

Procedure for applying for duplicate certificate (SSC)

The application for issuance of Duplicate Certificate should be made in the prescribed format.

1. Certificate issued by a Sub-Inspector of Police or a Deputy Tahsildar as the case as may be that original certificate is non traceable.

2. An affidavit in a prescribed proforma on stamp paper worth **Rs.50/-** to be attested by Notary/Junior Civil Judge.

3. A Declaration by the candidate regarding the suspension or cancellation of his certificate previously by the competent authority. (to be attested by the a Head of Institution).

4. True extract of the Original SSC.

5. True extract of the Admission Register.

6. Recent passport size of the candidate pasted in the prescribed space and attested by the concerned Head of the school.

7. An amount of Rs 250/- through CFMS Challan

Go To CFMS SITE>>>Citizen Services Tab>>>Receipts Link>>>Citizen Challan
>>>>Department-ESE03(Govt Exams)>>>Services>>>Issue of Duplicate Certificate
>>>A.P. Capital Region>>>AP State Capital Region Treasury>>>Submit

Note: If the damaged SSC certificate is available with details of Roll Number, Name of the Candidate, Father's name and year of examination are legible, it may be sent to this office along with the application, in such cases affidavit and Police Certificate are not required.

APPLICATION FOR ISSUE OF A DUPLICATE S.S.C(X CLASS RECORD BOOK)

Note:The application along with the required documents should be sent to the Secretary to the Commissioner for Government Examinations,Chapal Road,A.P,Hyderabad-500 001 through Headmaster where the candidate last studied.

- 1.Name of the applicant(in block letters) :.....
- 2.Address of the Applicant :.....
- 3.Father's Name :.....
- 4.Date of Birth :.....
- 5.Place of Birth :.....
- 6.School where the applicant last studied :.....
- 7.Serial No.of Original S.S.C :.....
- 8.Number of times the applicant appeared :.....
For the SSC.Public Examination with the
Month and year of Examination and register
Ano.assignaed to each appearance
(correct particulars should be given)
- 9.Detailed circumstances under which :.....
The application for the issue of duplicate
S.S.C is made.(Circumstances should
Be clearly stated,supported by documentary
Evidence,if any since the particulars of loss
Are to be furnished will be published
In the Gazette.)
- 10.whether an affidavit regarding the :.....
Original S.S.C. obtained from a
Munisif/1st Class Judicial Magistrate
Is attested.

11. Whether the challan for Rs.250/- towards:.....
The fee obtaining a duplicate S.S.C.
Is enclosed (Name of the Government
Treasury and No.and date of the
Challan to mentioned)

12.Head of Account :.....

- 0202 -Educaton Sports Arts and Culture
- 01 -General Education
- 102 -Secondary Education
- 006 -Director of Government Examinations
- 800 -User Charges

DECLARATION

I.solemnly declare that the particulars furnished above are true to the best of my knowledge and belief.

Date :.....

Station:.....

PHOTO
Candidate Photo
Attested by
Headmaster.

Note: The furnishing of inaccurate or false particulars will be entailed pf withholding of the duplicate certificates and in the case of the false particulars, disciplinary action will be take such as may be called for a deemed fit by the commissioner for Government Examinations.

Signature of the Candidate

IDENTIFICATION CERTIFICATE OF THE HEADMASTER

I Certify that the above particulars furnished by the candidate have been verified and found correct with reference to the records of the school and the applicant.

Sri/Smt/Kum.....(name to be given)is the same identical person to whom S.S.C.was originally issued and that the issue of the duplicate S.S.C.is recommended.

Station:.....

Date :.....

Signature of the Headmaster
With School stamp

Note 1: The following certificates should be sent along with the application without fail.

- 1). Treasury Challan for Rs.250/-
- 2). An affidavit on a stamp paper worth Rs.10/- to be attested.
- 3). A declaration by the Candidate regarding the suspension or cancellation of his certificate previously by the competent authority.
- 4). True extract of the first page of the Original S.S.C.(it will be issued by the Headmaster).
- 5). True extract of the Admission Register (with marks of identification)(it will be issued by the Headmaster).

Note 2 : If the spoiled S.S.C. is available or in case many pieces of it are available may be sent to this office along with the application.

- 6). Certificate issued by a Sub-Inspector of Police or a Certificate issued by a Dy.Thasildar as the case may be –as column 9 Supras.