VERIFICATION OF MARKS OF CS JUNE 2012 EXAMINATIONS

In terms of regulation 46 (2) of ‘The Company Secretaries Regulations, 1982, as in force, a candidate can seek ‘Verification of Marks’ in any subject(s) of June, 2012 examination within one month from the date of declaration of results. The application for verification of marks should be made by interested candidates in their own handwriting together with requisite fee @ Rs.250/- per subject within one month from the date of declaration of results, i.e., upto and including 25th September, 2012. The application for seeking verification of marks should invariably include — (i) Name; (ii) Roll Number; (iii) Registration Number; (iv) Stage and Module(s) of examination; (v) Subject(s) in which verification of marks sought; (vi) Amount of fee paid @ Rs.250/- per subject by way of demand draft favouring ‘The Institute of Company Secretaries of India’, payable at New Delhi; (vii) Demand Draft Number, Date, Amount and Drawee’s Bank; and (viii) complete postal address of candidates with Phone/Mobile Number(s) and e-mail id(s).

The application for verification of marks duly completed in all respects should reach on or before the last date, i.e., 25th September, 2012 addressed to The Joint Director (Exams.), The Institute of Company Secretaries of India, C-37, Institutional Area, Sector 62, NOIDA – 201309 (U.P.). Candidates at their own interest are advised to send the application by Speed/Registered Post or Courier to ensure the receipt of the same at the Institute. Further, they can also submit their applications at Regional/Chapter Office. Candidates are advised not to club any other query/matter or remittance of fees along with his/her request for Verification of Marks to facilitate an early reply.

The response time to candidates’ requests for verification of marks is normally two months from the date of receipt of their applications in the Examination Deptt. of the Institute. After completion of verification process, outcome of the verification of marks is hosted on the Institute’s website: www.icsi.edu and the candidate concerned by entering his/her Roll No. or Student Registration Number can enquire about the status/outcome of his/her application. The candidates concerned are also individually informed about the outcome of verification of marks by post. However, if a candidate does not receive any communication by 30th November, 2012, he/she should write to the Joint Director (Exams.) giving relevant details – (i) his/her name; (ii) student registration number and Roll Number; (iii) stage and module(s) of examination (iv) name of the subject(s) in which verification of marks was sought; (v) date of application and mode of its dispatch; (vi) amount of verification fee and mode of its remittance, viz., Bank Draft No., date of issue of Bank Draft, Name of drawee bank; (vii) complete postal address along with PIN Code; (viii) e-mail id; and (ix) Mobile/Telephone Number.
APPLICATION FOR VERIFICATION OF MARKS
(To be submitted by the candidate in his/her own handwriting)

Date: _________________

FOR ACTION OF
EXAM. DEPTT.

The Secretary & CEO
The Institute of Company Secretaries of India
C – 37, Sector 62, Institutional Area
NOIDA – 201 309.

SUB: Company Secretaries Examination, June 2012
reg. Verification of Marks under Regulation 46(2).

Dear Sir,

I hereby request you to carry out “Verification of Marks” in the following subject(s) of June, 2012 Examination under Regulation 46(2) of The Company Secretaries Regulations, 1982:

Stage of Examination: __________________ Roll No.: ____________

Student Registration No.: ________________________________

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The requisite Verification Fee of Rs.________, i.e., @ Rs. 250/- per paper, has been paid by Cash/Bank Draft drawn on ______________________Bank, favouring “The Institute of Company Secretaries of India” payable at New Delhi, vide No.---------------- dated ____________.

Yours faithfully,

…………………………………….
(SIGNATURE)

Student’s Name:………………………………

Correspondence Address: ……………………………

………………………………………………………………………………

----------------------------------PIN: ……………

Mobile: …………………………………

e-mail id: …………………………………