



**ASSAM UNIVERSITY**  
SILCHAR, ASSAM (INDIA)

Paste  
Passport  
Size  
Photograph  
here  
(do not staple)

**APPLICATION FOR OBTAINING RANK CERTIFICATE**

*See Overleaf for rules*

- Name of the Student (in block letters) \_\_\_\_\_
- A.U. Registration No. & Year \_\_\_\_\_
- Father's/ Husband's Name in full \_\_\_\_\_
- Postal Address for Communication \_\_\_\_\_
- Particulars of Examination Passed for which certificate prayed for :-

Examination Passed	Year of Passing	Examination Roll. No. & Year	Rank/Position	Name of College / Department (incase of P.G. Student)
B.A./B.Sc./B.Com				
M.A./M.Sc./M.Com/PG DMM				
LLB/BE/MBBS/BEEd/ B.Tech/B.Pharma				
LLM/MMC/MBA/MD/ MS/ME/M.Ed				
Any Other				

6. Amount of Fees Paid	Payment Receipt No. & Date	Crossed Bank Draft No. & Date	Date of Receipt	Dealing Asstt. (Initial)
Rs.				

**DECLARATION BY THE APPLICANT**

- I declare that the above particulars are true to the best of my knowledge and belief. In case any portion of my statement is found to be incorrect, I understand that my application is liable to be cancelled.

Full Signature of the applicant

**RECOMMENDATION**

This is to certify that Shri / Smti. ....  
 Regd. No. .... of ..... a student of ..... College/  
 \* Department (\* incase of P.G. Student) passed the ..... Examination .....  
 held in ..... vide Examination Roll .....No. .... under Assam University and  
 secured first class ..... position. The certificate from the University so issued may be sent  
 to the address as given in col. 4 above or may be allowed to be received from the University office, as per University  
 rules.

Memo No .....

Signature of the Head of the Institution

Date.....

Name in full (in block letters)

\* Head of the Institution means Principal  
of the College / Head of P.G. Department

Seal & Date .....

**OFFICE NOTE**

1. Fees may be deposited

2. Examination record verified  
and found correct / incorrect

3. Checked, Certificate  
may be prepared

Dealing Asstt.

Dealing Asstt.

S.O. (Certificate)

## **RULES**

1. The application must be completed in every respect and should be duly filled in all columns and be submitted through the Principal of the College concerned / H.O.D. (for P.G. Deptt.) Assam University, (as the case may be) along with the prescribed fees. The applicant shall be required to enclose the following documents along with the application : (a) Photostat copy of the Registration Certificate (attested by the Principal of the College or by an Officer of the University) (b) Photostat copy of Marksheet attested by the Principal of the College or by an Officer of the University) Otherwise it will be summarily rejected without further communication. Incorrect or incomplete information submitted may lead to rejection of the application and in such case, fees deposited shall not be refunded.
2. No action will be taken unless the prescribed fees are received. The duplicate copy of the receipt to be enclosed with the application.  
Prepared fee for -  
Rank Certificate for each examination : Rs. 100.00 (Rupees One Hundred only). This is subject to change.
3. All prescribed fees should be sent by bank draft payable to the 'Assam University' at the State Bank of India, NIT Branch or deposited at A.U. Cash Counter.
4. In case of a NCPC CANDIDATE the application must be countersigned by the Principal of the concerned College. The NCPC students will be required to submit copies of Admit Card Registration Certificate, Marksheet etc. to the Principal for the purpose of obtaining his countersignature.

**To**  
**The Controller of Examinations,**  
**Assam University,**  
**Silchar- 788 011**

**Through the Principal / HOD**

**Subject : Delivery of Certificate in Person.**

Sir / Madam,

I may be personally allowed to receive my Rank ..... Certificate  
of ..... Examination of ..... bearing Roll .....  
No. .... (Registration No. .... of .....)  
as it is urgently needed in connection with .....

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<b>Name of the applicant and full Address</b>	<b>Specimen Signature of the applicant</b>
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(Specimen Signature of the applicant to be attested by the Principal of the College/Head of the Institution from where he/she passed the exam)

**Signature attested**

**Principal / Head of the Institution**  
**with office seal**