





**INTIMATION LETTER**

Index No. \_\_\_\_\_ Intimation No. \_\_\_\_\_ Date \_\_\_\_\_  
To

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.....  
.....

You have been provisionally selected / placed under waiting list for admission into Certificate course in Domestic Data Entry Operator of R.D.S. Degree Mahavidyalaya, Kundabai, Mayurbhanj for the session 2020-21.

You are required to produce all the documents in original for verification in person at \_\_\_\_\_ on \_\_\_\_\_. You shall have to deposit Rs. \_\_\_\_\_ towards admission fees in the College Cash Counter. No deduction of fees shall be permitted. The case of candidates placed under waiting list shall be considered according to availability of seats.

**Documents to be produced for verification**

1. Original Intimation Letter.
2. Original HSC +2/ Other Certificate and Marksheets.
3. Original CLC/Transfer Certificate & Conduct Certificate.
4. Four copies of Recent Passport size colour Photographs.
5. Original Certificate in support of Resident.
6. Original Certificate for weightage.
7. Photocopy of Aadhaar Card.

Principal  
R.D.S. Degree Mahavidyalaya  
Kundabai, Mayurbhanj

**CERTIFICATE COURSE IN DOMESTIC DATA ENTRY OPERATOR  
R.D.S DEGREE MAHAVIDYALAYA, KUNDABAI, MAYURBHANJ  
ACKNOWLEDGEMENT/ INDEX CARD NO. \_\_\_\_\_**

**Full Signature of the applicant with address**

Full signature of Receiving Officer  
Date

PLEASE QUOTE THE INDEX NUMBER FOR ANY CORRESPONDENCE.