

COMSATS University Islamabad, Wah Cant

E-19

Examinations Department Application FORM for Appointment of Amanuensis (Writer)

Kindly grant me permission to get the help of writer in the coming

☐ Sessional / ☐ Terminal Examination FALL / SPRING_______.

Affix two Photograph of the writer here

| Student Particulars | Student Name: Father's Name: |
|---------------------|---|
| | Registration No. CIIT/ |
| | Dates of Examinations on which the writer is required: |
| | Reason for need of writer: |
| | |
| tud | |
| 7 1 | Date: Signature of Student |
| Writer Particulars | Name of Writer: Father's Name: |
| | Complete Address: |
| | Contact No |
| | Specimen of handwriting of the writer: In English |
| | In Urdu |
| | In Figure (1 to 10) |
| | Whether the writer is studying, if so, give details: |
| | Name of School / College / University Roll No |
| | Educational qualification of the writer: |
| | Last examination passed Board / University |
| | Roll No Passing Year: |
| | Division Percentage of marks Signature of Writer |
| Official Use Only | Certificate from the Head of Department: |
| | Certified that the above student needs the writer () to appear in the |
| | exam. Furthermore, writer has signed the application form in my presence and form is complete in all respects. I have checked his /her educational document and pictures have been verified. He/She is eligible to become |
| | writer as per University rules. |
| | Signature of HoD |
| | Remarks by DCE: |
| | Signature of DCE |
| | Director: Allowed / Not Allowed |
| | Signature of Director |

Document to be attached with the application form:

- 1. Medical Certificate
- 2. Attested Copies of CNIC or B-Form of writer
- 3. Attested two photograph passport size
- 4. Attested Photocopies of Details Mark Sheet / Certificate of the last examination passed by the writer.