



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A' Grade University Accredited by NAAC

No. Cond/AC-II/Remu./2018/3119-65 (via e-mail)

Dated: 11.07.2018

To

- (i) All the Heads, University Teaching Deptts., M.D.University, Rohtak
- (ii) The Deputy/Asstt.Registrar(Results-I, II, III, IV, Secrecy, Conduct, Re-evaluation Branches & CPA to COE), M.D.University, Rohtak

Sub: Revision of rates of remuneration for various examination works | duties

Sir/Madam,

It is informed that the Executive Council of the University vide its Resolution No. 34 of its meeting held on 2.07.2018 has revised the rates of remuneration for various examination works/duties w.e.f. 1st July, 2018. This Resolution may be downloaded from the University website www.mdurohtak.ac.in. However, an extract taken from the E.C.Reso.No.34 containing the Revised Rates of Remuneration is enclosed herewith for ready reference.

Yours faithfully,

Encls. As above.


Dy.Registrar(Conduct)

Endst.No. No. Cond/AC-II/Remu./2018/3166-70 (via e-mail)

Dated 11.07.2018

Copy of the above is forwarded to the following for information and necessary action:

1. Finance Officer, M.D.University, Rohtak
2. Joint Director, Local Audit Haryana, M.D.University, Rohtak
3. P.A. to Vice-Chancellor (for kind information of the Vice-Chancellor), M.D.Univ. Rohtak
4. P.A. to Registrar(for kind information of the Registrar), M.D.University, Rohtak
5. P.A. to Controller of Examinations(for kind information of the COE), M.D.Univ.Rohtak


Dy.Registrar(Conduct)

**(EXTRACT TAKEN FROM EXECUTIVE COUNCIL'S
RESOLUTION NO. 34 DATED 2.07.2018)**

**REVISED RATES OF REMUNERATION FOR VARIOUS TYPES OF
EXAMINATION DUTIES w.e.f. 1st July, 2018**

1. Rates of Remuneration for Annual/Semester Theory Examinations:

Sr. No.	Designation	Revised Rates	Remarks/Explanations
1.	Supdt.-in-Chief	Rs.250/- per session	(No double remuneration during vacations)
2.	Observer/ Convener/ Member Flying Squad	Rs.250/- per session	--
3.	Chairman/ Member of Unfairmeans Committee	Rs.500/- for Chairman and Rs.400/- for Member of UMC Committee	On the pattern of KUK
4.	Centre Supdt.	Rs.250/- per session	Opening and closing of examination centre will be considered as one session each.
5.	Deputy Centre Superintendent	Rs.200/-per session	Upto strength of 30, no Deputy Centre Supdt. will be admissible. In such case, he/she will act as Assistant Superintendent.
6.	Assistant Superintendent	Rs.175/- per session	One for every 30 candidates or part thereof as per strength in a Centre as a whole. One additional Assistant Superintendent is admissible for keeping off outside interference, if strength is above 100.
7.	Centre Clerk/ Clerk with Supdt.-in-Chief	Rs.160/- per session	Opening and closing of examination centre will be considered as one session each. 2nd Centre Clerk will be admissible if strength is beyond 400.
8.	Service Staff: i) Daftri ii) Waterman iii) Sweeper iv) Chowkidar	Rs.130/- per session	Daftri, Sweeper & Chowkidar one each for a Centre. Waterman/woman on every 100 or part thereof. On strength less than 30, Daftri will also act as Waterman in addition to his/her own duties.
9.	Local Conveyance	Rs.50/- per day	Applicable for all examinations including Entrance Exams to teaching staff during holidays & vacations, to non-teaching staff during holidays only and to Lab. staff during holidays and vacations, where applicable.

Sr. No.	Designation	Revised Rates	Remarks/Explanations
10.	<u>Miscellaneous Items</u> i) Typing of seating Plans ii) Arrangement of Seats/Furniture iii) Cleaning & dusting of benches	Upto 200 candidates: Rs.30/- per session Above 200 candidates: Rs.50/- per session Rs.50/- per Centre Rs.50/- Per day per Centre	The payment against this head will be in addition to whatever duty is performed by a service staff.
Rates of Staff of Nodal Centre:			
11.	Chief Co-ordinator at Nodal/ Collection Centre	Rs.450/- per day	Not to be clubbed with the remuneration of Supdt.-in-Chief.
12.	Assistant Coordinator and the Teachers deputed for delivery of the question papers/ bundles of Answer books at Nodal Centre.	Rs.450/- per day	--
13.	Clerk at Nodal Centre	At par with the Examination Centre Clerk	--
14.	Peon/Chowkidar at Nodal Centre	At par with the Peon/ Chowkidar at Examination centre.	--
NOTE :1.	Teachers of UTDs and affiliated Colleges will be paid remuneration at double the rates for performing examination duties during Sundays/holidays/vacations in M.D. University Rohtak but non-teaching/lab. staff will be entitled for double the rates during Sundays/gazetted holidays only.		
NOTE: 2.	A person can perform multiple duties as per requirement. However, no remuneration will be paid for more than one duty performed at the same time, unless stated otherwise.		
NOTE: 3.	Rs.50/- per session be paid to the staff who deliver the answer books packets from local colleges to the Secrecy branch of the University/Collection Centre.		

2. RATES OF PRACTICALS AND PAPER SETTING OF PRACTICALS:

Sr. No.	Name of Examination	Revised Rates of Paper setting of Practical	Revised Rates of Practical Examination
15.	All U.G./ Diploma/ Certificate Courses	Rs.150/- (for the first Question paper); Rs.100/- (for setting each subsequent paper)	At par with the evaluation of answer books (per candidate per session) subject to minimum of Rs.300/-.
16.	All P.G. Programmes/ P.G. Diplomas/ M.Phil/Pre Ph.D/ Ph.D. Course work	Rs.200/- per Question paper	At par with evaluation of answer books (per candidate per session) subject to minimum of Rs.500/-.

3. RATES OF REMUNERATION FOR LAB. STAFF IN PRACTICAL EXAMINATIONS:

Sr. No.	Designation	Rates of Remu. for UG/Engg./Professional Examinations	Rates of Remu. for PG Examinations
17.	Tech.Asstt./Sr. Tech. Asstt./ Jr.Tech Asstt./Jr.Tech.Gr.-I/II/ III/ Technician-A/B/C/D/Store Keeper/ Computer Optr./ Key Punch Optr./ Lab. Asstt. Gasman/ Mechanic/ Instrument Maker/Lab. Attendant/ Plant Collector/Game Boy/ Groundman	Rs.2/- per student subject to minimum of Rs.100/-.	Rs.3/- per student subject to minimum of Rs.150/-.
18.	Lab.Cleaner/Sweeper	Rs.100/- per day	Rs.100/- per day
NOTE :4.	The Technical/Lab Staff (UG and PG Classes) will be paid remuneration at double the rates for performing practical exam duties during Sundays/holidays and vacations, where applicable.		

4- RATES FOR PAPER SETTING OF THEORY EXAMINATIONS:

Sr. No.	Examinations	Revised Rates of Remuneration
19.	All UG Programmes & UG Diplomas	Rs.700/- per question paper
20.	Professional Courses: B.Tech/B.E. (including Chem. Engg.)/LL.B/B.Sc. Nursing/ B.Lib Sc./ B. Mass Comm./ MBBS/BAMS/ BHMS/ B.Pharmacy /BDS/B.Ph.T/BBA and other Bachelor's level Professional Examinations	Rs.800/- per question paper

Sr. No.	Examinations	Revised Rates of Remuneration
21.	All PG Programmes/ P.G.Diplomas /M.Phil/ Pre-Ph.D./Ph.D Course work	Rs.900/- per question paper
22.	All Certificate Courses	Rs.600/- per question paper
23.	For setting of papers (having multiple choice type questions)	Rs. 50/- per question +Rs.20/-per question for translation in Hindi, if required.
24.	For moderation of Question Bank	Rs. 20/- per question +Rs.10/- per question for translation in Hindi, if required.
NOTE 5:	Paper setters who send their question papers by post shall be paid Rs.100/- as contingency charges including postage charges.	
NOTE 6:	For Hindi Translation, Rs. 150/- per question paper will be paid in addition to remuneration for paper setting. This does not include M.C.Q. type question paper and moderation work.	
NOTE 7:	In case of courses where there is joint paper setting, amount payable shall be divided equally between the paper setters.	

5. RATES OF REMUNERATION FOR EVALUATION/ RE-EVALUATION OF ANSWER BOOKS AND EXPERT REPORT OF UMCs:

Sr. No.	Examinations	Revised Rates of Remuneration
25.	All UG Programmes/ Diplomas/ Certificate Courses	Rs.15/- per answer-book subject to a minimum of Rs.100/- (Question paper wise)
26.	BDS/B.Sc.Nursing & M.Sc.Nursing/B.Ph.T./MBBS/ B.Pharmacy/BAMS/MDS/MD/MS	Rs.20/- per answer book subject to a minimum of Rs.100/- (Question paper wise)
27.	All PG Programmes/ PG Diplomas/ M.Phil/Pre-Ph.D/ Ph.D Course work	Rs. 20/- per answer book subject to a minimum of Rs.100/- (question-paper wise)

Sr. No.	Details of Job	Revised Rates
28.	Checking of evaluated/Re-evaluated answer books by Checking Assistant	Rs.70/- per 100 answer books subject to a minimum of Rs.70/- (question paperwise)

1A

6. RATES OF EVALUATION OF THESES/ DISSERTATIONS/ PROJECT REPORTS ETC. & CONDUCT OF VIVA-VOCE EXAMINATIONS:

Sr. No.	Examinations	Revised Rates of Remuneration
29.	Ph.D.	Rs.2500/- for evaluation of thesis+ Rs. 2000/- for viva- voce per candidate. For Foreign Examiner: US \$ 200 or its equivalent in Indian currency
30.	M.Phil	Dissertation+Viva-voce Rs.400/- per candidate subject to minimum of Rs.1000/- (Full payment for External and half payment for Internal examiner)
31.	M.E./M.Tech Dissertation/ LL.M.	Dissertation+Viva-voce Rs. 400/- per candidate subject to minimum of Rs.1000/-.
32.	Workshop U.G. Classes	Rs.20/- per candidate minimum Rs.300/-
33.	Workshop P.G. Classes	Rs.30/- per candidate minimum Rs.500/-
34.	<u>Other PG Programmes and Diplomas:</u> i) Projects involving evaluation of Dissertation/Project Report/Field Work/ Training Report, etc. ii) Viva-voce/ Comprehensive Viva-voce for Projects without evaluation	Rs.60/- for evaluation and Rs.20/-for viva-voce per candidate to each External Examiner subject to minimum of Rs.300/-. For Internal Examiner Rs.40/- per candidate. Rs.20/- per candidate subject to minimum of Rs.200/- for external Examiner(s) only.
34-A.	<u>Other UG Programmes: (Minor Projects)</u> i) Projects involving evaluation of Project Report/ Field Work Training, etc. ii) Viva-voce/Comprehensive Viva-voce for Projects without evaluation	Rs.30/- per candidate subject to minimum of Rs.300/- for External Examiner(s) only. Rs.20/- per candidate subject to minimum of Rs.300/- for External Examiner(s) only.

7. REMUNERATION FOR SPOT EVALUATION:

Sr.No.	Duty As	Revised Remuneration
35.	Co-ordinator	Rs.300/- per day
36.	Clerk only	Rs.175/- per day
37.	Peon	Rs.90/- per day
38.	Sweeper	Rs.90/- per day
39.	Remuneration for Co-ordinator for supervising Secrecy work in the Secrecy Br.	Rs.300/- per day
NOTE 8:	Head Examiner will be entitled to be paid the same rate which are to be fixed for the Evaluator on the Spot Evaluation Centre. He/she will be paid for at the most 10% of the answer books evaluated by the Evaluator under him/her.	

8. RATES OF REMUNERATION FOR CONDUCTING VARIOUS ENTRANCE EXAMINATIONS:

A) SUPERVISORY/SERVICE STAFF:

Sr. No.	Designation	Proposed Rates per Session
40.	Superintendent-in-Chief (One in one Institution)	Rs.600/- (for one Centre) Rs.300/- (for each additional Centre)
41.	Observer	Rs.600/-
41-A	Centre Superintendent	Rs.600/- each Centre. (Additional will be appointed beyond strength of 350 candidates)
42.	Deputy Centre Supdt./ Assistant Coordinator	Rs.400/- each Centre. (Additional will be appointed beyond strength of 350 candidates)
43.	Security Officer	--
44.	CST/CSO/Security Officer	*Rs.400/- subject to maximum Rs.800/- per day.
45.	Biometric Attendance Supervisor	Rs.400/-(Additional Supervisor would be admissible after every 100 candidates in a session in a centre.
45-A.	Assistant Superintendent/ Invigilator	Rs.350/- (One Asstt. Supdt. will be admissible for every 24 candidates and part thereof in a Centre). One Additional will be allowed for outside duty upto 350 or part thereof.
46.	Person delivering/collecting Examination material	Rs.350/- (Upto 4 buildings, payment to one official is admissible in an Entrance Examination).
47.	Peon for material delivery & collection	Rs.190/- (Upto 4 buildings, payment to one Peon/Daftri is admissible in an Entrance Examination).
48.	Driver	Rs.350/- subject to maximum of Rs.700/- in a day.
49.	Centre Clerk	Rs.350/- (Additional Centre Clerk will be appointed on strength above 350 in a building)
50.	Electrician	Rs.350/- per day upto 4 buildings.
51.	Daftri	Rs.190/- (One in an Examination Centre)
52.	Chowkidar/ Securityguard	Rs.190/-**
53.	Waterman	Rs.190/- (One each on student strength of every 200 or part thereof).
54.	Sweeper	Rs.190/- (One in an Examination Centre)
55.	Contingency	Rs.200/- per centre
56.* Note 9:	Two Security Officers in an Examination	One Security personnel out of CST/CSO/Security Officers will be appointed upto 4 buildings in a session. 2 nd personnel will be appointed if number of buildings is more than 4.
** Note 10:	4 Securitymen in one building in University Campus only	Not more than 2 Security Guards will be appointed at one building irrespective of number of Centres in a building.

Note 11:

While conducting Centralised Entrance Examination, when the number of Centres will be four or more in a day, a Control room will be set up for the smooth conduct of Examination as per details given below:

Sr. No.	Designation	No. of staff	Entitled for Remuneration (per session) equivalent to:
I.	A.R./D.R(Conduct)	One	Centre Supdt.
II.	Superintendent/Deputy Superintendent(Conduct)	Two	Deputy Centre Supdt.
III.	Dealing Assistant (Conduct)	One	Assistant Coordinator
IV.	Clerk/ Clerk-cum-JDEOs (Conduct)	Two	Centre Clerk
V.	Peon (Conduct)	Two	Peon
VI.	CPA to COE	One	Centre Superintendent
VII.	PA to COE	One	<ul style="list-style-type: none"> • Centre Superintendent (in case of A.R./D.R level Officer)/ • Deputy Centre Superintendent (in case of Superintendent/ Deputy Superintendent level officer)
VIII.	Stenographer/Steno-typist/ Assistant O/o COE	One	Assistant Superintendent
IX.	Peon/Waterman O/o COE	One	Peon
X.	Security Guard O/o COE	One	Security Guard
XI.	Invigilation Reserve staff	(2% of whole Invigilation staff in the University deputed for an Entrance Examination subject to maximum of 5).	Invigilator

B) PAPER SETTING AND OTHER JOBS:

Sr. No.	Details of Jobs	Revised Rates
57.	Setting of papers (MCQ)	Rs. 50/- per question +Rs.20/- per question for translation in Hindi, if required.
58.	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.
59.	Chief Secrecy Officer appointed by the Vice-Chancellor	Rs.2000/- per day
60.	Teachers (maximum two) involved in preparation and finalisation of results in Entrance Examinations (payment to be made by concerned Department).	Rs.500/- per day per teacher
61.	Technical persons (maximum two) involved in preparation and finalisation of results of Entrance Examinations (Payment to be made by the concerned Department).	Rs. 350/- per Programme subject to maximum of Rs.700/- per day.
62.	Processing of/dealing with Application Forms received/other aspects relating to various Centralised Entrance Examinations	Rs. 8/- per form divisible per form as under:- i) Rs.1.50/- to COE office ii) Rs.2.25/- to Conduct Br. iii) Rs.1/- to Accounts Br. iv) Rs.1/- to Computer Centre v) Rs.1/- to Co-ordinator vi) Rs.0.50/- each to two Dy. Co-ordinators vii) Rs.0.25/- to dealing clerk working under the Co-ordinator
63.	Processing of/ dealing with Application Forms received for UTDs and other aspects relating to non-Centralised Entrance Examinations	Rs.8/- per form divisible per form as under:- i) Rs.1.25/- to COE office ii) Rs.1.25/- to Conduct Branch iii) Rs.3.50/- to Department concerned iv)Rs.1/- to Accounts Branch v) Rs.1/- to Computer Centre

9. RATES OF REMUNERATION FOR THE STAFF OF VARIOUS BRANCHES OF EXAMINATION WING:

(1) Remuneration to the officials of O/o Controller of Examinations for printing question papers:		
Sr. No.	Details of Job	Revised Rates
64.	Printing of question paper(s) at the level of COE office, in emergent situations.	Rs.125/- per question paper, irrespective of number of copies/pages/subject, to the staff of COE (divisible proportionately amongst 7-8 employees viz CPA/PA/Assistant/Typist/Peon)
(2) Remuneration to the officials of Secrecy Branch for handling charges of Answer Books:		
65.	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.0.40 per answer book
66.	To collect the evaluated answer books from the examiners and to send awards to the concerned Result Branch(es).	Rs.0.25 per answer book
67.	For Supervisor staff	Rs.0.15 per answer book
68.	Handling of dissertations/Project Reports/ Training Reports/ Summer Training Reports.	Rs.1/- per dissertation/ Project report /summer training reports/job training report etc.each to both persons in the set.
Note 12:	i) 50% (Fifty percent) of the job will be deemed to have been done during office hours for which no payment will be made to the concerned persons. ii) 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.	
(3) Remuneration to officials of Re-evaluation Branch for Coding/Decoding of Answer Books:		
69.	Coding of answer books	Rs.70/-per 100 answer books.
70.	De-coding of answer books including recording of Roll Nos. on the award	Rs.70/-per 100 answer books.
Note 13:	Person(s) committing 5% mistake shall be penalized @ Rs.25/-per mistake. Person(s) committing more than 5% mistakes shall be disqualified for the job.	
(4) Remuneration to the officials of Results branches and University Computer Centre for dealing Examination forms:		
71.	For handling number of forms beyond norms.	a) To the officials of Results branches: Rs.4/- per form including supplementary Examinations, irrespective of course, in respect of

		<p>forms over and above 6000 on a set subject to the fulfilment of following conditions:</p> <ul style="list-style-type: none"> (i) A schedule of work for each session shall be drawn and the officials would be required to complete the job within the stipulated period. (ii) No overtime allowance or honorarium or compensatory leave shall be allowed. (iii) Payment shall be made after the despatch of detailed marks cards/degrees as the case may be. (iv) A part of the remuneration shall also be shared by other officials of the branch like Supervisory staff, Steno, Diarist, Despatcher, Daftri, Peon. The ratio shall be fixed/decided by the Branch Officer. (v) The staff may be provided in each set consisting of one Assistant and two Clerks and the examination forms may be distributed among all the sets equally. <p>b) <u>To the officials of Computer Centre:</u></p> <p>Rs.0.10 per form subject to maximum of Rs.5,000/- a person per semester.</p>
<p>Note 14:</p>	<p>Remuneration of Rs.20/- per degree will be paid to the Calligrapher.</p>	
<p>(5). Remuneration to the officials of the Conduct branch for conducting examinations of students beyond norms:</p>		
<p>72.</p>	<p>For conducting examinations of number of students beyond norms and strenuous jobs.</p> <p>(The remuneration shall be distributable justifiably by the Branch Officer amongst all the staff dealing varied types of jobs involving smooth conduct of Examinations)</p>	<p>Rs.4/- per student shall be paid to the staff of Conduct branch for conduct of examinations of over and above 2,00,000 students per semester, subject to the condition that no over time allowance/ honorarium/ compensatory leave will be allowed to the claimants.</p>
