



**Pakistan Technical & Educational Council**

Act. XXI of 1860 Government of Punjab

## **CHANGE OF CENTERS OF EXAMINATIONS**

1. A candidate may be permitted to Change of Examination Center under the following circumstances.
  - (a) If the candidate or his father or his guardian has been transferred. The fact of transfer shall be certified by the Head of the office in which the candidate or his guardian is employed. Attested copy of the transfer letter of the father/guardian shall be provided.
  - (b) If the candidate or his father or guardian change the place of business or shifts to another station, this fact shall be certified by the gazetted Head Master or Principal or area Councilor (place where shifted).
  - (c) If on account of ill-health, the candidate is not able to proceed to the center of examination allotted to him. In such cases, the application shall be accompanied by a certificate signed by a Registered Civil / Agency Surgeon / Medical Superintendent / Deputy Medical Superintendent / District Health Officer.
2. In order to avoid real hardships, the Controller of Examinations may in exceptional cases, not covered by these Rules, allow change of center with the approval of the Chairman.
3. An application for a change of center shall be made on a prescribed form and shall be submitted through the person signing the admission form. If he is not available, it should come through a gazetted officer not below the rank of a Magistrate I Class.
4. In case of men candidate, the application must be accompanied by two copies of the candidate's photograph bearing the candidate's signature in

full duly attested on the back by the officer through whom the admission form was sent.

5. An application for change of center shall ordinarily be entertained up to 10 days before the commencement of the examination.
6. Each application for change of center shall be accompanied by a fee of Rs. 600/- which shall not be refunded even if the change of center is not availed.
7. In cases of enmity, candidate should produce FIR from the relevant Police Station where he is unable to appear.
8. The Controller shall have the power to reject an application for a change of center without assigning any reason for his order.

## **INSTRUCTIONS**

- (i) The candidate is allowed only to appear in theory papers. The Practical examination shall be conducted at the parent center.
- (ii) The Roll Number Slip be collected after the theory papers for the Center Superintendent for onward delivery at the parent Institute for Practical examination.