

VERIFICATION OF MARKS OF CS 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 December, 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 the prescribed form (available on the website) duly filled in by them together with requisite fee @ Rs.250/- per subject **within 30 days (one month)** from the date of declaration of results. 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 be sent within one month from the date of declaration of results, *addressed to **The Joint Director (Exams.), The Institute of Company Secretaries of India, C-37, Institutional Area, Sector 62, NOIDA – 201 309 (U.P.)***. Candidates in 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 and may keep the photocopy of the application form and demand draft for future reference, if any. 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 their 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 complete in all respects in the Directorate of Examinations 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 can enquire about the status/outcome of his/her application by entering his/her Roll No. or Student Registration Number and also download a copy of the reply letter instantly in case of no change in his/her marks or result position from the link given to this effect. However, in case, of any change/revision in marks in any subject(s) and/or result of a particular Module/Stage of Examination, separate communication to that effect will be sent to the candidate concerned through Speed Post/Courier. However, if a candidate does not receive any information from the website/communication within **seventy five days** from the date of dispatch of application he/she may send an email at: exam@icsi.edu or 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 filled in by the candidate in his/her own handwriting)

Date: _____

FOR ACTION OF EXAM. DEPTT.

The Chief Executive
The Institute of Company Secretaries of India
C – 37, Sector 62, Institutional Area
NOIDA – 201 309.

SUB: Company Secretaries Examination, December 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 December 2012 Examination under Regulation 46(2) of The Company Secretaries Regulations, 1982:

Stage of Examination: _____ Roll No.: _____

Student Registration No.: _____

<i>Sl No.</i>	<i>S u b j e c t (s)</i>	<i>Marks Obtained</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

The requisite Verification Fee of Rs. _____, i.e., @ Rs. 250/- per paper, has been paid by way of Cash/Bank Draft drawn on _____ (Bank name) 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: