



# GENAXX INSTITUTE OF VOCATIONAL & TECHNICAL EDUCATION

## जेनैक्स व्यावसायिक एवं प्रौद्योगिक शिक्षण संस्थान (स्वशासी)

(An Autonomous Institute Running Under The Aegis of Regd. Indian Trust Act 1882 Act.) | Regd. Under C.R. Act Under Ministry of HRD (Dept. Secondary & Higher Education)

Regd. Under Ministry of Small & Micro Enterprises (MSME) & NITI Aayog | Member of Quality of Council of India (QCI)

### Application Form for Certificate Required please specify

- a) Diploma Certificate  
b) Duplicate Mark sheet  
c) Other If any


To ,

The Registrar/Controller of Examination ,  
Genaxx Institute of Vocational & Technical Education , Varanasi

Sub:-To Issue.....

Sir,

Kindly Issue me..... of following  
examination as per particulars below:-

1. Candidate's Name(in Capital Letters):.....
2. Father's Name(in Capital Letters):.....
3. Date of Birth:.....
4. Correspondence /postal address:.....  
.....
- District:..... State:..... Pincode No.....
5. Name of Examination passed:.....
6. Enrollment no 

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7. Month & Year Passing.....Session.....
8. Result.....Marks Obtained.....Total Marks.....
9. Reason for issue of the Certificate.....

Date:-

Signature of Applicant

FOR OFFICE USE

The particular stated above have been checked , verified and found correct. Diploma/Duplicate Certificate may be issued.

Sign of Tabulator

Registrar/C.O.E

## INSTRUCTION

1. All the required particulars should be carefully filled in by the applicant himself/herself. This Office will not be responsible for any delay in case the form is incomplete.

2. Certificate Fees are as follows:-

1) Diploma Certificate(CMS-ED Course)	₹ 1000/-
2) Diploma Certificate(Other Course)	₹ 300/-
3) Duplicate Marksheet	₹ 300/-
4) Correction of Marksheet	₹ 300/-

3. For taking the Diploma certificate candidate will have to submit a photo copy of personal identification i.e Identity card , Driving License, Ration Card & Aadhar card etc

4. Diploma Certificate fee once paid is not refundable in any case. Mention name, address and class on the reverse of the Bank Draft/Banker Cheque etc.

5. Attach Xerox copy of all required documents with self-attested.

