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8. Details of fee remitted

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**MAHATMA GANDHI UNIVERSITY**

(APPLICATION FORM FOR CONFIDENTIAL MARKLIST)

1. Name of the candidate : \_\_\_\_\_  
(In block letters) \_\_\_\_\_

2. Sex (tick the relevant) Male /female

3. Address of the candidate : \_\_\_\_\_

**INSTRUCTIONS**

4. Name of the examination : \_\_\_\_\_ Group / Main subject \_\_\_\_\_

5. Register No. & Year : \_\_\_\_\_

6. Centre of examination : \_\_\_\_\_

7. Address of Institution to which marklists have to be sent (with pin code) \_\_\_\_\_ Purpose (tick the relevant)

1. Higher Education/ Employment
2. Higher Education / Employment
3. Higher Education / Employment
4. Higher Education /Employment
5. Higher Education /Employment

8. Details of fee remitted

Amount Rs.

Pay in slip /DD No.

Date

University cash counter /SBT.

Station :

Date :

Signature of the Candidate

1. Name of the candidate  
(In block letters)

2. Sex (tick the relevant)

Male Female

3. Address of the candidate

**INSTRUCTIONS**

1. Fee for Confidential Marklist

Group \ Main subject

4. Name of the examination

a) Higher Education Purpose

: Rs 100 (for the first copy)

: Rs 50 (for each additional copy)

5. Register No. & Year

b) Employment purpose

: Rs 200 (for the first copy)

and Rs 100 (for each additional copy)

6. Centre of examination

2. Mode of payment

Purpose  
(tick the relevant)

: Cash counter pay in slip/DD for the required amount

favouring MGUF. One pay in slip / DD is enough for any  
number of marklists.

(with pin code)

3. The confidential marklists will be forwarded only to the Head of the Institution.

4. The application form should be accompanied by cash counter pay in slip and one envelop each to the course/ Instution applied for. Each envelope should be stamped and addressed to the Institutions.

Covering letter: A specimen of the covering letter is attached. In case of additional Marklists additional copies (typed or photocopied) should be attached. Candidates should fill in the covering letter giving all the necessary information in order to identify the marklist at the receiving end.

5. Incomplete application will be rejected.

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COVERING LETTER  
(Details to be filled in by the Candidate)

MAHATMA GANDHI UNIVERSITY  
KOTTAYAM-686 560

From  
The Controller of Examinations,  
Mahatma Gandhi University,  
Kottayam.

To  
.....  
.....  
.....  
.....

Sir/Madam,

Sub: Forwarding of Confidential Mark List.

Please find enclosed the Confidential Mark List of

Sri/ Smt .....

who has applied for a course/post in your institution.

Particulars of the course are given below:-

1. Name of the course
2. Application No.
3. Other details

Yours faithfully,

Kottayam,

Date:

CONTROLLER OF EXAMINATIONS

N. B. The Marklist forwarded herewith is provisional and should be kept confidential till the publication of the result.