



**MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY OF JOURNALISM &
COMMUNICATION, BHOPAL**
Application for issue of Provisional Certificate

(Applicable only for passed out students before 2008 only. Other students must apply through M.P. online)

To,

The Controller of Exam,
M.C.N.U.J.C., B-38, Vi kas Bhawan,
Press Complex, M.P. Nagar, Zone-I,
Bhopal-462011 (M.P.)

Sub : Issue of Provisional Certificate.

Sir,

I request you to kindly issue in my favor. The necessary fee of Rs..... has been paid by Demand Draft No.....Date...../...../..... Name of Bank

1. Full Name (in English Capital Letters)
2. Full Name (in Hindi)
3. Father's Name (in English)
4. Mother's Name (in English).....
5. a) Examination Passed..... (b)Year.....
c) Roll Number(d) Division.....
6. Enrolment Number.....
7. Name of the UTD/ Study Institute.

Place :-

Date :-

Yours faithfully,

Complete Address with Pin code

.....

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Phone No. with STD Code

Signature of Student

INSTRUCTIONS:

1. **Fees for Provisional Certificate is Rs. 250/-.** Student can apply **ONLINE** through **www.mponline.gov.in** . Portal charges will be applicable as per norms. For issuing duplicate provisional certificate the fee is Rs. 500/- only.
2. Please enclose a Xerox copy of Mark sheet of examination passed, duly attested by the head of UTD/ Study Institute.
3. In case student Apply through offline mode, Fee shall be accepted only by demand draft in favor of **“Registrar, MCNUJC, Bhopal”** payable at **Bhopal**.

Forwarded
.....
Seal and signature of HOD, UTD / Study Institute.

Application recd. on.....
Document No.
Dispatch No.
.....
Date
Signature of Dealing Asstt