

**POLICY GUIDELINES FOR  
EPE FEE RETENTION/ FORFEITURE, WITHDRAWAL FROM EPE, CHANGE OF  
CENTER, REDRESSAL OF EPE CANDIDATES' APPEALS, COMPLAINTS AND  
GRIEVANCES**

**A. EPE Fee Retention/ Forfeiture:**

- i. If an applicant has paid the fee but:
- was unable to apply for the specific EPE;
  - was deemed ineligible for the specific EPE;
  - his/ her application rejected for any reason.

In any of the above scenarios, the fee may be retained for next EPE or refunded on formal/ written request.

- ii. A candidate shall be allowed to withdraw from examination, if he/she informs PEC Professional Development Unit (PDU) in writing (through email or letter) to be received in PEC HQ office at least fifteen (15) days before the conduct of the exam. The submitted fee for the particular session of exam will be retained and candidate shall be eligible to appear in either of the next two exams without paying fee. In case of not utilizing the next two consecutive exams after withdrawal, the fee will be forfeited.
- iii. If a candidate fails to appear or is ABSENT on the day for the particular EPE, the fee will be forfeited.

**B. Change of Exam Centre:** A candidate shall be allowed to change examination Centre, if he/she informs in writing (through email or letter) to be received in PEC HQ Office at least seven (07) days before the exam date.

**C. Submission of Grievances:**

- i. EPE candidate can submit, in writing (through email or letter), any of his/her grievances related to examination to be received in PEC HQ office within 15 days from the date of announcement of the result on PEC website.
- ii. EPE candidate can submit in writing (through email or letter) for rechecking of the exam papers to be received in PEC HQ office within 15 days from the date of announcement of the result on PEC website.
- iii. Paper rechecking fee of Rs. 1000 (Rupees one thousand only) must be deposited in PEC account and deposit slip to be attached to the application. No application will be entertained without fee deposited and after due date.
- iv. The rechecking process shall only mean:
- (a) Rechecking that marks of every question have been counted and the total of marks is correct.
  - (b) Ensuring that every answer has been marked correctly.
- v. Grievances of the EPE candidates shall be addressed by the EPDC Grievance Committee for EPE. Meeting of the Grievance Committee for EPE shall be held within 15 days of the receipt of the grievances of the candidates. Decision of the Committee to be communicated by PDU to the concerned candidates within seven days of the approval of the minutes/decision.