



தமிழ்நாடு மாநில தொழிற்கல்வி மையம்
TAMILNADU STATE COUNCIL OF VOCATIONAL TRAINING

An Autonomous Council Incorporated Under Legislation of Government of India for Vocational Education

Under the Aegis of Tamilnadu Council for Open & Distance Learning, Reg Under Tamilnadu Govt Act

APPLICATION FORM FOR ISSUING DUPLICATE MARK SHEET / CERTIFICATE

From

------(Full Name)

------(Address Line 1)

------(Address Line 2)

------(Tel.No)------(Mobile No)

To

The Controller of Examination
Tamilnadu State Council of Vocational Training
No:7, First Floor, Kundrathur Road, Porur,
Chennai-600116, Tamilnadu

Sir,

Sub: Requisition for Issue of Duplicate Certificate / Mark Sheet -Reg

I have passed the Tamilnadu State Council of Vocational Training Examination in _____ (Academic / Calendar) _____ (Year). The original mark sheet / certificate is lost / mutilated. I kindly request you to issue the Duplicate Mark Sheet / Certificate.

Sl.No	Name of the Candidate	Roll No	Enrolment No	Name of the Course
1.				

As required, I have enclosed herewith affidavit, duly notarized to enable you to consider my request for issue of Duplicate Mark Sheet / Certificate. I have also enclosed a Demand Draft with the following details. (Demand Draft in favour of Tamilnadu Council for Open and Distance Learning, Payable at Chennai with the fees of Rs.500/- per student)

SL.No	Name of the Bank	Demand Draft No	Dated	Amount
1.				

Place:

Yours Faithfully,

Date:

(Signature of Student)

[TO BE EXECUTED IN Rs.20/- STAMP PAPER]

AFFIDAVIT

I _____(name of the candidate as per Mark Sheet) Son
/Daughter of _____ aged _____resident of

_____ do hereby solemnly state on oath as under:

1. whereas I was a bonafide candidate and appeared for TAMILNADU STATE COUNCIL OF VOCATIONAL TRAINING Examination and successfully completed the same by attending the Certificate / Diploma in _____ conducted by _____(Name of the Vocational Training Centre)
2. whereas, I have lost / misplaced my mark sheet / certificate and the same could not be found or traceable with all my efforts.
3. whereas in the event of the said mark sheet / certificate is found, I undertake to return it to TAMILNADU STATE COUNCIL OF VOCATIONAL TRAINING.
4. whereas I have not given and / or handed over the original mark sheet / certificate to any person / entity for any purpose and that I will not misuse the duplicate mark sheet / certificate issued to me.
5. whereas the above contents are true and correct to the best of my knowledge and belief and no part of it is false.

Signature & Seal Of Notary Public
Date:

Deponent (Student)