



# OM INSTITUTE OF VOCATIONAL EDUCATION & TRAINING (OIVET)

AN ISO 9001: 2015 CERTIFIED VOCATIONAL INSTITUTE  
RUN BY: OM EDUCATION & WELFARE SOCIETY (REGD.)

Approved By: MINISTRY OF LABOUR & EMPLOYMENT (DGE&T) GOVT. OF INDIA (Vide Letter No. DGE-U-11011/2/2016-EE-1)

APPLICATION FORM FOR DOCUMENT VERIFICATION / DUPLICATE / TRANSCRIPT/ CORRECTION / LOR / MOI / WES

To,

The Director,  
Om Institute of Vocational Education & Training,  
SCO - 133, 2<sup>nd</sup> Floor, Sector-25,  
Panchkula - 134116 (Haryana)

Certificate(s) required:  Document Correction  Verification  LOR  
 WES  Duplicate Certificate  Transcript  MOI

Student Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Pin Code: \_\_\_\_\_

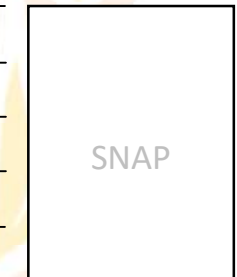
E-mail: \_\_\_\_\_ Contact No: \_\_\_\_\_

Name of the Course completed: \_\_\_\_\_ Code: \_\_\_\_\_

Registration No.: \_\_\_\_\_ Roll. No.: \_\_\_\_\_

Duration: \_\_\_\_\_ Year of Passing: \_\_\_\_\_

Reason for obtaining documents: \_\_\_\_\_



### DECLARATION BY THE STUDENT

I hereby declare that entries made above are correct and accurate to the best of my knowledge and that they have been made in my own handwriting.

**D.D. Details:** Demand Draft should be in favor of "OM EDUCATION & WELFARE SOCIETY" Payable at PANCHKULA.

D.D. No.: \_\_\_\_\_ Amount: \_\_\_\_\_ Issuing Date: \_\_\_\_\_ Issuing Bank: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Student)

**(Below Box should be filled by the Verification Agency only in case of Document Verification)**

Reason(s) for applying .....

Full Name and Designation of Officer/Head of Company/Department:.....

.....

Signature of Authorized person with stamp.....

**FEES DETAILS / PER DOCUMENT:-**

- Documents Verification : Rs. 5,000/- (Add Rs. 200/- for Postal Charges)
- Transcript Charges : Rs. 1,500/- (For Each Year)
- LOR : Rs. 1,500/- (For Each Year)
- MOI : Rs. 1,500/- (For Each Year)
- WES : Rs. 4,000/- (For One Year Course Duration)  
: Rs. 5,500/- (For Two Year Course Duration)  
: Rs. 7,000/- (For Three Year Course Duration)

Rest for others documents fees contact your concerned Training Institute like as:

- Document Correction Charges
- Duplicate Charges

**\*IMPORTANT INSTRUCTIONS\***

1. Attach one photocopy each of certificates of all the Examination passed.
2. The full postal expenses for dispatch of Verification Certificates shall be borne by the applicant only. Fees of verification certificate is Rs. 5,000/- and Postal charges are Rs. 200/-.
3. These will be directly mailed to the concerned address by the office within 21 working days from the date of receiving the completed application with full fee as per **OIVET** rules.
4. Bank Drafts for the full fee must be in favour of the “**OM EDUCATION & WELFARE SOCIETY**” payable at **PANCHKULA**.
5. Applicant has to send completely filled in Application Form in a thick outer envelope of size 10 inch X 8.5 inch (25 cms \* 21.5 cms) to the following Address through **SPEED POST** or Registered Post of India post only (Dispatch by any other mode or through courier will not be accepted)

**Address:**

Om Institute of Vocational Education & Training (OIVET)  
S.C.O. - 133, 2<sup>nd</sup> Floor, Sector-25,  
Panchkula – 134116,  
Haryana (India)

Website : [www.oivetindia.com](http://www.oivetindia.com)

E-mail : [oivetindia@gmail.com](mailto:oivetindia@gmail.com)

E-mail : [info@oivetindia.com](mailto:info@oivetindia.com)

Toll-Free No.: 18008904080

☎ 0172-2553439

☎ 0172-3570577

☎ 07272900039

☎ 07909390039