

THE FOLLOWING RATES OF REMUNERATION FOR VARIOUS TYPES OF EXAMINATION WORK BE APPROVED.

**SCALE OF THE REMUNERATION FOR PAYMENT FOR VARIOUS TYPES OF EXAMINATION DUTIES**

Sr. No.	Name of Examination	Designation	Proposed Rates
1.	Annual/bi-annual exam.	Supdt.-in-Chief. For Supplementary Examinations	i. In case of one session centre Rs. 3500/- per exam. centre subject to maximum of Rs. 6000/- ii. In case of two session centre Rs. 4500/- per exam. centre subject to maximum of Rs. 7000/- iii. Upto 8 sessions, Rs. 300/- per session Rs. 2500/- per exam. centre subject to maximum of Rs. 4500/-
2.		Convener/Observer Member (Both Teaching & Non Teaching)	In case of Convener/Observer/Member Flying Squad Rs. 200/- per session
3.		Chairman of UMC Committee/Member	Rs. 500/- for Chairman and Rs. 400/- for Member of UMC Committee
4.		Centre Supdt.	Rs. 200/- for Chairman and Rs. 400/- for Member of UMC Committee
5.		Dy-Centre Supdt.	Rs. 160/- per session
6.		Asstt. Supdt.	Rs. 150/- per session
7.		Centre Clerk/ Clerk with Supdt.-in-Chief	Rs. 140/- per session (one session for opening and one for winding up the examination centre)
8.		Service Staff	
		i. Daftri	Rs. 75/- per session
		ii. Waterman	Rs. 75/- per session
		iii. Sweeper	Rs. 75/- per session
		iv. Chowkidar	Rs. 75/- per day
9.		Misc. Items: i) Typing of Plans ii) Arrangements of Seats/Furniture	Upto 200 candidates Rs. 25/- Above 200 candidates Rs. 45/- Rs. 50/- per center
10		Local Conveyance	Rs. 40/- per day
		<b>A person can perform multiple duties as per requirement</b>	
<b>Rates of Practical/Paper Setting (Practical)</b>			<b>(Proposed)</b>
		<b>Rates of Practical/ Paper Setting</b>	<b>Rates of Practical Examination</b>
	M.A./M.Sc./M.Com/M.Ed./M.Tech./MBA/MCA and	Rs. 200/- per question paper	At par with evaluation of answer books (per candidate per session) subject to minimum of Rs. 500/-

	other P.G Degree Courses		
	M.Phil./Pre-Ph.D Examination		At par with evaluation of answer books subject to minimum of Rs. 500/-
	Practical Exams: i. Major Project ii. Minor Project/ other Subject/ Projects		Rs. 20/- per candidate subject to a minimum of Rs. 200/- Rs. 15/- per candidate subject to a minimum of Rs. 200/-
<b>Payment of Lab. Staff in Practical examinations</b>		<b>Proposed</b>	
		<b>Rates of Remu. For UG/Engg./Professional Exams</b>	<b>Rates of Remu. For PG Exams</b>
	Tech. Asstt./Sr. Tech Asstt./Jr. Tech. Gr. I, Jr. Tech. Gr. II/Jr. Tech. Asstt./	Rs. 60/- per Seesion	Rs. 75/- per session
	Jr. Tech. Asstt./Jr. Tech. Gr. III/Lab. Asstt./ Technicia-A/Technician-B	Rs. 60/- per session	Rs. 75/- per session
	Gasman or Mechanic or Instrument Maker of La. Asstt.	Rs. 60/- per session	Rs. 60/- per session
	Lab. Attendant/Plant Collector	Rs. 50/- per session	Rs. 60/- per session
	Game Boy/ Ground Man	Rs. 50/- per session	Rs. 60/- per session
	Lab. Cleaner/Sweeper	Rs. 40/- per session	Rs. 50/- per session
The Technical/Lab Staff (UG and PG Classes) will be paid remuneration at double the rates for performing practical examination duties during vacations, holidays and Sundays.			
<b>1. PAPER SETTING RATES FOR THEORY EXAMINATION</b>			
<b>Sr. No.</b>	<b>Examinations</b>	<b>Proposed Rates</b>	
1.	M.A/M.Sc/M.Com./M.Ed./MBA/MCA/MBE /M.Phil./M.Sc./M.P.Ed (Annual/Semester & Degree Courses Exam. P.G. Diploma/Post	Rs. 800/- Delete 200 for Hindi trans	
<b>PROFESSIONAL COURSES:</b>			
2.	For setting of question papers (Having multiple choice type questions)	Rs. 50/- per question + Rs. 20/- per question for translation in Hindi, if required.	
3.	For moderation of Question Bank	Rs. 20/- per question + Rs. 10/- per question for	

		translation in Hindi, if required.
<b>2. RATES OF REMUNERATION FOR EVALUATION/RE-EVALUATION/UMC EXPERT REPORT (THEORY)</b>		
<b>Sr. No.</b>	<b>Examinations</b>	<b>Proposed Rates</b>
1.	M.A./M.Sc./M.Com/M.Ed/MBA/MCA/MBE /M.Phil/M.Sc/M.P.Ed (Annual/Semester & Degree Courses Exams P.G Diploma/Post	Rs. 20/- per answer book subject to a minimum of Rs. 100/-
<b>RATES OF REMUNERATION FOR HANDLING CHARGES OF ANSWRE BOOKS FOR SECRECY BRANCH</b>		
<b>Sr. No.</b>	<b>Job</b>	<b>Proposed</b>
1.	To receive the bundles of answer books from the Examination Centre to count each and every bag physically and to send them for evaluation to the examiners/examination centres	Rs. 0.25 per answer book
2.	To collect the evaluated answer books from the examiners and to send awards to the concerned Result Branch(es)	Rs. 0.15 per answer book
3.	For Supervisor staff	Rs. 0.10 per answer book
4.	Part of the above remuneration shall be shared by the officials dealing with other miscellaneous jobs in the Secrecy branch as may be prescribed/decided by the Branch Officer	
<b>Note:</b>		
i. 20% of the job will be deemed to have been done during office hours for which no payment will be made to the concerned persons.		
<b>RATES OF REMUNERATION PAYABLE TO SUPERVISORY STAFF/SERVICE STAFF FOR CONDUCTING VARIOUS ENTRANCE EXAMINATIONS</b>		
<b>Sr. No.</b>	<b>Designation</b>	<b>Proposed Rates</b>
1.	Superintendent-in-Chief (One in one Institution)	Rs. 600/- (for one Centre)
		Rs. 300/- (for each additional Centre)
2.	Observer	Rs. 600/-
3.	Centre Superintendent	Rs. 600/- each centre
4.	University Asstt. Coordinator/ Dy. Centre Supdt./ Security Officer#	Rs. 400/-
5.	Asstt. Supdt./ Invigilator/Driver	Rs. 350/-
6.	Centre Clerk	Rs. 350/-
7.	Daftri	Rs. 150/-
8.	Chowkidar*	Rs. 150/-
9.	Waterman	Rs. 150/-
10.	Sweeper	Rs. 150/-
11.	Contingency	No Change
#2 Security Officer in an Examination		
*4 Security Man in one building in University Campus only.		

<b>REMUNERATION FOR CHECKING ASSISTANTS AND CODING /DECODING ANSWER BOOKS</b>		
1.	Checking of evaluated answer books	Rs. 60/- per 100 answer books subject to a minimum of Rs. 60/- (question paper wise)
2.	Coding of answer books	Rs. 60/- per 100 answer books
3.	De-Coding of answer books including recording of Roll Nos. on the award	Rs. 60/- per 100 answer books
		Note: Person(s) committing 5% mistake shall be penalized @Rs. 5/- per mistake. Person(s) committing more than 5% mistakes shall be disqualified for the job.
<b>Remuneration for Spot Evaluation</b>		
1.	<b>Co-ordinator</b>	Rs. 250/- per day
2.	<b>Clerk only</b>	Rs. 150/- per day
3.	<b>Peon</b>	Rs. 75/- per day
<b>REMUNERATION</b>		
Remuneration for Co-ordinator for supervising Secrecy work in the Secrecy Branch		<u>Rs. 250/-</u> per day
<b>Proposed</b>		
1. Contingency for paper setters.		Paper setters who send their question papers by post shall be paid <u>Rs. 50/-</u> as contingency charges plus actual postage charges. In case the receipt for postal charges is not attached minimum postage charges will be paid.
2. For Hindi Translation		For Hindi Translation Rs. 200/- per question paper will be paid in addition to remuneration for paper setting.
3. Remuneration for Secrecy Branch officials for handling of dissertations/ Project Reports/ Training Reports/ Summer Training Reports.		Rs. <u>0.60</u> per dissertation/project report/summer training reports/job training report etc. each to both persons in the set.
4. Degree Writing		<u>Rs. 12/-</u> per degree with title of thesis and <u>Rs. 8/-</u> per degree for other degrees.

Sr. No.	Class/Examination	Proposed Rates
1.	Ph.D	Rs. <u>1500/-</u> for evaluation of thesis + Rs. <u>1000/-</u> for viva per candidate.
2.	M.E/M.Tech Dissertation/LL.M/M.Phil	Rs. 1000/-
3.	MBA/M.Ed./P.G. Diploma in Translation, P.G Diploma in Labour Law, M.A Term Paper P.G. Diploma in Computer Science & Applications, Ad. Management/Pharmaceutical Marketing/HRM/M.Sc(CS)/MFC & Similar Exams/MCA/M.Com Dissertation.	Rs. 60/- for dissertation Rs. 20/- for viva per candidate to each examiner with a minimum of Rs. 300/- where the viva is held <u>separately</u> . For internal examiner Rs. <u>40/-</u> per candidate.
4.	Training/Project Report Evaluation and Viva in All P.G. Classes	Rs. 60/- for dissertation Rs. 20/- for viva per candidate to each examiner with a minimum of Rs. 300/- where the viva is held <u>separately</u> . For internal examiner Rs. <u>40/-</u> per candidate.
5.	Workshop U.G. Classes	Rs. 20/- per candidate minimum Rs. 300/-
6.	Workshop P.G. Classes	Rs. 30/- per candidate minimum Rs. 500/-
7.	Comprehensive viva-voce UG Classes	Rs. 20/- per candidate minimum Rs. 300/-
8.	Comprehensive viva-voce PG Classes	Rs. 30/- per candidate minimum Rs. 300/-

**RATES FOR VARIOUS JOBS RELATING TO ENTRANCE EXAMINATIONS ETC.**

Sr. No.	Details of the Jobs	Proposed Revised Rates
1.	<b>For Setting of Questions:</b> For Entrance Examinations viz. PG.Dip./PMT/B.Pharmacy/Engineering/LL.B/MBA./B.Ed/M.Ed. and any other similar test as added by the COE (Having M.C.Q. type questions)	Rs. 50/- per question + Rs. 20/- per question for translation in Hindi, if required.
2.	Paper Setting for Departmental Entrance Exams, e.g.	Rs. 50/- per question

	MA/M.Sc./M.Com./LLM/M.Phil./URS/Pre Ph.D and any other similar test as added by COE (Having M.C.Q. type questions)	+ Rs. 20/- per question for translation in Hindi, if required.
3.	For Moderation of question bank: Setting of final question paper & preparing of Answer key thereof	Rs. 20/- per question + Rs. 10/- per question for translation in Hindi, if required.
4.	Chief Secrecy Officer (appointed for post-entrance examination work)	Rs. 750/- per day
5.	Processing of/dealing with Application Forms received for various centralized entrance examinations	Rs. 6/- per form divisible as under:- i. Rs. 1.20 per form for COE office ii. Rs. 1.20 per form for Conduct Br. iii. Rs. 2.80 per form for Dealing Br. iv. Rs. 0.80 per form for Accounts Br.
6.	Processing of/dealing with Application Forms received for UTD/PGRC/Departmental Examinations	Rs. 6/- per form divisible as under:- i. Rs. 0.90 per form for COE office ii. Rs. 0.90 per form for Conduct Br. iii. Rs. 3.40 per form for Deptt. concerned iv. Rs. 0.80 per form for Accounts Br.
7.	Remuneration for printing of Question Paper: At times in emergency, some question papers are required to be printed at office level for which the total honorarium is divisible proportionately amongst 7-8 employees of the office of COE (CPA/PA/Assistant/ Typist/Peons under the orders of the COE)	Rs. 100/- per question paper, irrespective of number of copies/pages/subject
In addition to above copping for OMR Sheet/Answer booklet will be charged @ 1000Rs each from answer booklet student demanding their.		

**vi. Grants of University Research Scholarship**

CONSIDERED THE PROPOSAL FOR GRANT OF UNIVERSITY RESEARCH SCHOLARSHIP @ Rs.14000/- PER MONTH TO 2 NOS. STUDENTS OF PH.D OF EACH DEPARTMENT AND RESOLVED THAT THE UNIVERSITY RESEARCH SCHOLARSHIP AS RECOMMENDED BY THE VICE-CHANCELLOR VIDE HIS OREDR DATED 25.08.2014 BE APPROVED.

**vii. Designating of Professor Shri Kishan as Dean, Academic Affairs**

CONSIDERED AND RESOLVED THAT THE ACTION TAKEN BY THE VICE-CHANCELLOR VIDE HIS ORDER DATED 28.07.2014 IN DESIGNATING PROF. SHRI KISHAN AS DEAN ACADEMIC AFFAIRS BE APPROVED.

# INDIRA GANDHI UNIVERSITY MEERPUR, REWARI

Form for adjustment of temporary advance and Remuneration to the Centre Supdt

Entered in the Bill Register at Page.....

**IMPORTANT:** - The Bill should be prepared strictly in accordance with instructions printed overleaf

Budget Head.....

Conduct..... Voucher No. with Month

Contingent Bill of Shri..... Superintendent ..... Exam.

(Name in Capital Letters)

Centre..... Session .....

No. of Candidates ..... Total expenditure Rs ..... P.

Serial No. of Voucher	Particulars	Amount Spent		Remarks	Detail of deduction made
		Rs.	P.		
1	Postage on the registered Letters, Statement (A)				
2	Postage on the Registered Parcels -do- (B)				
3	Railway Freight on Parcels -do- (C)				
4	Postage on Ordinary Letters -do- (D)				
5	Postage on Telegrams -do- (E)				
6	Service Staff -do- (F)				
7	Sitting Arrangements				
8	Typing of Plan (Mention the No. of Plans got typed)				
9	Stationary used by Supdt. (Certificate as required under rule (2) & (b) may be attached				
10	Tonga charges (if any)				
11	Cartage (if any)				
12	Miscellaneous Expenditure (Give Details)				
	Total Expenditure-				
	Less sale-Proceeds of unused articles etc.-				
	Net Expenditure-				
	Less amount advanced-				
	Balance-				
	Add. Superintendent's Honorarium-				
	2% deduction for T.W.F.-				
	Net amount payable-				

I certify that the charges entered in this bill have been actually incurred by me.

This articles purchased have been consumed in the conduct of the examination and could not be avoided in the interest of the University work.

The letters regarding necessary, sanction/approval of the Controller of Exams. Is/are attached herewith.

Received payment

Centre Superintendent

Affix Re-I Revenue  
Stamp if the amount  
exceeds to Rs. 5000/-

Permanent address

(Please write legibly)

.....  
.....

**\*The payment will not be made if any sanction is wanting. The payment of all bills be made after the declaration of the Result.**

**For use of University Office only**

Does Budget Prov. Exist or not? .....

PAY ORDER

Pay Rs. ....

Rupees .....

.....

Advance Register Page No. ....

Examined.

Clerk/Asstt./Accounts

Dated ..... Supdt. (Remuneration)

The bill may be passed for the expenditure of

Rs. .... Less advance of Rs. ....

And for payment of the balance Rs. ....

Clerk/Asstt.

Supdt. (Remuneration)



## INSTRUCTIONS

*The expenses incurred by the Superintendent in connection with the conduct of examination of Centre should be ground in this bill in the manner specified in the body of the bill (overleaf)*

1. The Superintendents are requested not to pay any bill regarding examination in Practical Science. Such bills may be forwarded for payment to University office after verification and countersignature on the prescribed bill form.
2. A bills should be sent under separate registered cover addressed to the Asstt. Registrar (Conduct) IGU, Meerpur, They must reach this office within a week after the examination is over.
3. A mere cash-memo is not valid quittance for payment unless the fact of payment is expressly acknowledged. The receipt of the payee should invariably be obtained on the face of the memo in these words "Received in full payment", Re. 1 revenue stamp should invariably be affixed on receipts for the amount exceeding Rs. 5000/- No certificate in respect of any expenditure will be with exception of Stationery and Miscellaneous articles is allowed under rule 62 (a) & (b) in the Book of Instructions of Superintendent.
4. Separate statement duly arranged showing the details of expenditure incurred on account of postage on registered letters, registered parcels, ordinary letters, telegrams, railway freights and service staff should be attached with the bills in support of the claim in order to see how the amount was expended. Similarly separate statements of the expenditure incurred on stationery, tonga, cartage, hire of furniture etc. should be submitted alongwith the bill in order to facilitate the checking.
5. With a view to be more economical and curtail expenditure on registered parcels, it is desirable that the parcels containing Answer-books should invariably be sent by rail instead of by post, except under very special circumstances. The small parcels which are likely to be lost in transit or it is economical to send them by post than by rail, should be sent by post.
6. The actual payee's receipt in support of payment made to service staff and tongawalas should clearly bear the signature or thumb impression of the payee's which should be attested by the Superintendent giving the dates on which such payment are made.
7. The details of the unused and spare articles auctioned or sold or kept in the Stationery box as per instruction should be supplied as directed, because in the absence of this information no useful check over the adequacy of the amount fetched can be exercised.
8. The imperishable articles purchased by the Superintendent in connection with the conduct of the examinations should be deposited in the Stationery Box and after making entry in the form R.S.F.-5 to this effect should be attached with the contingent bill to avoid unnecessary reference being made in this respect, and also a copy of the same should not be kept alongwith articles in the Stationery box for record. A third copy of the same of be forwarded to Registrar (Conduct).
9. The statement on form No. R.S.F.-4 showing the balance of unused blank Answer-books duly filled any signed by the superintendent should be attached with the bill. A copy of the same be forwarded to the Dy. Registrar (Conduct). The bills without form R.S.F.-4 will not be paid.
10. Re 1 revenue stamp be affixed on the face of the bill if the amount exceeds Rs. 5000/- to avoid delay in payment.

### **Scale of Remuneration to Service Staff**

1. Daftri- Rs. 75/- per session. One Daftri who may also act as waterman up to 40 candidates may be appointed. Beyond this number a separate man may be engaged.

2. Waterman- Rs. 75/- per session. No separate waterman is allowed at a fixed centre even if the boys and girls are seated in separate rooms.
3. Sweeper/Cleaner- Rs. 75/- per session.
4. Centre-Chowkidar @ Rs. 75/- per day. Only one chowkidar at an institution is permissible irrespective of the number of centres. The payment to the chowkidar will be made by the Supdt. of Centre No. 1 only. Rest of centre Supdt. will attach a certificate that the payment has been made to Chowkidar by the Supdt. Centre No. 1.
5. **Typing of plans**
  - i. Rs. 25/- upto 200 candidates. }
  - ii. Rs. 45/- above 200 candidates. } For whole examination
  - iii. Rs. 50/- above 250 candidates }
6. **Arrangement of seats:**  
*(Note: - These rates also include the charges for removal of seats from the Hall/Rooms/Balconies after termination of examination).*

1. In the absence of sanction of the Controller of Exams. Obtained in writing before hand or during the examination only one Superintendent shall be allowed for every 40 candidates in a hall one Assistant Superintendent for each room for less than 40 candidates.
2. On the days when number of candidates is small, arrangement for the accommodation shall be made in the hall or in a large room. The number of Assistant Superintendent is to be adjusted from day to day according to the number of candidates appearing on each exam. day, when the candidates are seated in each small room should be specified. The attendance for the Evening session should be marked just below the attendance of Morning session.
3. One assistant Superintendent shall be appointed for keeping off outside interference by the Supdt-in-Chief when the number of candidates appearing is above 40.
4. There shall be one clerk at each centre. An additional clerk will be allowed when two or more different examination, are being held simultaneously and the number of candidates exceed 240. The following examinations will be treated as one examination for the purpose of this rule:  
**(I) 3-years Degree Course, O.T. and M.I.L**
5. Assistant Superintendents shall be allowed honorarium only for the days they have actually worked.
6. Half time Assistant Superintendent may not be permissible.
7. Sanction from the Controller of Examinations whenever obtained under Rule I, should either be attached with or noted on the bill.
8. Assistant Superintendents are not be employed merely to act at witness at the time of opening the question papers. The Superintendent can always arrange under these circumstances to have college teachers for a couple of minutes.
9. Remuneration bill not presented with in a year of the date of examination shall lapse.

The following is the scale of honorarium admissible to the supervisory and service staff at Examination Centres:

A. For theory examinations

I.	Superintendent	Rs. 200/- per session
II.	Deputy Superintendent	Rs. 160/- per session
III.	Asstt. Superintendent	Rs. 150/- per session
IV.	Centre Clerk	Rs. 140/- per session
	Centre Clerk if he act as Asstt. Supdt.	Rs. 140/- per session
V.	<b>SERVICE STAFF</b>	
a.	Daftri	Rs. 75/- per session
b.	Waterman	Rs. 75/- per session
c.	Sweeper/Cleaner	Rs. 75/- per session
d.	Centre Chowkidar	Rs. 75/- per day

Only one Chowkidar shall look after all the Centre in an Institution.

Note:-

- i. One Deputy Superintendent may be appointed for every centre. However, no Deputy Superintendent is required when the number of candidates does not exceed 40. The Deputy Superintendent will be appointed without altering the basis of strength of Supervisory Staff i.e, at the rate of One Assistant Superintendent for every 40 candidates. This strength of Supervisory Staff will include the Deputy Superintendent, hence he will not be an additional hand. Deputy Supdt. shall work as Asstt. Supdt. up to strength of 40 candidates.
- ii. One Waterman/Waterwoman will be appointed for every 100 candidates or part thereof. However when the number of candidates does not exceed 40, the Daftri shall perform the duties of Waterman/Waterwoman in addition to his own duties. No separate Waterman is required for women candidates.
- iii. When 20 or more girls are appearing at a Centre, & Lady may be appointed on the Supervisory Staff without altering the normal norms i.e the ration 1:4.

Form No. Ec-2 (1)

NOTE: This form duly completed must accompany the bill for Deputy/Assistant Superintendents and centre clerk.

**INDIRA GANDHI UNIVERSITY MEERPUR- REWARI**  
Questionnaire and Remuneration Bill of Deputy Supdts./Asstt. Supdts./Centre Clerk.

**QUESTIONNAIRE**

Questions	Answers
1. Have you satisfied yourself that the Deputy/Asstt. Supdts, for whom you have charged Rs. 85/- and Rs. 80/- respectively are certified teachers? Have they been shown as such on the face of the bill?	1.
2. Have you shown the number of candidates in different rooms, if any, separately in column 1 on the face of the bill?	2.
3. Have you employed Asstt. Superintendents in excess of the number allowed under the rules (one Assistant Superintendent for every 40 candidates or fraction thereof)? If so, have you given the letter number and date under which this office sanctioned the employment of additional Assistant Superintendent?	3.
4. Was any candidate supplied with an amanuensis at your centre? If so, have you remitted the sum* of Rs. 15/- for one or Rs 30/- for both sessions of a day realized from the candidate of the University office at the cost of the candidate? The claim of the writer should be included in the bill of Supervisory Staff. Have you done this?	4.
5. What is the receipt number under which the fee realized from the candidate for supplying amanuensis was deposited in the office?	5.
6. Have you satisfied yourself that the full address and correct qualifications of each Deputy/Assistant Superintendent has been given?	6.
7. Have columns I, II and IV on the face of the bill have been correctly filled in?	7.

\*The amount must be remitted to this office at the cost of candidate and should in no case be accounted for towards the contingent expenses of the examination.

.....  
Superintendent

Place ..... Examination.....  
Dated ..... Centre