



Result Branch

CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

Application form for **Change of Examination Centre**

Important Note:

All the particulars given below should be filled in by the candidate carefully, neatly and accurately by himself/herself. The office will not be responsible for any delay in case form is not complete in all details.

1. Name of the Applicant _____
2. Father's Name _____
3. Name of College/Deptt. _____
4. Name of Exam/Course _____
5. **Roll No.** _____
6. **Reason for Change of Exam Centre** _____
7. Exam Centre already allotted by University _____
(attach copy of admit card issued by the University)
8. Desired Exam Centre Name and Centre Code _____
(centre change as per rules of Univ. Calendar and ground of change of exam centre)
9. Details of Fees Deposited Amount: _____
(DD/Cheque/Cash Receipt) No. _____ Dated _____
(Bank Draft should be in favour of **The Registrar, CDLU, Sirsa**)

I have attached copy of supporting/required documents with this application.

Dated: _____

Signature of the Applicant
Address: _____

Phone No. _____

Enclosed:

1. Fee Receipt of Change of Exam Centre.
2. Original Supporting Document.
3. Two Latest Photos of Candidate dully attested.

Recommendation of Principal / Chairperson of the College / Dept.

Recommended to change of Exam Centre as requested above by Mr./Ms. _____

_____ S/ D/o Sh. _____ student of this College / Dept.
_____ Roll No. _____ for _____

Exam on the ground mentioned above.

Dated: _____

Principal / Chairperson
(Signature with Official Stamp)

Important Instructions for **Change of Examination Centre**

Prescribed Fee for Change of Examination Centre = Rs. 5000/- *
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***Fees/Rates are Subject to Revise by the University from Time to Time.**

1. The prescribed fee may be paid by cash at University Cash Counter.
2. Apply on prescribed application format available on University Website www.cdlu.ac.in in download section. The application form should be filled completely and filled by student itself in his/her own hand writing.
3. **Supporting/Required Documents must be attached with application forms.**
4. No person other than applicant is entitled to fill application on behalf of the student.
5. All columns must be filled in the application by the student applicant to avoid any delay in change of examination centre.
6. Candidate should provide a valid **phone / mobile no. alongwith email address** so that he / she may be contacted, if required, regarding his/her application form. These contact details will help us to contact candidate in case any discrepancies found in his/her form.

CONTROLLER OF EXAMINATIONS

CHAPTER- II

ORDINANCE: CONDUCT OF EXAMINATIONS

(F) Change of Examination Centres

1. Ordinarily, a candidate shall have to take the examination at a Centre fixed by the University. If, however, a candidate wishes to take examination at some other Centre, he shall make an application on the prescribed form accompanied by the prescribed fee.
- 2.1 Application for Change of Centre shall be submitted through the Head of the Institution concerned in the case of a College candidate; and through the person countersigning the admission form or any other person competent to countersign the Admission form in the case of a Private Candidate.
- 2.2 A candidate may be permitted to change the Examination Centre under the following circumstances:
 - (i) If he or his father or legal guardian is transferred and the fact of transfer is certified by the Head of the Office or Department in which he or his father or legal guardian is employed.
 - (ii) If the change of Centre is necessitated by reasons of his ill health and the fact of illness is supported by a Certificate from a Govt. Doctor of Gazetted Rank or the University Medical Officer.
 - (iii) The Controller of Examinations may, in order to avoid hardship, permit change of Centre in an exceptional case.
- 2.3 The application must be accompanied by two copies of the candidate's photograph bearing candidate's signature in full duly attested on the back by the Officer mentioned in Clause 2.1.
- 2.4 Application and fee for change of Centre shall be entertained up to one month before the date of commencement of the examination concerned except that in the case of Government servants such applications may be entertained up to 15 days before the date of commencement of examination.
- 3.1 The fee for a change of Centre from one station to another for the whole examination shall be the same as prescribed by the Examination Branch from time to time.
- 3.2 The fee is not refundable unless the change has been rejected by the University. The application for refund shall be entertained only if received within three months from the date of issue of the letter rejecting the application.