



**ST.TERESA'S COLLEGE, ERNAKULAM  
(AUTONOMOUS)**

**Affiliated to Mahatma Gandhi University, Kottayam**

**APPLICATION FOR AVAILING SERVICE OF SCRIBE/ EXTRA TIME IN THE  
FINAL EXAMINATIONS**

1	Name of the candidate (as in SSLC)	
2	Register Number of the candidate	
3	Name of Department	
4	Programme	
5	Semester	
6	Address for Communication with PIN, phone Number & e-mail id	
7	Details of disability	
8	Concessions required during final examinations	
9	Name and address of scribe if any	
10	Place: Date:	Signature of the Candidate
	Verified by HOD  Signature	<b>Endorsed by Principal</b>  <b>Signature</b>

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Conditions for appointing scribes:

1. The person appointed as scribe shall not be an employee of the college where the examination is conducted.
  2. She/he shall not be a relative of the candidates who is appearing for the examination.
  3. The educational qualifications of the scribe shall be less than those of the candidate.
  4. A Proforma with declaration in the format given below shall be obtained from the scribe.
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## PROFORMA SHOWING DETAILS OF SCRIBES AT THE FINAL EXAMINATIONS

1. Name and Address of the scribe.
2. Age and Date of Birth (with copy of the relevant page of SSLC Book)
3. Details of course for which he /she is studying /studied
4. Educational Qualifications
5. Specimen Signature of the scribe
6. Two copies of the Passport size photograph of the scribe attested by the Principal of the college in which he / she is studying or by a Gazetted Officer, in the case of scribes not studying in the college at present.
7. Name and address of the candidate and the examination for which the candidate is appearing.
8. Centre of Examination & Register No. of the Candidate.

Affix attested  
recent passport  
size photo of  
scribe

### DECLARATION

I hereby declare that the information furnished above is true and that I have not qualified/ appeared for any examination other than those mentioned in clause (4) above.

Signature of the Scribe

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