

Office of the Controller of Technical Examinations
Kaimanam, Thiruvananthapuram.

No: C3/ 5580 /2019-20

Dated :04/01/2020

NOTIFICATION No. 1 /2020

Sub: - 1st semester Post Graduate Diploma in e Governance Examinations **December-2019**

It is hereby notified that the 1st semester Post Graduate Diploma in e- Governance examination will be conducting in Indian Institute of Information Technology and Management–Kerala,Ground Floor, Nila Building, Techno Park Campus, Thiruvananthapuram.

1. Candidates who received Permanent Register Number from the Controller of Technical Examinations and have undergone the prescribed course of study satisfactorily with **not less than 80% attendance in each semester and a minimum 50% of Sessional marks in each semester are eligible** to appear for the examination. However condonation for shortage of attendance up to 10% can be obtained from **Controller of Technical Examination, Thiruvananthapuram** for valid reasons on payment of condonation fee of Rs.2,000/-on recommendation of the director of IITM-K
2. **Rate of Examination fee**
Regular Students **Rs: 1575/semester**
Supplementary Students**Rs.400/- per Paper**
3. Candidates **will not be allowed** to register for the examination in piecemeal. **They shall register for all papers both theory and practical for which they have to pass in each semester.**
4. Last date for submission of application for examination and remittance of fee are fixed as follows:
Remittance of fee without fine: **15/01/2020**
5. **The fee for examination should be remitted in to a government treasury situated anywhere in kerala under the head of account:"0202-02-101-98 Examination Fees". The original Chelan receipt in proof of having remitted the amount should accompany with application and reach the office of the controller of technical Examination, Thiruvananthapuram on or before .20/01/2020.**
6. Candidates appearing for the examination should apply for admission to the examination in the prescribed form duly countersigned by the Director, IITM-K.
7. The form of application for admission to the examination can be had from the Examination Centers. Separate applications must be submitted for each semester examinations.
8. Director, IITM-K will scrutinize the application and certify that the entries made by the candidates are correct and agree with the records of the Institutions.

9. **CANCELLATION OF CANDIDATURE FOR THE EXAMINATIONS.**

A regular candidate desired to cancel his candidature for the Examination; he/she should apply in the prescribed form for cancellation within 7 days after the completion of theory Examination. Head of Institutions should forward the application, duly recommended, so as to reach the **Office of the Controller of Technical Examination, Thiruvananthapuram within 10 days after the completion of theory Examinations.** Only the candidates who had applied for cancellation as stated above are eligible to get next appearance as Regular appearance. Absence without cancellation will be treated as chance.

10. **ISSUE OF MARKLIST**

Mark list will be issued to the candidates through the concerned Head of Institution.

11. **PRACTICAL EXAMINATIONS**

The **Director of the IITM-K** will fix the dates of practical Examinations and they will fix the dates of Practical Examinations and publish the time table. Candidates them self should ascertain the date fixed for the Practical Examinations from the center.

12. Admission tickets will be issued to the candidates by the **Director of the IITM-K**, three days before the commencement of the Examination. Candidates must possess the same at the time of Examination and produce before the authorities for entry to the examination.

13. The **Director of the IITM-K** will be the **Chief Superintendent** and shall follow the Rules and Instructions contained in the Notification.

14. Extra time up to 30 minutes per paper for all the papers of the Examination of 3 hours duration and proportionate reduction of time for the papers of shorter durations to **physically handicapped candidates with 40% and above disability** is sanctioned as per **G.O.(MS) No. 9/92/H.Edn.dated: 6.1.1992.**

Sd/-

JOINT CONTROLLER