

INSTRUCTIONS

1. Application should be made by the candidate in the prescribed format and should be submitted at

**The Registrar,
Indian Institute of Teacher Education
KH- Road, Sector-15,
Gandhinagar-382016, INDIA**
2. The following documents should be enclosed along with the **application form**.
 - (a) An affidavit duly signed by a First Class Magistrate detailing the circumstances under which the original certificate was lost/destroyed. (As per the format attached herewith)
 - (b) Photocopy of the marksheet for which duplicate certificate is required **(if available)**
3. The fee for the issue of Duplicate Mark sheet/Grade Card is **Rs. 200/- per Marksheet/Grade Card**
4. The fee should be paid in the form of Cash or Demand Draft in favour of the **“Registrar, IITE payable at Gandhinagar”**. **(The Cheque of any type shall not be accepted)**
5. Fee once paid will not be refunded nor adjusted for any other certificate under any circumstances.

**FORMAT OF AFFIDAVIT TO BE EXECUTED ON NON-JUDICIAL STAMP PAPER OF THE VALUE OF
RS. 50/- BEFORE A FIRST CLASS MEGISTRATE FOR ISSUE OF DUPLICATE CERTIFICATE**

I undersigned,

Name:

Father/Husband Name:

Surname:

Age:

Address:

.....

do hereby declare on oath that I was the student of
.....(Name of Program) at Indian Institute of Teacher
Education (IITE), Gandhinagar with Enrollment number.....

I had appeared in the examination ofin April-May / November-
December..... I had received the Marksheet/Grade Card from Indian Institute of Teacher
Education, Gandhinagar for aforesaid examination, which is lost/stolen/torned.I could not find my
original Marksheet/Grade card in spite of my sincere efforts.

Herewith I assure that I will not misuse the duplicate Marksheet/Grade Card issued to me in any
circumstances.

I also declare that if my lost Marksheet/Grade card will be found in future, I will return the duplicate
Marksheet/Grade card issued to me.

I also submit my undertaking that if my original Marksheet/Grade Card which has been lost will
be misused by any one , I shall stand responsible for the damages occur from the unfair use of
Marksheet/Grade Card.

Place :

Date :

Signature of the Candidate

Solemnly affirmed

at(place)

thisday of 20.....

and his / her signature is affixed in my presence.

Signature of Deponent

Address:

Office seal :