How to obtain different types of certificates from the SBTE Office

(I) ORIGINAL CERTIFICATE: -

The Board sends the Original Certificate to the institutions concerned. The candidate may get it from the institution. No fee will be charged for the same.
If the Certificate is not sent to the institution in time, the Candidate, if required may apply (in the prescribed format) to the Board through the institution and get it from the Board office.

(II) DUPLICATE MARKS-SHEET: -

A candidate may get Duplicate marks-sheet on payment of requisite fee (at present Rs.500 within 5 days or Rs.1000 within 24 hrs.) and an application (in the prescribed format) for the same should be forwarded by the Principal. The copy of admit card or mark sheet, if available may be enclosed along with the application form.

(III) DUPLICATE CERTIFICATE: -

A candidate may get duplicate copy of Diploma certificate on application (in the prescribed format) through the Principal of institution where he was a student with an affidavit made in presence of First Class Magistrate / Oath Commissioner detailing therein the circumstance under which it was lost (The Press Notice or FIR or NCR (Sanha) of lost to be enclosed) with a fee (at present Rs.600 for ordinary within 5 days or Rs.1500 for urgent within 24 hrs.).

For the **English version** of the **certificate**, an application containing reason for having the same should be forwarded by the Principal along with attested copy of final year marks-sheet / Hindi version of certificate and will have to deposit a requisite fee (at present at present Rs.600 for ordinary within 5 days or Rs.1500 for urgent within 24 hrs.). On the application the specimen signature of the candidate should be verified by the Principal.

(IV) DUPLICATE ADMIT CARD: -

A candidate may get on payment of requisite fee Rs.200 with an application (on the prescribed format) for the same should be forwarded by the principal concerned and necessary paper should be enclosed with the application form.

STATE BOARD OF TECHNICAL EDUCATION
Bihar, Patna

Application Form for obtaining Duplicate Certificate / Duplicate Marks-sheet /Duplicate Admit Card / Mig. Certificate.

1. Name of the Candidate: -

2. Father's Name: -

3. Name of the Institution: -

4. Name of Certificate / Marks-sheet / Migration Required: -

5. In Case of marks sheet indicate: - Main / Compartmental

6. Name and Year of Examination & Year of Passing

7. Roll Number ……..……...…….…….……... Result …….

8. Previous Roll Number if Placed in Compartmental

9. Marks Obtained if Passed

10. Amount Deposited on account of Duplicate Certificate / Marks Sheet / Migration: -

    Rs. …….. Rupees ……...
    (In Words)

    Through Demand Draft (Name of the Bank and No. ……...

    ….……) in favour of the **Secretary, State Board of Technical Education,**

    Bihar, Patna, Date of Deposit ..... Payable at S.B.I., Bailey Road,

    Patna.

11. Candidate's Address ……

    PIN Code …….

Date: - **Signature of the Candidate**

(For duplicate certificate, the application must be signed by the candidate himself/herself)

For Duplicate Copy of Qualifying Certificates and Admit Card / Marks-sheet

I have verified the bonafide of the applicant and recommend that a duplicate copy of the Board's certificate / Admit Card / Marks-sheet may be issued to him / her.

Signature with Stamp

Principal

Specimen of affidavit to be Executed on Non-Judicial Stamp Paper

(For candidate applying for duplicate copy of Qualifying Certificate only)

The affidavit must be attested by a first-class magistrate / oath officer

I ..... son / daughter of ..... declare on oath my certificate of having passed the ..... examination ..... (year) from institution certificate has been actually lost / destroyed and that it is my true statement.

My Roll Number was .....

Signature of Applicant

Address

My roll no was .....

Date .....

Sworn before me

Court Seal

DRAFT FOR PRESS NOTIFICATION

It is notified for the information that my original / duplicate certificate of main / supplementary exam year ..... Roll No. ..... pass out from SBTE, Bihar, Patna has been actually lost / destroyed / mutilated.

Name of the candidate .....……
