NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
I N D I A

Date : August 11, 2014.

N O T I C E

Sub : Verification of Education Qualification/Testimonials by the Employer/ Organization/Agency other than Union and State Government establishments.

Pursuant to the Office Order no. NITD/Reg/OR/2014/12 dated August 04, 2014 available in the Institute website (students notice board) and in connection to the subject mentioned above, it is hereby informed to all concerned that for the purpose of verification of education qualification/ testimonials following modalities are to be strictly adhered to

1. The request letter (hard copy) must be addressed to the Dean (Academic), National Institute of Technology Durgapur, Mahatma Gandhi Avenue, Durgapur – 713 209, West Bengal, India. The envelope should super scribe the subject of "verification of education qualification/testimonial".

2. The request letter (hard copy) must contain the mandatory details regarding the candidate as mentioned below.

   a) Name of the Candidate (IN BLOCK LETTERS) :
   b) Fathers' Name of the candidate (IN BLOCK LETTERS) :
   c) Degree obtained (Please mention the :
      discipline in which degree was awarded)
   d) Name of the Institute :
   e) Year of Entry/admission to the Course :
   f) Year of Passing from the Institute :
   g) Registration No. of the candidate :
   h) Roll No. of the candidate :
   i) Class awarded :

REGISTRAR
National Institute of Technology
Mahatma Gandhi Avenue
Durgapur- 713209 (W.B.) INDIA

j) Demand Draft No. and date :

k) D.D. Drawn over bank :

l) Enclosure :

    i)   Self attested photocopies :
           Of Mark sheet of all semesters

    ii)   Self attested degree certificate :
           (self attestation by the candidate with date)

\# <u>Keeping mandatory fields blank may lead to non-supply to verification report and forfeiture of the Application Fee</u>.

3. Approximate time required for verification is two weeks. It may extend for one more week during the time of admission/examination. Person interested to collect the report by hand is required to bring written authorization from employer/organization/agency and produce photo identity proof (identity card issued by the organization/agency is required for the purpose). Telephonic communication should be avoided as far as possible.

4. Verification of education qualification/testimonials of the candidates passed before academic year of 2004 – 2005 will not be undertaken by the National Institute of Technology Durgapur.

5. A Demand Draft of Rupees two thousand five hundred only drawn in favour of NIT Durgapur must be enclosed for the purpose. Preferred banks are State Bank of India and Canara Bank.

REGISTRAR

REGISTRAR

National Institute of Technology
Mahatma Gandhi Avenue
Durgapur- 713209 (W.B.) INDIA

Copy to :

1. Director Secretariat.
2. Registrar Secretariat.
3. All Dean(s).
4. All HOD(s).
5. HOD, TPSW.
6. Deputy Registrar (Acad & Exam).
7. Deputy Registrar(Finance & Accounts).
8. Assistat Registrar (Audit)
9. Institute website – for display in General Notice window.
10. File copy