



**Indira Gandhi Delhi Technical University for Women**  
**Kashmere Gate, Delhi-110006**  
(Examination Division)

F. No. 04(09)/2014-IGDTUW-Exam/ 622 to 640

Dated: 22.04.15

**Subject: Remuneration payable & norms thereof for the Conduct, Paper setting, Evaluation & other Secrecy related works of Examination in IGDTUW.**

Competent Authority, IGDTUW has approved the following rates for the Conduct, Paper setting, Evaluation & other Secrecy related works of Examination in IGDTUW:-

**(I) Remuneration for Conduct of End-Semester Theory Examination**

Details of Staff	Remuneration/ Session	Norms/Remarks
Superintendent	Rs. 300/-	One
Deputy Superintendent	Rs. 225/-	One for each Programme
Invigilators	Rs. 200/-	One for every 20 candidates and one additional invigilator (Reliever) when number of candidates exceed 100.
1st Assistant	Rs. 120/-	one for each 500 candidates/session. One for every additional 500 candidates & fraction thereof
2nd Assistant	Rs. 100/-	upto 50 candidates - Nil. One for 51-200 candidates/session. One for every additional 150 candidates & Fraction thereof
Daftry	Rs. 90/-	One/session for upto 200 candidates. One for every additional 200 candidates & Fraction thereof
Writer	Rs. 250/-	
Electrician	Rs. 75/- per session subject to maximum of Rs. 1500/-	One person per session
Attendants/Peon/ Class IV staff	Rs. 70/-	One per session for upto 250 candidates. One additional beyond 200 candidates
Waterman	Rs. 70/-	One per session for upto 250 candidates. One additional beyond 250 candidates
Sweeper	Rs. 70/-	One/session for upto 200 candidates. One for every additional 200 candidates & Fraction thereof
Chowkidar /Security Guard	Rs. 70/-	One/session for upto 200 candidates. One for every additional 200 candidates & Fraction thereof
Refreshment	Rs. 10/- per session per staff only on duty	

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Notes	
(i)	The number of person to be engaged for clerical assistance and other staff shall be governed by the number of candidates for each examination session
(ii)	The rates are applicable for a session upto the duration of 3 Hours as laid down in the scheme of the examination. Wherever the duration exceeds 3 hours each category engaged for the duration will be paid an additional remuneration @ 25% of normal remuneration for each additional hour or a fraction thereof
(iii)	The First Assistant will also be paid remuneration calculated on the basis of for one extra session before the examination and one after the examination for making arrangements at the Centre and for winding up of the Centre, irrespective of the number of days of duration of the Examination Centre
(iv)	No remuneration for extra session will be paid in the case of Additional Assistant(s).
(v)	One of the Daftry engaged for the entire duration of examination will be paid remuneration for extra session before the examination and one after the examination for making arrangements at the Centre irrespective of the number of days of duration of an Examination Centre
(vi)	The person otherwise performing the job of a particular category in his/her official capacity should only be engaged for the similar work I the conduct of examinations. Any one engaged to perform the duties of a category higher other than his/her category, will be paid according to the rates applicable to the later category i.e. the category to which he/she belongs and not the higher category
(vii)	The category of staff who are entitled for lump-sum remuneration will not be paid any extra Remuneration.
(viii)	For every 100 seats to be arranged at an Examination Centre, the Superintendent is allowed to engage 01 labourer for one day before and one day after the examination and the labourer will be paid according to the wage rate of unskilled labourer at that time for the actual working days.
(ix)	Contingent expenses may be incurred on the following items: (1) Stationary needed, if any, not available and or not supplied by the University Store. (2) Any other item, if required only with the prior permission of the Dean (Examination Affairs)
(x)	
(a)	In relation to the End Semester Examination held every semester, person working in the University Stores and Examination Branch specifically required to assist in the examination will also be paid remuneration at the same rates as applicable to the staff engaged at the Examination Centre. The number of persons of each category of staff to be engaged for various jobs will be determined by the Dean (Examination Affairs)
(b)	The University will run an emergency cell during the semester examinations (Theory & Practical) with two or three Electricians/Pipe Fitters/Helpers etc. during the examination hours. The Emergency cell will be provided with a telephone and the cell will attend to the breakdowns and other allied work in the university Departments. The University will put persons on Examination duty in this Emergency Cell by rotation and persons thus engaged will be entitled to get remuneration at the prescribed rates.

(II) Remuneration for Conduct of End-Semester Practical Exam

Detail of Staff	Remuneration	Norms/Remarks
Coordinator	Rs. 1800/- for entire examination	
Superintendent	Rs. 300/- Per Session	One for each Department
Sr. Technical Assistant or any other category of Lab Post carrying the same grade	Rs. 120/- Per Session	
Lab Assistant / Jr. Technical Assistant (JTA) or any other category of Lab Post carrying the same grade	Rs. 110/- Per Session	One or more staff can be engaged if the no. of students in a group exceeds 20
Lab Attendant or any other category of Lab Post carrying the same Grade	Rs. 70/- Per Session	One or more staff can be engaged if the no. of students in a group exceeds 20
Safaiwala	Rs. 70/- Per Session	
Office Attendant/Helper	Rs. 70/- Per Session	
Waterman	Rs. 70/- Per Session	
Security Guard	Rs. 70/- Per Session	
Storekeeper	Rs. 900/- per store keeper for each semester exam	
Helper to Store Keeper	Rs. 525/- per store keeper for each semester exam	
Refreshment	Rs. 10/- per session/per staff on duty	
Clerical Assistant	Cash will be paid 2% of actual payments and maximum Rs. 3000/- (for semester exam)	
Contingent Expenditure	Stationary needed if not available or not supplied by University	

**Notes**

- (i) Payment of the lab Staff shall be made for extra session per practical examinations
- (ii) The person otherwise performing the job of a particular category in his/her official should only be engaged for the similar work in the conduct of the examinations. Any one engaged to perform duties of a category higher than his/her category, will be paid according to the rates applicable to the later category i.e. the category to which he/she belongs and not the higher category.
- (iii) The category of staff who are entitled for Lumpsum remuneration will not be paid any extra remuneration
- (iv) For Viva-voce, only 1 Asstt. and 1 Daftry will be allowed. No remuneration will be paid to any one assisting in the conduct of Viva-Voce for a PhD Programme.
- (v) Each Superintendent may appoint a person to render clerical assistance during the practical Examinations. And the person so appointed may be paid honorarium @75/- per day for all practical Examinations held concurrently.

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**(III).Secrecy Work (Evaluation & Result Notification)**

Sl. No.	Designation	Remuneration
(i).	Coordinator(Coding)	Rs. 2.00 per script
(ii).	Assistant (Coding)	Rs. 1.00 per script
(iii).	Coordinator(De-Coding)	Rs. 2.00 per script
(iv).	Assistant (De-Coding)	Rs. 1.00 per script
(v).	Daftari	Rs. 90.00/- per day
(vi).	Peon (Office Attendant/Helper)	Rs. 70.00/- per day
(vii).	Tabulator (Manual/Computer) @ per candidate per semester	Rs. 9.10 per candidate
(viii).	Tabulator (Manual/Computer) @ per candidate (consolidated)	Rs. 28.00/- per candidate
(ix).	Scrutinizing & Moderation @ per candidate per semester	Rs. 5.60/- per candidate
(x).	Marksheet printing work (semester-wise)	Rs. 0.60 per marksheet
(xi).	Assistant for Marksheet printing (semester-wise)	Rs. 0.50 per marksheet
(xii).	Consolidated mark sheet printing	Rs. 5.00 per marksheet
(xiii).	Assistant (Consolidated mark sheet verifying only)	Rs. 5.00 per marksheet

**(IV) Evaluation & Paper Setting Work (THEORY)**

Course	Year	Setting of Question Paper	Evaluation Charges		Minimum Fee for evaluation of Answer-scripts when the examiner has not set the question paper (in Rs.)
			With paper setting (in Rs.)	Without paper setting(in Rs.)	
B.Tech	I,II,III	850/-	25/-(per script)	30/- (per script)	500/-
B.Tech	IV	1100/-	30/-(per script)	35/- (per script)	500/-
MCA	All	850/-	25/-(per script)	30/- (per script)	500/-
M.Tech & Ph.D.	All	1200/-	30/-(per script)	40/- (per script)	500/-

\*External Question Paper Setters who submit the question papers through post, contingent expenditure of Rs. 100/- will be given in addition to the remuneration for setting up the question paper – only to the external examiners.

(V) Centralized Evaluation Centre End-Semester Theory Papers

Sl.	Official Designation	Staff Structure	Nature of Work	Remuneration (2 sessions/day)
(i).	Coordinator	2	To monitor, supervise and to pay the remuneration to the Examiners/evaluators paper setters and staff etc.	Rs. 300/- per session per day
(ii).	Dy. Coordinator	2	To assist the coordinators	Rs. 225/- per session per day
(iii).	1 <sup>st</sup> Assistant	2	1 for UG Programme 1 for PG Programme	Rs. 120/- per session per day
(iv).	2 <sup>nd</sup> Assistant	2	1 for UG Programme 1 for PG Programme	Rs. 100/- per session per day
(v).	Daftri	3	2 for UG 1 for PG	Rs. 90/- per session per day
(vi).	Office Attendant	3	1 for UG 1 for PG	Rs. 70/- per session per day
(vii).	Waterman Peon Security	One for each post	To provide drinking water, other assistant work and security involved in evaluation work	Rs. 70/- per session per day
(viii).	Scrutiny of Answer Sheets/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 Suptd.	

**Notes**

- (i). B.Tech Evaluation Centre may be functional for 40-45 days and PG Evaluation Centre may be functional for 30 working days
- (ii). Independent teams/staff shall handle/operate the control room/centre respectively
- (iii). Timing for Evaluation shall be 3 ½ hours slot with 2 sessions on all working days i.e. 10:00 am – 1:30 pm and 2:00 pm to 5:30 pm with ½ hour lunch break
- (iv). Answer sheet will be distributed to the evaluators in the first two hours (i.e. upto 12:00 noon and 4:00 pm) of starting of each session everyday
- (v). Evaluation centre will run on all working days only. If required, it may also run on Saturday depending upon the quantum of answer sheets, the control room will remain closed on Sundays & Gazetted Holidays
- (vi). Evaluation of Answer Scripts will be Min. 20 in number/per session and subject to maximums 60 per day
- (vii). Travelling Allowance will be applicable only for the external examiners as per norms subject to evaluation of minimum 40 answer sheets per day on average. However, Internal Examiners shall be paid only on Holidays
- (viii). The refreshment of Rs. 100/- per staff/per day for control room and Rs. 20/-per session per faculty

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(VI) Evaluation of End-Semester Practical Examination

Course	Description	Evaluation of Answer sheet Charges per candidate (in Rs.)	Minimum Fee for evaluation of Answer-scripts when the examiner has not set the question paper (in Rs.)
B.Tech.	I,II,III Year	35/-	700/- per examiner per day
B.Tech	IV Year	40/-	700/- per examiner per day
B.Tech	Evaluation of Project Report including viva-voce	Rs. 500/-	800/- per examiner per day
MCA	All Years	40/- Per candidate	1000/- per examiner per day
MCA	Thesis including Viva	Rs. 500/- per thesis	
M.Tech.	All Year	45/- Per candidate	1000/- per examiner per day
M.Tech	Minor Project	45/- Per candidate	1000/- per examiner per day
M.Tech	Thesis including Viva	Rs. 1200/- per thesis	
Ph.D.	For examining the Ph.D. thesis	Rs. 3500/- per candidate	
Ph.D.	For conducting PhD Viva Voce	Rs. 2500/- per candidate	

Notes:

- (i) For conducting the practical Examination, the Internal Examiner and External examiner be given the same remuneration.
- (ii) It is proposed that Project Work/Theses [for B.Tech, MCA and M.Tech] may be evaluated by a team consisting of one External Examiner, one Internal Examiner and concerned Project Guide. The maximum 20 students can be evaluated by one external examiner in a day for B.Tech & MCA. The maximum 6 students can be evaluated by one external examiner in a day for M.Tech Programme.
- (iii) The distribution of remuneration for evaluation of Project work/Thesis are under:
  - (I) For B.Tech & MCA :  
External Examiner @ Rs.300/- for each candidate  
Internal Examiner @ Rs.100/- for each candidate  
Project Guide @ Rs.100/- for each candidate
  - (II) For M.Tech :  
External Examiner @ Rs.1200/- for each candidate  
Internal Examiner @ Rs.600/- for each candidate  
Project Guide @ Rs.600/- for each candidate
- (iv) External Examiner may be paid conveyance @ Rs. 600/- per day or actual as per Govt. norms
- (v) Refreshment for the external examiner @ Rs.200/- per external examiner/day as per Govt. norms for snacks and lunch.

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**(VII) Conduct of Various Entrance Examinations {like for admission to Ph.D, Recruitment etc}**

Sl. No.	Designation	Staff Structure	Remuneration/ Session (in Rs.)	Norms
(i).	Superintendent	1	1200/-	
(ii).	Additional Superintendent	1	1200/-	Where number of candidates exceed 550 and the Centre is outside University
(iii).	Observer	1	1200/-	For More than 400 candidates an additional observer may be appointed per centre
(iv).	Deputy Superintendent	1	800/-	For More than 450 candidates an additional Dy. Superintendent may be appointed
(v).	Invigilator	One for 24 candidates	500/-	
(vi).	First Assistant	1	400/-	
(vii).	Second Assistant	1	300/-	If number of candidates are more than 200
(viii).	Caretaker	1	350/-	For More than 200 candidates an additional caretaker may be appointed
(ix).	Daftri	1	300/-	
(x).	Electrician	1	300/-	
(xi).	Office Attendant	1	200/-	For More than 450 candidates an additional office attendant may be appointed
(xii).	Sweeper	1	200/-	For More than 200 candidates an additional sweeper may be appointed
(xiii).	Security Guard	1	200/-	For More than 200 candidates an additional security guard may be appointed
(xiv).	Waterman	1	175/-	One over 50 candidates
(xv).	Refreshment		50/- per person	

**Notes:**

- (i) Contingent expenses may be incurred on the following items:  
(1) Stationary needed, if any, not available and or not supplied by the University Store.  
(2) Any other item, if required only with the prior permission of the Dean (Examination Affairs)
- (ii) Superintendent, Dy. Superintendent, one assistant, one office attendant and two sweepers will be entitled for one day remuneration extra for making physical arrangements one day before actual date of commencement of entrance test

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**(VIII) Remuneration for Question Paper Setting for Common Entrance Examination**

1.	Rs. 100/- per multiple choice question
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**(IX) Remuneration for Result Preparation for Common Entrance Examination:**

Sl. No.	Details of the Staff	Norms	Remuneration (in Rs.)
1.	Chairperson	A teacher / officer appointed by Competent Authority	1500/-
2	Member	A teacher / officer appointed by Competent Authority	1000/-

**(X.) Hospitality for official of the CET Cell –** The staff working for conduct of Common Entrance Test has to stay beyond the working hours (i.e. after 8.00 pm) for completion of time bound job and also work on Saturday, Sunday & holiday to complete the time bound job, a Hospitality expenditure of Rs. 150/-/per person working beyond duty for dinner as per Govt. norms up to 5-6 persons or as per actual requirements will be paid.

**(XI). Conveyance for attending the examination related duties on Saturday/Sunday/Holidays for the Staff**

As the IGDTUW is the non-residential campus, we may have to invite the various officers/staff members for various duties related to Examination like conduct of exam, Invigilation, evaluation, entrance exam etc. on Saturday, Sunday and holidays. The conveyance will be paid as per Govt. norms.

**(XII). Engagement of Accounts Staff in the activities related to Examinations**

As the examination is a continuous process of the University and involves lots of efforts for handling the various financial matters. Generally, a full time accounts branch is associated with the Examination Division for handling the various financial matters. At present, these financial matters are handled by the Examination division which is very tedious and time consuming. In view of this, remuneration will be paid to the various accounts functionaries for making the extra efforts in handling the financial matters of examination as per the following details:

Sl. No.	Accounts Nominee	Norms	Remuneration/Session (conduct of exam, evaluation center, CET)
(i).	Class 1 Officer	One upto 1000 students and maximum two subsequently	200/-
(ii).	Class 2 Officer	One upto 1000 students and maximum two subsequently	120/-
(iii).	Class 3 Officers	One upto 1000 students and maximum two subsequently	100/-

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**(XIII). Appointment of Observer for End-Semester Examination and Common Entrance Test**

An Observer may be appointed by the University to visit the various examination centers for End-Semester Examination as well as for Common Entrance Test and shall be paid the same remuneration as that of Superintendent.

For conduct of the various examinations related activities, the efforts may be made to deploy minimum staff.

This issue with the approval of Hon'ble Vice Chancellor, IGDTUW vide U.O No. IGDTUW/VCO/44 dated 13/04/2015.



(Prof. R.K. Singh)  
Dean (Examination Affairs)

F. No. 04(09)/2014-IGDTUW-Exam/ 622-640

Dated: 22.04.15

Copy forwarded for information and necessary action to:-

1. All Deans/HoDs.
2. All Dy. Deans
3. Dy. Finance Officer, IGDTUW
4. PS to VC, IGDTUW.
5. PA to Registrar, IGDTUW.
6. Guard file.



(Prof. R.K. Singh)  
Dean (Examination Affairs)