card of all semesters) :

Course	Stream	Semester	Month & year of Passing	Semester Total	Semester Grade

### 12. Reason (Indicate briefly the reason or obtaining above certificate) :

--

### 13. Details of fees paid :

DD/Challan No.	DD Date	DD Amount(Rs.)	Bank Name	(DD should be payable at Udaipur)

### 14. Declaration By the Applicant :

a. I certify that I have read and understood all the provisions indicated in the prospectus and the Circulars published in the website [www.ruralinstitute.in](http://www.ruralinstitute.in) from time to time.

b. I certify that after being fully satisfied with this course I had decided to get enrolled out of my own free will and desire.

c. I further certify that same had been without any inducement and misrepresentation either from the said University or any other person concerned.

d. I shall abide by this undertaking and shall not hold anybody responsible for the same in any manner after the completion of the course.

e. I hereby certify that all the particulars stated in this application are true to the best of my knowledge & belief. In the event of suppression or distortion of any fact made in my application only I will be held responsible.

f. I understand that FEES once paid will NOT be refunded.

Paste one recent passport size Photograph preferably Black & White duly signed by the Co-ordinator at the Study Centre

Specimen Signature of the Candidate

--

**For Office Use**

Eligibility verified and found correct

YES / NO

Fees Received

Certificates verified

Despatched on  
References

---

**Signature of Controller of Examination**

Date :

**INSTRUCTIONS****Following documents must be forwarded along with the application :**

- Certified true copy of 10th or equivalent in case of Diploma students and 10+2 or equivalent in case of B.Tech students and Degree pass certificate of M.Tech students. (Duly Notarized)
- Copy of Final pass certificate obtained from the University.(Duly Notarized)
- Xerox copy of the Marks Sheet of all semesters. (Duly Notarized)
- Original School Leaving Certificate in case of Diploma Student & Original Migration from Old University in case of Degree Student.

**Note : Along with all relevant documents & DD the application form should be submitted to the study center only.****FEES**

S. No.	Description	New Fees
1.	Provisional Certificate	Rs. 300/-
2.	Correction of Provisional Certificate	Rs. 300/-
3.	Duplicate Provisional	Rs. 300/-
4.	Migration Certificate	Rs. 300/-
5.	Correction of Migration Certificate	Rs. 300/-
6.	Duplicate Migration Certificate	Rs. 500/-
7.	Consolidated Marksheet	Rs. 500/-
8.	Correction of Consolidated Marksheet	Rs. 500/-
9.	Duplicate of Consolidated Marksheet	Rs. 500/-
10.	Certificate/Diploma/Degree (Original)	Rs. 500/-
11.	Duplicate Certificate/Diploma/Degree	Rs. 700/-

**FORMAT OF THE AFFIDAVIT (Inc case of Lost of Certificate)  
(on Rs. 15/- Judicial Stamp Paper)**

\_\_\_\_\_ (Name of the Student) \_\_\_\_\_ deponent

I, \_\_\_\_\_, son/ daughter/wife of \_\_\_\_\_

aged \_\_\_\_\_ residing at \_\_\_\_\_

solemnly affirm and state as follows :

1. I say that I have lost the originals of the following certificates issued by the Rural Institute of Technical and Management Education. I hereby attach the copy of FIR lodged with the police/ (other forms of complaints lodged if any)

**Reg No.(Enrollment No.)****Particulars of the certificates lost****FIR No.****Particulars of the FIR Report**

- I say that in spite of diligent search I am unable to trace the originals of the aforesaid certificates and hence they are taken as lost. If traced, I will produce them before the Institute.
- I say that I have not misused the same and I shall not misuse the same if recovered.
- I say that for the purpose of \_\_\_\_\_ I need the certified duplicates of the said certificates.
- It is therefore necessary that on the strength of this affidavit certified duplicates are issued to me by the Institute.
- All this is true.

**Signature of the DEPONENT**

Solemnly affirmed and signed before me on this day of \_\_\_\_\_

Dt \_\_\_\_\_

**NOTARY PUBLIC**