



THE PUNJAB STATE BOARD OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING

Plot No. 1-A, Sector 36-A, Chandigarh Ph : 0172-2615389, 2622584, 2622585

APPLICATION FOR ISSUE OF VERIFICATION OF CERTIFICATES

Nature of Document required (Please tick the relevant): **Verification of Certificates**

Trade/Course _____

A. Particular of the applicant Man/Woman (please tick)

Name: (In capitals):

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Father's Name: (In capitals)

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Registration No

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B. Fees Paid Rs. _____

Rupees _____

Bank Draft / Receipt No. _____

Dated _____

C. Reason for applying _____

D. Details of Examinations passed/Syllabi required :

Name of Examination	Regd. No.	Year/ Session	Marks Obtained	Max. marks	Name of Institute

E. Name & Full Address & Phone No. (if any) of the applicant:

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F. Names & Full address of the Institutions for dispatch of Transcripts/Verification of Qualifications/ Attested photo copies of certificates/Syllabi.

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Signature of Applicant (with official seal if any)

FOR OFFICE USE

G. Particulars checked and found correct The case is in order. Certificate be issued

Dated

Dealing Official/Assistant.

INSTRUCTIONS

(Verification of Qualification)

1. No person except recruitment agencies/employers is entitled to apply on someone's behalf or receive his or another person's Verification of Qualifications from this office. These will only be mailed directly to the concerned Institution's by the office within 10 working days from the date of receiving the completed application with full fee as prescribed by the Board.
2. Attach one photocopy each of certificates of all the Examinations passed.
3. The fee will be charged separately for each time an application is made for the purpose.

Prescribed Fee :

Sr.No.	Type of Verification	Fee (Including Processing Fee)
1	Verification of documents for WES/ ICES/ IQAS/ Other Foreign Universities	2000/- (For all certificates including Postal Charges)
2	Verification of documents required by Govt. Departments	300/- (per certificate) (including Postal charges)
3	Verification of documents required by Private Agencies/Institutions/PSPCL	500/- (per certificate) (including Postal charges)