

Sant Gadge Baba Amravati University, Amravati

Application for issuing Merit Certificate

(Incomplete application form shall be rejected)

Date : / /200

To
The Controller of Examinations
Sant Gadge Baba Amravati University, Amravati.

Subject :- **To issue Merit Certificate on attaining Merit position in Examination.**

Reference :- Notification No. ----- Dated -----
in ----- Examination, held in Summer / Winter-----

Sir,
I the undersigned beg to submit that I have got merit position in above University Examination, hence I request you to issue me the Merit Certificate. Details of examination and information are furnished below:-

1. Name (in full) of Candidate : -----
(English Capital Letters)
2. Name of Exam : -----
3. Year of Exam. : ----- Summer / Winter -----
4. Roll No. : -----
5. Order of Merit in Merit list : -----
6. Fee Rs.50/- paid in Cash Receipt No. ----- Date ----- D.D.No. -----
Dated ----- of Bank ----- enclosed.(D.D. shall be in favour of Registrar, Sant Gadge Baba Amravati University, Amravati)
7. Attested xerox copy of Marksheet is enclosed.
8. Attested xerox copy of University Gazette Notification, enclosed.

Yours faithfully,

Date : ----- (-----)

Address : -----
----- Date of Receipt of Application : -----
----- Date of issuing Certificate : -----

Acknowledgement

Received application dated ----- from Shri / Ku. -----

Merit Certificate shall be handed over on ----- after 4 pm.from window No.39

Date : ----- Signature of Clerk -----