



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

E-mail: [controller.c@fbise.edu.pk](mailto:controller.c@fbise.edu.pk)

Phone No: 9269508  
(FM-QSP/15-05-00)



**ADMISSION SLIP OF AMANUENSIS/WRITER**

**CANDIDATE DETAILS**

Name:	Father Name		Photograph of Candidate (cross attested)
Roll No: (Enclosed)	Registration No		
SSC/HSSC (Part-I / II) 1 <sup>st</sup> / 2 <sup>nd</sup> Annual Examination Year _____		Contact No _____	
Address:			

**AMANUENSIS/WRITER DETAILS**

Name:	Father Name		Photograph of Writer (cross attested)
Class (which is studying)	Roll No (if any)		
Institute			
CNIC No of Father (Copy Enclosed)	Contact No		<u>Sig of Writer</u>
Bank Name & Account No:			
Address:			

The above table 2 mentioned candidate is recommended to serve as an Amanuensis /  
Writer to table 1 mentioned candidate for appearing at SSC / HSSC (Part-I / II) 1<sup>st</sup> / 2<sup>nd</sup> Annual  
Examination Year \_\_\_\_\_.

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 / HSSC  
(Part-I & II) 1<sup>st</sup> / 2<sup>nd</sup> Annual Examination Year \_\_\_\_\_. Photograph of the Amanuensis/Writer  
has also been crossed signed by the undersigned

**CONTROLLER OF EXAMINATION**

## **RULES OF APPOINTMENT OF AMANUENSIS/WRITER**

1. An Amanuensis shall be allowed at the examination center if requested for in the case of:
  - A blind candidate.
  - 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. Remuneration shall be paid to the amanuensis by the Board @ Rs.1000/- per paper. 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 center.