



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)
Integrated Institute of Technology Complex
Sector 9, Dwarka, New Delhi - 110077



Office of Controller of Examination

F.No. 38(3)/DSEU/Examination/Remuneration rates/2023/40

Date 15/12/2023

Office Order

The rates of remuneration of the personnel appointed by the Examination Centers established for theory (End Term/Annual/Supplementary) / Practical Examination - End Term/Annual/Supplementary (Lab./Viva-Voce/Workshop/Project Report) of the university or personnel deployed by the University for Different Examination Work, are notified as under

a) RATES RELATING TO EXAMINATION ACTIVITIES IN THE UNIVERSITY: Remunerations to the staff deployed for conduct of End Term/ Annual/ Supplementary Theory examinations per session.

S.No.	Detail of Staff	Norms/Remarks	Rates
1.	Centre Superintendent	one	Rs. 1250/- plus conveyance Rs. 800/-
2.	Deputy Centre Superintendent	One up to the student strength of 312 and an additional Dy. Centre Suptd., if the strength exceeds 312 students.	Rs. 900/- plus conveyance Rs. 800/-
3.	Invigilators	One for every 24 students and One Reliever for every 216 students	Rs. 600/- plus conveyance Rs. 400/-
4.	Assistant	One up to the student strength of 312 and an additional assistant, if the strength exceeds 312 students subsequently.	Rs. 500/- plus conveyance Rs. 350/-
5.	Writer		Rs. 600/- per student per session plus conveyance Rs. 350/-
6.	Electrician	one	Rs. 300/- plus conveyance Rs. 200/-
7.	Attendants/Peon/ Class IV staff	One up to 312 students and an additional Class IV, if the strength exceeds 312 students.	Rs. 300/- plus conveyance Rs. 200/-
8.	Waterman	One for each unit of 120 students per session	Rs. 300/- plus conveyance Rs. 200/-
9.	Sweeper	One up to 312 students and an additional Sweeper, if the strength exceeds 312 students.	Rs. 300/- plus conveyance Rs. 200/-

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<u>S.No.</u>	<u>Detail of Staff</u>	<u>Norms/Remarks</u>	<u>Rates</u>
10.	Chowkidar/ Security	One upto 450 students	Rs. 300/- plus conveyance 200/-
11.	Articles Keeper (Bag, Cell Phone, etc.)	One	Rs. 300/- plus conveyance 200/-
12.	a) Hospitality for staff deputed in examination centre b) Contingency	*For each examination the above includes necessary arrangements for University Representative. **Applicable to outside University Campus.	a) Rs. 4/- per student with minimum of Rs 400/- b) Rs. 4/- per student each examination. Maximum upto Rs. 2000/- for contingency.

b) Remuneration to the University Team deployed by the University for Theory Examinations End Term /Annual/ Supplementary) - per Session

<u>S.No.</u>	<u>Detail of Staff</u>	<u>Norms/Remarks</u>	<u>Rates</u>
1.	University Observer	Dean/Director/Principal/Professor/Associate Professor or any Officer deputed by COE.	Rs. 1400/- Per session plus Rs. 800/- conveyance.
2.	University Representative	One each upto the strength of 450 students and an additional UR, if the number exceeds 450. (Officer class II & above)	Rs. 1000/- Per session plus Rs. 800/- conveyance.
3.	University Assistants	One each upto the strength of 450 students and an additional Assistant if the number exceeds 450. (Official Class III)	Rs. 500/- Per session plus Rs. 350/- conveyance.
4.	University Attendants	One each upto the strength of 450 students and an additional Attendants, if the number exceeds 450. (Official Class IV)	Rs. 300/- Per session plus Rs. 200/- conveyance.

c) Remuneration rates for the Evaluation & Viva Voce Examination of Dissertation/ Thesis of One Semester duration of M.Tech. /M.Sc. /M.Phil. Programme.

<u>S.No.</u>	<u>Detail of Staff</u>	<u>Norms/Remarks</u>	<u>Rates</u>
1.	External Examiner	For Thesis Evaluation	Rs. 800/- per Thesis subject to maximum of Rs 3200/- per day and Rs. 800 as conveyance per day (for Delhi only). Travelling Allowance for the External Examiner from Outside Delhi will be paid as per University Rules.
2.	Lab Assistant /Assistant/ Technical Assistant	One per day/per lab/ per practical	Rs. 500/-plus conveyance Rs. 350/-.

<u>Detail of Staff</u>	<u>Norms/Remarks</u>	<u>Rates</u>
Lab Attendant Class IV	One per day/per lab/ per practical	Rs. 300/-plus conveyance Rs. 200/-.
Hospitality Expenses	One per day/ per practical	Rs. 500/- per External Examiner (subject to the submission of bill).

d) Remuneration to the Paper Setter/Moderator/Proof Reader/Translator

<u>S.No.</u>	<u>Detail of Staff</u>	<u>Rates</u>
1.	Paper Setter	@ of Rs. 1250/- per Question Paper for UG Programme/ PG Programme plus Rs. 100/-towards postage charges.
2.	Moderator of Question Paper	For moderation up to 3 question paper Rs. 1000/- per day plus conveyance charges Rs. 800/- (Delhi Only). Thereafter additional Rs. 400/- per paper and payment of maximum Rs. 1800/- per day excluding conveyance charges on holiday (Saturday/Sunday/Notified Holidays)
3.	Proof Reader	Rs. 75/- per question paper plus Rs. 800/- conveyance upto 15 question papers per day.
4.	Translation of question paper	Rs. 750/- per question paper plus Rs 800/-conveyance.

e) Remuneration to the Ph.D. Supervisor/Examiner/ External Member of Oral Defence Committee for the evaluation of Ph.D. Thesis.

<u>S.No.</u>	<u>Detail of staff</u>	<u>Rates</u>
1.	External Examiners for Evaluation of Thesis	Rs. 4000/- for Delhi (Local) Examiner & Outside Delhi examiner from India plus Rs. 250/- as Postage charges including the cost of return of thesis; Examiner from abroad USD250 per thesis plus 50 USD for the cost of return of thesis.
2.	Member of ODC (External)	Rs. 4000/- + Rs. 1000/- as conveyance for Delhi (Local) Examiner; Outside Delhi Examiner from India as per actual T.A., D.A. & Examiner from abroad USD 250 and actual TA & DA as per University Rules.
3.	Hospitality & Accommodation for External Examiner of ODC/Viva-Voce	Rs. 4000/- as hospitality subject to the submission of certificate by the Dean/Director/Principal/In charge Evaluation. Accommodation Charges as per University Norms (Bill will be submitted by the examiner for accommodation charges).
4.	PhD Viva Conduct Team	A team headed by One Officer of Examination Division @ Rs. 1000/ + Rs. 800/- as Conveyance. Assistant @ Rs 500 + Rs. 300 as Conveyance & MTS @ Rs. 300/- + Rs. 200 as Conveyance. The COE may constitute such teams for conduct of Examinations, as and when required.
5.	Hospitality for External Examiner of ODC/Viva-Voce	Rs. 2000/- per day.

f) Remuneration to the Staff Deployed for Miscellaneous Examination Activities.

<u>S.No.</u>	<u>Detail of Staff</u>	<u>Rates</u>
1.	Helper	Re. 1.00 per answer sheet for tearing part IV of OMR Sheet and generating fictitious Nos./coding or folding & stapling, etc. & for

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S.No.	Detail of Staff	Rates
		tearing Part III of OMR sheet for Evaluation/ de-coding, stapling and De-folding, etc subject to maximum Rs. 50 per day
2.	Checking of Mark sheets	Rs. 0.75 per mark sheet for checking of Mark sheets from hard copies of the result subject to maximum of Rs. 350/- per day.
3.	Checking of Consolidated Mark sheets	Rs.3/- per Consolidated mark sheet for Checking of Consolidated Mark sheets from hard copies of the results. Subject to maximum of Rs. 350/- per day.
4.	Checking of Degrees	Rs. 1.5/- per degree for checking of degree (Both in Hindi & English) from the records. Subject to maximum of Rs. 350 per day.
5.	Calligraphy work	Rs. 35/- per Degree for writing each degree (both back to back in Hindi & English).
6.	Conduct Team	Team headed by Officer of Examination Division @ Rs 1000/- +Rs. 800 as Conveyance, Assistant @ Rs500 + Rs. 350/- as conveyance & MTS @ Rs. 300 + Rs. 200 as conveyance (Conveyance admissible for performing during at odd hours and on holidays). These teams will also act as emergency stand by during the conduct of Examinations. The COE may constitute such teams for conduct of Examinations, as when required. (Per Session)
7.	Evaluation Team for Inspection and surprise check	Team headed by Officer of Examination Division @ Rs 1000/- +Rs. 800 as Conveyance, Assistant @ Rs500 + Rs. 350/- as conveyance & MTS @ Rs. 300 + Rs. 200 as conveyance (Conveyance admissible for performing during at odd hours and on holidays). These teams will also act as emergency stand by during the conduct of Examinations. The COE may constitute such teams for conduct of Examinations, as when required.
8.	Inspection of Answer sheets as per RTI/ Regulations	Team headed by Officer of Examination Division @ Rs 1000/- +Rs. 800 as Conveyance, Assistant @ Rs500 + Rs. 350/- as conveyance & MTS @ Rs. 300 + Rs. 200 as conveyance (Conveyance admissible for performing during at odd hours and on holidays).
9.	Hospitality to the Officers for Pre & during conduct of examination activities(Conduct/Result/Evaluation)	Rs. 750/- per day per team for conduct of examination (Conduct/Result/Evaluation) as decided by COE, if it works beyond normal working hours.

g) Remuneration to the Officials deployed at spot Evaluation Centres.

S.No.	Detail of staff	Norms	Rates
1.	Centre Supdt.	Not below the rank of Associate Professor or equivalent in University or any other faculty appointed by COE.	Rs. 1250/- plus conveyance Rs. 800/-
2.	Addl. Centre Supdt. / Dy. Supdt.	Deputed by Centre Supdt. With the approval of Controller of Examinations.	Rs. 900/- plus conveyance Rs. 800/-
3.	Assistant	To be appointed by centre Supdt. With the approval of Controller of Examinations.	Rs. 500/- plus conveyance Rs. 350/-
4.	Attendant	To be appointed by Centre Supdt. With the approval of Controller of Examinations.	Rs. 300/- plus conveyance Rs. 200/-

h) Remuneration for evaluation of answer sheets.

Details of Staff

Rates

Evaluator

Rs. 25/- per Answer Script subject to minimum of Rs. 300/- and maximum of Rs. 1500 plus Rs. 800/- as conveyance (Conveyance to internal evaluator will be paid only on weekends and holidays) irrespective of the paper code.

Re-Checker of Answer scripts

Rs. 2.00/- per Answer Script for Re-totaling of marks/ Rechecking subject to maximum of Rs 600/-per day (re-checker to be appointed by the Centre Supdt.)

3. Hospitality expenses

@ Rs. 1.00 per Answer Script of the total number of Answer Scripts be evaluated at the Spot Evaluation Centre (SEC)

Note:

- a) Conveyance will be paid only on holidays (Saturday/Sunday/Notified Holidays).
- b) Those who are staying in the campus shall not be eligible for any conveyance charges.

The above approved rates shall be applicable from session 2023-24 and onwards. This order is issued after approval of competent authority.


Controller of Examination

Copy to:

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Date 15/12/2023

1. PS to Vice Chancellor (For kind information please)
2. O/o Controller of Examination
3. O/o Dean (Research)
4. Deputy Controller of Accounts
5. DDO, DSEU
6. Joint Director(Academies/Planning/IT)
7. All Campus-Directors
8. Deputy Registrar(Admin/HR)
9. Assistant Registrar (Admin/HR/IT/Academies/Exam/Purchase)
- 10.OSD(Legal/ERP/Recruitment/Examination)
- 11.Guard File


Controller of Examinations
Delhi Skill & Entrepreneurship University
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