General Instructions for Duplicate Certificate

1. Please download the form for Duplicate Certificate from our website www.jaduniv.edu.in/link-Examination/link-Downloads or collect the same from the Examination Counter, Aurobindo Bhavan (the Exam. Counter remains open from **11.00 A.M. to 02.00 P.M. and from 02.30 P.M. to 05.00 P.M.** on all working days) preferably between **11.00 A.M. and 02.00 P.M.**

2. **Eligibility :** Degree awarding Certificate of only any **Degree Course of Study,** issued from the Jadavpur University, may be duplicated subject to fulfillment of all other instructions.

3. **Documents and fees required along with the properly filled in application form :**
   a) A photocopy of the Final Grade Card / Mark-sheet / Degree awarding Certificate of respective course of study.
   b) A SIGNATURE PROOF (e.g. Photocopy of Passport / Pan Card / Identity Card issued by our University, etc.).
   c) In case of missing, a copy of the report acknowledged by the Police Station, stating loss of the particular Certificate.
   d) In case of damage of the original Certificate, the same must be enclosed, if feasible, along with a report acknowledged by the Police Station, stating the fact.
   e) In case of non-receipt of the original Certificate within the stipulated time (five years from the date of respective Convocation), state the fact truthfully and correctly in the prescribed form.
   f) Requisite fee is ₹ **250/-** (Rupees two hundred fifty only) **per duplicate Certificate.**

4. **Mode of Payment :**
   a. Personally by Cash at Cash Counter (ground floor) of Aurobindo Bhavan (after payment request made by the Examination Office. The Cash Counter remains open from **11.00 A.M. to 02.00. P.M. and from 02.30 P.M. to 03.30 P.M.**) on all working days.
   b) Money Transfer :
   In Indian Rupee : State Bank of India, Jadavpur University Branch, Kolkata
   >> IFSC CODE – SBIN0000093
   >> Account no. – 11079699404
   >> Account name – JADAVPUR UNIVERSITY
   In US dollar (from abroad) : State Bank of India, Overseas Branch, Kolkata
   >> Samriddhi Bhavan, A-Block
   >> 1, Strand Road, Kolkata - 700 001, West Bengal, India
   >> Branch code - 4805
   >> RTGS/NEFT - SBIN004805
   >> Account No. – 11051171124
   >> SWIFT code - SBI NIN BB 106
   >> Note : Necessary Details of Remittance to be furnished to JU for Verification of Credit at the time of submission of application.

5. The application form must be signed by the candidate, as signed in the document of signature proof enclosed with the application, and his / her name must be furnished as printed on the Registration Certificate and original Certificate issued by our University.

6. **Delivery related information :**
   a. Duplicate Certificates are delivered normally after **FIFTEEN WORKING DAYS** of duly submission of application, between **03.00 P.M. and 05.00 P.M. from Table No. 15, Room No. 3** of the Examination Office.
   b. Duplicate Certificates may be collected by candidate or duly authorized person (whose signature must be attested by the candidate in the letter of authorization addressed to the Controller of Examinations).
   c. At the time of collecting Duplicate Certificate, **(i)** the proof of payment against submission of required fees, **(ii)** Authorization (if the candidate can not come by person) in proper form and **(iii)** photocopy of any authentic photo-identity **(with signature proof)** of the candidate or authorized person (if applicable) are required to be submitted.
   d. There is no provision of sending Duplicate Certificate to the applicant by post.
   e. Duplicate Certificates **are kept for delivery for one year** with effect from the date of issue as mentioned on the same. If not collected within this period, such undelivered Duplicate Certificates are destroyed and fresh application with requisite fees and document(s) is required to be submitted.

APPLICATION FOR DUPLICATE CERTIFICATE

FOR OFFICE USE ONLY	Cashier
Received ₹ …………………….. vide Receipt No. …………………… dated ………………….. _____ Cashier	Please accept ₹ …………………….. for …………… number(s) of duplicate Certificate. _____ Date : Examination Office

The Controller of Examinations

Jadavpur University, Kolkata – 700 032

Dear Sir,

I beg to apply for duplicate Certificate(s) as per description specified below in given format. Required document(s) as per instruction is / are enclosed herewith. I understand that improper submission or inadequate enclosure, even if identified later, may lead to cancellation of this application without refund of requisite fees.

Sl. No.	Name of the Course of Study Passed (e.g. B.A. in English)	Session / Year	Class Obtained / Result	Reason of Application (e.g. Loss / Damage / Non-receipt of the original Certificate)	Note (For Office Use Only)
01					

Name of the Applicant (in CAPITAL LETTERS) :

Registration No. (with its session) :

E-mail Address :

Contact No. (preferably a Mobile No.) :

Yours respectfully,

_____
Date :   Signature

N.B. :   Before filling this Application Form, applicants are specially instructed to follow the general instructions (available in our website www.jaduniv.edu.in/link-Examination) regarding requisite fees **(@ ₹250/- per Duplicate Certificate**), document(s) to be enclosed, delivery, etc. pertinent to duplicate Certificate.

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FOR OFFICE USE ONLY (M. R. SECTION)

Report from the Muster Roll Section on verification of Name & Registration No. of the applicant :

Name and Registration No. of the applicant have been checked and found correct / incorrect.

_____
Date :   Sr. / Jr. Superintendent, Muster Roll Section