

**2. APPLICATION FOR DUPLICATE CERTIFICATE OF THE DEPARTMENTAL TEST**

1. (a) Name (In Capital letters) :  
(b) Official Designation :  
(c) Mobile No. :  
2. Address to which certificate is to be sent :

3. Name of test for which Duplicate Certificates Required :

Name of Test

Certificate No:

4. Details of Tests passed:

<u>Name of Papers or Part</u>	<u>Month &amp; Year of passing the Test</u>	<u>Register No</u>
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5. Total value of Chalan receipt enclosed :  
(No. and date)

6. Signature of the Applicant :

7. Date of application :

**DECLARATION**

I, ....., hereby solemnly affirm that I have passed the departmental examination during the year ..... and the original certificate of ..... (Name of Certificate) bearing Certificate No..... received, has been irrecoverably lost/damaged.

Signature of the candidate :

Name :

Designation:

Countersigned by Judicial Magistrate

Signature:

Name:

Designation:

(Office Seal)

### **Instructions to the Applicants for Duplicate Certificates**

1. Remit the prescribed fee of ₹.1050/- (Rupees One Thousand and Fifty only) for each Certificate (Online/Conventional) towards the **Head of Account - 0051-PSC- 800-State PSC -99-Other Receipts.**
2. Submit the application form along with the declaration duly signed by the candidate and obtain the countersignature of a First Class Judicial Magistrate stating that original certificate has been irrecoverably lost (Name of First Class Judicial Magistrate should be mentioned).
3. State the Name of the Test, Papers Passed, Register Number and Year of Passing the Test.
4. Produce the original Admission Ticket. If your Admission Tickets are missing, you have to produce an affidavit in the prescribed forms (Annexure II) countersigned by your Head of Office, along with a fee of ₹315/- for each Admission Ticket (Head of Account: 0051-PSC-105-State PSC-99-Examination Fee). If the Admission Ticket before the year 2000 is missing, submit a declaration duly signed by the candidate and countersigned by a First Class Judicial Magistrate along with the affidavit stating that the original Admission Ticket has been irrecoverably lost (Name of the First Class Judicial Magistrate should be mentioned).
5. Mention the Original Certificate Number with the Date and Name of Test passed.
6. Produce the copies of 1<sup>st</sup> page and page of Service Book in which details of Departmental Test entered, duly attested by the HOD/Head of Office. (Name of Attesting Officer should be mentioned.)

**(Otherwise the application for Duplicate Certificate will be summarily rejected.)**