



# RKDF UNIVERSITY RANCHI

ARGORA, KATHAL MORE ROAD, DHIPATOLI - PUNDAG, RANCHI – 834004

## Application for obtaining Original Degree Certificate/Diploma Certificate

PHOTO

1. Student Name : \_\_\_\_\_
2. Student Name (Hindi): \_\_\_\_\_
3. Enrollment No. : \_\_\_\_\_
4. Father's Name : \_\_\_\_\_
5. Father's Name (Hindi): \_\_\_\_\_
6. Course : \_\_\_\_\_
7. ABC ID : \_\_\_\_\_
8. Contact No : \_\_\_\_\_

9. Details of Examination Passed for which applying for certificate:

Examination Passed	Year of Passing	CGPA/Percentage	Department

10. Fee Paid Details:

Amount: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Dated: \_\_\_\_\_

11. Mode of Collection of Certificate: In Person ☐ By Post ☐

### DECLARATION BY THE APPLICANT

I declare that the above particulars are true to the best of my knowledge and belief. In case any statement made by me is found to be incorrect my application shall be liable to be cancelled.

Full Signature of the Applicant with Date

### Office Notes

Received By  
(Date)

Checked By  
(Date)

Prepared By  
(Date)

### **INSTRUCTIONS FOR THE APPLICANT**

1. The Original Certificate shall be issued only after holding of Convocation of that particular degree.
2. Application must be accompanied with the
  - a) **No dues form**
  - b) **Self-attested photocopy of Mark sheet of all semesters**
  - c) **For Ph.D; Self Attested photocopy of Award Notification and Course Work Marksheet**
3. No Online communication should be made in this concern. Only hard copy application will be entertained through registered post/ by hand
4. Incomplete application will be summarily rejected without further communication. Incorrectness or inaccuracy of information submitted may lead to rejection of the application and in such case fees deposited shall not be refunded.
5. The Certificate will be handed over to the candidate concerned on proper identification, if opted to receive the certificate in person. Candidate shall bring any valid identity proof alongwith payment receipt and authorization letter (format attached) in case of receipt by other person. If opted to receive the certificate by post an undertaking (Format attached), fee receipt and Address slip (format attached) shall be submitted.

#### **6. Current Rate of Fees is as under:-**

<b>SI No.</b>	<b>Certificate</b>	<b>Fees (Rs.)</b>
<b>1.</b>	<b>Ph.D. Degree</b>	<b>7000</b>
<b>2.</b>	<b>Degree Certificate (UG)</b>	<b>5000</b>
<b>3.</b>	<b>Degree Certificate (PG)</b>	<b>6000</b>
<b>4.</b>	<b>Diploma / PG Diploma Certificate</b>	<b>5000</b>

This is however subject to change.

**Additional Rs. 500 if opted to receive Certificate by post.**

#### **BANK DETAILS**

**Bank Name** : **PUNJAB NATIONAL BANK**  
**Branch Name** : **GONDHERMHOW (BHOPAL)**  
**Account No.** : **7548002100000593**  
**IFSC Code** : **PUNB0754800**  
**Account Holder's Name** : **RKDF UNIVERSITY RANCHI**  
**Branch Address** : **GONDHERMHOW (BHOPAL)**

# **Undertaking**

I hereby undertake to receive the certificate by post at the address provided by me at duly filled in Address slip and take the responsibility for Postal delay or lost if any.

(Signature of the Applicant)

## ADDRESS SLIP

**NAME:** \_\_\_\_\_

**C/O:** \_\_\_\_\_

**HOUSE NO. :** \_\_\_\_\_

**ROAD/LANE:** \_\_\_\_\_

**LOCALITY:** \_\_\_\_\_

**VILLAGE/TOWN/CITY:** \_\_\_\_\_

**DISTRICT:** \_\_\_\_\_ **STATE:** \_\_\_\_\_

**PIN:** \_\_\_\_\_ **MOBILE NO. :** \_\_\_\_\_