

National Institute of Technical Education & Research (NITER)

(An Autonomous Vocational & Skill Development Institute)

Registered under Society Registration Act 21 of 1860, NCT of Delhi



DUPLICATE MARKSHEET / CERTIFICATE REQUEST FORM

1. STUDENT DETAILS

Student Name (Block Letters): _____

Father's / Husband Name: _____

Mother Name: _____

Date of Birth (DD/MM/YYYY): _____

Enrollment Number: _____

Registration Number (if applicable): _____

Course Name: _____

Course Category / School: _____

Study Centre Name & Code: _____

Session / Batch: _____

2. DOCUMENT REQUIRED

(Please tick as applicable)

Duplicate Marksheet

Duplicate Course Completion Certificate

Duplicate Provisional Certificate

3. REASON FOR REQUEST

(Please tick and specify)

- Lost
- Damaged
- Misplaced
- Other Reason (Specify): _____
- _____

4. FEE DETAILS

Duplicate Document Fee Amount: Rs. _____

Payment Mode: Online Cash DD

Transaction ID / DD No: _____

Date of Payment: _____

5. DOCUMENTS ATTACHED

- Copy of Original Marksheet / Certificate (if available)
- Copy of FIR or Self Declaration (in case of loss)
- ID Proof (Aadhaar / Any Valid ID)
- Fee Receipt
- Recommendation from Study Centre
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6. STUDENT DECLARATION

I, the undersigned student, hereby declare that the information provided above is true and correct to the best of my knowledge.

I understand and accept that:

- issuance of duplicate marksheet or certificate is subject to verification of institute records

- duplicate documents are issued only for academic and personal record purposes
- fees paid for duplicate documents are non refundable
- institute reserves the right to reject the request in case of discrepancy or misuse

I further declare that if the original document is found later, I shall not misuse or submit both documents simultaneously.

Student Signature: _____

Student Name: _____

Date: _____

7. RECOMMENDATION BY STUDY CENTRE

Certified that the above-mentioned student identity and records have been verified and the request for duplicate document is recommended.

Study Centre Name: _____

Authorized Signatory Name: _____

Signature & Seal of Study Centre: _____

Date: _____

8. FOR OFFICE USE ONLY (NITER)

Application Received On: _____

Verified By: _____

Approval Status: Approved Rejected Pending

Document Issued On: _____

Duplicate Document Number: _____

Dispatch Mode: By Post By Hand Other _____

Signature of Academic / Examination Department

IMPORTANT INSTRUCTIONS

- Duplicate documents will be issued only after complete verification.
 - Processing time shall be as per institute norms.
 - Incomplete applications will not be processed.
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NITER – Academic & Examination Department

Website: www.niter.in

Helpline: 78726 78726

