

## KERALA LEGISLATIVE ASSEMBLY MEDIA AND PARLIAMENTARY STUDY CENTRE CERTIFICATE COURSE IN PARLIAMENTARY PRACTICE AND PROCEDURE

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## **Instructions to Learners**

- 1. Examination fee is 400 for 4 papers at the rate of 100/- for each paper
- 2. Late fee to be paid is 100 for 4 papers at the rate of 25/- for each paper
- 3. Fees and Fines are to be remitted by way of online transfer to Account No.37005174195 with IFSC-SBIN0070415 or directly at Vikas Bhavan branch of the State Bank of India in the same Account.
- 4. Fees & Fines once paid shall not be refunded.
- 5. Application for the written examination has to be sent by Registered post with Online Transfer Receipt/ Pay-in- slip. The Payment Acknowledgement Receipt should also be e-mailed to <a href="mailto:klamps2323@gmail.com">klamps2323@gmail.com</a> mentioning the name & enrollment number of the learner.
- 6. Applications without Online Transfer Receipt/ Pay-in- slip towards examination fee and fines will be rejected.
- 7. Learner shall chose ONE centre for written examination. Option for Centre of Examination shall be final and change of Examination Centre will **NOT** be permitted.
- 8. Incomplete applications will be rejected. Application without passport size photograph will also be rejected.
- 9. Permission to appear for examination is subject to verification of all the certificates in original.
- 10. Examination can be written either in English or in Malayalam and the duration of Examination is two and half hours.
- 11. Learners who fail to receive Hall Ticket one week before the date of examination should contact K-LAMPS(B) Section, Kerala Legislative Assembly at the earliest. (Tel.0471-2512662/2512453/9496551719)
- 12. K-LAMPS reserves the right to cancel any Centre of Examination without assigning reasons whatever.
- 13. If a centre of examination opted by the learner stands cancelled, the learner has to appear for examination at Thiruvananthapuram.
- 14. The decision of the Kerala Legislative Assembly Media and Parliamentary Study Centre shall be final on all matters regarding the conduct of the examination.

## **DECLARATION**

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Date:			