



Procedure for Verification of Education / Degree Certificate **(For Private Organisations or Third Party Verification Agencies only)**

The Private Company/Institution/Third Party Verification agencies desirous of verification of the education earned by the candidate from National Institute of Technology Raipur need to Follow the below mention procedure.

1. Request for Education verification **accepted through Email only** and must sent the following details:

- Name of the candidate :
- Examination Passed :
- Year of Passing :
- Roll No. of Final Year Examinations :
- Enrolment No. of Final Year Examinations :
- Email ID of Agency/Head of Institute/Embassy/High Commission :
- Contact No of Agency/Head of Institute/Embassy/High Commission:

2. Scan copy of the degree certificate / Final Semester Mark sheet issued by the National Institute of Technology Raipur to be verified may be attached along with the Email.

3. The charges is **Rs. 1000/- (One Thousand Rupees)** per candidate is to be paid through Online Payment available on the institute website. Take the printout of the payment receipt and sign over it. (Online Payment link <http://www.nitr.ac.in/onlinepay.php>)

Checklist: Send the following Scanned documents as attachment to an e-mail:-

- (a) **Degree Certificate or Final Semester Mark sheet for verification.**
- (b) **Self-attested copy of the S.B.I Collect payment receipt of Rs. 1000/-**

4. E-mail all the above scanned copies of the documents to examcontroller@nitr.ac.in

On receipt of the request through email with supporting documents, reply will send to you by email only within 15 working days.



Clarification.

Verification agencies can clarify their queries, if any, on phone no. **0771-6534775** or by sending email to examcontroller@nitrr.ac.in

OR

Controller of Examinations
Exam Cell, Main Building, Second Floor
National Institute of Technology Raipur
G.E. Road, Raipur, Chhattisgarh, INDIA
PIN – 492010, Phone: 0771-6534775

Important Instruction:

1. Incomplete Application Forms (incomplete information / without required documents / without prescribed fees) are liable to be cancelled and in case of incomplete applications no correspondences will be done from NIT Raipur.
2. Make sure Degree certificate / Mark sheet must be issued by the National Institute of Technology Raipur only, otherwise payment made against other institute's documents is sole responsibility of respective agency and it will not refundable.
3. Visible scan copies of documents are to be attached.
4. Verbal confirmation of educational verification shall not be communicated by the NIT Raipur.