

INSTRUCTIONS

(Transcripts /Verification of Qualification/Attestation of Photo Copies of Certificates /Syllabi etc.)

1. No person except recruitment agencies/employers is entitled to apply on someone's behalf or receive his or another person's Transcripts/Verification of Qualifications/Attested Photo copies of Certificates/Syllabi from this office. These will only be mailed directly to the concerned Institution 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 (for attestation of photo copies, two sets are to be attached).
3. The fee will be charged separately for each Institution/organization and afresh each time an application is made for the purpose.

PRESCRIBED FEE

- Issue of Transcript **Rs. 100/- per exam/session/year/copy**
- Verification of Qualifications on request of a person from within Indian Territory (per examination) (each time). **Rs. 200/-**
- (i) Official attestation of 1st Photostat copy of each certificate, each time **Rs. 200/-**
(ii) For each additional copy **Rs. 50/-**
(iii) Photo copies of syllabi per syllabus (each time) **Rs. 100/- per exam/ session/year/copy.**
- **Cost of downloaded form Rs.50/-**
- Verification of academic qualifications etc. of a person applying from a place outside India i.e. from abroad (per examination, each time) **U.S.\$ 50 or its equivalent in Rupees**

NOTE: The prescribed fee + Rs.50/- for the form downloaded from the internet, should be remitted in cash at Board counter or through **Bank Draft drawn in favour of the Secretary, Punjab State Board of Technical Education & Ind. Trg.,** payable at *at any Scheduled bank at Chandigarh only.* **Part payment of fee is not acceptable.**