

ST. XAVIER'S TECHNICAL INSTITUTE, MAHIM

Government Aided Autonomous Minority Institute, Approved by A.I.C.T.E. New Delhi

Mahim Causeway, Mumbai. Pin – 400 016

Phone: 24455937, 24454559; 24451961, 24460359 Fax: +91(22)2445 4482

E-mail: office@xaviertech.com

Ref No.: XTECH/018/EXAM/384

Date: 12/12/2018

All the students/ candidates / applicants are hereby instructed to follow the norms / procedure as mentioned below to obtain the requisite documents.

Sr. No.	Name of the document required	Fees to be paid in accounts section	No. of days after which the document will be issued
1	Duplicate Marksheet	Rs. 200/- per marksheet	15 working days
2	Duplicate Diploma Certificate	Rs. 500/-	15 working days
3	Provisional Certificate	Rs. 100/-	15 working days
4	Transcripts (for 2 copies)	Rs.1500/-	15 working days
5	Duplicate Hall Ticket	Rs. 100/-	Next working day of application
6	Name correction on Marksheet / Diploma certificate (after six months from date of issue)	Rs. 200/- per Marksheet Rs. 300/- for Diploma Certificate	15 working days
7	Attestation of Marksheet / Diploma Certificate/	Rs. 250/-	One week
8	Educational documents verification	Rs. 500/- for educational institutes Rs. 800/- for industrial /employment exchange/ credential evaluation services	15 working days
9	Backlog Certificate	Rs. 500/-	15 working days
10	Letter for language of medium of instruction (English)	Rs. 500/-	15 working days

☞ Application must be done in prescribed format available on website

☞ All the enquires shall be addressed to examination@xaviertech.com

☞ All marksheets / transcripts / attestation documents will be issued only on Friday only.

☞ No documents except duplicate hall ticket will be issued during conduction of Winter / Summer Term end examination.

☞ All documents are to be collected by applicant with ID proof.

❖ Above mentioned fees will not be paid to anyone and will be deposited in the Institute's Examination Account funds (details as mentioned below).



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The payment can be done through any one of the below mentioned modes:

- ❖ Payment of cash in person in Institute's Accounts section*.

OR

- ❖ Payment by Demand Draft in favor of "ST. XAVIER'S TECHNICAL INSTITUTE" Payable at Mumbai*.

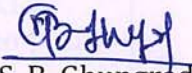
OR

- ❖ Payment through NEFT transaction (details mentioned as below)*.

Name of the Account	ST. XAVIER'S TECHNICAL INSTITUTE, MAHIM
Bank A/c No	053700101022842
Type of A/c	SAVING ACCOUNT
Bank Name	CORPORATION BANK (MAHIM)
Bank Branch Address	CORPORATION BANK, 520, MANGIREESH BLDG, L. J. ROAD, MAHIM (WEST), MUMBAI – 40001.
Branch Code	000537
MICR No.	400017042
IFSC Code	CORP0000537

* Kindly note that all the transactions for the payment towards the documents required will be made online from January 2019 onwards. Details of the same will be uploaded soon on the website.




Dr. S. B. Ghungrad
Principal

Dr. Shivaji Ghungrad
PRINCIPAL
St. Xavier's Technical Institute
Mahim, Mumbai - 400 016.