

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT FOR ELECTRONICS
THIRUVANANTHAPURAM - 14

APPLICATION FOR ISSUING DUPLICATE/TRIPLICATE MARK LIST/
CERTIFICATE FOR REGULAR/SHORT TERM COURSES UNDER IHRDE

(To be forwarded through the Head of the Institution studied)

1. Name of the candidate in full :
(In Block letters)
2. Address with Pin code :
3. Sex :
4. Name of the course studied :
5. Centre at which Candidate had studied :
6. Period of study :
7. Register No, month and year of appearance for examination :
8. Reason for loss of Mark list/
Certificate :
9. Whether irrecoverably lost/
Remnance produced :
10. Details of documents produced :
to substantiate the loss :
(Certificate from a judicial :
Officer not below the rank of a :
stipendary magistrate to be :
attached in case the Mark list :
/Certificate is irrecoverably :
lost) :
11. Whether applying for duplicate/
triplicate Mark list/Certificate:
12. Details of previous application :
if any :
13. Details of fee submitted

14. Specific remarks/recommendation
of the Head of the Institution :
in which the candidate had
studied

* The fee for issuing duplicate/triplicate copy of the Mark list
IHRDE examination shall be Rs.100/-and Rs.250/- respectively.
Diploma/PG Diploma Certificates, this fee shall be Rs.250/-
Rs.500/-respectively. For issuing duplicate and triplicate copy
of Training Certificate for short term Training Programme, the
shall be Rs.100/- and 200/-respectively. The fee shall be remitted
by Demand Draft only, which shall be drawn in favour of
Director, IHRDE payable at Trivandrum.

Declaration

I hereby declare that the above particulars are true to the best
of my knowledge and belief.

Station :
Date :

Signature of the Candidate

Countersigned by Head of the
Institution (With Office seal)

Station :
Date :