



**PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA, 7-EDGERTON ROAD, LAHORE.**

No.PPSC/Estt-I/2024/ 1373
Dated: 15-10-2024

Subject: **POLICY ON CHANGE OF EXAMINATION CENTERS**

This policy sets the criteria under which a candidate may request a change of examination center, ensuring consistency in its application. Such requests may only be considered on the following grounds:-

1) Medical Grounds

The candidate(s) may apply for a change of examination center due to medical reasons, provided the following conditions are fulfilled:

a) Eligibility:

The candidate must provide a valid medical certificate from a recognized medical institution, containing the illness or condition.

b) Required Documents:

The official medical certificate with doctor's stamp and registration number will be required along with additional supporting medical reports (if necessary).

c) Submission Deadline:

The request must be submitted at least seven (07) days before the date of written test/examination.

d) Review Process:

The medical certificate will be reviewed by the PPSC, and a decision will be communicated within 3-5 working days.

2) Examination Overlapping

The candidate(s) facing a clash with other major exams (e.g., CSS, CCE) may request a change of examination center subject to the following conditions:

a) Eligibility:

The candidate must provide evidence of a schedule conflicting with the other examination(s).

b) Required Documents:

A copy of the roll number slip or admission letter for the conflicting exam and an official exam schedules containing the date in clash with the PPSC examination shall be provided.

c) **Submission Deadline:**

The request must be submitted at least seven (07) days before the date of written test/examination.

d) **Review Process:**

The exam schedules will be verified, and a decision will be communicated within 3-5 business days.

3) **General Terms**

- a) The Requests must be accompanied by the relevant document(s), else they will not be processed.
- b) In exceptional emergencies, late requests may be considered with sufficient proof.

This policy will be uniformly applied to all candidates to ensure fairness, transparency and merit.
