



[Examination Section]

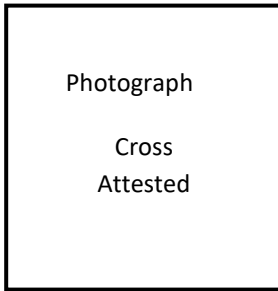
ADMISSION SLIP OF AMANUENSIS /WRITER

To be signed in (triplicate) by the Head of any affiliated institution with KIU

I, the undersigned do hereby certify that Mr./Miss_____

s/o, d/o_____ is bonafide student of class_____, has passed class_____ in the year_____ as a student of this institution

The above mention candidate is recommended to serve as an Amanuensis/Writer to Mr./Miss_____ s/o _____ for appearing in class_____ annual/supplementary examination 20____. The photographs and signature of the Amanuensis/Writer have been attested under seal and signature of the undersigned on_____



Signature of Amanuensis/Writer_____

Signature and Seal of Head of Affiliated Institution with KIU

Phone/Cell of HM/Principal_____

(For Office Use Only)

Mr./Miss_____ S/o _____
is hereby allowed to serve as an Amanuensis/Writer in respect of Mr./Miss_____ bearing Roll No. _____ in class_____

Photograph of the Amanuensis/Writer has been crossed signed by the undersigned

Controller of Examinations

Distribution:

1. Center Superintendent_____
2. Candidate concerned
3. Office Copy

RULES OF APPOINTMENT OF AMANUENSIS/WRITER

a. An amanuensis shall be allowed at the examination centre if requested for in the case of:

1. A blind candidate.
2. A candidate who is permanently or temporarily disabled from writing with his/her own hand.

b. On application by the candidate or his/her guardian on prescribed form, Controller of Examinations concerned may permit the appointment of amanuensis and inform the Superintendent of the Centre concerned for making arrangements.

c. A medical certificate issued by the civil surgeon, MS of Govt. Hospital or head of an organization established by the Government for disabled shall be provided that the candidate is disabled either permanently or temporarily and that he/she is not able to write with his/her own hand.

d. The amanuensis shall be a regular student of eighth class if a candidate is appearing in SSC Part-I or II (or both) examinations and of matriculate if the candidate is appearing in HSSC Part-I or II (or both) examinations. The amanuensis will produce a certificate from head of institution verifying his/her being a bonafide student as such.

e. The Centre Superintendent shall arrange a separate accommodation for the disabled/blind candidate and appoint special invigilator for him/her.

f. No remuneration shall be paid to the amanuensis by the Board. The special invigilator provided to disabled/blind candidate shall however be paid by the Board.

g. No additional fee shall be charged from a candidate who has been allowed an amanuensis.

h. Disabled/Blind/Amanuensis/Writer candidates may be given 45 minutes extra time for writing their answers at the centre.