

Fee received on \_\_\_\_\_  
in Cash/by I.P.O./D.D.No. \_\_\_\_\_

P.E.C. No. _____	Date _____
F.E.C. No. _____	Date _____



**GANPAT UNIVERSITY**

## APPLICATION FOR CERTIFICATE OF ELIGIBILITY

Applicants are requested to go through the following instructions carefully before filling up the application form.

1. The application must be accompanied by the prescribe fee of Rs. 50/- (Rupees Fifty) for the Eligibility Certificate.
2. The following original certificates and their certified copies must be attached with the application form. The application form will not be accepted and / or attended without these certificates. The original certificates will be returned with Final Eligibility Certificate.
  - (A) **Migration Certificate** : The original certificate from the Registrar of the University or Public Body from which the applicant has passed the last examination permitting him to prosecute his studies in Ganpat University will not be returned.
  - (B) **Passing Certificate** : The certificate signed by the Registrar or the secretary of the Public Body of the last examination passed by the applicant in another University or Public Body stating the examination and the subjects in which the examination was passed, A certificate of marks obtained by the applicant at the examination will not be accepted in lieu of this.
  - (C) **Certificate of Marks** : The certificate signed by the Registrar or the Secretary of the Public Body of the last examination passed by the applicant from another University or Public Body stating the subject wise marks and the result clearly in which the examination was passed
  - (D) **Passing Certificate from the Principal to obtain Provisional Eligibility Certificate** : A Provisional Eligibility Certificate to join a college will be issued only on production of documentary evidence of passing the examination, issued by the Head of Institution or the Registrar of the University, or the Secretary of Education Board. The statement of marks will be accepted for provisional certificate
3. The candidate should obtain the final Eligibility Certificate before the end of the term in which admission is taken / sought by producing the required remaining certificates from his / her previous University / Board failing which his / her admission etc is liable to be cancelled.
4. In case of not joining the college within one month from the date of obtaining the Provisional Eligibility Certificate of this University, the applicant must inform the University office accordingly in writing without fail.
5. After the expiry of one month from beginning of each academic term, a student will have to get the written recommendation. (As per column No.12) from the Principal / Head of the College / Institution, where the admission is taken / sought by student

**TO BE FILLED IN BY THE APPLICANT**

1. Full name of the applicant in CAPITAL LETTERS (beginning with surname) SURNAME \_\_\_\_\_  
 NAME \_\_\_\_\_  
 FATHER'S/HUSBAND'S NAME \_\_\_\_\_

2. Permanent address :

3. Postal address for correspondence :

4. Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Nationality \_\_\_\_\_  
 (As entered in College/Institute Register)

5. Name and Address of the College or Institution last attended by the applicant in another University or Public Body

6. Year & Month of passing the S.S.C./ S.S.L.C./Matriculation/G.C.E. etc. (Please mention X<sup>th</sup> or XI<sup>th</sup> Std. or Higher Secondary examination (XI year or XII years) with the name of Board / University and subjects.

Standard	Month	Year	Subject	Name of Board / University
Std. X				
Std. XI				
Std. XII				

7. Name of last qualifying examination passed by the applicant in another University or Public body together with the name of the University or public body and date of passing the examination and the subjects in which the examination has been passed Examination \_\_\_\_\_  
 Month and year \_\_\_\_\_  
 Name of University or Board \_\_\_\_\_  
 Subject \_\_\_\_\_

8. Examination if any. at which the applicant appeared but failed to pass with the name of the University and year Examination \_\_\_\_\_  
 Year \_\_\_\_\_  
 University \_\_\_\_\_

9. Reason or reasons for seeking the admission in Ganpat University \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. College and class to which the applicant is seeking the admission in Ganpat University Class \_\_\_\_\_  
 Name of the College \_\_\_\_\_  
 Place \_\_\_\_\_

## DECLARATION

I have read all the instructions given in this form and I submit the form duly completed in all respect. together with the prescribed fee and required documents with certified copy of each of them.

It is my responsibility to inform the University office in writing about any change in my College / Institution after the issuance of the Provisional Eligibility Certificate.

I also hereby declare that all the statements made in the application form are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or in eligibility being detected at any time, my application with the admission taken in respective college shall be rejected.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
(Signature of the applicant)

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### (TO BE FILLED IN BY THE PRINCIPAL / HEAD OF THE COLLEGE / INSTITUTION)

11. **After the expiry of one month from the beginning of each academic term a student will have to get written recommendation (as mentioned in column-12) from the Principal / Head of the college / institution** where the admission is taken / sought by the student.

12. **RECOMMENDATION FOR ISSUANCE OF ELIGIBILITY CERTIFICIATE**

Mr. / Mrs. / Miss. \_\_\_\_\_

seeks admission / has been admitted / to the \_\_\_\_\_  
class of my college / institution on \_\_\_\_\_ (Date)

He / She has paid fees for his / her first / second term on \_\_\_\_\_ (Date)  
vide Receipt No. \_\_\_\_\_

13. The reason / reasons for issuing the eligibility certificate to him / her as a special case after the expiry of one month from the beginning of the concerned academic term is as under.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I believe that he / she will be able to register necessary attendance as per rules of GNU and therefore I recommend that the necessary eligibility certificate be issued.

Date : \_\_\_\_\_

Seal of the  
College / Institution

Signature of the  
Principal / Head of the  
College / Institution

**(TO BE FILLED IN BY UNIVERSITY OFFICE)**

Mr. / Mrs. / Miss. \_\_\_\_\_  
has passed / failed in the \_\_\_\_\_ examination  
of the \_\_\_\_\_ University / Board / Institution  
He / She is eligible for admission to \_\_\_\_\_ class. as earlier  
passed the \_\_\_\_\_ examination  
from \_\_\_\_\_ University / Board / Institution in \_\_\_\_\_  
\_\_\_\_\_ (Month & Year of passing) Order may please be  
passed for issue of Provisional / final Eligibility Certificate.

**Clerk-in-charge**

**Head Clerk / Office Superintendent**

**ORDER :** The provisional Eligibility Certificate should be issued.

Entered on Page No. \_\_\_\_\_ Serial No. \_\_\_\_\_

**FOR REGISTRAR**

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15. Received P.E.C. No. \_\_\_\_\_ Dated : \_\_\_\_\_ with the original  
certificates.

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

Dispatched vide letter No. \_\_\_\_\_ Dated : \_\_\_\_\_

**Clerk-in-charge**

16. As He / She has produced the Migration / Transfer Certificate No. \_\_\_\_\_  
Dated \_\_\_\_\_ issued by \_\_\_\_\_ University /  
Board / Institution. Order may please be passed for issue of Final Eligibility Certificate.

Clerk-in-charge

**Head Clerk / Office Superintendent**

**ORDER :** The provisional Eligibility Certificate should be issued.

Entered on Page No. \_\_\_\_\_ Serial No. \_\_\_\_\_

**FOR REGISTRAR**

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17. Received F.E.C. No. \_\_\_\_\_ Dated : \_\_\_\_\_ with the original  
certificates.

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

Dispatched vide letter No. \_\_\_\_\_ Dated : \_\_\_\_\_

**Clerk-in-charge**