



### GENUINENESS VERIFICATION REQUISITION

Please find enclosed copy of the Mark Statement / Provisional Certificate / Degree Certificate submitted by the following candidate. Kindly verify the same and inform the genuineness of the certificate.

Name of the Employer/ Candidate	
Designation	Company where working:
Register No.	
Name of the Institution / College from where qualified	
Degree & Branch of Study	
Mode of Study	Regular:- <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Enclosures	<input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Degree Certificate <input type="checkbox"/> Statement of Marks <input type="checkbox"/> Others
Details of Online Payment	Bank Name & Address:  Reference No:  Date of Payment: Amount (Rs.):

PLACE:

DATE:

Signature of the Employer with Office seal



**General Instructions:**

The genuineness verification certificate of a Marks Statement / Provisional Pass certificate / Degree Certificate of a student will be issued only to an employer of State / Central Government services/ Public Enterprises/ Private sector / foreign or Indian Embassy when the employer produces the following documents and fee particulars.

1. Duly filled-in Application
2. Copy of the marks statement / Provisional Pass certificate / Degree Certificate
3. Fee particulars per certificate **within India Rs.3000/- and abroad Countries (including postage) Rs.6000.**
4. Mode of payment – To be paid through NEFT / RTGS to the account details mentioned below

Name of the account: VMRF(DU) Examination Account

Account no 188702000000294

IFSC code : IOBA0001887

Branch : Ariyanoor, Salem.

The hard copies of the above mentioned to be sent to the Controller of Examinations, Sankari Main Road (NH-47), Ariyanoor, Salem- 636308. Tamil Nadu, India. Reply shall be given within **7 working days** excluding the day of receiving.

The employer is strictly advised not to ask for the confidential report/status of their genuineness certificate over phone or in-person. On any account, the employers also should not direct the employees/students to contact the University