

It is certified that above student has taken coaching classes at _____
Institute during _____ session and he/she is eligible to appear in the examinations.

**Seal & Signature of Certifying Authority
(Coaching Center)**

It is certified that above student is eligible to appear in the examination.

**Seal & Signature of Certifying Authority
(Education Department)**

Based on the above verifications, the Exam Form is approved and the Examinee is allowed to appear in the examination.

(Examination Department)

A Demand Draft/Pay Order/Pay slip favoring PIPFA for Rs. _____ No. _____ Dated _____
or _____ Bank Ltd. being examination fee, is enclosed with two photographs

The above Fee includes

Description		Amount
Examination Fee	<input type="checkbox"/>	_____
Examination Late Fee	<input type="checkbox"/>	_____
Annual Subscription Fee	<input type="checkbox"/>	_____
Exemption Fee	<input type="checkbox"/>	_____
Coaching Fee	<input type="checkbox"/>	_____
Any other Fee	<input type="checkbox"/>	_____

Requirements with this form:

Student should attach following documents with the Examination form along with Fee:

1. An attested photocopy of Matric / Intermediate Certificate.
2. Last Session PIPFA Result Card.
3. Two passport size photographs with blue background. (One attested on back side and one attested from front and pasted on this form.)
4. Fee Voucher.

***Attestation is must and should be made by a gazetted officer (Grade 17 and above or Chartered Accountant or Cost & Management or Public Finance Accountant)**

Important Instructions

1. A student of the Institute shall be deemed to be guilty of misconduct, and will face cancellation/suspension or registration, if he/she:
 - a. fails to comply with the rules and regulations of the Institute;
 - b. fails to supply correct information to the Institute;
 - c. fails to comply with any of the directives issued by the management of the institute;
 - d. involves himself/herself in such activities which cause damage to the image of the Institute;
 - e. use unfair means in an examination;
 - f. is found indulging in under-hand dealing with any official of the Institute:
2. In the even of any misconduct or breach of any regulation by a registered student, the BOG may, if it is satisfied after such investigation as it may deem necessary and after giving an opportunity of being heard, suspend or cancel the registration of the student.
3. Registration of a student shall be cancelled and all fee paid shall be forfeited if educational documents are found fake at any later stage.
4. Registration of a student, who does not pay the annual subscription within six month from the date if fails due, i.e. 1st July of every year is liable to be cancelled.
5. Students must make sure that they paid Annual Subscription fee before submitting Examination forms otherwise their forms will not be processed for Admit Cards.
6. Incomplete Examination forms will summarily rejected.
7. **Papers once ticked by the Examinee, in which he intends to appear, shall not be changed. Special care must be taken while ticking the papers in the form.**
8. Students are advised to provide correct address complete in all respect for in time dispatch of Admit Cards/Result Cards (in case of incomplete/wrong address PIPFA is not responsible for timely communication).
9. Submission Schedule must be strictly followed. No form will be entertained after last date of submission of Exam form.
10. No enquiry on any matter related to exam, will be entertained after six months of this exam.

Declaration

I hereby affirm that the statement made & information furnished in my application for examination is true & correct to the best of my knowledge.

PIPFA Board is authorized to change the policies from time to time for the settlement and smoother running of the Institute which will be accepted by me and cannot be challenged in any Court of Law.

I hereby declare that I have read the PIPFA Career Plan thoroughly and understood the rules and regulations of the Institute. I assure to abide by the rules, regulations & discipline of the institute and comply with the orders of the PIPFA authorities issued from time to time.

I declare that I have read & agree with above instructions and the information provided in this form is true & correct to the best of my knowledge and belief.

(Examinee's Signature)

Date

This Section must be filled by the person receiving this Form:

Examination Form Received by: _____ Date: _____

Signature & Name

For Office use only		
	Signature	Date
Form received by: (Education Dept.)		
Fee endorsed by: (Accounts Dept.)		
Exemption confirmed by: (Exemption Officer)		
Form Entered by: (Exam Dept.)		
Form Scrutinized & Checked by:		

PIPFA Fee Structure

Description	Fee
Examination Fee Level 2 & 3	Rs. 1,000/- (per paper)
Examination Fee Level 4	Rs. 1,200/- (per paper)
Annual Subscription	Rs. 900/-
Annual Subscription Penalty (If Annual Subscription is due for 6 months or above)	Rs. 900/-
Restoration Fee (Restoration fee will be applicable instead of penalty if Annual Subscription Fee is due 12 months or above)	Rs.1,500/-

Deadlines for Exam Form Submission

Description	Summer Session	Winter Session
Submission of Exam Forms	18 Feb. - 08 Mar.	18 Aug. - 08 Sep.
Sub. of Exam Forms with 100% Late Fee	09-15 of Mar.	09-15 of Sep.
Sub. of Exam Forms with 200% Late Fee	16-22 of Mar.	16-22 of Sep.
Sub. of Exam Forms with 300% Late Fee	23 Mar. - 07 Apr.	23 Sep. - 07 Oct.