



THE UNIVERSITY OF BURDWAN

APPLICATION FOR RANK CERTIFICATE

Dated.....

The Controller of Examinations
The University of Burdwan
Rajbati, Burdwan-713104

Dear Sir,

I would like to be issued a Rank Certificate for the undermentioned examination, I am depositing herewith the requisite fee of Rs.....in cash/by D.D. No..... dated....., My Particulars are as follows :

1. Name (*In block letters*) :
2. Father's Name :
3. Address (*in block letters*) :
4. Name of the College/Institution where from appeared at the Examination (*in case of P. G. Students, the Department needs to be mentioned*) :
5. Name of the Examination :
6. Year of Examination :Subject.....
7. Roll and No. at the Examination :
8. Burdwan University Registration No. with year of registration (*attested xerox copy must be enclosed*) :of.....

Yours faithfully

Forded

Signature.....

Signature of the applicant in full

Designation.....

(office seal)

RULES

- (a) No application for Rank Certificate will be entertained unless forwarded by the Head of the Institution/ Department from which the candidate appeared at the examination concerned.
- (b) For obtaining Rank Certificate, a xerox copy of the marksheet of the final examination is to be enclosed with the application.
- (c) Rank Certificate will be sent to the address (by Regd. Post/Speed Post) furnished in the application.
- (d) Fee may be paid either in cash at the University Cash Counter or by Demand Draft drawn in favour of the Finance Officer, the University of Burdwan payable at the SBI, B. U. Branch. The Cash Receipt/D.D. should be submitted with the application.
- (e) In case of applications with incomplete particulars or wrong information, the document prayed for will not be issued.