

**Maharshi Dayanand University, Rohtak**  
**Appointment of Practical Examiners**

No. Conduct/Practical/IT/.....

Dated.....200

Form

To

The Asstt. Registrar (Conduct)  
Maharshi Dayanand University,  
Rohtak 124001  
Phone No. No. (01262)274460

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Dear sir/Madam,

I have the honor to invite you to act as an examiner for conducting the IT Practical/Oral and Project viva Examination in the subject/Paper.....of the

.....Examination to be held on.....

At.....

Centre provided that none of your relatives is appearing in this examination. Kindly confirm your availability by return of post on the prescribed Performa sent herewith.

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2. You will be paid TA/DA according to Maharshi Dayanand University T.A./Rules as in force at the time When The journey is performed subject to the conditions printed overleaf.

3. No examiner is allowed to return to his/her headquarters before he/she has conducted the whole examination at the centre allotted to him/her.

4. Revenue stamp must be affixed on all claims exceeding Rs.500/-.

5. Terms and conditions for the appointment and the guidelines for the practical examination may kindly be seen overleaf.

**6. No payment to the examiner shall be made by the study centre.**

Yours faithfully,

**Encl : As above**

Superintendent (Conduct )  
For Asstt/Dy. Registrar (Conduct)  
Dated:-

Endst.No. Conduct/Practical/200.

Dated.....

Copy forwarded to :-

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Superintendent (Conduct)

1. \*Wife, husband, son, daughter, sister, wife's brother and wife's sister, brother's son and daughter  
Sister's son and daughter, first cousin, husband's brother and sister, brother, nephew, grandson and grand daughter.
2. T.A. will be paid from the place at which this invitation is being issued or from the place of residence whichever is less.
3. Persons of the rank of reader and above may be allowed to travel by taxi/own car for examination work if the distance from his headquarter upto the examination centre does not ordinarily, exceed 250 Kms.(156miles) PRIOR PERMISSION OF THE UNIVERSITY AUTHORITIES IS ESSENTIAL in the following cases.
  - a) If the journey is performed by own car, Car No. must be mentioned.
  - b) If the journey is performed by taxi.
  - c) If the journey is performed by longer route.
4. The receipt form the taxi owner must be enclosed while claiming TA/DA will mentioning taxi number.
5. If the journey is performed by first class train, ticket No. must be mentioned in the TA/DA bill otherwise the payment will be made in the next lower class.
6. If the journey is performed by Delux Bus/ACC. Bus original ticket must be enclosed with the TA/DA bill otherwise the payment will be admitted of the ordinary bus.
7. The question-papers to be set by you and on the spot according to the syllabus. You may contact the Head of Institution regarding syllabus etc.
8. You are requested to reach the center well before the commencement of the Practical Examination and make sure that all the articles required for the examination are available in the Laboratory.
9. A copy of Examiner's File, for use in the Practical examination, will be supplied to the Internal Examiner.
10. Remuneration Rs. 5/- per candidate with a minimum of Rs.80/- for under Graduate practical Exam. And Rs. 8/- per candidate with a minimum of Rs.90/- for Post Graduate Exam.
11. Remuneration Rs.5/- per candidate for viva & Rs.25/- for project for Under Graduate Exam. And Post-Graduate Exam. With a minimum of Rs.100/- for external Examiner.