

### Format of Certificate for Category –1

(Certificate to be furnished on the NITK Letter Head by Permanent NITK Employees)

It is hereby Certified that \_\_\_\_\_ is a permanent employee of National Institute of Technology Karnataka, Surathkal with following particulars.

Employee Code	
Date of Joining	
Department / Section	
Designation	

This certificate is issued to enclose with NITK English Medium School admission form.

Date : \_\_\_\_\_ (Registrar)

Seal :

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### Format of Certificate for Category – 2

(Certificate to be furnished on the School Letter Head by Permanent NITK English Medium School Employees)

It is hereby Certified that \_\_\_\_\_ is a permanent employee of NITK English Medium School, Surathkal with following particulars.

Employee Code	
Date of Joining	
Designation	

This certificate is issued to enclose with NITK English Medium School admission form.

Date : \_\_\_\_\_ (Principal)

Seal :

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### Format of Certificate for Category – 3

(Certificate to be furnished on the Letter Head of the Outsourced Service Agency by Personnel working on full time contract at NITK through outsourced service agency, Passport Size Photo attested by the Head of Agency to be pasted to this Certificate)

It is hereby Certified that \_\_\_\_\_ is a working on full time contract at National Institute of Technology Karnataka, Surathkal with following particulars.

Department / Section	
Designation	

This certificate is issued to enclose with NITK English Medium School admission form.

Date : \_\_\_\_\_ (Name and Signature of Head of the Agency)

Seal :

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### Format of Certificate for Category – 4

(Certificate to be furnished on the School Letter Head by Personnel working on full time contract)

It is hereby Certified that \_\_\_\_\_ is a working on full time contract at NITK English Medium School, Surathkal with following particulars.

Designation	
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This certificate is issued to enclose with NITK English Medium School admission form.

Date : \_\_\_\_\_ (Principal)

Seal :

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**Format of Certificate for Category – 5**

(Certificate to be furnished on NITK Letter Head by Personnel on deputation to NITK)

It is hereby Certified that \_\_\_\_\_ is working on Deputation at National Institute of Technology Karnataka, Surathkal with following particulars.

Deputing Organisaition	
Date of Joining at NITK	
Department / Section	
Designation	

This certificate is issued to enclose with NITK English Medium School admission form.

Date : \_\_\_\_\_ (Registrar)

Seal : \_\_\_\_\_

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**Format of Certificate for Category – 6**

(Certificate to be furnished on NITK Letter Head by Scholars pursuing higher studies at NITK)

It is hereby Certified that \_\_\_\_\_ is pursuing higher studies at National Institute of Technology Karnataka, Surathkal with following particulars.

Register Number	
Programme of Higher Studies M.Tech/M.Tech(R)/M.Sc/Ph.D	
Date of Joining	
Department	

This certificate is issued to enclose with NITK English Medium School admission form.

Date : \_\_\_\_\_ (Registrar)

Seal : \_\_\_\_\_

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**Format of Certificate for Category – 7**

(Certificate to be furnished on the School Letter Head by Parents whose one ward studying at NITK English Medium School)

It is hereby Certified that \_\_\_\_\_ is a parent of the ward studying at NITK English Medium School, Surathkal with following particulars.

Name of the Ward	
Class of Study	
Register Number	

This certificate is issued to enclose with NITK English Medium School admission form.

Date : \_\_\_\_\_ (Principal)

Seal : \_\_\_\_\_

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**Format of Certificate for Category – 8**

(Certificate to be furnished on the School Letter Head by former students of the school )

It is hereby Certified that \_\_\_\_\_ was a student of NITK English Medium School, Surathkal with following particulars.

Years of Study (Joining Year to Leaving Year)	
Class of study during leaving the school	

This certificate is issued to enclose with NITK English Medium School admission form.

Date : \_\_\_\_\_ (Principal)

Seal : \_\_\_\_\_

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**Format of Certificate for Category – 9**

(Certificate to be furnished on the Organisation Letter Head by transferrable permanent central Government, ex-serviceman, Public Sector Undertakings, Institutions of Higher Learning under Government of India)

It is hereby Certified that \_\_\_\_\_ is a permanent employee of \_\_\_\_\_ which is a transferable job under Government of India with following particulars.

Employee Code	
Date of Joining of Service	
Number of Transfers in Last 7 Years	
Designation of Present Post	
Date of Joining the present post	
Date of relive from Service (for ex-serviceman only)	

This certificate is issued to enclose with NITK English Medium School admission form.

Date : \_\_\_\_\_ (Name and Signature of Authorised Signatory)

Seal : \_\_\_\_\_

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**Format of Certificate for Category – 10**

(Certificate to be furnished on the Organisation Letter Head by non-transferrable permanent central Government, ex-serviceman, Public Sector Undertakings, Institutions of Higher Learning under Government of India)

It is hereby Certified that \_\_\_\_\_ is a permanent employee of \_\_\_\_\_ which is a non-transferable job under Government of India with following particulars.

Employee Code	
Designation	
Date of Joining	
Date of relive from Service (for ex-serviceman only)	

This certificate is issued to enclose with NITK English Medium School admission form.

Date : \_\_\_\_\_ (Name and Signature of Authorised Signatory)

Seal : \_\_\_\_\_

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**Format of Certificate for Category – 11**

(Certificate to be furnished on the Organisation Letter Head by transferrable permanent state Government, Public Sector Undertakings, Institutions of Higher Learning under Government of Karnataka.)

It is hereby Certified that \_\_\_\_\_ is a permanent employee of \_\_\_\_\_ which is a transferable job under Government of Karnataka with following particulars.

Employee Code	
Date of Joining of Service	
Number of Transfers in Last 7 Years	
Designation of Present Post	
Date of Joining the present post	

This certificate is issued to enclose with NITK English Medium School admission form.

Date : \_\_\_\_\_ (Name and Signature of Authorised Signatory)

Seal : \_\_\_\_\_

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## Format of Certificate for Category – 12

(Certificate to be furnished on the Organisation Letter Head by non-transferrable permanent state Government, Public Sector Undertakings, Institutions of Higher Learning under Government of Karnataka)

It is hereby Certified that \_\_\_\_\_ is a permanent employee of \_\_\_\_\_ which is a non-transferable job under Government of Karnataka with following particulars.

Employee Code	
Designation	
Date of Joining	
Date of relive from Service (for ex-serviceman only)	

This certificate is issued to enclose with NITK English Medium School admission form.

Date : \_\_\_\_\_ (Name and Signature of Authorised Signatory)

Seal : \_\_\_\_\_

### **Format for References from Elected Public Representatives of constituency under which School is situated to be given on their Letter head and sent by post to Secretary of the School.**

Ref No. :

Date :

To,  
The Secretary,  
NITK English Medium School,  
Srinivasnagar, Surathkal,  
Mangalore – 575 025

I am hereby referring the pupil with following details whose parents are under my constituency for admission to L.K.G at your school.

Name of the Pupil	
Name of the Father	
Occupation of the Father	
Name of the Mother	
Occupation of the Mother	
Address of the Parents which is under my constituency (This address can be domicile or place of work under constituency)	

Seal : \_\_\_\_\_

(Signature)

Note : The Corporator of the Ward as per RTE Act, Member of State Assembly (Legislative Assembly and Legislative Council), and Member of Parliament (Loksabha and Rajyasabha) and District In-charge minister can recommend maximum of 2 student applicants whose parents are from their constituency by domicile or by posting due to job. **The reference has to be given in writing on their letter head, in prescribed format and sent by post to Secretary of the school from their office so as to reach on or before the scheduled last date that is 6<sup>th</sup> January 2017.** In the beginning one seat will be allocated for the reference from each public representative, based on the earlier date of receipt of recommendation by them in the prescribed format. After allocation of one seat for each reference, out of 6 seats, if any vacancy arises, they will be allocated by drawing lots.