

Candidates interested to attend the Convocation must apply separately in Prescribed Form without any additional Fees. against Internal Circular & Notification in News Paper (Ananda Bazar Patika) in the 2nd week of November.

FORM may be obtained from the Examination Counter or may be Downloaded from the University Website “www.jaduniv.edu.in/link-Exam/Forms

To

The Controller of Examinations

Jadavpur University

Kolkata -700 032

Sir,

I do hereby deposit Rs.500/-(five hundred only) for Ph.D Degree only and 300/= (Rupees Three Hundred Only) for all the Degrees/Diploma other than Ph.D , in cash towards the fees for my Degree Certificate on successful completion of my ensuing Final Examination. In case I fail to collect my Degree Certificate in person on the scheduled date of Convocation, I would request you to send my Certificate to the mentioned address by post.

Yours faithfully

Dated:

(Full Signature of the Candidate)

• Name in Full (In block Letters)

• University Regn. No. :

• Name of Ensuing Exam/Exam Passed.....

• Class Roll No.....

• Department:.....

N.B.: (1) Certificates will be Posted by Speed Post within India only.

(2) Candidates interested to attend the Convocation should apply separately against notification available in News paper & University Website in the month of November but without any additional Fees.

FOR OFFICE USE

The cash section is requested to accept the Fees and send back the paper to the Office of the Controller of Examinations.

Verified by: Asst. Controller of Examination (other than Ph.D)/ Ph.D Section(for Ph.D)

In case convocation not attended certificate will be sent to the following address:

Name :

Address :

Pin :

Mobile :

FOR CASH OFFICE USE ONLY

Received .Rs..... (Rupees.....Only)

Scroll No. :

Date: Signature of Cashier