



**FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION
H-8/4, ISLAMABAD (PAKISTAN)**

Phone No: 9250606, Fax No: 9250607

E-mail: controller.c@fbise.edu.pk

website: www.fbise.edu.pk

ADMISSION SLIP OF AMANUENSIS/WRITER

(To be signed in triplicate by the Head of an Affiliated Institution)

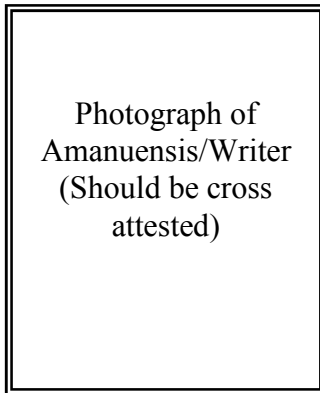
I, the undersigned do hereby certify that Mr/Miss _____

S/o / D/o _____

- is a bona-fide regular student of class 8th (for SSC-I and SSC-II candidates)
- is a bona-fide regular student of class 10th (for HSSC-I and HSSC-II candidates)
- has passed class _____ in the year _____ under Roll No. _____ as a bona-fide student of this institution and is studying in class _____
(Tick whichever is applicable)

The above mentioned candidate is recommended to serve as an Amanuensis / Writer to Mr/Miss _____ S/o / D/o _____ bearing Roll No _____ for appearing at SSC (Part-I & II) / HSSC (Part-I & II) Annual / Supplementary Examination _____

The Photograph and signature of the Amanuensis/Writer have been attested under the seal and signature of the undersigned on _____



Signature of Amanuensis/Writer _____

Signature of the Head of Institution _____

Seal _____

(For office use only)

Mr/Miss _____ S/o / D/o _____

is hereby allowed to serve as an Amanuensis /Writer in respect of Mr/Miss _____

S/o / D/o _____ bearing Roll No. _____ in SSC (Part-I & II) /

HSSC (Part-I & II) Annual/Supplementary Examination _____

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

**(CONTROLLER OF EXAMINATION)
CONDUCT**

Distribution

- Candidate/Guardian concerned
- Centre Superintendent, with the request that the slip may be returned to the Controller of Examinations (Conduct), FBISE, Islamabad on closure of Examination
- Office Record

RULES OF APPOINTMENT OF AMANUENSIS/WRITER

1. An Amanuensis shall be allowed at the examination centre if requested for in the case of:
 - a. a blind candidate
 - b. a candidate who is permanently or temporarily disabled from writing with his/her own hand.
2. 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.
3. A medical certificate issued by the Civil Surgeon, Medical Superintendent of any Government 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.
4. The amanuensis shall be a regular student of eight 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 the Head of Institution verifying his/her being a bona-fide student as such.
5. The Centre Superintendent shall arrange a separate accommodation for the disabled/blind candidate and appoint special invigilator for him/her.
6. 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.
7. No additional fee shall be charged from a candidate who has been allowed an Amanuensis.
8. Disabled/Blind/Amanuensis/Writer candidates will be given 45 minutes extra time for writing their answers at the centre.