



सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय  
MICRO, SMALL & MEDIUM ENTERPRISES  
MSME - TOOL ROOM HYDERABAD

# CENTRAL INSTITUTE OF TOOL DESIGN

(A Govt. of India Society – Ministry of MSME)

Balanagar, Hyderabad – 500 037, A.P., INDIA.

Ph.No. : 040-23771959, 23772747, Fax : 040-23772658

An ISO 9001:2000 Institution



CF/TRG/03

स्थापित: 1970  
ESTD: 1970

(For Office use only)

Application No. \_\_\_\_\_

H.T. No.

Affix recent  
Passport Size  
Photo duly attested  
by a  
Gazetted Officer

## APPLICATION FORM FOR \_\_\_\_\_ COURSE

(To be filled in CAPITAL Letters only)

1. Name :

2. Date of Birth : Date  Month  Year  Age  Years

3. Father's /  
Guardian's Name :

4. Father's /  
Guardian's Occupation :

5. Permanent Address :

PIN

Phone  E-mail ID

6. Caste Category (Use Code) : 

01 – SC	02 – ST	03- PH	04 – Others
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7. Family Annual Income : Rs.

(Latest Income Certificate from MRO to be enclosed for SC/ST and BC category candidates)

8. Whether Integrated Caste Certificate with sub-caste group enclosed :    
(Attested copy of certificate to be enclosed, for SC/ST and BC category candidates) 

YES	NO
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9. Academic Qualifications :

Name of Exam.	Institute / University	Month & Year of passing	%of Marks	Division

10. Particulars of Application Fee paid : Cash / D.D. No. \_\_\_\_\_ Dt. \_\_\_\_\_  
drawn on \_\_\_\_\_ Bank Amount Rs. \_\_\_\_\_

**DECLARATION**

I do hereby declare and confirm that the particulars furnished above are correct to the best of my knowledge and belief. In case, the above particulars are found incorrect at any future date, I am aware that I am liable for any action the Institute may take against me including termination of the course without further notice and forfeiture of fee paid by me. I shall abide by the Rules and Regulations of the Institute in case of my selection to the course.

Station :

Date : \_\_\_\_\_ Signature of the Applicant

I shall be responsible for his / her conduct, payment of fees and good behaviour during the period of the course.

Station :

Date : \_\_\_\_\_ Signature of Parent / Guardian

**NOTE :**

1. Please enclose attested true copies of the certificates issued by the competent authorities in respect of Sl.No.s 2,6,7,8 & 9.
2. Candidate is advised to give particulars of Application fee paid.
3. Please enclose one self-addressed envelope with Rs. 5/- postage stamps affixed and also one self-addressed post card for acknowledge the receipt of application.
4. Incomplete application will be summarily rejected.

For Office Use Only		
The candidate is eligible / not eligible for following reasons		
	Yes	No
1. Qualification		
2. Minimum marks in the qualifying exam		
3. Age		
4. Caste Certificate		
5. Any other (Specify)		

Application accepted / rejected

Director (Trg.)

## CERTIFICATE

(To be submitted by applicants of PDTD course only)

This is to certify that the Diploma course conducted by this Institute is recognized as equivalent of **Diploma in Mechanical Engineering** for pursuing further studies, vide G.O. Ms. No.....  
..... dated..... (attested xerox copy to be enclosed) of State Board of  
Technical Education & Training, .....(State).

Principal / HOD

Date :

**NOTE :** Proof of equivalency certificate issued by the State Board of Technical Education is a must and required to be enclosed by the applicants whose certificate is not issued by State Board authorities or else his application is liable to be rejected.

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## SPONSORSHIP FORM-CUM-EXPERIENCE CERTIFICATE

(To be submitted by applicants of sponsored category only)

Mr. / Ms.....

S/o / D/o..... is presently working in our

Organization as.....

from (date) .....

We sponsor Mr. / Ms. .... to undergo  
PGTD / PDTD full-time course at CITD, Hyderabad. We will not withdraw him/her before completion of the  
course.

Date :

Proprietor / M.D.  
(with seal)

Affix recent  
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Gazetted Officer

No.

## ATTENDANCE SHEET

Hall Ticket No.

- Name of the Course : \_\_\_\_\_
- Exam Centre : \_\_\_\_\_  
Main Building, University College of Engineering  
Osmania University, Hyderabad – 500 007.
- Day, Date & Time : \_\_\_\_\_
- Name of the Candidate : \_\_\_\_\_  
(in block letters)
- Signature of the Candidate : \_\_\_\_\_
- Signature of the Invigilator : \_\_\_\_\_

Affix recent  
Passport Size  
Photo duly attested  
by a  
Gazetted Officer

No.

## HALL TICKET

Hall Ticket No.

- Name of the Course : \_\_\_\_\_
  - Exam Centre : \_\_\_\_\_  
Main Building, University College of Engineering  
Osmania University, Hyderabad – 500 007.
  - Day, Date & Time : \_\_\_\_\_
  - Name & Address for  
Communication : \_\_\_\_\_  
\_\_\_\_\_
- Pin : \_\_\_\_\_

DIRECTOR (Trg.)

### INSTRUCTIONS TO THE CANDIDATES

1. Reporting Time : Candidates are required to enter the examination hall half an hour before commencement of the examination.
2. Attendance : Candidates should sign in the attendance sheet before leaving the hall.
3. TA & DA : No TA & DA will be paid for attending entrance examination.
4. The answer papers along with the question papers should be handed over to the invigilators before leaving the hall, failing which the answer paper will not be valued.

**Note :** *Candidates who have appeared for the qualifying examination should secure a final pass in the qualifying exam at the time of admission. Candidates who do not fulfill this condition are not eligible for admission. Any such contravention will automatically result in disqualification and rejection, if found at a later date.*

For any clarification, contact –

**Training Department, CITD, Balanagar, Hyderabad – 500 037.**

Phone Nos. – 040-23771959, 23776156 (Direct), 23772747 & 48 - Extn. 211, 212

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