

# UNIVERSITY OF CALCUTTA

SENATE HOUSE  
87/1, College Street,  
Kolkata-700073



Contact No. :  
(033) 2241-0071 to 0076(six lines)  
Extn. 274 (For Original Diploma)  
Website: [www.caluniv.ac.in](http://www.caluniv.ac.in) / [www.cuexam.net](http://www.cuexam.net)

## APPLICATION FORM FOR ORDER OF MERIT/RANK CERTIFICATE

To  
THE CONTROLLER OF EXAMINATIONS  
UNIVERSITY OF CALCUTTA,  
87/1 COLLEGE STREET,  
KOLKATA-700073.

Sir,

I am to request you to be so good as to issue Order of Merit / Rank Certificate in my favour for the ..... Examination, Year ..... in ..... held in..... year .....

Necessary particulars are furnished below:

1. <b>NAME</b> :	..... (in Block Letters)
2. Address :	..... .....
3. Contact No. :	..... Email:.....
4. Examination with Year:	.....
5. Roll No.....	.....
6. CU Registration No. with session .....	..... of .....
7. Name of the College / Institute / Department last attended:.....	.....

Date : ....., 20.....

Yours faithfully,

- Enclose : **1. Attested copies of all Mark-Sheets.**  
**2. Attested copy of C.U. Registration Certificate.**  
**3. C.U. Cash Receipt**

\_\_\_\_\_  
Full Signature of the Applicant

Forwarded to the Controller of Examinations for necessary action. The above statement is believed to be true.

\_\_\_\_\_  
Signature of the Head of the Department /  
Institution with official seal.

**SEE REVERSE FOR THE RULES AND REGULATIONS**

**RULES FOR ISSUANCE OF ORDER OF MERIT / RANK CERTIFICATE**

1. Certificate is issued to :
  - a. First ten (10) candidate with First Class marks.
  - b. First three (3) Candidate in Second Class where no First Class candidate is available.
2. The student will have to submit this application form for obtaining Order of Merit / Rank Certificate to the undersigned through the Principal / Head of the Institution concerned.
3. Order of Merit / Rank Certificate shall be issued only after completion of re-examination, FSI etc. process if any.
4. Before the fee is deposited the candidate will have to get the Challan and Form duly verified by the concern section.
5. Fees : ₹ 200/- only.

Rupees Ten ( ₹10/-) for the downloaded Forms to be paid in addition to the requisite fees.

6. At the time of delivery of Order of Merit / Rank Certificate candidate have to produce all respective original Marksheets along with the Original Challan Copy.
7. The Chance Candidates are not eligible for the Rank Certificate.

Senate House  
Kolkata – 700073

Controller of Examinations  
University of Calcutta

**For Office Use Only**

**RANK OF THE APPLICANT** :

Name of the Student :

Name of the Examination with Year :

Name of the College / Department :

Roll & No. :

University Registration No. with session :

Total marks / Grade Points obtained : out of :

Marks of the other students :

Remarks :

Signature of the Special Tabulator(s) with date  
University of Calcutta