

Receive Rs.
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Dated:

Cashier

Serial No.

PANDIT DEENDAYAL UPADHYAYA SHEKHAWATI UNIVERSITY, SIKAR

Application Form to obtain Certified Copy of Answer—Book

(To be filled in by the student in his/her own handwriting)

[Please read carefully the Instructions/Guidelines to fill the Application Forms]

1. Name of the Student (In Block Letters):

2. Father's Name :

3. Name of Examination:

4. Roll No. Enrolment No.

5. Name of College :

6. Year and Session :

7. Result : Fail or Pass:

8. Date of Declaration of Result :

9. Particular Paper (s) for which answer-book is applied for

Paper Marks obtained

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10. Whether applied for revaluation/scrutiny Yes/No If yes, in which Paper (s)

(1) (2) (3)

11. Specimen handwriting of the Student

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12. Number of Bank Draft Date Rs. Name of Bank

Note: Fee through CASH/CHEQUES/MONEY ORDERS/POSTAL ORDERS IS NOT ACCEPTABLE. Demand Draft

should be in favour of the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Payable at Sikar.

13. Address on which Certified copy of the answer book is to be sent (The Address should be the same as

mentioned in the Examination form) in exceptional circumstances if an examinee wants certified copy of the

answer book on a different address, reason for the same be given on non-judicial stamp paper.

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14. Tel. No. / with code: Mobile No. :

I hereby undertake that the particulars given above are correct and true. I will abide by the rules &

regulations of the University mentioned in the guidelines.

Date: Full Signature of Student

[Space for office use only] [To be filled after receiving the certified copy of the answer book]

Case No.

The result of the student was declared on

Application received on

I have received certified copy of my answer book

Signature of the dealing official

Signature of the Student with date

P.T.O. →

Instructions/Guide lines for obtaining certified copy of
answer book under RTI Act-2005.

1. Under the RTI Act, 2005, certified copy of evaluated/revaluated answer book (s) can be obtained by an examinee on applying for the same on the prescribed application form only.
2. Application for obtaining certified copy of the answer book (s) of one or more papers can be submitted alongwith a non—refundable fee of Rs. 580/- per paper. The fee should be deposited only through Account—payee Demand Draft in favour of the Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Payable at Sikar. Postal orders/Money orders/Cheques/Cash will not be accepted.
3. Certified copy of the answer book(s) can be obtained by the examinee himself./ herself. Photocopy of the answer book of an examinee shall not be given to another examinee or anyone else.
4. Application complete in all respects for obtaining certified copy of the evaluated answer book (s) can be submitted by examinee only after 15 days of the declaration of his/her examination result. Last date of receipt of the application form shall be the 30th day from the date of declaration of the result.
5. Application for obtaining certified copy of the revaluated answer book (s) can be submitted by an examinee within 15 days of the declaration of his/her revaluation result.
6. After the last dates, as prescribed above, no application form for certified copy of answer book (s) shall be accepted, and the process of disposal of answer book(s) shall be started.
7. The examinee is required to fill the application form neatly and completely in his/her own handwriting. He/She should paste his/her recent photograph on the application form and put his/her signature across it.
8. Certified copy of answer book(s) will be sent by post to the applicant at his/her address as given in the examination form. Hence the same address (as given in the examination form) should be mentioned by the applicant in the application form. In exceptional circumstances if an applicant wants to get certified copy of his/her answer book(s) on a different address, then he/she is required to give reason for the same on a non judicial stamp paper to be submitted alongwith the application form.
9. In case, an examinee wants to get certified copy of his/her answer book(s) in person in the University office, he/she will have to bring Original Admission Card or in case, the Admission Card is not available, then Voter ID Card or Driving License or Passport or the Identity Card issued by the Head of the Institute.
10. If an examinee applies for revaluation of his/her answer book(s) and also for certified copy of evaluated answer book(s), he/she will be given certified copy of the answer book(s) only after revaluation.
11. If an examinee after receiving the certified copy of his/her answer book (s) points out a posting error or totaling error in the marks or unassessed answer, the university will rectify the same. However, scrutiny/revaluation of the answer book(s) shall be done only according to the existing rules of the University.
12. No complaint regarding the assessment of the answer book by the examiner shall be entertained.
13. Incomplete/Wrongly filled application forms shall stand rejected. Any false information/impersonation will make the application cancelled and the applicant can be prosecuted.
14. Student's ID is necessary with applications form.
15. Exam Results copy.