

**NTTF TECHNICAL TRAINING FOUNDATION  
EXAMCELL – CORPORATE OFFICE**

**GUIDELINE FOR ISSUE OF DUPLICATE CERTIFICATES / MARKS SHEET  
& CORRECTION OF CERTIFICATE / MARKS SHEET – QUALIFYING EXAMS**

If a trainee loses his original certificate, then the trainee will be issued Duplicate Certificate if he satisfies the following conditions as per the format enclosed:

- Produces a photocopy of the complaint letter lodged at police station.
- Affidavit from the magistrate/notary that the lost certificate/ are irrecoverable.
- Pay the fee of Rs. 1000/ 100 US dollars for candidates stationed in foreign countries.
- Photocopies of the lost certificate

The trainee shall also provide all necessary information for preparing the Duplicate Certificate.

**The duplicate certificate shall contain the following**

- Certificate number of the original issue with the date of issue
- A seal “Duplicate” well within the main boundary
- Additional note will be typed at the bottom of the certificate stating

“Duplicate certificate issued on ..... for reporting LOSS/SPOILAGE/ANY OTHER”

“Duplicate certificate will be issued after 3 months from the date of the complaint lodged.

The Duplicate Certificate shall be signed by **Director (Trg)**.

**Correction of certificate:**

If any discrepancy is noticed in the Diploma certificate or statement of marks, it should be surrendered for correction immediately issue of the said document. If the Certificate / statement of marks is not submitted immediately, only a correction letter for the said discrepancy shall be issued on NTTF letterhead. For a delay of every three months from the date of issue, a processing charge of Rs.200/- will be collected for issuing the correction letter of Diploma Certificate / Statement of marks.

**G S KALPANA  
EXAMCELL INCHARGE**