

ANNEXURE-II



CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

**APPLICATION FORM FOR APPOINTMENT OF WRITER/SCRIBE FOR
DIVYANG/TEMPORARY DISABLED (ACCIDENTAL CASES) ONLY**

(To be submitted to the Controller of Examinations, CDLU, Sirsa)

Kindly grant me permission to get the help of the writer/scribe in the coming examinations.

My particulars as well as of the writer/scribe are as under:-

1. Name of the candidate.....
2. Father's Name: Sh.....
3. Examination/Class.....
4. Dates of Examination on which the writer is required.....
5. Year/Session.....
6. Roll No.
7. Centre of Examination.....
8. Name of the College.....
9. Whether appearing as a regular candidate or as a private candidate
.....

Affix one Self
Attested copy
of Photograph
of the
writer/scribe
here

10. Address of the candidate
Permanent.....
Correspondence.....

11. Reason for need of writer/scribe
12. Name and full address of the writer/scribe
13. Father's Name of the writer/scribe
14. Specimen of handwriting of the writer/scribe
- In Hindi.....
- In English.....
- In Figure (1 to 10).....

15. Whether the writer/scribe is studying, if so, give details:-
Name of School/College/University Class..... Roll No.....

16. Educational qualification of the writer/scribe:-
Last examination passed..... Board/University.....
Roll No. Month..... Year.....
Division..... Percentage of marks obtained.....

17. Signature of the writer/scribe
18. Name and Address of authority issuing Medical Certificate: -
.....

19. Detail of amount Deposited:
Bank Draft or Postal Order No. Dated..... Rs.....
University Receipt No..... Dated..... Rs.....

20. Certified that Mr./Ms..... is a regular/private student of this Dept./College.

Signature/Thumb Impression of the Candidate

Signature with Office Seal
Chairman/Principal/Director

Note: Instructions given on the next page must be followed

PTO

**CERTIFICATE FROM THE CHAIRPERSON/PRINCIPAL OF THE
DEPARTMENT/COLLEGE CONCERNED AND DIRECTOR, DISTANCE EDUCATION**

Certified that: -

1. Mr./Ms.....Writer/scribe has passed his last examination/class in the month of20.....
2. I have checked the certificate of the last examination passed by the writer/scribe.
3. He/She is eligible to become writer/scribe as per University rules as stated below.
4. The writer/scribe has signed the application form in my presence.
5. The application form is complete in all respects.

Signature with Office Seal
Chairman/Principal/Director

RULES/INSTRUCTIONS FOR APPOINTMENT OF WRITER/SCRIBE (AMANUENSIS)

1. In case of the candidate, the writer/scribe (amanuensis) shall be of two grade lower in education than candidate, but he/she must not have secured more than 55% marks in the last examination. The requirement of having obtained not more than 55% marks in the last examination may be relaxed, if the qualification of the writer/scribe is more than two grade lower than that of the examinee.
2. Application form must be attested by the Principal of the concerned College/Chairperson of the concerned Department/Director, Distance Education, Dean/Director of University School for Graduate Studies.
3. The request for the approval of the writer/scribe must be on the prescribed form.
4. **The application form complete in all respects, must reach the Controller of Examinations, CDLU, Sirsa at least 15 days before the commencement of examinations by Registered Post.**
5. **The application received late or after the examinations shall not be entertained and the candidate himself/herself will be responsible for the consequences. Use of writer/scribe in the examinations without prior approval of the University can be considered as use of Unfair Means Case.**

DOCUMENT TO BE ATTACHED WITH THE APPLICATION FORM

1. The prescribed fee is Rs. 300/- per paper in the case of disabled (accidental cases) candidate only. Permanently Physically handicapped (due to natural causes) i.e. Divyang students are, however, exempted from the payment of fee. Fee may be deposited in cash at University Cash Counter, CDLU, Sirsa/Bank Draft drawn in favour of Registrar, CDLU, Sirsa payable at Sirsa.
2. Medical Certificate from the Civil Surgeon/Specialized Professor of the Medical College, clearly mentioning the nature of Physical disability that he/she is unable to write and needs help of writer/scribe.
3. Attested copy of the Detailed Marks Card of the last examination passed by the writer/scribe.
4. An Affidavit from the writer/scribe for the gap period, if any (Affidavit should be from 1st Class Magistrate).

Note:- CLARIFICATION OF LOWER GRADES: Suppose the candidate is to appear in B.A/B.Sc. III, the writer should have passed +2 Exam. If the candidate is to appear in M.A/M.Sc. (Final) the writer should have passed B.A./B.Sc.–II examination.