Checklist for Duplicate Certificate

Application Checklist: Upload All Original Certificates.

Note: All the uploaded scanned documents should be in right direction and to see the complete document including all edges and corners, any images/photographs and able to read text clearly. (Cell phone camera photos should not be uploaded)

1. Police Report in Original.

2. Photo Copy of Registration certificate front side/back side showing registration number and your signature.

3. Renewal Certificate copy or Renewal passbook(address page and validity page)

4. Original S.S.C or SSLC or Matriculation or equivalent pass certificate.

5. D Pharmacy Certificate issued by Board/ B Pharm Original Degree /Pharm D Certificate issued by University.

6. Permanent Address Proof of the candidate in AP, any of the following (Aadhar card/Election card/Driving licence/Passport/Ration card) or any identity card with address issued by Government of AP.

7. Present address of the candidate in AP(if not same as the above) (Rental agreement along with the Aadhar/Voter Id/Electricity bill /Passport of the house owner/Any identity with address issued by Government of AP)

8. Employment Proof at the time of losing the certificate (which ever is applicable) [Drug license copy/ College or industry (appointment proof with designation) **or** Certificate from Drug Inspector with date of joining and date of relieving **or** experience certificate from college or industry]

9. An Affidavit of employment details from the date of registration as pharmacist in **Rs.20 Non Judicial stamp paper** in chronological order with name and address of firm, date of joining & date of leaving.

10. Certificate from your native district licensing authority of Drug control administration whether you worked as pharmacist in private/Government or not. If worked from...... to.......

11. Notary affidavit in **Rs.20/- Non Judicial Stamp paper** if not working.(Download prescribed format in this website)

12. Self Declaration (Download prescribed format in this website)

13. Candidate Verification form by Gazetted officer(Download prescribed format in this website).

14. Recently taken clear color passport size photo not older than one month with white background (Scan and upload only the photo, not the whole page. This will appear in certificate).

15. Signature horizontally.(Scan and upload only the signature, not the whole page. This will appear in certificate).

16. Send Self addressed Cover of size 14''x 10'' size cover affixed with Rs40/- postal stamp and with all above Xerox copies.

Note: If not in accordance with the above check list and if not clear visibility the application will be rejected and you have to apply again.