



Procedure for Verification of Education / Degree Certificate

(For Private Organizations 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 will be **accepted through Email only** and the following details are must require:

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

2. Attach the Scan copy of the degree certificate / Final Semester Mark sheet with email for verification

3. The charges is **Rs. 1000/- (One Thousand Rupees)** per candidate is to be paid through **Online Payment** option 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 the email with supporting documents, reply will send to you by email only within 15 working days.



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)

Clarification.

Verification agencies can contact us for their queries, if any, on phone no. **+91 9893655655** 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: 9893655655

Important Instruction:

1. Request for Education verification will be **accepted through Email only** and response will be also send by the email.
2. Incomplete Application Forms (incomplete information / without required documents / without prescribed fees) are liable to be cancelled without any notice and no correspondences will be done by NIT Raipur.
3. 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.**
4. Visible scan copies of documents are to be attached.
5. Verbal confirmation of educational verification shall not be communicated by the NIT Raipur in any case.