

## NTTF TECHNICAL TRAINING CENTRE, \_\_\_\_\_

**Form for issue of duplicate certificate and marks card in the event of irrecoverable loss of originals**

Name of the trainee as per SSLC Markscard (in block letters)	
Photocopy of SSLC Mark list	
The trade in which you underwent the course	
Period of institutional training	
Name of the company and period of industrial training during 4th / 3rd year	
Name of the centre where you underwent training	
Marks card / Certificate for which duplicate is required (enclose photocopy / complete details like semester / year /Reg. No.)	
Month and year of passing final exam	
Date of birth as per SSLC marks card	
Name of father / guardian as given in SSLC	
Photocopy of complaint letter lodged with the relevant police station regarding loss of certificates	
Proof of receipt of complaint letter from police station where complaint is lodged	
photo copies of further correspondence in the matter which will strengthen your case	
Affidavit (in original) executed before a magistrate / notary public declaring that the originals are irrecoverably lost	
Rs. 500 /- to be paid for final semester markscard and Rs. 1000 for certificate	
Attested photocopies of lost certificates	
Stamp size photo of the candidate	
Copy of the relieving letter from the previous company/ no objection letter from HR Dept. of existing company	
The above information furnished are true to the best of my knowledge	
Signature of Trainee:	
Name of the Trainee:	
Place :	
Postal Address :	