

## **GUIDELINES TO BE FOLLOWED WHILE APPLYING FOR CORRECTION OF S.S.L.C. CERTIFICATE**

The following documents are to be forwarded for correction of S.S.L.C. books and other certificates

1. Application in a prescribed formats duly filled and affixed with a Court Fee Stamp worth Rs.1/- and should be forwarded through the Headmaster of the school last studied. (Attached format along with this)
2. The extracts of admission register from the Primary School and High School. (Std.1 to 10)
3. S.S.L.C. Book in original
4. If the mistake is due to clerical error, the Headmaster may explain the circumstances under which it happened. If it is due to negligence/ oversight/ omission/ commission the reason thereof should be specified. Moreover the name of the person responsible for wrong entry may also be reported.
5. If mistake is not due to clerical error the certificate from the local revenue authority in support of the request may be obtained and forwarded. In such certificates the details of S.S.L.C. (Register No., Month/Year, etc) may also be specified.
6. If the mistake is not due to clerical error from the part of the school authorities the change of caste/ religion/ name/ initial with name have to be notified in the Government Gazette and extract duly attested shall be attached to the application form
7. Application for correction may be forwarded to **The Secretary, Pareeksha Bhavan, Poojappura, Thiruvananthapuram** through the Headmaster of High School in which last studied with his detailed report.
8. Application for admission in original and the TC received from the High School.

Sd/-

**Joint Commissioner**

**Application for Correction or Alteration of Date of Birth in School  
Records and Qualification Certificate**

1. Name and address of the Applicant :
2. Name of the person whose date of birth is to be altered :
3. If employed give Designation and Official address. :
4. Place of birth with Panchayath/ Municipality/Corporation :
5. Qualification Certificate in which the correction of date of birth is desired :
6. The existing date of birth in School records/ S.S.L.C/T.T.C. etc. :
7. Nature of correction/alteration of date of birth requested for (give the date of birth noted in the documentary evidence produced against the column) :
8. Explanation as to how the incorrect date of birth happened to be entered in the school records and qualification certificate and how it came to the notice of the applicant :
9. Date of admission in Std. I and completed age at the time of admission :
10. Date of leaving the school :
11. Whether present application is within 15 years from the date of leaving the school If not, furnish N. and date of Government orders condoning the delay :
12. Documentary evidences produced to prove the correct date of birth :
13. Whether the sworn affidavit had been furnished :
14. Whether the applicant belongs to ST/SC. (Evidence produced to establish that the applicant belongs to SC/ST) :
15. Details of application fee remitted (Amount, Chalan No. date and Name of Treasury) :
16. Whether any brother or sister have applied for correction. :
17. Details of birth occurrence in the family their d/b. :

Sl. No.	Name of Children	Date of Birth as per Baptism (If belongs to X'tian Community)	Date of birth as per Birth Register	Date of birth as per School records
(1)	(2)	(3)	(4)	(5)

*I do hereby declare that the details furnished above are true to the best of my knowledge and belief. I also declare that the correct date of birth is ..... and place of birth is .....*

Place:

Date:

Signature of Applicant

## **INSTRUCTIONS REGARDING CORRECTION OF DATE OF BIRTH IN SCHOOL RECORDS AND QUALIFICATION CERTIFICATE**

As per Rule 3, Chapter VI K.E.R. a time limit of 15 years from the date of leaving the school is fixed for entertaining application for alteration of date of birth by the Commissioner for Government Examinations.

*The procedure for submitting application for alteration of date of birth is given below:*

1. The application should be in the form as prescribed
2. The application should be submitted by the guardian if the person whose date of birth is to be altered is still on the rolls of any school and by the person himself if he is not on the rolls of any school.
3. The applicant should remit a fee of Rs.250 at any Government Treasury under the head of account “0202-01-102-92 receipts from other items” and the receipted chalan produced. (The applicant who belong to SC/ST are exempted from payment of application fee). In such a court fee stamp worth Rs.5 to be affixed in the application.
4. The application addressed to the Commissioner for Government Examinations, Poojappura, Trivandrum –12 should be routed through the Headmaster of the School last attended by the person whose date of birth is to be altered.
5. The following documents also should be produced.
  - (i) Qualification Certificate Viz. S.S.L.C., T.T.C. etc. in which alternation of date of birth is desired.
  - (ii) Certificate of Birth obtained from the Registrar of Birth/Deaths of the respective Panchayath/Municipality/Corporation in respect of all the children born to the parent of the applicant. In the case of those who belong to Christian community. Baptism Certificates indicating the date of birth should also be produced. If the birth has not been registered at the office of the Registrar of Births and Deaths in the case of children other than the applicant, non-registration certificate to that effect from authority has also to be produced.
  - (iii) An identification certificate from the local Tahsildar/Village Officer in the following form:-

Certified that the male/female child born to Sri ..... and Smt. .... on ..... and whose birth was registered at the Panchayat/Municipality/Corporation with Register No. .... and date of Registration/who was Baptised in ..... church on ..... with d/b ..... is the person known as (here of the S.S.L.C with Register No ..... March/Sept. 19.....or Extract of admission Register with admission No ..... issued by the Headmaster ..... are one and the same person.

- (iv) Affidavit No. I sworn by the applicant whose date of birth is to be altered giving particulars of all the children born to the parent (including those who might have died).

Affidavit No. II should be sworn by the parent of the pupil/person whose date of birth is to be altered is still on the rolls of the school, Affidavit No. II alone is to be furnished.

- (v) Statement in the form prescribed below showing the particulars of all the Educational Institution attended for Std. I to X by the person whose date of birth is to be altered.

Sl. No	Name of School with postal address	Name of Panchayath/Municipality/ Corporation under which Schools is located	Date of admission in the School	Standard to which admitted	Date of birth entered in the School records	Date of leaving the School	Standard at the time of leaving
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**Std. I to X**

- (i) Extract of School admission registers from where the person underwent studies.
- (ii) Extract of School admission registers of all the children in the family
- (iii) Conversion certificate of D/B from the State librarian, Trivandrum Public Library for Mal., English dates to corresponding Christian Era dates.

**Affidavit No. I**

I ..... S/o ..... or ..... D/o. aged ..... years and now residing at ..... hereby solemnly affirm and declare as follows:

My father Sri ..... has ..... children born to him by my Mother Smt. .... and all the children (except.....) alive. Their names and other details are given below:

Sl. No	Name	Male/Female	Date of birth	Place of birth
(1)	(2)	(3)	(4)	(5)

I also declare that the date of birth of Sri ..... Smt ..... has (not) been registered at the office of the Registrar of Births and Deaths.

My parent are not alive/My parents are alive.

The facts given above are true to the best of my knowledge and belief.

Place:	Seal and Signature of the Notary Public/Judicial Officer)	Signature of the Deponent (To be signed before a Notary Public/Judicial Officer)
Date :		

**Affidavit No.II**

*(To be sworn by the parent of the pupil who is studying in school)*

I ..... S/o .....  
D/o ..... aged ..... years and now residing at ..... hereby solemnly affirm and declare as follows:

I have only ..... children born to me by wife ..... (name and Address) and all of them (except/children) is/are alive.

*Their names and other details are given below:*

Sl. No	Name	Male/Female	Date of birth	Place of birth
(1)	(2)	(3)	(4)	(5)

I also declare that dates of birth of ..... (so and so) have (not) been registered at the office of the Registrar of Births and deaths and the correct date of birth of ..... (here enter name of the person whose date of birth is to be altered) is ..... and place of birth is ..... The facts given above are true to the best of my knowledge and belief.

Place .....	<i>(Seal and Signature of the Notary Public/Judicial Officer)</i>	Signature of the Deponent <i>(To be signed before a Notary Public/judicial Officer)</i>
Date.....		

The above documents should be submitted in original. If any of the documents submitted in a language other than Malayalam or English, certified English Translation of such documents should be submitted. Correction of date of birth will be allowed only if the Commissioner for Government Examination is fully satisfied with the documentary evidences produced.

#### **Procedure for correction of Date of Birth due to Clerical Error**

For correction of date of birth due to Clerical error on the part of the School authorities the application need be submitted in plain paper explaining the circumstances under which the mistake crept in. Such application should be affixed with court fee stamp worth Rs. 5 and routed through the Headmaster of the School last studied together with the under mentioned documents.

- (i) Extracts of Admission Registers from all the Schools where the applicant had studied.
- (ii) Original T.C. in which caused the erroneous entry
- (iii) Original application for admission Std. I

If the person whose date of birth is to be corrected is still on the rolls of any School the Application should be filed by the Guardian.

## Appendix II

### APPLICATION FOR ISSUE OF A DUPLICATE QUALIFICATION CERTIFICATE

1. Name of the applicant  
(In block letters) with full Address :
2. Name of Parent/Guardian :
3. Date of birth in Malabar and Christian Era :
4. Name of duplicate certificate required :
5. Particulars of the examination  
1<sup>st</sup> appearance :  
2<sup>nd</sup> appearance :  
3<sup>rd</sup> appearance etc. etc. :
6. Circumstances under which a duplicate  
Certificate is applied for (Lost/damaged) :
  - (a) If the original certificate is irrecoverably  
lost, produce declaration of the candidate  
attested by a Magistrate of the Judicial  
Department under the seal of his Court or by  
The Officer Commanding in the case of  
Jawans, detailing the circumstances under  
Which it was lost :
  - (b) If the original certificate is damaged, give  
details and enclose its remnants. If remnants  
are not available give reasons. :
  - (c) If the original certificate was cancelled,  
give Order No. and date canceling it. :
7. Has the applicant applied for a duplicate  
certificate before? If so, enclose a copy of  
the order, if any, passed on that application :
8. Details regarding remittance of fees :
  - a) Number and date of chalan :
  - b) Amount :
  - c) Name of Treasury :

Reg.No.	Year & Month	Centre of the Examination
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9. Remarks :

Place :

Date :

Signature of the Applicant

I, ..... hereby declare that the original certificate has not been allowed to be misused and that if it is recovered it would be surrendered to the Secretary, Board of Public Examinations, Trivandrum-14.

Place:

Date :

*Signature of the Applicant*

Certificate of the Head of the School from which the applicant was presented for the examination for the first time.

Certificate that to the best of my information and belief the original certificate issued to the applicant was irrecoverably lost/damaged/ cancelled. I have carefully verified the particulars furnished above by the candidate and found them correct. I recommend that a duplicate certificate may be issued to the applicant.

Place :

Date :

*Headmaster/ Headmistress*

Name of School with Post Office and Edl. District:

(Office Seal)

*Note:-*

- 1) The rate of fees issue of duplicate in the case of S.S.C., T.T.C., or any other Certificate is Rs.100.
- 2) The rate of fees for the issue of a Triplicate Certificate is Rs. 200
- 3) The amount of fees should be remitted in the name of the applicant into a Government Treasury of the Kerala State under the Head of Account “**0202-01-102-92 Other Receipts**”. In the case of applicants residing outside the State, the amount may be remitted into the State Bank of India in chalan under the Head of Account ‘**007 B (c) I.S.S.A. Kerala**’.