

**NAGALAND BOARD OF SCHOOL EDUCATION,  
KOHIMA**

**Application for Change of Centre of HSLC Examination 202....  
(See Rules and Procedure given on the reverse page)**

- 1. Name of the applicant in full .....
  - 2. Name of the School (Name of centre in case of private candidate) .....
  - 3. Postal Address of the applicant for correspondence .....
  - 4. Category of the applicant: Regular/Private/Improvement (To tick whichever is applicable).
  - 5. Subject offered (in abbreviation) .....
  - 6. Change of centre from .....
  - 7. Reasons for change of centre .....
- (Supporting documents must be appended to the application)

Place .....  
 Date ..... (Full signature of applicant)

8. Declaration of the would-be identifier:

I,..... hereby agree to identify the above applicant on the first day of examination at ..... Centre, and failing which I understand that the Centre Superintendent of the Centre reserves the right not to allow candidate to sit for the examination.

(Full signature of the would-be identifier)  
 Name .....  
 Address .....

9. Certified that this application is made on unavoidable ground and the appended supporting documents are authentic and valid.

Signature of the head of the forwarding School/centre with office seal

## **RULES AND PROCEDURE FOR CHANGE OF EXAMINATION CENTRE 202....**

**A candidate may apply for change of Centre of HSLC Examination on the following unavoidable grounds:**

1. Change of residence of parents/legal guardian
2. (a) If change of residence is due to transfer of parents, legal guardian or the student himself, in Government or semi-Government service, (i) a certificate from the head of the new office mentioning the date of joining, (ii) a photocopy of release order from the old office and (iii) an attested copy of the transfer/posting orders should support the application.  
(b) In respect of change of resident for the unemployed parents or legal guardians, certificates from the Civil Administrative Officer of both the old and the new places should support the application.
3. The candidate should arrange an identifier other than the parent or legal guardian of the candidate and he/she should be an inhabitant of the locality (the new Centre) where the candidate desires to appear. The identifier should be known to the Centre Superintendent of the new centre.
4. An identifier, other than the parents or legal guardian of the candidate, shall not be an identifier for more than one candidate for the same examination.
5. In case, the person who has agreed to identify to do so on the first day of examination or any other day as and when required at the centre, the Centre Superintendent has every right not to allow the candidate to sit for the examination.
6. Such application should be submitted to the Chairman, NBSE through the Head of the institution on the prescribed form (Form No.19) supported by the valid documents in respect of the aforesaid ground along with the Individual Application Form for permission to appear at the examination with the prescribed fee.
7. Incomplete application and with doubtful signature shall be summarily rejected.
8. A candidate applying for change of Centre should personally enquire from the Head of Institution through whom the application has been submitted at least a week before the commencement of HSLC Examination to verify whether the application has been granted or not.
9. Permission once granted for a particular Centre shall remain final, no further change thereafter shall be permitted.
10. Application fee paid for Change of Centre is non-refundable.

**Note:**

- i. ***The Head of the institution should see that the supporting documents are authentic and valid while accepting the application.***
- ii. ***All application relating to change of Centre shall have to be processed by the Head of Institution separately category wise/group wise as well as Centre wise and should not be mixed up with main categories or group of candidates.***