

राज्यपाल सचिवालय
राजभवन, जयपुर

प्रेषक:

सचिव,
राज्यपाल, राजस्थान
जयपुर।

प्रेषित:

कुलपतिगण
समस्त राजकीय विश्वविद्यालय

क्रमांक: एफ.1(38)आरबी/2015/6462

दिनांक 21 अगस्त, 2017

विषय :- विश्वविद्यालयों में मानदेय एवं पारिश्रमिक की दरें निर्धारित करने के संबंध में।

संदर्भ :- संयुक्त शासन सचिव, शिक्षा (ग्रुप-4) विभाग का पत्रांक प.3(10)शिक्षा-4/2014/पार्ट दिनांक 30.6.2017

महोदय,

उपरोक्त विषयान्तर्गत एवं संदर्भ में निवेदन है कि कुलपति समन्वय समिति की बैठक दिनांक 29.1.2016 व 21.7.2016 में माननीय राज्यपाल एवं कुलाधिपति महोदय द्वारा दिये गये निर्देशानुसार विश्वविद्यालयों में मानदेय एवं पारिश्रमिक की दरें निर्धारित करने हेतु प्रमुख शासन सचिव, उच्च एवं तकनीकी शिक्षा विभाग, राजस्थान सरकार, जयपुर के संयोजकत्व में एक समिति का गठन किया गया था। उक्त समिति की अनुशंसा उच्च शिक्षा विभाग द्वारा राज भवन को प्रेषित की गई हैं एवं माननीय राज्यपाल एवं कुलाधिपति महोदय द्वारा निम्न बिन्दुओं का अनुमोदन कर दिया गया है :-

1. समस्त राजकीय विश्वविद्यालयों में समान कोर्सेज के लिए समान परीक्षा शुल्क,	राजकीय विश्वविद्यालयों में विभिन्न परीक्षाओं का शुल्क समिति द्वारा प्रस्तावित शुल्क अनुसार रखा जावे जिसमें प्रतिवर्ष 10 प्रतिशत की दर से वृद्धि की जावे (परिशिष्ट-1)। जो परीक्षाएं संलग्न सूची में सम्मिलित नहीं है उन परीक्षाओं के शुल्क का निर्धारण संबंधित विश्वविद्यालय अपने स्तर पर परीक्षा समिति, एकेडमिक काउंसिल, प्रबंध मण्डल (जहां भी आवश्यक हो) से स्वीकृति ले, कर सकेंगे, जिसमें प्रतिवर्ष 10 प्रतिशत की वृद्धि की जा सकेगी।
2. मार्किंग सिस्टम दृष्टिगत पेपर सेटर हेतु मानदेय एवं उसकी प्रक्रिया,	यह मानदेय विश्वविद्यालयों में मार्किंग सिस्टम हेतु गठित समिति द्वारा निर्धारित दरों के अनुसार करवाया जावे (प्रति संलग्न)। उत्तर पुस्तिकाओं के मूल्यांकन के लिये किसी भी परीक्षक/शिक्षक को एक शैक्षिक सत्र के लिये प्रदान किया जाने वाला मानदेय रूपये 1.00 लाख से अधिक नहीं हो (परिशिष्ट-2)।
3. परीक्षा में वीक्षक, केन्द्र अधीक्षक आदि परीक्षा कार्यों से जुड़े कार्मिकों को मानदेय का निर्धारण	यह मानदेय विश्वविद्यालयों में मार्किंग सिस्टम हेतु गठित समिति द्वारा जारी की गई दरों के आधार पर किया जावे (परिशिष्ट-3)।
4. विश्वविद्यालयों में विभिन्न कर्मचारियों व प्राध्यापकों को विभिन्न गतिविधिवार दिये जाने वाले ओवर टाईम/ मानदेय/	अतिरिक्त पारिश्रमिक का भुगतान राजस्थान विश्वविद्यालय द्वारा निर्धारित दरों के आधार पर करवाया जावे एवं भविष्य में भी राजस्थान विश्वविद्यालय की दरों

पारिश्रमिक का निर्धारण,	को आधार माना जावे (परिशिष्ट-4)। इस प्रकार के अतिरिक्त पारिश्रमिक का भुगतान किसी एक कार्मिक को एक शैक्षिक सत्र के लिये रुपये 1.00 लाख से अधिक नहीं किया जावे। जहां भी संभावना हो, अतिरिक्त कार्य बाह्य एजेन्सी द्वारा उचित प्रक्रिया अपनाते हुए अनुशंषा की जाती है। उत्तरपुस्तिकाओं के मूल्यांकन के लिए भी किसी परीक्षक/शिक्षक को प्रदान किये जाने वाला मानदेय 1.00 लाख रुपये से अधिक नहीं होगा।
-------------------------	--

समिति द्वारा की गई अन्य अनुशंषा निम्नानुसार है :-

परीक्षा संबंधी समस्त ^{उच्च} परीक्षा शुल्क से पूरा किया जायेगा। इस संबंध में राज्य सरकार द्वारा कोई आर्थिक सहायता प्रदान नहीं की जायेगी। साथ ही परीक्षा शुल्क से प्राप्त आय विश्वविद्यालय स्तर पर नियमानुसार व्यय कर सकेंगे, उसके लिए अतिरिक्त स्वीकृति की आवश्यकता नहीं पड़ेगी।

निर्देशानुसार निवेदन है कि मार्किंग सिस्टम लागू किये जाने संबंधी आवश्यक कार्यवाही करवाई जाकर, की गई कार्यवाही की सूचना इस सचिवालय को भिजवाये जाने का श्रम करावें ताकि तदनुसार माननीय राज्यपाल एवं कुलाधिपति महोदय को अवगत करवाया जा सके।

संलग्न :- उपरोक्तानुसार

भवदीया,



(कीर्ति शर्मा)

विशेषाधिकारी, उच्च शिक्षा

Proposed Exam Fee Schedule by the University

S.No.	Name of Examinations	Regular	Ex-Student	Non-Collegiate
1.	B.A./B.Sc/B.Com Part-I/II (Pass course)	900	1100	1600
2.	B.A./B.Sc/B.Com Part-III & Career oriented certificate courses (Pass Course)	1300	1500	2100
3.	B.A./B.Sc/B.Com Part-I/II (Hon. Course)	1100	1300	1800
4.	B.A./B.Sc/B.Com Part-III & Career oriented certificate courses (Hon. Course)	1500	1700	2300
5.	B.A./B.Sc/B.Com under Ord. 169 E/B.A. Additional	-	1500	2100
6.	M.A./M.Sc./M.Com (P)	1150	1300	1900
7.	M.A./M.Sc./M.Com (F)	1450	1600	2450
8.	M.A./M.Sc./M.Com under Ord. 169D, 179	-	2600	3400
9.	B.Ed./ B.P.Ed.	2100	2200	-
10.	M.P.Ed (Pt-I, II)/ M.Ed.	2100	2200	-
11.	LL.B. (I,II&IIIyear) (Old Scheme)	2100	2200	-
12.	LL.B. Sem.-I,II,III,IV,V,&VI	1200	1500	-
13.	LL.M. (Pt.-I)	1200	1300	-
14.	LL.M. (Pt.-II)	1400	1500	-
15.	PG Diploma in Lab. Law	1300	1500	-
16.	BBA/BCA/B.Sc. (IT, Comp. Sc., Micro-bio, Home Science, Bio-Tech, Electronics, Bio.Chem.) Pt-I/II	1300	1500	-
17.	BBA/BCA/B.Sc. (IT, Comp. Sc., Micro-bio, Home Science, Bio-Tech, Electronics, Bio.Chem.) Pt-III	1500	1700	-
18.	All P.G. Semester I,II &II (Except MCA)	1200	1300	-
19.	All P.G. Semester IV (Except MCA)	1500	1600	-
20.	M.C.A. Sem.- I,II,III,IV &V	1200	1300	-
21.	M.C.A. Sem.- VI	1500	1600	-
22.	Int. B.Sc.- MSc. Physics Sem.- I,II,III,IV &V	1200	1300	-
23.	Int. B.Sc.- MSc. Physics Sem.- VI	1500	1600	-
24.	PGDCA/Diploma in Remote Sensing and G.I.S.	1400	1500	-
25.	M.Phil	1500	1500	-
26.	Supplementary Exam Fee	500	500	500

NOTE:- Exam Fee will be increased 10% every year.

Proposed fee schedule for Exam. related work by Universities

S.No.	Fee Head	Fee Charges in Rs.
1.	Enrollment fee	200
2.	Eligibility fee	200
3.	Late Enrollment fee	200
4.	Late Eligibility fee	200
5.	Transcript fee	3000
6.	Migration fee	150
7.	Duplicate Migration fee	500
8.	Provisional certificate	100
9.	Duplicate Marksheet fee	100
10.	Ad. Mark Sheet Fee	200
11.	Revaluation fee (Per Paper)	300
12.	Scrutiny Fee (Per Paper)	150
13.	Due Paper Fee (Per Paper)	350
14.	Cost of Exam. For/Supplementary Exam. From	50
15.	Confidential Result Fee	500
16.	Merit Certificate Fee	NIL
17.	Duplicate Merit Certificate Fee	200
18.	Degree prior to convocation if completed	1500
19.	Duplicate Degree	500
20.	Correction in Data/Entry submitted by student in examination form (within One year)	100
21.	Correction in Data/Entry submitted by student in examination form (After One year)	200

पेपर सेटर हेतु मानदेय

S.No.	Name of Examination	Proposed Rate
1.	B.A., B.Sc., B.Com. (Pass & Hons.), B.P.Ed., B.Sc. Home Science, BSc. Bio-Tech., B.Lib. Sc., B.Ed., Shiksha Shastri, LL.B. (A/P), B.A. LLB (Semester Scheme), Certificate course in Dramatics, certificate/Diploma in Adult Education, Proficiency Test in Hindi/English. All certificate/Diplomas courses of under graduate level including foreign Languages, B.Mus./B.F.A., B.H.M.C.T., B.C.A., B.B.A.	
	For setting each question paper in full:-	2,500/-
	<u>With model answer key</u> <u>without key</u>	1,000/-
	For setting each section of Paper:-	1,250/-
	<u>With model answer key</u> <u>without key</u>	500/-
	For making each Answer Book in full or part with a minimum of Rs. 500/-	20/-
	To each Head examiner for supervising the work of each co-examiner	500/-
	N.B.: Where the part of question paper containing objective type questions/descriptive type questions is provided separately, both parts of the question paper shall be treated as separate paper for the purpose of remuneration for setting the question paper, Separate remuneration shall be paid for both the parts of such question paper. <u>Remuneration for evaluation of answer books shall include evaluation of objective type and very short answer type questions.</u>	
2.	All Post-graduate Diploma including Law, All M.A., M.E.S., M.Sc., M.Sc., (Home Sc.), M.Com., M.B.A. (Day/Executive courses) M.E.d., M.Lib. Sc., LL.M., M.C.A., M.Mus., M.F.A., M.J.M.C., M.P.F., M.I.B., M.F.C., M.Tech. C.T.	
	For setting each question paper in full:-	3,000/-
	<u>with model answer key</u> <u>without key</u>	1,200/-
	For setting each section of the question paper (A or B):-	1,500/-
	<u>with model answer key</u> <u>without key</u>	600/-
	For marking each answer-book in full or part with a minimum of Rs. 600/-	30/-
	Each Head-examiner for Supervising the work of his Co-examiner	500/-
	For examining each candidate in Viva-voce in M.A./M.Sc. and M.B.A., (Day & executive) with a minimum of Rs. 500/- to each Examiner (Internal/External)	15/-

	For reading the Thesis/Dissertation of M.A., M.Sc., M.Com. and L.L.M. (to each examiner) with a minimum of Rs. 900/- to each examiner.	300/-
	For conducting the Viva-voce test (where prescribed) on the thesis/dissertation/Project for the above examinations) per candidate with a minimum of Rs. 900/- to each examiner.	25/-
	For reading the M.B.A. Project Report (Day/Executive) (Internal and External Examiner) per Candidate	75/-
3.	B.E., B.Arch., B.Tech.	
	For setting each question paper in full:- <u>with model answer key</u> <u>without key</u>	2,500/- 1,000/-
	For setting each section of a paper:- <u>with model answer key</u> <u>without key</u>	1,250/- 500/-
	For marking each Answer Book	20/-
4.	P.G. Degree/Diploma in the faculty of Ayurveda and Engineering	
	For setting each question paper in full:- <u>with model answer key</u> <u>without key</u>	3,000/- 1,200/-
	For examining thesis to each examiner	1,200/-
	For marking each Answer book	30/-
5.	Doctorate Degree	
	For reading the Thesis of Ph.D.	1,500/-
	For practical/Viva-voce Examination for Ph.D.	1,200/-
	For reading the Thesis of D.Litt. or D.Sc. Degree	2,250/-
	For Viva-voce examination of D.Litt. or D.Sc.	1,200/-
	M.Phil. Examination	
	For setting each question paper in full:- <u>with model answer key</u> <u>without key</u>	3,500/- 1,500/-
	For marking each answer book (with a minimum of Rs. 500/-)	50/-
	For assessing the Dissertation and conducting Viva-voce	600/-
6.	The following shall be the remuneration to Tabulator & Checker	
	(i) For tabulating the results of Main examination per candidate to each Tabulator (with a minimum of Rs. 200/-) to each Tabulator.	6/-
	For checking the results of Main examination per candidate to each checker (with a minimum of Rs. 100/- to each checker)	3/-
7.	Remuneration to be paid to an examiner shall be restricted per annum as under:-	
	(i) In general cases	60,000/-
	(ii) In such subject where separate remuneration is paid for setting the part of question paper (easy type questions and objective type questions)	60,000/-

The following is the scale of Remuneration Allowed to practical examiners-

8.	B.A., B.Sc., B.Com. (Pass & Hons.), B.Sc. Home Sc., B.Sc. Bio-Tech., B.P.Ed., B.Ed., LL.B., B.F.A., B.Mus., Shiksha Shastri, Diploma in Computer Application, BHMCT, BCA., T.T.M., B.B.A., B.Lib. Sc., & Doc., Certificate' course in Dramatics, Certificate courses in Lib. Sc., Certificate/Diploma/Post Diploma Courses in MEL/Urdu.	
	For setting each question paper	600/-
	For examining each candidate (with a minimum of Rs. 300/-) to External examiner, and to internal examiner (In case of non-collegiate candidates only)	20/-
	N.B.: The fee for paper setting shall be payable only if paper setter has set the question paper on receipt of the offer from the university. The question of setting a paper would not arise if there is no co-examiner.	
9.	M.A., M.Sc., M.Sc. Home Science, M.Ed., M.C.A., M.F.A., M. Mus., M.P.E., MUMC, MHRM, MIB, MFC.	
	For examining each candidates (with a minimum fee of Rs. 500/-) to External Examiner and to internal examiner (in Case of non collegiate candidates only).	20/-
10.	B.H.M.S., B.A.M.S., B.U.M.S., B.E., B.Arch., B.Tech.	
	For practical/clinical, quiz & practical training including Viva-voce per candidate to External Examiner only. (With a minimum of Rs. 600/- to each External Examiner).	20/-
11.	M.M.S., M.Tech., M.E., M.Arch., Written Analysis of Cases (WAC) of M.B.A. (Day & Executive)	
	For practical Quiz and Viva-voce and Practical Training per candidate to External Examiner only. (With a minimum of Rs. 1200/- to each External Examiner).	45/-

3. परीक्षा में वीक्षक, केन्द्र अधीक्षक आदि परीक्षा कार्यो से जुड़े कार्मिकों को मानदेय का निर्धारण:

1.	Payments of Centre charges for the examinations:-	
	(a) Payment for the expenditure incurred all the centers in connection with the examination will be made by the University at the following scales subject to marginal adjustments. Centre Superintendents are requested to keep the expenditure within this limit. Actual expenses incurred on railway freight, postal charges and octroi charges shall be paid extra on production of vouchers.	
	(b) Centre charges:-	
	(i) For all the candidate Rs. 4.00/- per candidate registered for the examination.	
	(ii) Payment for expenditure incurred on purchase of ice for supplying cold drinking water to the examinees will be made @ 0.30 paise per examinee of Rs. 45/- for each session which ever in on higher side.	
	(c) Norms of the staff which may be engaged by the Centre Superintendents for examination work:-	
	(i) Class III Staff	
	No. of Registered candidates	No. of persons
	for the session	to be engaged
	Up to 200 candidate	Three
	Up to 500 candidate	Four
	For subsequent 500 candidate or part thereof	One
	(ii) Daftari	
	One Daftari irrespective of number of candidates.	
	(iii) Class IV Staff	
	Up to 100 Candidates	Four
	Above 100 for 50 candidate or part thereof	One
	Electrician	One
	Pumpdriver	One
	Chowkidar	One
	For every 500 one extra peon may be engaged over and above the peon engaged as per above norms.	
	Note:- The numbers of peons engaged as per norms will be subject to the maximum number of 25 peons.	
	(d) Rate of payments:	
	(i) Ministerial Staff (Class III)	80/-
	(ii) Daftari	60/-
	(iii) Peons	60/-
	(iv) Electrician, Pumpdriver and Chowkidar	60/-
	In addition to the remuneration payable at the above rate to the staff actually engaged in each session, two days remuneration of two sessions each (one day prior to the commencement of examination for preparation and one day after the examination for closing and preparation of bill etc.) will also be paid to the following.	
	(i) Clerks	04
	(ii) Daftari	01

	(iii) Class IV Maximum number of peons engaged in a session during the examination			
	(e) Rate of Payment to the Lab. Staff:- (For one batch of 20 or less students) For duration of four hours per day:			
	(i) Lab. Staff in the grade of Lab. Asstt. & Above	80/-		
	(ii) Lab. Staff other than as mentioned above and Class IV staff (For extra hours to be increased proportionately) The Centre Superintendents should please send a bill for the above charges after the examinations are over.	60/-		
2.	If anything is not clear in the above instructions the Superintendents are requested to refer the same to the Controller of Examinations.			
3.	The scale of honorarium to the Superintendents, Additional Supdts., Asstt. Supdts. and Invigilators for the main as well as supplementary examinations of the University will be as follows:-			
		(1)	(2)	(3)
		Per day of 1 session of 3 hrs.	Per day of 2 session of 3 hrs. each	Per day of 3 session of 3 hrs. each
	Superintendents	300	500	700
	Additional Supdt.	200	350	500
	Assistant Supdt.	160	300	400
	Invigilators/Supervisors	150		
4	In addition to the above a sum of Rs. 12/- per Non-Collegiate candidate will be paid for conducting the examination, the distribution of which will be as under:-			
	(a) Principal (Centre Supdt.)		Per Candidate	3/-
	(b) Addl./Extra Addl. Centre Supdt.		Per Candidate	1.50/-
	(c) Asstt. Centre Supdt.		Per Candidate	1.50/-
	(d) Ministerial Staff		Per Candidate	3/-
	(e) Class IV Employees		Per Candidate	3/-
			Total:	12/-
	Note:- In case there is no Addl. or Extra Addl. Centre Supdt. the amount of Rs. 1.00 per candidate will be divided fifty between the Centre Supdt. and Asstt. Centre Supdt.			
5	Remuneration of Coordinators for assessment of answer books of Exams.			
	1. Coordinator		Per Packet	20/-
	2. One Ministerial Staff		Per Packet	9/-
	3. One Cycle Sawar/Peon		Per Packet	6/-
	4. Distribution/Collection of Packets to/from the examiners		Per Packet	65/-
	5. Telephone Charges		Per Packet	6/-
	6. Incentive for expediting the assessment of answer book in time		Per Packet	5/-

UNIVERSITY OF RAJASTHAN, JAIPUR

No. Exam. IV-A/2016/C.E./8761-92

Dated: 25/4/16

OFFICE-ORDER

The Vice-Chancellor vide his orders dated 07.04.2016 has been pleased to approve following rates for the remuneration/honorarium for the 2016 examinations for the staff/officers of U.G., P.G., Professional Conduct/Secrecy, including Enrollment, Miscellaneous, Dispatch, Cash and other Sections.

For the purpose of honorarium/over time allowance an employee will be paid 15% of new basic pay.

A proper record of attendance and work shall be maintained by the team charges/Section Officers as the case may be, duly verified weekly by the concerned Asstt. Registrar. Without attendance register and its verification by the Asstt. Registrar no bill will be entertained. The bills will be countersigned by the concerned Dy. Registrar.

(A) EXAMINATION SECTION

- i For sorting OMR Sheets, Forms, Checking of Application forms, Proof reading of check list and Roll list, putting Roll Nos. on examination forms of UG & PG Examinations.

S.No.	Name of Examination	Form Checking rate per candidate	Payment for other works
A	B.A./B.Sc., B.Com. (Pass & Hons.) BCA, BVA & BPA Pt. I & All Certificates in U.G. Exams.	@ Rs. 2.80	@ Rs. 3.35
B	M.A., M.Sc., M.Com. (Prev.) MIB & MHRM I, MBA Pt. I & II All P.G. Diplomas, PGDCA, M.Phil, DCWA Pt. I & II and Diploma in Foreign Languages, MCA Pt. I & II, M.Tech. Pt. I & II, M.Sc. I, II, III Semesters.	@ Rs. 3.90	@ Rs. 3.35
C	B.A., B.Sc. & B.Com. (Pass and Hons.) BCA, BBA Pt. II BVA & BPA Pt. II & III	@ Rs. 4.50	@ Rs. 3.35
D	MA, M.Sc., M.Com., MIB, MHRM (Final) MBA & DCWA Pt. III Exams, MCA, M.Tech. Pt. III & M.Sc. IV Semester.	@ Rs. 6.15	@ Rs. 3.35
E	B.A., B.Sc., B.Com. (Pass & Hons) BCA, BBA Pt. III, BVA & BPA Pt. IV, B.A., B.Sc., B.Com., Addl. Subject Exams.	@ Rs. 7.30	@ Rs. 3.35

Contd.....2.....

Rs. 202

(B) PROFESSIONAL EXAMINATIONS :

For checking of each application form of Professional Examinations, putting Sl. No., proof reading of Checklist & Roll list, Putting Roll Nos, Checking of Roll Nos & Fixing Centre Seals on Admn. Cards and tearing admission card.

S.No.	Name of Examination	Form Checking rate per form	Payment for other works
A	B. Lib/D. Lib./LL.B. I Yr./ Certificate course in Yoga	Rs. 2.80	Rs. 3.35
B	B.E. Final Year/BUMS/BAMS III to Final Yr./Examinations under the faculty of Education/B.Ed./M.Ed./LL.B. I Yr. Due Papers and LL.B. II Yr., M.Lib. Sc., B.P.Ed.	Rs. 5.00	Rs. 3.35
C	LL.M. Pt. I, PG Law, Diplomas and MJMC Examinations, B.A. LL.B (Hons.) I to X Semester, M.P.Ed., P.G. Dip. In Yoga, PG. Dip. In Dramatics and Phy. Edu.	Rs. 3.90	Rs. 3.35
D	LLM Pt. II/M.E./ I to Final B.E. Back and LL.B. III Year Examinations.	Rs. 6.15	Rs. 3.35

Refreshment charges @ Rs. 30/- per day per head will be paid to the staff of examinations conduct branches for a period of Fifty days.

(B) COMMON RATES (PER CANDIDATE FORM) FOR ALL CONDUCT BRANCHES WHEREVER MANUAL ROLL LISTS ARE PREPARED AND RESULTS ARE ALSO PREPARED MANUALLY, FILLING PASTING & PREPARATION OF Q.P.

A	Preparation of Roll Lists	Rs. 3.35
B	Preparation of Numerical Return	Rs. 1.70
C	Preparation of Q.P. Statement (This applies where work is done on Manual Basis only)	Rs. 1.70
D	Putting serial no. on the application form as well as on the proforma to be sent to Computer Firm.	Rs. 0.55
E	Proof reading of Check List and Roll List	Rs. 1.10
F	Putting Roll Nos. on application forms and Admission Cards and the proforma to be sent to the Examination Centre and Roll Lists.	Rs. 1.45
G	Checking Roll Nos. on Admission Cards, its tearing, affixing centre seals.	Rs. 0.55

300

H	Preparation of list of candidates appearing in Practicals/Carrying over practical marks.	Rs. 1.70
I	Filling original documents in envelopes and pasting envelopes by class IV Staff.	@ Rs. 0.55 per Envelope
J	Pasting of cut programme on the Question Paper Envelopes by class IV Staff.	@ Rs. 0.45 per Envelope
K	Preparation of Q.P. Envelopes for sending to Cellar-I	@ Rs. 1.40 per Envelope

The dealing Assistant who so ever checks the examination forms must put his/her legible signatures on all the examination forms checked by him/her or team members. It would be the duty of the concerned Senior Assistant/Section Officer to ensure that the remuneration on account of checking of examination forms is claimed only after ascertaining that the work has been completed satisfactory in time. Deduction of penalty shall be as per rates/amount prescribed for the purpose.

(D) ENROLMENT SECTION

- (1) Checking of 60% of the total enrolment and eligibility forms of regular students for the examination of 2016 @ Rs. 2.80 per candidate (40% of the work be considered to have been done during office hours.)
- (2) Checking and doing the enrolment of 90% of the total non-collegiate candidates for 2016 examinations @ Rs. 2.80 per candidate (10% work shall be considered to have been done during office hours.)
- (3) To put enrolment numbers on examination forms and checklist of regular students @ Rs. 1.10 per candidate.
- (4) Registration of the candidates manually in enrolment registers @ Rs. 1.10 per candidate.

(E) DESPATCH SECTION

S.No.	Work	(A) Ministerial	(B) Class IV
1.	Despatch of original documents to the students	@ Rs. 0.55 per letter	@ Rs. 0.55 per letter
2.	Despatch of quarry letters	@ Rs. 0.55 per letter	@ Rs. 0.55 per letter
3.	Despatch of bundles of answerbooks	@Rs. 6.70 per bundle	@ Rs. 4.50 per bundle

Ravi *del*

(I) CASH BRANCH

1	Ministerial Staff of Cash Section	@Rs. 0.55 per form for the forms received with Bank Challan & Demand Draft/Bank Receipt of Colleges
2	Ministerial Staff of Cash Section	@ Rs. 1.70 per form for acceptance of D.D. received with the individual forms.
3.	Class IV Staff	@Rs. 0.45 per form for acceptance of D.D. received with the individual forms.

(G) ACCOUNTS AND FINANCE SECTION

S.No.	Work	Remuneration
1	Passing of bills and preparation of checks of remuneration to examiners.	Rs. 4.50 per bill to the staff of A&F III & IX with the stipulation that 50% work will be considered to have been done during office hours. The payment will be made only for the remaining 50% bills after normal office hours excluding deputation period.
2.	Passing of bills and preparation of cheques of centre charges.	Rs. 56.00 per bill (to be distributed among the staff of A&F III & IX from Peon upto S.O. level.)

(H) SECRECY SECTION

1. The staff of secrecy sections shall be paid remuneration on job basis @ Rs. 0.55 per candidate for putting Roll Nos. on Practical Award Sheets.
2. The staff of secrecy section shall be paid remuneration on job basis for clearing R/L and other corrections @ Rs. 1.12 per correction i.e. Rs. 2.24 shall be payable for correction in both the R. Rs. Out of this amount Rs. 1.44 shall be payable to both the dealing Assistant, Rs. 0.55 shall be payable to S.O./Assistant, who checks and signs the T.R. and Rs. 0.25 per correction to class IV who is associated with the job. Rs. 2.24 shall also be payable to the staff of Examination Conduct branch for preparing each mark-sheet manually in respect of RL/Absent cases. These Rs. 2.24 would be distributed among the staff of conduct branch as per distribution in Secrecy Section. This remuneration shall not be admissible for the cases cleared after 45 days from the date of declaration of the results.

Contd....5.....

8

R. 202

Honorarium/Remuneration for the Over-Time Work

S.No.	Section	O.T./Allowance	Number of Persons	Purpose
	Cellar-I	20 days O.T., Hard duty, Conveyance, Refreshment	08 persons including D.R.	Dispatch of question papers of Supplementary examinations.
	Cellar-I	30 days O.T., Honorarium, Hard duty, Conveyance, Refreshment	07 persons including D.R.	Dispatch of question papers of Professional exams.
	Cellar-I	135 days O.T., Hard duty, Conveyance, Refreshment two times daily.	Persons to be decided by the C.E. depending on the quantum of work and time available for the exams.	Dispatch of question papers of Main Examinations to the Examination Centres.
	Cellar-II	135 days O.T., Hard duty, Conveyance, Refreshment allowance (Staff posted in Cellar-II will get refreshment two times daily like QP. despatch team of Cellar-I)	04 persons from V.C. Secretariat, all staff of Cellar-II and persons from other sections, number of persons to be decided by the Controller of Exams depending upon quantum of work.	Collection of written/assessed answerbooks from Examination Centres, sorting of packets, delivery of dispatched answerbooks to local and out station examiners. Delivery and collection of answerbook packets to Coding Team, Local Assessment Teams etc.
5.	Cellar-II	15 days O.T., Hard duty, Conveyance, Refreshment	07 persons of various cadres.	Collection, Receipt, Delivery of answerbooks of Supplementary examinations.
6.	Secrecy-I	45 days O.T./ Honorarium, Hard duty, Conveyance & Refreshment	Officers and all the staff of Secrecy U.G. & P.G., Science, Commerce, Arts and Professional Section.	Paper Setting work of main and supplementary examinations.
7.	Secrecy-I	45 days O.T./ Honorarium, Hard duty, Conveyance & Refreshment	Officers and all the staff of Secrecy U.G. & P.G., Science, Commerce, Arts and Professional Branch.	All the work of Practical Examinations.

2 — 10 — 202

8	Secrecy-I	135 days O.T./ Honorarium, Hard duty, Conveyance, Refreshment allowance.	Officers (CE, DR and ARs) and all the staff of Secrecy and other sections. Number of persons to be decided by the C.E. depending on the quantum of work and the time available for declaration of main examination result.	Dispatch of answerbooks and declaration of results of main examinations 2016 including the work done at Local Assessment Centre.
9	Secrecy-I	15 days O.T., Hard duty, Conveyance, Refreshment allowance.	37 Persons of U.G. Science, Commerce and Arts including DR and one AR	Dispatch of answerbooks and declaration of results of Supplementary Exam.
10	Secrecy-I	10 days O.T., Hard duty, Conveyance, Refreshment allowance.	22 persons including one AR	All the work related to Self Finance Course.
11	Secrecy-I	O.T., Hard duty, Conveyance, Refreshment on actual hours basis beyond office hours not exceeding 40 days.	All the persons of Exam.II/PF including one AR	Dispatch of answerbooks and declaration of results of Professional exams held between January to April including the work done at Local Assessment Centre
12	Secrecy-I (Prof.)	O.T., Hard duty, Conveyance, Refreshment allowance on actual hour basis beyond office hours not exceeding 135 days.	All persons working in Professional Secrecy Branch under the supervision of the Section Officer.	For completing the work of dispatch of answerbooks and declaration of results of the exams held upto Dec. 31 including the work done at Local Assessment Centre
13	Secrecy-I	30 days O.T., Hard duty, Conveyance, Refreshment allowance.	All the regular staff (upto S.O. level) of P.G. Secrecy Arts	All the work related to all M.Phil Exams.
14	U.G. Conduct Branch B.A./B.Com.	20 days O.T.	12 Persons for B.A. Pt. III, 06 Persons for B.Com. Pt. III	All work of conduct branch for Supplementary exams.
15	U.G. Conduct Branch	40 days O.T., Hard duty, Conveyance, Refreshment allowance.	01 Person	From the commencement of the exams of under graduate courses of 2016 to facilitate the students in removing their problems relating to the exam.

17	U.G. Conduct B.Sc.	15 days O.T.	05 persons for B.Sc. Pt.-III.	All work of conduct branch for Supplementary exams.
18	Control Room	135 days O.T., Hard duty, Conveyance, Refreshment allowance	02 persons Class III	Attending queries and handling all the information at the time of Main examinations.
18	G.Ad.	135 days O.T., Hard duty, Conveyance, Refreshment allowance	03 persons including one Peon of Store and 02 persons of Telephone Exchange	To assist Receipt Team, Collection Team and Dispatch Team.
19	A&F Team	135 days O.T., Hard duty, Conveyance, Refreshment allowance	One-DR, One-AR, One-SO, One-Accountant, Three-Dealing Asstt, One-Peon, One-Computer Opt., ----- One-SO, One-Accountant, One-Peon for Cheque Section	To verify bills and make cash payment to all local examiners for 2016 main examinations.
20	U.M. Section	60 days O.T., Hard duty, Conveyance, Refreshment allowance	All persons posted in U.M. Section	All the work related to Flying Squad and U.M. Cases.
21	Grievance Committee	45 days O.T., Hard duty, Conveyance and Refreshment allowances	05 persons including 02 Class-IV	All the work related to Grievances against Question papers.
22	Misc. Section	20 days O.T., Conveyance and Refreshment allowance	12 persons of various cadres	Dispatch of centre material to all the Examination Centres throughout the year
23	Misc. Section	45 days O.T.	07 persons (01 S.O., 03 Class III, 03 Class-IV)	Processing of all examination forms and answerbooks to the Examination Centres.
24	Record Section	20 days O.T.	All the staff of section	All the work related to Main/Supplementary Exams.
25	University Press	50 days O.T., Hard duty, Conveyance, Refreshment allowance	40 persons of various cadres.	Printing of examination forms (Main & Suppl.) for next session (If exam forms are printed by the University Press)
26	Accounts & Finance-III and IX	15 days O.T.	10 Persons	Passing the bills of flying squad and smooth conduct of exams i.e. giving advances to the

3-5

The remuneration of job based work shall be for 60% of examination forms out of total examination forms of regular and non-collegiate candidates so checked and remaining 40% will be deemed to have been checked during office hours for which no payment will be made. Remuneration for compilation work for professional examinations will be made @ 4.00 per candidate. A group of three ministerial staff will do this job and the amount will be distributed equally among them.

- (1) In view of the fact that the results of U.G. and P.G. Examinations 2016 are to be declared. Stipulated period number of persons to be engaged in dispatch of Question Papers, Collection and Receipt of written answerbooks, dispatch of answerbooks and declaration of results shall be determined by the Controller of Examinations depending upon the quantum of work and the time available for the examinations and the declaration of results. Their names shall also be approved by him.
- (2) The Team Incharges of Receipt, various Dispatch Teams; DR (Conduct), AR UG, PG (Secy/Conduct) and AR Enrollment, will be paid mobile recharge coupon @ Rs. 500/- per month for four and a half months (135 days) to expedite results of 2016 examinations.
- (3) Officers of Examination Conduct and Secrecy Branches and the Controller of Examinations will be given the facilities of reimbursement of their residential telephone charges as per the facility given last year.
- (4) The members of Dispatch Team of question papers/answerbooks and declaration of results will be provided meals from the University Guest House whenever they stay and work till midnight or overnight as per past practice.
- (5) The persons of Secrecy Section will not claim the remuneration and other allowances for more than total 135 days for dispatch of answerbooks and declaration of results (of main Examinations of Science/Commerce/Arts and of all the examinations held upto December 31 in respect of Professional Courses) whether through traditional dispatch method or through local evaluation. Even if they work in other Dispatch Teams, the remuneration and other allowances would be limited to total 135 days for the work done by them for the dispatch of answerbooks related to their own section and/or other section of the Secrecy. If any person of secrecy section is associated with local assessment of answerbooks related to his section, over time and other allowances claimed by him for local assessment would be counted towards ceiling of overtime and other allowances for total 135 days. The concerned Section Officer and the Dealing Assistant of Secrecy Cell will assist the Convener, Local Assessment Centre for smooth work of assessment of answerbooks and declaration of results.
- (6) The staff (Officers, Ministerial and Class IV) will be paid per day Conveyance, Hard duty and Refreshment allowance as under for dispatch/receipt of answerbooks/question papers of Main and Supplementary Examinations (Including professional examinations held in January to April) :

Contd....9...

306

(i) Conveyance Charges	@ Rs. 60/- per day
(ii) Hard Duty Allowance	@ Rs. 50/- per day
(iii) Refreshment Allowance	@ Rs. 30/- per day

OTHERS

- (i) For the re-employed (Retired) employees, the calculation of overtime allowance will be 15% of their basic pay drawn in the month of retirement. The other allowances will be payable as equal as to other employees of their respective section, where they are posted.
- (ii) The remuneration for compilation of marks for B.A./B.Sc./B.Com Pt.-III (Pass and Hons.) and P.G. final examinations be paid on the analogy of examinations of 2015.

Examinations	No. of persons	Days
B.A. (Pass & Hons.) Pt.-III	6	40 each
B.Sc. (Pass & Hons.) Pt.-III	6	20 each
B.Com. (Pass & Hons) Pt.- III	6	20 each
P.G. Arts	14	20 each
P.G. Science	3	15 each
P.G. Commerce	3	15 each

- (iii) The work of compilation of marks will be supervised by the Section Officer and Assistants of the section/branch and they will be paid remuneration of 17 days each. One class IV employees in each section will be paid O.T. allowance for 14 days.
- (iv) The Dy. Registrar & Asstt. Registrars posted in the Examination Conduct branches will be paid honorarium of 101 days for 2016 examinations.
- (v) The Section Officers of Examination Conduct (UG, PG & Prof.) Examination Dispatch, Enrolment, Cash and Assistants of Examinations Conduct Branches, UG, PG, Professional, Cash, Enrolment Section, PA to CE/DR (Exam. I, Exam. II) shall be paid over-time allowance for 168 days. Similarly two peon each attached with the C.E and one peon attached with DR (Exam. I & II) and one peon of each conduct branch one peon each in B.A. Part-I, II and III. including Professional, three peon in Enrollment and two peons of Cash Section, posted in the section for the purpose shall also get over-time allowance for 168 days.
- (vi) Driver attached with the C.E. shall also get over-time for 135 days.

Contd....10....

307

- (vii) Wherever no separate conveyance allowance is given to the staff engaged in O.T./Job based work, 30% of total amount which is counted for remuneration/extra office hours will be considered as conveyance allowance. This will apply to the work done by all the sections of Examinations whether Conduct/Secrecy/Revaluation/Miscellaneous/Cash/Dispatch/Enrolment etc.
- (viii) Rates of remuneration/honorarium of revaluation work will be as per last year's as contained in the office order No. Exam. III-A/RE/2015/8931-45 dated 15.09.2015.

DEDUCTIONS :

In order to maintain accuracy, a penalty of Rs. 20/- per mistake per head shall be deducted for each work which is done on job based rates.

The payment of remuneration on the basis of the job rates as mentioned above will be made subject to the condition that the payment will be released after deduction of 10% amount from each bill which will be released after declaration of the results of R.L. cases. Before verifying the first bill, the concerned S.O. will certify that the Roll List with registration have been checked and corrected and correct compilation marks have been sent to the concerned computer firm in time.

The work of separating the examination forms will be done by the University staff for which remuneration @ Rs. 0.20 per form will be made to the staff, engaged for the purpose.

Sd/-
REGISTRAR

Dated: 25/4/16

No. Exam. IV-A/2016/CE/ 8193-8812

Copy for information and necessary action to :-

1. The Comptroller of Finance and Financial Adviser, UOR, Jaipur.
2. The Dy. Registrar (Exam. Conduct, Secrecy-I/II and A&F), UOR, Jaipur.
3. The Assit. Registrar (Exam. IV-A, /PG/Prof./Enrolment/Dispatch/Secrecy/Record/Misc./U.M.), UOR, Jaipur.
4. The P.S. to Vice-Chancellor/Registrar, UOR, Jaipur.
5. The P.A. to C.E, UOR, Jaipur
6. Cash Section, UOR: Jaipur.

[Signature]
Controller of Examinations
R

UNIVERSITY OF RAJASTHAN, JAIPUR

308

No. Exam. III-A/CE/2016/

Dated:

OFFICE ORDER

As per orders of the Vice-Chancellor dated 07.04.2016 and Office order No. Exam. IV-A/2016/ C.E./ 8761-92 dated 25.04.2016 following rates of Honorarium/ remuneration for processing the Revaluation work relating to University Examination 2016 to be paid to the concerning employees of various sections as per norms of the last year's office order No. Exam. III-A/RE/2015/8931-45 dated 15.09.2015 as follows:-

1. A&F Section
Rs. 1.50 per receipt to Receipt Clerks
Rs. 4.00 per Bill of Examiner to be paid to the person involved in payment of bills. Rs. 3.00 per Voucher for refund of amount.
2. Revaluation Section
Rs. 1.00 per answer books of 50% answer books of total answer books revaluated. -S.O.
Rs. 0.30 per answer books for 100% answer of total answer revaluated. -S.O.
Rs. 5.00 per abks of 50% abks revaluated --Dealing Asstt.
Rs. 3.00 per abks of 100% abks revaluated - do-
Rs. 1.00 per abks of 50% abks revaluated - Peon
Rs. 1.50 per abks for 100% abks revaluated - do-

Steno.P.A./P.S. to C.E. and Dy. Registrar (Revaluation) will be paid OT/ Remuneration of 15% of New Basic pay and Conveyance for a period of maximum three months as per past practice. One Clerk and One peon of revaluation Section will also be paid 15% of their New Basic pay for one month only for transporting answer-books revaluation centre and attending to the queries made by the Centre. One driver is also be paid 15% of his New B.P. of OT/Remuneration, Conveyance for three months for transporting ABKS to R.E. Centre.

3. Despatch Section Rs. 1.00 per candidate
4. Examination (Conduct)
Rs. 1.20 per mark-sheet for preparing Mark-Sheet wherever applicable.
Rs. 0.20 per mark-sheet to class IV for keeping Mark-Sheet in envelopes and pasting address slips on envelopes wherever applicable
5. Record Section
Rs. 0.20 per application form for marking.
Rs. 1.00 per application form for entering in the Register. Rs. 0.30 per application form to Class IV.
Rs. 0.60 per answer-books to S.O. on total abks retrieved for revaluation.
Rs. 0.20 per abks to Asstt. on total abks retrieved for revaluation.
Rs. 0.10 per abks to a peon attached with S.O. on total abks retrieved for revaluation.
Rs. 2.50 per abks to Ministerial Staff.
Rs. 1.20 per abks to Class IV staff, helping in retrieved of answer books.
6. Cellar-II
Rs. 3.00 per abks to the scrutinizer as per previous orders of the V.C.
Rs. 0.20 per candidate shall be paid to the official of Conduct/Secrecy sections authorized by the Controller of Examination for putting seal "RE CASES" and initials in TRs of Main Examination of 2016 in which computerized marks sheets have been issued against the names of Students whose result have

Further the Vice-Chancellor has been pleased to order dated 15.07.2011 and office order No. Exam. IV-A/2011/8987 dated 16.07.2011 for 12% increase in the job based rates for the work mentioned in the Office Order No. Exam. IV-A.2011/CE/9100 dated 19.07.2011

The Hon Remuneration payable to the following as per rate given below.

	<u>Honorarium</u>	<u>Conveyance</u>
Dy Registrar	Rs. 7500/-	Rs. 1500/- (For three Months)
Asst Registrar	Rs. 5000/-	Rs. 1500/- - do -

Note: - Wherever no separate conveyance allowance is given to the staff engaged over time work/Job basis work, 30% of the total amount which is counted for remuneration extra office hours will be considered as conveyance allowance. This will apply to the work done by all sections of Examinations (Conduct/Secrecy/Revaluation).

Controller of Examinations

Dated: 9/8/11

No. Exam. III A/CE/2011/...

Copy forwarded for favour of information and necessary action to:-

- 1- The controller of Finance & Financial Advisor, University of Rajasthan, Jaipur.
- 2- The Convenor, Revaluation Committee, UG/PG and Prof. Team, University of Rajasthan, Jaipur.
- 3- The Dy Registrar Secy I&II/GAD/RE, University of Rajasthan, Jaipur.
- 4- The Asst. Registrar (Exam. III A&F), University of Rajasthan, Jaipur.
- 5- The Asst. Registrar GAD/Cellar I/II/RE, University of Rajasthan, Jaipur.
- 6- The Incharge Despatch Section/Cash Section, University of Rajasthan, Jaipur.
- 7- The S.O. (All conduct & Secy. Branches), University of Rajasthan, Jaipur.
- 8- The members of Team Concerned.

Dy. Registrar (Rev.)

06

OFFICE ORDER


Dated: 28/8/12

309

Vice Chancellor vide his order dated 24.08.2012 has been pleased to grant the Honorarium/Overtime Allowance and other allowances viz Hard duty, Conveyance & Refreshment Allowance for each P.G. Semester Examination of Arts/Science/Commerce Faculties commencing from December 2011 onwards to the Officers (C.E., Dy. Registrar S-I, 2 Asstt. Registrars of Secrecy U.G. & P.G., 1 Asstt. Registrar of Cellar-I), P.A. 2 and the staff (Ministerial and Class IV of Secrecy I & II and Cellar I & II) as under :-

S.No.	Section	Persons	Work	Days
1		C.E.- 1, Dy. Registrar, Secy. Asstt. Registrar Secy. U.G./P.G.-2 P.A. (C.E., D.R., S-I)-2	Paper setting Practical Dispatch of answer books and declaration of results	20 days 10 days 20 days
2	P.G. Science	Ministerial-7 Class-IV-3	Paper setting Practical Dispatch of answer books and declaration of results	20 days 10 days 20 days
3	P.G. Commerce	Ministerial-4 Class-IV-3	Paper setting Dispatch of answer books and declaration of results	20 days 20 days
4	P.G. Arts	Ministerial-4 Class-IV-4	Paper setting Dispatch of answer books and declaration of results	20 days 20 days
5	Cellar-I	Staff posted in Cellar-I including 1 A.R.	Printing of question papers and dispatch to exam. centres	20 days
6	Cellar-II	Staff posted in Cellar-II	Collection and distribution of answer books from/ to exam. centre/coding team examiners	20 days

The rates of allowances will be paid as per Officer Order No. Exara.IV-A/2012/CE/4471 Dated 13.7.2012.


Registrar