



NATIONAL CERTIFICATION EXAMINATION FOR ENERGY MANAGERS AND ENERGY AUDITORS



Format-1

Date: _____

To,

The Controller of Examination
National Productivity Council, Dr. Ambedkar Institute of Productivity
6, Aavin Dairy Road, Ambattur Industrial Estate (North),
Ambattur, Chennai 600 050.

Sub: Request for Change in Examination Center-21st NCE- Reg

Respected Sir,

Sir, previously I have given the following centre preferences during filling the online application form.

	Preference-1	Preference-2	Preference-3
Examination Centre			

In this regard, I would request you to kindly consider the following change in centre preference due to(mention your actual problem and situation).

	New Preference-1	New Preference-2	New Preference-3
Examination Centre			

I, would request you to kindly consider the new centre preferences and allocate the centre, which would be so much helpful for me and also, I understand that further request for any change will not be entertained.

Thanks,

Sincerely,

(Signature)

Name:

Application no:

Contact no:



NATIONAL CERTIFICATION EXAMINATION FOR ENERGY MANAGERS AND ENERGY AUDITORS



Format-2

Date: _____

To,

The Controller of Examination
National Productivity Council, Dr. Ambedkar Institute of Productivity
6, Aavin Dairy Road, Ambattur Industrial Estate (North),
Ambattur, Chennai 600 050.

Sub: Request for Inclusion of Additional Papers-21st NCE- Reg

Respected Sir,

I am writing this to you, requesting for inclusion of additional papers, Sir previously I have selected the following papers during filling the online application form.

Paper-1	Paper-2	Paper-3	Paper-4

Note: Please tick appropriate selection

In this regard, I would request you to kindly consider the following inclusion of new papers due to(mention your reason).

Paper-1	Paper-2	Paper-3	Paper-4

Note: Please tick appropriate selection

I, would request you to kindly consider the inclusion of new papers, which would be so much helpful for me and I,also understand that I have to pay the requisite additional paper fee based on my inclusion of papers.

Thanks,

Sincerely,

(Signature)

Name:

Application no:

Contact no: