



# jkpo;ehL Mrpupah; fy;tpapay; gy;fiyf;fofk; TAMILNADU TEACHERS EDUCATION UNIVERSITY

(Established under Tamil Nadu Act 33 of 2008)

Gangaiamman Koil Street, Karapakkam, Chennai – 600 097- Tamil Nadu- India.

Website: [www.tnteu.ac.in](http://www.tnteu.ac.in)

## INSTRUCTIONS FOR APPLYING GENUINENESS

(Requisition for Genuineness Certificate/ Verification of certificates)

1. Government /Govt. Aided/ Non-Government Institutions are only eligible for apply the genuineness certificates for their employees working in the institutions with the prescribed application given in the University website ([www.tnteu.ac.in](http://www.tnteu.ac.in)).
2. The application along with the original online payment Receipt should be sent through registered post addressed to “**The Controller of Examinations**, Tamil Nadu Teachers Education University, Gangaiamman Koil Street, Karapakkam, Chennai – 600 097- Tamil Nadu.
3. The following Attested photocopies (**Not Original Certificates**) of the Certificates should be sent along with the requisition letter with the prescribed fee. (**Enclosures**)
  - ❖ **Request Covering Letter (Signed by HM/Principal/Organization Head)**
  - ❖ **Attested photo copy of Degree Certificate**
  - ❖ **Attested photo copy of Provisional Certificate**
  - ❖ **Attested photo copy of Statement of Marks (All Semesters)**
  - ❖ **Original online payment receipt**
4. The Attested photo copy submitted to the office will be authenticated if it is genuine and the same will be sent to the Department / Institution Concerned directly.
5. Online Fees should be paid through the University Website [www.tnteu.ac.in](http://www.tnteu.ac.in) (**other fees e-payment**). The original payment receipt should be enclosed along with the application.
6. Fee for issue of **Genuineness Certificate** is **Rs.1500/-**

**(Note: The Individual is not eligible to apply for Genuineness)**

**CONTROLLER OF EXAMINATIONS**



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**APPLICATION FOR THE ISSUE OF GENUINENESS CERTIFICATE**

01	Name of the candidate		
02	Name of the College, College Code where the Candidate underwent the course	CODE	
03	Register Number		
04	Year of Study / Month & Year of passing		
05	Date of Birth		
06	Contact Number	Phone Number	Mobile Number
07	Name of the Degree (Put $\sqrt{\quad}$ )	<b>B.Ed / M.Ed / M.Phil / Ph.D</b>	
08	Date of issue of Provisional Certificate and Serial No.	<b>Date</b>	<b>Serial No.</b>
09	Date of issue of Degree Certificate and Serial No.	<b>Date</b>	<b>Serial No.</b>
10	Xerox copy / Photocopy ( <b>Not Original Certificates</b> ) of Certificate for which Genuineness is required( <b>Put <math>\sqrt{\quad}</math></b> )	Statement of Marks / Provisional / Degree Certificate	
11	Signature of the Candidates		
12	<b>DETAILS OF THE PAYMENT</b>		
	Senders Name		<b>FOR OFFICE USE ONLY</b>
	Mode	<b>G Pay/Phone Pay/NEFT</b>	Endorsement by Finance Section
	Amount in Rs		
Date			
13	<b>FOR OFFICE USE ONLY</b>		
	<b>Checked By:</b>	<b>Verified By:</b>	
	<b>Controller of the Examinations</b>		