

**REQUISITION FORM FOR EXAMINER REGISTRATION IN
PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS)**

Examiner Name :

Personal :**Commercial**

Date of Birth :

Father/Husband Name :

Mobile Number :

Phone Number :

Email ID :

Address :

Pin Code :

Aadhaar Number :

Pan Card Number :

GSTIN Number :

Bank Name :

Bank Branch :

Account Number :

IFSC Code :

(Signature of Examiner)

FOR OFFICE USE

Examiner Unique ID



OFFICE OF THE CONROLLER OF EXAMINATIONS
JAMIA MILLIA ISLAMIA, NEW DELHI-110025
BILL FOR REMUNERATON

External/Internal

Name of the Paper Setter/**Examiner**Designation.....
Name of the Scholar.....**Department**.....
 Address.....

 Emp. ID No..... Account No.....(For Internal Examiners Only)
 Bank Name.....Branch.....
 Type of Account (Saving/Current).....IFSC Code.....

S.NO.	PARTICULARS	AMOUNT Rs.	REMARKS
1.	Setting of Question Paper in Urdu/Hindi/English		
2.	Evaluation of Answer-books/Ph.D Thesis/M.Phil Dissertation/Project Report, etc.		
3.	Examining the Candidate (Practical/Viva-voce)		
4.	Contingent Charges		
	Total		
	Payable Amount		

Note: Please see the rates and related rules overleaf.

.....
 Name & Signature of the Examiner

RECEIPT

Checked by.....

Head of the Deptt/Directer

Astt. Controller of Examinations

Revised Rates of Remuneration for Examiners/Paper Setters/Other Examinations related works for**Annual/Semester Examination**

S.No.	Examination	Paper Settling	Evaluation Of Answer Books	Field Work/Practical			Thesis/Dissertation/Seminar Project Report		
				Paper setting (if required)	Viva	Minimum (if any)	Eval. Paper *Candidates.	Viva voce per *Cand.	Min (if any)
1.	Ph.D	---	---	---	---	---	3000/-	1500/-	---
2.	M.Phil./M.Tech./M.Arch./M.PT.	1500/-	40/-	---	40/-	1000/-	2000/-	1000/-	---
3.	M.A/M.Sc./M.Com./M.C.A M.B.A/LL.M.	1200/-	35/-	1200/-	35/-	1000/-		250/-	1000/-
4.	M.A (Mass Communication)	1200/-	35/-	---	35/-	1500/-**	---	---	---
5.	M.F.A	1200/-	35/-	---	35/-	1000/-	300/-	200/-	1000/-
6.	M.Ed.	1200/-	35/-	---	35/-	---	400/-	200/-	1000/-
7.	P.G.D.C.A	1000/-	30/-	---	30/-	---	400/-	200/-	1000/-
8.	All P.G. Dip. e.g. H.Rights/ Cartography/Mass Media & C.W. etc.	1000/-	30/-	600/-	30/-	800/-	400/-	200/-	1000/-
9.	B.A.(H)/B.Sc.(H)/B.Com./BBS/ BACA/Ins./Bio.Sc./Bio-Tech./ B.A.L.L.B	1000/-	30/-	500/-	30/-	800/-	300/-	200/-	800/-
10	B.F.A	1000/-	30/-		30/-	800/-	300/-	200/-	800/-
11	B.A/B.Sc(Pass)/Sub./Voc.	1000/-	30/-	500/-	30/-	800/-	300/-	200/-	800/-
12	B.Tech/B.E/B.Arch./B.PT./BDS.	1200/-	35/-	500/-	35/-	1000/-	200/- per student		
13.	B.Lib.& Inf. Science	1200/-	35/-	---	35/-	---	200/- per student		
14	B.Ed	1200/-	35/-	---	35/-	1500/-@	---	---	---
15	Dip. in Ele. Teacher Edu.	1000/-	30/-	---	30/-	---	---	---	---
16	All Dip./Ad.Dip. Courses	1000/-	30/-	---	30/-	800/-	150/- per student		
17	All Cert. Courses	800/-	25/-	---	25/-	500/-	150/- per student		

*Divisible equally among examiners except for Ph.D & M.Phil/M.Tech/LLM./M.Arch./MPT.

**Lump sum for whole exam.

@Each Examiner of Moderation Board Translation Rs. 500/- per paper/language.

Re-evaluation (a) For P.G. courses Rs. 60/- per copy subject to Min. Rs. 500/- (b) For other courses Rs. 50/- per copy subject to Min. Rs. 400/-

1. CONTINGENT CHARGES

(a) The Contingent charges (including postage and other incidental charges) will be paid at a flat rate. The examiner shall send all communication to the controller of Exams. **“Prepaid”** and not **“To Pay”**.

The lump sum payable to each examiner in this connection are given below:

(i) External Examiner Rs. 100/- (ii) Internal Examiner Rs. 80/-

(b) In case the expenses incurred according to 1 (a) above exceed the amount mentioned above, the examiner should submit the detail of the expenditure along with postal/railway receipts in the remuneration bill.

2. The remuneration will be paid after the declaration of the results, subject to the following conditions:

(a) The remuneration shall not be paid to examiners until the control of exams. Has received MARKS, the ANSWER-BOOKS and the REPORTS of Examiners.

(b) No remuneration for setting the question paper of the Practical Examination Shall be paid to the Examiner, if not provided in the table noted above.

3. In case the paper setter is unable to mark the answer-books of the paper, another examiner will be appointed for the purpose and the paper setter will be entitled to only half the prescribed remuneration of Q.P.**4. In all cases in which an examiner examines answer-books to a question paper which he/she has not set, he/she shall be paid for examining answer books according to the rates prescribed for the examination concerned subject to a minimum fee, as prescribed.****5. Failure to send in the results etc. by the date prescribed shall render the examiner liable to a reduction of his/her remuneration at the rate of Rs. 10/- for everyday's delay. The Shaikhul Jamia (Vice-Chancellor) may, however, for sufficient reason, condone such delay to the extent he deems fit.**

Note: 1. The Controller of Exams, has power to amend bills sent by the examiners according to above rate.
2. 2% of the remuneration will be deducted for Jamia Employees Relief Fund

OFFICE OF THE CONTROLLER OF EXAMINATIONS

JAMIA MILLIA ISLAMIA

P. O. JAMIA NAGAR, NEW DELHI-110025

INSTRUCTIONS TO EXAMINERS

1) CHECKING OF ANSWER- BOOKS

- On receipt of a packet of answer - books, examiners are requested to examine its seal Impression and compare them with the sample impression of the seal.
- Examiner shall count the answer-books with number of the answer – books mentioned In the letter/ challan (detail of Roll. Nos.).
- All examiners shall be responsible for the safe custody of the answer-books in their charges; they must keep them under lock and key.

**Specimen
SEAL
on the
packet**

2) EVALUATION OF ANSWER BOOKS

- The answer-books shall be arranged in serial order (if already not arranged) before starting the evaluation.
- In examining the answer- books, the examiner shall indicate clearly the number of marks awarded by him Teacher answer on the cover of the answer- book, in the columns provided for the purpose but not inside the Answer- book. The marks shall be **distinctly written in ink or with red ball pen** in the examiner's own Handwriting.
- Half mark should be raised in the total only and not in individual question or part thereof to the next whole number, e.g. 21 ½ to 22.
- Every answer-book shall bear the signature of the examiner on the cover page in token of his having examined it personally.
- Writing of remarks good or bad on the answer book many please be avoided and the Signature should not be put at any place inside the answer- books.
- Time limit:**
The time limit for marking the answer –book shall be as under:-

i. Up to 50 answer- books	7 days
ii. Up to 100 answer- books	10 days
iii. Up to 200 answer- books	15 days
iv. Up to 300 answer-books	20 days
v. Above 300 answer-books	25 days
- On receipt of the answer books from the examiner, the Controller of Exam shall arrange to scrutinize all answer- books and shall see that all question have been marked and that the total marks are correct. If any mistake is found the controller of exams, shall be authorized to deduct Rs 2/- per mistake from the examiner's remuneration.

3) PASS PERCENTAGE IN EXAMINATION (See attached sheet)

4) AWARD LISTS

- The examiner should be first write down on each award-list supplied herewith the subject paper, Code No., minimum pass, marks and maximum marks allotted to the paper etc. Marks obtained by each candidate are to be entered in the appropriate columns of the said award lists.
- The award lists should be supplied triplicate (1st two copies to be sent to the tabulators
- Award list (each in sealed inner cover) should be sent in a sealed Registered cover separately by registered Post to:

The controller of Examinations
Jamia Millia Islamia
P.o Jamia Nagar
New Delhi- 110025

Note: Award list should not be sent in the packet containing the answer books

5) DESPATCH OF ANSWER BOOKS

The marked answer books duly sealed should be sent as per time limit through Registered post/parce for weight up to 2 kilograms and by Railway parcel if the weight exceeds 2 kilograms at the address given below.

The Controller Examinations
Jamia Millia Islamia
P. o. Jmaia Nagar. New Delhi – 110025

6) BILL AND RAILWAY RECEIPT

- a) The report, the remuneration bill and the Railway Receipt, if any, should be sent to the controller of exam. As possible in a separate sealed and registered cover, and not in the package containing the marked answer books.
- b) Travelling and Halting Allowance bill, if any, shall be submitted by external members of practical and viva-voce Exam on a separate printed form sent by the Controller of Exams.
- c) Remuneration and T.A./D.A bills should be submitted with a pre-receipt (stamped).
- d) Remuneration will be paid after the examination work not is paid unless and until the award list, examiner's Report and all the answer – books have been received by the Controller of exam.
- e) The remuneration for examination work will not be paid unless and until the award list, examiner's report and all the answer- books have been received by the Controller of exam.

7) CONTINGENT CHARGES

- a) The contingent charges (including postage and other incidental charges) will be at a flat rate. The examiners shall send all communications to the Controller of Exam. "Prepaid" and not "To Pay". The lump sum amounts payable to each examiner in this connection are given below:

i.	External Examiner	Rs. 25/
ii.	Internal Examiner	Rs. 20/
- b) In case the expenses incurred according to rules exceed the amount mentioned above, the examiner should submit the detail of the expenditure along with the postal /railway receipts in the remuneration bill.
- c) The examiner are advised to dispatch the answer books by Regd. Post/Parcel.

8) REPORT

The examiner is requested to send in a brief report on the general character and quality of answer papers with suggestions, if any, for the information of the Board of studies of the Dept. Concerned.

9) GENERAL

- a) If any answer –books is wrongly sent to examiner, he should immediately return the same to the Controller of Exams for dispatch to the examiner concerned.
 - b) In case if any answer book(s) has not been evaluated due to certain reason the same must be sent in a separate cover with a covering letter to the Controller of Exams.
- 10)** The examiner is requested to keep the result of the examination, including the marks awarded to candidates, strictly secret.
- 11)** An Examiner shall report to the Controller of Exams, if any candidate is guilty of communicating or attempting to communicate with him in order to influence him in the award of marks, or disclosing his identify or marking peculiar marks in his answer book. The answer book of such a candidate shall be forwarded to the Controller of Exams. (by name) along with the report in a registered cover, and an entry to this effect be made in the award list against his roll number.
- 12)**
- a) Except in M.Ed., B.Sc. (Pass/ Hons.), B.A (Hons.) & M. A . In social Work, M.A. in Mass Communication, all courses in Engg. & Technology, LL.B and B. Lib. & Inf. Sc. Where English is the medium of examination, the candidates may answer questions in Urdu pr Hindi or English.
 - b) Candidate are not allowed to answer any paper in two or more languages except the language papers where in they are asked to do so by the examiner



جامعہ ملیہ اسلامیہ - جامعہ نگر - نی دہلی - ۲۵

JAMIA MILLIA ISLAMIA, NEW DELHI-110025

Travelling and Halting Allowance Bill of

DesignationSalary (excluding allowances) Rs.p.m

Postal Address.....

PARTICULARS OF JOURNEY						Single Railway Fare of Class Amount Rs.	Road Mileage			Daily Allowance			Total Amount Columns 7, 10, 13 Rs.	Purpose Of Journey	Ticket No. Of Bus/ Rly./Air	Remarks
Departure			Arrival				No. Of Kilo Meters	Rate	Amount Rs.	No. Of Days	Rate	Amount				
Station	Date	Hrs.	Station	Date	Hrs.											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Note: T.A/D.A Bill Proforma for Examiners from outside (Delhi/NCR)

Certified that

- (1) The above bill in accordance with the Ordinance & Regulations and that I have of travelled in the cases for which I am charging Bus/Railway/Air Fare.
- (2) I have not drawn T.A/D.A in this connection from any other source.
- (3) I did not avail of free messing, transport and accommodation facilities at the outstation.

Pay Rupees.....

.....

.....

Received the sum of

Rupees (in words).....

.....

(in figure)..... in cash

Date.....

Signature

Checked

Prof. Incharge of Examinations

Head of the Department



Office of Controller of Examinations

Jamia Millia Islamia, Jamia Nagar New Delhi-110 025

RECEIPT

Received the sum of Rs..... (in words.....)

from the Controller of Examinations. Jamia Millia Islamia, New Delhi, as Conveyance Charges (Taxi fare ofKilo Meters both side) from.....

to Jamia Nagar, New Delhi and back to conduct the Viva-Voce Examination of

Mr./Ms.....Orat.....A.M/P.M.

Revenue
Stamp and
Signature

Head of the Department

(Signature and Stamp)

.....

Name of Examiner.....

Address:.....

**JAMIA MILLIA ISLAMIA, NEW DELHI
EXAMINER'S REPORT**

* The examiner are requested to express their opinion about the general character to the answers given by the examinees, and suggest improvement, if any regarding the syllabus/course of study, and use of any special technique for teaching of the subject so as to improve the learning by the students.

Examination.....part.....Semester/Annual/Suppl.Comptt.201.....

Subject.....Paper.....Code No.....

Answer-book Examined.....No. of Passes.....No. of Failures.....Pass%.....

Medium used by the students: English.....Urdu.....Hindi.....

REMARKS

Date.....201.....

.....
Code No. (Please do not sign.)