

INSTRUCTIONS REGARDING CORRECTION OF DATE OF BIRTH IN SCHOOL RECORDS  
CERTIFICATE OF QUALIFICATION

1. A time limit of 15 years from the date of leaving the school or the date of appearing for the SSLC Examination whichever is earlier is fixed for entertaining applications for alteration of date of birth (*vide rule 3 chapter of KER*).
2. Application for condoning the delay in submitting the application to correct the date of birth is to be submitted to the *Govt. Secretary, General Education Department, Govt. Secretariat, Thiruvananthapuram* with copies of SSLC and Birth Certificate.

In the application form, details of schools attended by the applicant from Std. I to X should be furnished with full address.

3. If the applicant has not attained the age of 18 years, the parent also should sign the declaration.
4. The Headmaster on receipt of the proposal shall scrutinise the documents with reference to the records available in the school and furnish the recommendation in the application form. Applications of those who have not obtained the School Leaving Certificate should be forwarded to the concerned AEO/DEO.

The Headmaster shall submit the proposal immediately with covering letter direct to the DEO/AEO/Joint Commissioner for Govt. Examinations, Pareeksha Bhavan, Poojappura, Thiruvananthapuram- 12 as the case may be.

5. The applicant should attach a cover (size 32 cm x 25cm ) affixing stamp worth of Rs. 42/- with the complete postal address of the *school last studied* and another cover (size 24 cm x 9 cm) affixing stamp worth of Rs. 5/- with the postal address of the *applicant*.
6. He should also attach another cover (size 24 cm x 9 cm) affixing Rs. 22/- with complete postal address of the officer of who issued the birth certificate.
7. If employed, the details of employment should be furnished in the application. If not employed, the word "unemployed" should be noted. This is applicable to Govt, Semi Govt and Private firm employees.
8. The proposal for correction of date of birth should be submitted through the Head of the School last attended by the person whose date of birth is to be corrected with the following documents *neatly arranged in the following order*:

- i) Application in the prescribed format duly filled up.
- ii) Certificate of Birth in original obtained from the Registrar of Births and Deaths of the respective Grama Panchayat/Municipality/Corporation in respect of the person whose date of birth is to be altered with three attested copies by a Gazetted Officer.
- iii) Chalan Receipt in original for Rs. 500/- towards application fee remitted at any Government Treasury in the State under the Head of Account "0202-01-102-92." The purpose of remittance and the name of the applicant should be clearly indicated in the chalan.  
*Applicants belonging to SC/ST communities are exempted from payment of application fee. Caste Certificates from Revenue authorities should be submitted to prove the claim.*
- iv) Certificates of qualification viz., S.S.L.C, T.H.S.LC, etc., *in original* in which alteration of date of birth is required.
- v) Identification Certificate from the local Village Officer/Thahsildar in the form as given in the application form *if needed*.
- vi) Order of Govt. condoning delay in original wherever necessary (in cases where 15 years have elapsed from the date of leaving the school or from the date of appearing for the SSLC Exam).
- vii) Conversion Certificates from the State/Dist. Librarian, State Central/Dist. Public Library for all the dates in Malayalam era mentioned in any document.

9. The cover containing the application shall be superscribed, "Correction of Date of Birth  
..... Educational Dist."

10. Applications shall be rejected in the absence of required documents.