



**Assam Higher Secondary Education Council  
Bamunimaidam, Guwahati-781 021**

**APPLICATION FORM FOR ORIGINAL CERTIFICATE  
[RULES OVERLEAF]**

To

The Secretary,  
Assam Higher Secondary Education Council  
Bamunimaidam, Guwahati-781 021

Application dated  
Date of receipt  
Supdt.

Through the Principal, ..... College/HS School

Sir,

I have the honour to request you kindly to issue my Original H.S. Examination Pass Certificate. My detailed particulars are given below for your necessary action.

- 1. Name of the candidate [in Block Letters] : .....
- 2. AHSEC Registration Number : ..... of .....
- 3. Father's Name in full : .....
- 4. Mother's Name in full : .....
- 5. Home Address : C/o .....
- Village/Town .....
- P.O. ....PIN.....
- Dist. ....

Examination passed	Name of the Board/Council/ University	Year of Examination	Examination Roll & No.	Division	Name of the Institution
HSLC					
HSSLC					

**STREAM : ARTS / SCIENCE / COMMERCE / VOCATIONAL [Please tick]**

Fee paid Amount [Rs.]	Payment receipt No. and date	Bank Draft No. & date	Assam Co-op. Apex Bank Ltd. Challan No. & date

**DECLARATION BY THE APPLICANT**

I hereby declare that the above particulars are true to the best of my knowledge and belief. If any particular(s) is/are found to be false, I shall be liable to action as deem fit.

**Full Signature of the applicant**

**Cont...**

## RECOMMENDATION OF THE PRINCIPAL

This is to certify that Sri/Smti. ....  
Registration No. .... of ..... student of .....  
..... College/HS School passed the HS Examination, .....  
..... under Roll ..... No. .... and was placed in  
..... Division as Regular / IP / NIP candidate.

Memo No. ....

Date .....

Place :

Official Seal

Signature of the Principal with Seal  
[Principal's Name in full (in Block Letters)]

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## OFFICE NOTE & ORDER

Certificate may be issued

Dealing Asstt.  
Checked, Certificate, may be issued

Supdt., Certificate Branch

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## TO STRUCK OFF WHICHEVER IS NOT REQUIRED

### **RULES**

1. The application complete in all respects is to be submitted along with prescribed fee of Rs.100/- (Rupees one hundred) only, failing which the same will be summarily rejected without further communication.
2. No action will be taken unless the prescribed fee is received by the Council.
3. In the Challan of the Assam Co-operative Apex Bank Ltd., the name of the candidate, his/her Examination, year, Roll and No. etc. must be quoted.
4. In case of Private candidate, the application must be countersigned by the Principal of the Recognized Institution from where he/she passed the HS Examination.
5. The duplicate copy of the fee receipt is to be enclosed along with the application.
6. The Original Certificate issued will be sent to the Principal of the concerned Institution and will not be handed over to the applicant or any other person without authority of the Principal.

N.B. Money Order/I.P.O. is not acceptable. Prescribed fee should be sent by Bank Draft of any Nationalized Bank located at Guwahati in favour of the Secretary, Assam Higher Secondary Education Council, Bamunimaidam, Guwahati-21 or payment may also be made by Council's Challan of Assam Co-operative Apex Bank Ltd. available at Noonmati Branch, Bamunimaidam and Silpukhuri Branch, Guwahati Club

### *Documents need to be enclosed –*

- a. Attested copy of Marks-sheet
- b. Attested copy of Registration Certificate