



Institute of Human Resources Development

(Established by the Govt. of Kerala)

NH Bypass Junction, Chackai, Pettah P O, Thiruvananthapuram- 695 024. Kerala
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Application for Student Verification

(for Certificates issued by Director, IHRD only)

Sl.	Particulars	Details claimed by the Applicant	
1	Name of Candidate		
2	a) Date of birth		b) Sex :
3	Name of Institution where student has attended the programme		
4	Course attended		
5	a) Duration of Course	b) Scheme of study :	
6	a) Admission No.	b) Year of study:	
7	Month & Year of final/semester exam.	b) Register No. :	
8	a) Result of Exam. as per certificate	b) Final marks :	
9	Details of documents attached for verification. (attach photocopy/ scanned image with email)	a) Certificate Serial number :	
		b) Mark list Serial number(s) :	
10	Additional information required to be verified, if any :		

Details of Institution/Agency requesting verification

1.	Name of employer for which information is requested/verified.	
2.	Name of verification agency/Institution	
3.	Address of verification agency/Institution	
4.	Contact Phone No.	
5.	Email ID	
6.	Name & designation of person requesting information	
7.	Email-ID to which verification report required to be send	
8.	Postal Address to which verification report to be sent by registered post, if required. (Add postage charges as per Note 2 below)	
9.	Details of Processing fee remitted : i. Fee for soft copy of report by email: Rs.708/- (600/+18% GST per candidate. ii. Fee for Hard copy of report by post within India: Rs.767/- (650 + 18% GST) per candidate.	a) Date of Bank Transfer : b) Transaction ID: <p style="text-align: center;">OR</p> c) Amount : d) DD. No. Date:

Note : 1. Application should be submitted in the prescribed format only. For each candidate use a separate form.

2. Fee for multiple candidates can be paid by a single DD drawn in favor of Director or through bank remittance. Fee once paid is non-refundable.

3. Processing fee shall be paid by way of DD drawn in favor of "The Director, IHRD, Thiruvananthapuram" payable at "SBI, Chackai branch" or through bank transfer to the SB account no. 570 2274 6825 (IFSC code: SBIN 0070795)

4. Please forward filled up form to the Director in the postal address shown above or through email to : director@ihrd.ac.in with a CC: to ihrd.acad@gmail.com. Verification report will be forwarded within 4 working days from the date of receipt of application with payment of fee. Contact: 0471-2322 985/2322 501 - Extn. 114 (Academic section) for any clarification.