

No. GGSIPU/EXAM/COE/2010/

Dated: 20.04.2010

## OFFICE ORDER

**SUB: REVISED NORMS FOR THE DEPLOYMENT OF MANPOWER AND REMUNERATION RATE FOR THE CONDUCTION / EVALUATION / SECRECY ACTIVITIES OF THE EXAMINATION DIVISION.**

The Vice-Chancellor is pleased to approve the following revised norms for the deployment of manpower and remuneration rate for the conduction/evaluation/secrecy activities of the university examinations:

**1. REMUNERATION TO THE STAFF DEPLOYED FOR CONDUCT OF END TERM SEMESTER / ANNUAL THEORY EXAMINATIONS**

S.N.	Detail of Staff	Norms Per Session	Rates
1	Centre Superintendent	One	Rs. 750/- plus Rs.500/- conveyance on holidays (Saturday/ Sunday/notified holidays)
2	Deputy Centre Superintendent	One-up to the student strength of 312 and an additional Dy Centre Suptd, if the strength exceeds 312 students subsequently.	Rs. 500/- plus Rs.500/- conveyance on holidays (Saturday/ Sunday/notified holidays)
3	Invigilators	One for every 24 students and One Reliever for every 216 students.	Rs. 300/- plus Rs.150/- conveyance on holidays (Saturday/ Sunday/notified holidays)
4	Assistant	One-up to 264 students and an additional assistant, if the number exceed 264 students subsequently.	Rs. 250/- plus Rs.150/- conveyance on holidays (Saturday/ Sunday/notified holidays)
5	Attendants/Peon/Class IV staff	One up to 264 students and an additional Class-IV, if the number exceeds 264 students subsequently.	Rs. 150/- plus Rs.100/- conveyance on holidays (Saturday/ Sunday/notified holidays)
6	Waterman	One for each unit of 120 students per session	Rs. 150/- plus Rs.100/- conveyance on holidays (Saturday/ Sunday/notified holidays)
7	Sweeper	One-up to the student strength of 312 and an additional sweeper, if the strength exceeds 312 students subsequently.	Rs. 150/- plus Rs.100/- conveyance on holidays (Saturday/ Sunday/notified holidays)
8	a) Hospitality for staff deputed in examination centre b) Contingency	For Each examination,	a) Rs.2/- per student with minimum of Rs 250/- b) Rs. 3/- per student Maximum upto Rs. 1000/- for contingency
9	Electrician	One	Rs. 150/- plus Rs.100/- conveyance on holidays (Saturday/ Sunday/notified holidays)
10	Chokidar/Security	One upto 408 students	Rs. 150/- plus Rs.100/- conveyance on holidays (Saturday/ Sunday/notified holidays)
11	Writer		One per student Rs. 300/-

**II. REMUNERATION TO THE STAFF DEPLOYED FOR END TERM SEMESTER THEORY / PRACTICAL / LAB./VIVA-VOICE/WORKSHOP PRACTICAL /PROJECT REPORT VIVA VOICE EXAMINATIONS**

(A)

S.N.	Detail of Staff	Norms	Rates
1	University Observer	Team of two Observers (Dean/Director/Principal/Professor/Reader of I.P University or Class-I Officer appointed by COE.	Rs. 800/- per session plus Rs.500/- conveyance on holidays (Saturday/ Sunday/notified holidays)
2	University Representative	One each upto the strength of 408 students and an additional UR, if the number exceeds 408.(Officer class II & above)	Rs.700/- per session plus Rs.500/- conveyance on holidays (Saturday/Sunday/notified holidays)
3	University Assistants	One each upto the strength of 408 students and an additional Assistant, if the number exceeds 408.(Official Class III)	Rs.250/- per session plus Rs.150/- conveyance only to University Employees on holidays (Saturday/Sunday/notified holidays)
4	University Attendants	One each upto the strength of 408 students and an additional University Attendants, if the number exceeds 408 (Official Class IV)	Rs.150/- per session plus Rs.100/- conveyance only to University Employees on holidays (Saturday/Sunday/notified holidays)

(B)

S.N.	Detail of Staff	Norms	Rates
5	Internal Examiner	One for the conduct of Lab./Practical/Viva – Voice/ Workshop Practical etc.	Rs. 20/- per student
6	External Examiner	One for the conduct of Lab./Practical/Viva – Voice/ Workshop Practical etc.	Rs. 20/- per student subject to minimum of Rs. 500/- per day + Rs. 500/- as conveyance (Delhi Only). Traveling Allowance for the Practical Examiner/Expert Appointed from Outside Delhi will be paid as per University Rules.
7	Internal Examiner for Project / Summer Training Report	Evaluation of each project report of Under Graduate & Post Graduate Programmes excluding M.Tech	Rs. 30/- per Project Report
8	External Examiner for Project Evaluation/ Summer Training Report	Evaluation of each project report of Under Graduate & Post Graduate Programmes excluding M.Tech.	Rs. 75/- per Project report for UG, Rs. 100/- per project report for PG Programme & Rs. 150/- per PG Dissertation plus Rs. 500/- Conveyance (for Delhi only) (subject to maximum of 20 project reports per session & 10 PG Dissertation per session). Travelling Allowance for the External – Project Evaluator/Summer Training Report Appointed from Outside Delhi will be paid as per University Rules.
9	Lab Assistant / Assistant / Technical Assistant	One per day/per lab/ per practical	Rs. 250/-
10	Lab. Attendant/ Class IV	One per day/per lab/ per practical	Rs. 150/-
11	Hospitality Expenses	One per day/per lab/ per practical	Rs.300/- (subject to the submission of certificate by the Dean/Director/ Principal)

**III REMUNERATION RATES FOR THE EVALUATION & VIVA VOICE EXAMINATIONS OF DISSERTATION / THESIS OF ONE SEMESTER DURATION OF M.TECH PROGRAMME**

S.N.	Detail of Staff	Norms	Rates
1	Internal Examiner	For Thesis Evaluation	Rs. 250/- per Thesis
2	External Examiner	For Thesis Evaluation	Rs.500/- per Thesis subject to maximum of Rs.2000/- per day and Rs. 500/- as conveyance per day (for Delhi only). Traveling Allowance for External Examiners from Outside Delhi will be paid as per University Rules.

3	Lab Assistant / Assistant / Technical Assistant	One per day /per lab/ per practical	Rs. 250/-
4	Lab. Attendant Class IV	One per day/per lab/ per practical	Rs. 150/-
5	Hospitality Expenses	--	Rs. 300/- per External Examiner subject to the submission of certificate by the Dean/Director Principal

#### IV REMUNERATION TO THE PAPER SETTER/MODERATOR/PROOF READER/TRANSLATOR

S.N.	Detail of Staff	Norms	Rates
1	Paper Setter	---	@ of Rs.700/- per Question Paper for UG Programme / PG Programme + Rs.50/- towards postage charges
2	Moderator of Question paper	---	For moderation upto 5 question paper Rs.750/- per day plus conveyance charges of Rs.500/- (Delhi only). Thereafter additional Rs. 100/- per paper and payment of maximum Rs.1500/- per day including conveyance charges on holidays (Saturday/Sunday/notified holidays)
3	Proof Reader	Minimum 20 Question papers per day	Rs. 50/- per question paper plus Rs.500/- conveyance charges on holidays (Saturday/Sunday/notified holidays).
4.	Translation of question paper	---	Rs. 500/- per question paper plus Rs.500/- conveyance charges on holidays(Saturday/Sunday/notified holidays)

#### V REMUNERATION TO THE PH.D. SUPERVISOR/EXAMINER/EXTERNAL MEMBER OF ORAL DEFENCE COMMITTEE FOR THE EVALUATION OF PH.D. THESIS

S.N.	Detail of Staff	Rates
1	(Internal/External) Examiners for Evaluation of Thesis	Rs.1000/- for Delhi (Local) Examiner & Outside Delhi examiner from India + Rs.50/- as Postage charges; Examiner from abroad \$150 per thesis
2	Member of ODC (Internal/External)	Rs.1500/- + Rs.500/- as conveyance for Delhi (Local) Examiner; Outside Delhi examiner from India as per actual T.A, D.A & Examiner from abroad \$125 and actual TA & DA as per University Rules.
3.	Hospitality & Accommodation	Rs.1000/- as hospitality subject to the submission of certificate by the Dean/Director/ Principal/Incharge Evaluation. Accommodation Charges Rs.2000/- per day upto maximum of two days. (A certificate will be submitted by the examiner for accommodation charges).

#### VI REMUNERATION TO THE STAFF DEPLOYED FOR MISCELLANEOUS EXAMINATION ACTIVITIES.

S.N.	Detail of Staff/Activity	Rates
1.	Bag lifter/helper	Rs. 7/- per bag for lifting Answer Sheets bag.
2.	Helper	Rs. 0.75 per answer sheet subject to maximum of Rs. 350/- per day for tearing 1 <sup>st</sup> part of OMR Sheet and generating fictitious nos./coding or folding & stapling.
3.	Helper	Rs. 0.75 per answer sheet subject to maximum of Rs. 350/- per day for tearing 2nd part of OMR Sheet for Evaluation/de-coding or De-stapling and De- folding.
4.	Helper	Rs. 1 per Answer script for compiling Part – I, II & III of the Answer Script Roll no wise and Institute wise for stocking in the stock room.
5.	Checking of Mark sheets	Rs. 0.75/- per mark sheet subject to maximum of Rs. 350/- per day for Checking of Mark sheets from hard copies of the result..
6	Checking of Consolidated Mark sheets	Rs. 4/- per Consolidated mark sheet subject to maximum of Rs. 350/- per day for Checking of Consolidated Mark sheets from hard copies of the results..
7	Checking of Degrees	Rs. 1.5/- per degree subject to maximum of Rs. 350/- per day for Checking of degree (Both in Hindi & English) from the records.
8	Calligraphy work	Rs. 25/- per Degree for writing each degree (both back to back in Hindi & English)

9	Conduct Team	A team of each section of Examination Division headed by One Officer of Examination Division @ of Rs.750/- + Rs.500/- as Conveyance, One Assistant @ of Rs. 250/- & One Class IV @ Rs. 150/-, of each section ( <i>admissible only on holidays</i> ). These teams will also act as emergency stand by during the conduct of Examinations. The COE may constitute further such teams for conduct of Examinations.
10	Hospitality to the Officers (during End Term Examinations)	Rs.500/- per day per branch of the Examination Division if it works beyond normal working hours. Rs.25/- per officer / official with a maximum of Rs. 500/- per branch.

## VII REMUNERATION TO THE OFFICIALS DEPLOYED AT SPOT EVALUATION CENTRES

### (A) UNIVERSITY TEAM

S.N.	Details of the Staff	Norms	Rates
1.	Centre Supdt.	Not below the rank of Reader or equivalent in University Schools of GGSIPU or any other faculty appointed by COE	Rs.650/- per day plus Rs.500/- conveyance charges on holidays (Saturday/Sunday/notified holidays)
2.	Addl. Centre Supdt./Dy. Supdt.	Deputed by Centre Supdt. with the approval of Controller of Examinations	Rs.500/- per day plus Rs.500/- conveyance charges on holidays (Saturday/Sunday/notified holidays)
3.	Assistant	To be appointed by Centre Supdt. with the approval of Controller of Examinations	Rs.250/-per day plus Rs.150/- as conveyance charges on holidays (Saturday/Sunday/notified holidays)
4.	Attendant	To be appointed by Centre Supdt. with the approval of Controller of Examinations	Rs.150/- per day plus Rs.100/- as conveyance on holidays (Saturday/Sunday/notified holidays)

### (B) TEAM FROM THE INSTITUTE ACTIVATED AS SPOT EVALUATION CENTERS

S.N.	Details of the Staff	Norms	Rates
1.	Addl. Centre Supdt.	Not below the rank of Lecturer or equivalent in University Schools of GGSIPU or any other faculty appointed by COE	Rs.500/- per day plus Rs.500/- conveyance on holidays (Saturday/Sunday/notified holidays)
2.	Assistant	Appointed by the concerned Centre	Rs.250/-per day
3.	Attendant	Appointed by the concerned Centre	Rs.150/-per day

### (C) SIZE OF CENTRES

(i) The team constitution at the various activated Spot Evaluation Centres will be as follows:

S.N.	NO. OF ANSWER SCRIPTS	TEAM CONSTITUTION	
1.	Upto 25000	Centre Superintendent	01
		Addl./Dy. Centre Superintendent	01
		Assistants	02
		Attendants	02
2.	More than 25000	Centre Superintendent	01
		Addl./Dy. Centre Superintendent	02
		Assistants	03
		Attendants	04

- (ii) The maximum duration for which the remuneration will be admissible to the officials engaged at the Centre will be as follows:

S.N.	No. of Answer Scripts	Duration
1.	Upto 20000	30 days
2.	More than 20000 & Upto 30000	40 days
3.	More than 30000	45 days

#### VIII. REMUNERATION FOR EVALUATION OF ANSWER SHEETS

S.N.	Details of Staff etc.	Rates
1	Evaluator	Rs.15/- per Answer Script plus Rs.500/- as conveyance (wherever applicable) subject to the maximum of Rs. 1400/- (including conveyance) per day.
2	Re-checker of Answer scripts	Rs.1.50/- per Answer Script for Re-totaling of marks/Rechecking subject to maximum of Rs.500/- per day (re-checker to be appointed by the Examination division)
3	Hospitality expenses	@.50 paise per Answer Scripts of the total number of Answer Scripts be evaluated at the SEC

#### IX. NORMS & REMUNERATION FOR THE STAFF DEPLOYED FOR CONDUCT OF PRACTICAL EXAMINATIONS FOR B.SC (HONS) NURSING PROGRAMME

S.No.	Details of Staff	Norms	Rates
1.	Centre Superintendent	To coordinate with University and appointed Examiners (External & Internal) of various subjects for the conduct of Practicals of B.Sc. (Hons) Nursing Examinations.	Rs.750/- per day of Examinations
2.	Dy. Centre Superintendent	One - to assist Centre Superintendent for the coordinating & conduct of practical examinations of B.Sc. (Hons.) Nursing Examinations.	Rs.500/- per day of Examinations
3.	Internal	For the conduct of Lab/Practical/Viva-Voce/Practical etc.	Rs. 15/- per student
4.	External	For the conduct of Lab/Viva-Voce/Practical etc.	Rs.15/- per student subject to minimum of Rs.500/- per day + Rs.500/- as conveyance (Delhi Only). Traveling Allowance for the Practical Examiner/Expert Appointed from Outside Delhi will be paid as per University Rules.
5.	Invigilators	One for each session on the day of Examination for the conduct of Lab/Practical/Viva-Voce/Practical etc.	Rs. 300/- per session
6.	Lab Assistant /Assistant/ Tech. Assistant	One per day/per lab/per practical	Rs.250/- per practical examination per day/per lab/per practical
7.	Lab Attendant/ Class IV	One per day/per lab/per practical	Rs. 150/- per practical examination per day/per lab/per practical
8.	Hospitality Expenses	---	Maximum of Rs.250/- per practical per day subject to submission of Hospitality bills.

**X. (i) REMUNERATION TO THE STAFF DEPLOYED FOR CONDUCT OF MBBS PROFESSIONAL THEORY (ANNUAL/SUPPLEMENTARY EXAMINATIONS)**

S.N.	Details of Staff	Norms	Rates
1.	Centre Superintendent	One	Rs.750/-
2.	Deputy Centre Superintendent	One-up to the student strength of 312 and an additional Dy Centre Suptd, if the strength exceeds 312 students subsequently.	Rs. 500/-
3.	Invigilators	One for every 24 students and One Reliever for every 216 students.	Rs.300/-
4.	Assistant	One-up to 264 students and an additional assistant, if the number exceeds 264 students subsequently.	Rs. 250/-
5.	Attendant/Peon /Class IV staff	One up to 264 students and an additional Class-IV, if the number exceeds 264 students subsequently.	Rs. 150/-
6.	Waterman	One for each unit of 120 students per session	Rs. 150/-
7.	Sweeper	One-up to the student strength of 312 and an additional sweeper, if the strength exceeds 312 students subsequently.	Rs. 150/-
8.	a) Hospitality for staff deputed in examination centre. b) Contingency	For each examination,	a) Rs.2/- per student with minimum of Rs 250/- b) Rs.3/- per student maximum upto Rs.1000/- for contingency
9.	Electrician	One	Rs. 150/-
10.	Chokidar/ Security	One upto 400 students	Rs. 150/-

**(ii) REMUNERATION TO THE STAFF DEPLOYED FOR MBBS PROFESSIONAL PRACTICAL EXAMINATIONS (ANNUAL/SUPPLEMENTARY EXAMINATIONS)**

S.N.	Details of Staff	Norms	Rates
1.	Centre Superintendent	To coordinate with University and appointed Boards of Examiners (External & Internal) of various subjects for the conduct and evaluation of Answer Scripts of MBBS Examinations. The Centre Supdt. will be responsible for the receiving /evaluation/ submission of Answer Scripts of University.	Rs.750/- per day of Examinations
2.	Deputy Centre Superintendent	One - to assist Centre Superintendent for the conduct of practical & evaluation of Answer Scripts	Rs.500/- per day of Examinations
3.	Each of the internal examiner in the Board of Examiners for each subject of Professional Annual/Supplementary Examinations	For the conduct of Lab/Practical/Viva-Voce/Practical etc.	Rs. 15/- per student
4.	Each of the external examiner in the Board of Examiners for each subject of Professional Annual/Supplementary Examinations	For the conduct of Lab/Practical/Viva-Voce/Practical etc.	Rs.15/- per student subject to minimum of Rs.500/- per day plus Rs.500/- as conveyance (Delhi Only). Traveling Allowance for the Practical Examiner/Expert Appointed from Outside Delhi will be paid as per University Rules.

5.	Invigilators	One for each session on the day of Examination for the conduct of Lab/Practical/Viva-Voce/Practical etc.	Rs.300/- per session
6.	Lab. Assistant/ Assistant/ Tech. Assistant	One per day /per lab/ per practical	Rs. 250/-
7.	Lab Attendant/Class IV	One per day/per lab/ per practical	Rs. 150/-
8.	Hospitality Expenses	---	Maximum of Rs.500/- per practical per day subject to submission of hospitality bills examinations held in Jan. 2006 onwards.

(iii) REMUNERATION RATES FOR THE EVALUATION OF ANSWER SHEETS FOR MBBS PROFESSIONAL EXAMINATIONS ANNUAL/SUPPLEMENTARY EXAMINATIONS.

S.No.	Details of Staff	Norms/Rates
1.	Evaluation of Answer Sheets (Different Sections i.e. Section – A & Section – B to be evaluated by different evaluators)	Rs.15/- per Answer Scripts to each examiner, each part to External & Internal Examiners. No additional amount as conveyance is admissible to External Examiners as the evaluation is carried during the conduct of Practical Examinations only. No conveyance amount is admissible to Internal Examiners as the evaluation is conducted at Medical College only during conduct of Examinations

The revised norms for the deployment of manpower and remuneration rate for the conduction / evaluation / secrecy activities of the examination are effective from 1<sup>st</sup> April, 2010.

Yogesh Singh  
[Controller of Examinations]

No. GGSIPU/EXAM/COE/2010/

Dated: 20.04.2010

Copy to:

1. All Deans, University Schools of Studies, Guru Gobind Singh Indraprastha University, Delhi
2. Director, Centre of Media Studies, Guru Gobind Singh Indraprastha University, Delhi
3. Principal, Indira Gandhi Inst. of Technology, Guru Gobind Singh Indraprastha University, Delhi
4. Registrar, Guru Gobind Singh Indraprastha University, Delhi
5. Controller of Finance, Guru Gobind Singh Indraprastha University, Delhi
6. P.S. to Hon'ble Vice-Chancellor, Guru Gobind Singh Indraprastha University, Delhi
7. Librarian, Guru Gobind Singh Indraprastha University, Delhi
8. Director, Academic Affairs, Guru Gobind Singh Indraprastha University, Delhi
9. All Joint Registrars, Guru Gobind Singh Indraprastha University, Delhi
10. All Dy. Registrars, Guru Gobind Singh Indraprastha University, Delhi
11. All Dy. Librarian, Guru Gobind Singh Indraprastha University, Delhi
12. All Finance Officers, Guru Gobind Singh Indraprastha University, Delhi
13. All Addl. Dy. Registrars, Guru Gobind Singh Indraprastha University, Delhi
14. All Assistant Registrars, Guru Gobind Singh Indraprastha University, Delhi
15. All Assistant Librarian, Guru Gobind Singh Indraprastha University, Delhi
16. All System Analysts, Guru Gobind Singh Indraprastha University, Delhi
17. University Server Room, Guru Gobind Singh Indraprastha University, Delhi
18. All Affiliated Institutions
19. Guard File

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