

**GENERAL INFORMATION REGARDING SERVICES (<http://apply.pbteched.net>)**

**DIPLOMA IN ENGINEERING / DIPLOMA IN PHARMACY**

Sr. No.	Detail of Service	Fees (in Rs.)	Documents required	Time Line
1.	Issue of Duplicate Certificates	500/- per certificate	<ol style="list-style-type: none"> <li>1) Request Letter by student through Institute.</li> <li>2) ID proof of Student.</li> <li>3) Result Notification and Photocopy of certificate required by Student(Must in case of manual certificate) in single pdf file.</li> <li>4) FIR / DDR / Affidavit.</li> </ol>	Within 07 working days from the receipt of complete application along with prescribed fees.
2.	Issue of Corrected Certificates	500/- per certificate	<ol style="list-style-type: none"> <li>1) Request Letter by student.</li> <li>2) Letter from Institute with the declaration that old certificates have been deposited at the level of Institute.</li> <li>3) ID proof of Student.</li> <li>4) Date of Birth proof(Matric Certificate only).</li> <li>5) Photocopy of all DMCs issued by Board in a single pdf file.</li> <li>6) Photocopy of Diploma/Transcript issued by Board in a single pdf file.</li> </ol>	Within 07 working days from the receipt of complete application along with prescribed fees.
3.	Verification of Certificates from WES/ IQAS/ ICES/ CES/ ICAS	2000/- Verification Fees(Including processing charges)	<ol style="list-style-type: none"> <li>1) Foreign Agency Academic Record Request Form and Reference Number (Name mentioned in the form should be same as in Diploma certificate).</li> <li>2) Request Letter by student (Phone no. of student required).</li> <li>3) ID proof of student.</li> <li>4) Date of Birth proof(Matric Certificate only).</li> <li>5) Photocopy of Diploma/Transcript issuedby the Board in a single pdf file.</li> <li>6) Photocopy of all DMCs issued by Board in a single pdf file.</li> </ol>	Within 15 working days from the receipt of complete application along with prescribed fees.

Sr. No.	Detail of Service	Fees (in Rs.)	Documents required	Time Line
4.	Verification of Certificates from Private Sector	500/- Verification Fees	<ol style="list-style-type: none"> <li>1) Department Letter.</li> <li>2) Photocopy of Diploma/Transcript issued by Board in a single pdf file.</li> <li>3) Photocopy of all DMCs issued by Board in a single pdf file.</li> </ol>	Within 15 working days from the receipt of complete application along with prescribed fees.
5.	Verification of Certificates from Govt Department	No fees	<ol style="list-style-type: none"> <li>1) Department Letter.</li> <li>2) Photocopy of Diploma/Transcript issued by Board in a single pdf file.</li> <li>3) Photocopy of all DMCs issued by Board in a single pdf file.</li> </ol>	Within 15 working days from the receipt of complete application along with prescribed fees.
6.	Verification of Certificates (other than WES/ IQAS/ ICES/ CES/ ICAS)	2000/- Verification Fees(Including processing charges)	<ol style="list-style-type: none"> <li>1) Request Letter by student (Required Phone no. of student).</li> <li>2) ID proof of student (Name of student must be same as in the academic record).</li> <li>3) Date of Birth proof(Matric Certificate only).</li> <li>4) Photocopy of Diploma/Transcript issued by Board in a single pdf file.</li> <li>5) Photocopy of all DMCs issued by Board in a single pdf file.</li> </ol>	Within 15 working days from the receipt of complete application along with prescribed fees.
7.	Verification of Certificates from WES/ IQAS/ ICES/ CES/ ICAS for batches up to Dec 2004 for which no Transcript has been issued	2500/- Verification Fees(Including processing charges)	<ol style="list-style-type: none"> <li>1) Foreign Agency Academic Record Request Form and Reference Number (Name mentioned in the form should be same as in Diploma certificate).</li> <li>2) Request Letter by student (Phone no. of student required).</li> <li>3) ID proof of student.</li> <li>4) Date of Birth proof(Matric Certificate only).</li> <li>5) Photocopy of Diploma Certificate issued by Board.</li> <li>6) Photocopy of all DMCs issued by Board in a single pdf file.</li> </ol>	Within 15 working days from the receipt of complete application along with prescribed fees.

## INDUSTRIAL AND TRAINING INSTITUTES (ITI)

Sr. No.	Detail of Service	Fees (in Rs.)	Documents required	Time Line
1.	Issue of Duplicate Certificates of SCVT Scheme (Session 1998 onwards)	250/- per certificate	<ol style="list-style-type: none"> <li>1) Request Letter by student through Institute.</li> <li>2) ID proof of Student.</li> <li>3) Date of Birth proof(Matric Certificate only).</li> <li>4) FIR/DDR</li> <li>5) Photocopy of STC/PTC/COE NTC issued by Board in a single pdf file.</li> <li>6) Photocopy of all DMCs issued by Board in a single pdf file.</li> </ol>	Within 10 Working days after the receipt of complete application.
2.	Issue of Corrected Certificates of SCVT Scheme (Session 1998 onwards)	250/- per certificate	<ol style="list-style-type: none"> <li>1) Request Letter by student.</li> <li>2) Letter from Institute with the declaration that old certificates have been deposited at the level of Institute.</li> <li>3) ID proof of Student.</li> <li>4) Date of Birth proof(Matric Certificate only).</li> <li>5) Photocopy of STC/PTC/COE NTC issued by Board in a single pdf file.</li> <li>6) Photocopy of all DMCs issued by Board in a single pdf file.</li> </ol>	Within 10 Working days after the receipt of complete application.
3.	Issue of Corrected Certificates of NCVT Scheme (Session 1998 to 2013)	250/- per certificate	<ol style="list-style-type: none"> <li>1) Request Letter by student.</li> <li>2) Letter from Institute with the declaration that old certificates have been deposited at the level of Institute.</li> <li>3) ID proof of Student.</li> <li>4) Date of Birth proof(Matric Certificate only).</li> <li>5) Photocopy of PNTC/NTC issued by Board in a single pdf file.</li> <li>6) Photocopy of all DMCs issued by Board in a single pdf file.</li> </ol>	Within 10 Working days after the receipt of complete application.

Sr. No.	Detail of Service	Fees (in Rs.)	Documents required	Time Line
4.	Issue of Duplicate Certificates of NCVT Scheme (Session 1998 to 2013)	250/- per certificate	<ol style="list-style-type: none"> <li>1) Request Letter by student through Institute.</li> <li>2) ID proof of Student.</li> <li>3) Date of Birth proof(Matric Certificate only).</li> <li>4) FIR/DDR</li> <li>5) Photocopy of PNTC/NTC issued by Board in a single pdf file.</li> <li>6) Photocopy of all DMCs issued by Board in a single pdf file.</li> </ol>	Within 10 Working days after the receipt of complete application.
5.	Verification Of Certificates from WES/ IQAS/ ICES/ CES (Session 1998 onwards)	2000/- Verification Fees (Including postal charges)	<ol style="list-style-type: none"> <li>1) Request Letter by student.</li> <li>2) Foreign Agency Academic Request Form.</li> <li>3) ID proof of student.</li> <li>4) Photocopy of PNTC/STC/PTC/NTC issued by Board in a single pdf file.</li> <li>5) Date of Birth proof(Matric Certificate only).</li> <li>6) Photocopy of all DMCs issued by Board in a single pdf file.</li> </ol>	Within 10 Working days after the receipt of complete application.
6.	Verification of Certificates from Govt. Department (Session 1998 onwards)	300/- per certificate	<ol style="list-style-type: none"> <li>1) Department Letter.</li> <li>2) Photocopy of PNTC/STC/PTC/NTC issued by Board in a single pdf file.</li> <li>3) Photocopy of all DMCs issued by Board in a single pdf file.</li> </ol>	Within 10 Working days after the receipt of complete application.
7.	Verification of Certificates from Private Agencies/ Institutions/ PSPCL (Session 1998 onwards)	500/- per certificate	<ol style="list-style-type: none"> <li>1) Department Letter.</li> <li>2) Photocopy of PNTC/STC/PTC/NTC issued by Board in a single pdf file.</li> <li>3) Photocopy of all DMCs issued by Board in a single pdf file.</li> </ol>	Within 10 Working days after the receipt of complete application.