

GUJARAT UNIVERSITY



GENERAL INSTRUCTIONS FOR THE GUIDANCE OF SENIOR SUPERVISORS

1. The responsibility of Senior Supervisors at a centre shall be joint and several.

2. Senior Supervisors shall ensure that **strictest secrecy is maintained with regard to the names of Examiners and lists showing the division work among the Examiners.**

In case of centres other than Ahmedabad where the Manuscripts are usually sent by Registered Insure Post Parcel, the Senior Supervisors of such centres should immediately on receiving the intimation from the University of such parcel being sent to them inquire at their local Post Office day-to-day of the Parcel and on receipt of the said Parcel, they should telegraphically inform the University on the same day about the safe receipt of the parcel and its contents and if the parcel is not received within a reasonable time, i.e., within a day or two of the intimation from the University they should telegraphically inform the University in that behalf.

The telephone numbers of the Registrar's Office are "26301341, 26300342-43 26300126 & 26300664" and the telegraphic address is "Registrar, Unigujarat, Ahmedabad".

3. The manuscripts of the question-paper sent by the University Registrar should be opened by the Senior Supervisor strictly in accordance with the following directions :

- (a) The envelope containing the Manuscript of the question-paper should be opened in the joint presence of Senior Supervisor who has been assigned the duty of attending the press and the Managers or other person in charge of the Press, before it is handed in for printed.
- (b) The Senior Supervisor concerned and the Manager, or other person at the Press in whose presence the envelope is thus opened shall both sign the certificate to the following effect, which is pasted on one side of each envelope and which shall not be removed :

"CERTIFIED that this envelope containing the manuscript of the question-paper indicate thereon was found intact and opened in our joint presence at at the Press by

(Signature)

Senior Supervisor

Dated thisday (Signature)

of 200 Manager/Representative of the press"

(c) *The envelope which is thus opened, together with the slip duly filled-in and the manuscript which the envelope contained, should be returned by the Senior Supervisor to the University Office along with all other envelopes, slips and manuscripts relating to the same examination immediately **within a day or two after the examination is over along with the extra copies of each question-paper at the centre.***

4. The Senior Supervisors are instructed to verify, when they open the manuscripts of the question-papers meant for the Press, whether the following instructions given to the Paper-setters are carried out or not :

- (1) All the slips must be numbered and initialled.
- (2) Erasures and corrections, if any, in the manuscripts should always be initialled.
- (3) The name of the subject, the name of the examination and the date and time when the paper is to be set should be invariably mentioned.
- (4) A question-paper shall bear the name of the centre at which they are printed.

The Senior Supervisors should invariably report to this Office, if there is any discrepancy this behalf.

5. Question-paper must be composed and printed in the presence of one of the Senior Supervisors on the respective days on which they are to be set. *The printers and compositors, Proof-correctors other than Paper-setters and the Press representative being closely watched and not being let out untill half an hour after the papers are actually set, Senior Supervisors shall correct proofs of question-papers, where no proof-correctors are appointed or in case proof-corrector does not turn up. In subjects in which Supervisors do not feel qualified to correct proofs, they are authorised to engage competent and trustworthy persons for the purpose. In the case of the Engineering and Medical Examinations, the proof shall, as far as possible, be corrected by the paper-setters. They should see that not more than the required number of copies are printed at the Press and every printed copy is accounted for.*

6. If any corrections are announced to the candidates after the paper has been set to them, the Senior Supervisors shall make a report of such corrections to the Registrar, mentioning the time at which the correction or corrections were announced to candidates and shall attach a copy of such report to each copy of the question-papers to be despatched to the Examiner along with answer-books and to the Registrar as per instruction No. 31 thereof.

7. Senior Supervisors at the various University examinations at different centres are authorized to appoint Press Supervisors from among teaching members of the staff of a college or other responsible and realiable persons to supervise the work in the Press. The appointment at such press, the scale of remuneration for the Press Supervisor appointed during the University Examinations will be Rs. 12/- per day. The will be responsible to ensure the utmost vigilant as regards the secrecy for the University question-paper while it is being printed at Printing Press, Supervisors shall only be made where necessary, i.e., where no Supervisor remains at the Press while the papers are in the course of being printed and for half an hour after the papers are set. At each examination, not more than one such Press Supervisor can be appointed per day and Senior Supervisors are requested so submit the bills of such Press Supervisors along with the other bills at the end of the examination. Press Supervisors are required to be in the Press for one session only on the days on which papers are to be printed.

7-a. The Senior Supervisor shall appoint the necessary number of Junior Supervisors in consultation with the Principals of the Colleges where the Examination is to be held from amongst the persons recommended by them. In making an appointment the Senior Supervisor must satisfy himself that a person appointed by him as Junior Supervisor is either—

- (1) on the staff of a college affiliated to the University and is working in the capacity of a teacher, a Demonstrator or a Laboratory Assistant or a Clerk, etc., and is recommended by the College concerned;
- (2) a Graduate of a University and that he is not appearing at any of the University examination to be held in the same season and is recommended for such appointment by the principal of the college or in time of exigencies any person of integrity and reliability with at least a Matriculate or equivalent qualifications recommended for each appointment by the Principal of the college.

or

- (3) a teacher of the Secondary High School and is recommended by the Principal of a college.

While appointing the Junior Supervisors, the Senior Supervisors should see that one Junior Supervisor is appointed for every 35 students, but if they, find that in view of the size of the rooms or in view of the sitting accommodation available at centre more Junior Supervisors are required to be appointed, they shall be competent to make such appointments subject to the condition that no block consists of less than 20 students if the total number of students appearing in a subject or subjects is less than 50. The Senior Supervisor may, if necessary, appoint Supervisor provided the number of Junior Supervisors.

No relieving Junior Supervisor shall be appointed if the total number of Junior Supervisors appointed is less than six. However one relieving Junior Supervisor may be appointed if the total number of Junior Supervisors appointed is more than six, but not more than 15 and one additional relieving Junior Supervisor may be appointed for every ten additional Junior Supervisors in excess of 15.

The information regarding the Junior Supervisors appointed should be applied to the *Accountant, Gujarat University in the following tabular form within three days from the close of the Examination in a separate envelope :*

Examination $\frac{\text{March/April}}{\text{October}}$ 200 .
 Centre.....
 Place of examination

<i>Name, qualification or designation & full address of Junior Supervisors</i>	<i>Place of Examination</i>	<i>Block No.</i>	<i>Day & time Date</i>
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The Junior Supervisors shall be asked to fill in all the details in the Junior Supervisor's Report in quadruplicate for each section or for each paper as the case may be and out of these reports, one copy shall be sent with the relevant answer-books to the Examiners, one copy to the Examiner by separate Registered Post and one copy to the University for its records and one copy to the centre concerned.

Copies of *Instructions of Junior Supervisors* shall be distributed among the Junior Supervisors at least one day before the commencement of the Examination. Senior Supervisors are requested to add to these whatever further instruction they may consider necessary for the efficient conduct of the examination in their centres.

9. Senior Supervisors shall ensure that the ink supplied to candidates is of good quality.

10. Every candidate for a University examination is required to produce from day to day before the Senior Supervisor at the centre where he appears for the examination, the fee receipt issued to him by or on behalf of the University by the Principal of his college or the Head of his institution and signed by the candidate. Candidates have been warned that, if they fail to produce the receipts as aforesaid, they are liable to be refused admission. Ex-students who were unable to sign the receipt in the presence of the Principal of their College or the Head of their Institutions owing to their being out of station have been permitted to sign the fee receipts in the presence of the Principal of any affiliated college or a member of the University Senate for the time being or the Head of any recognized school or a Justice of the Peace or a Magistrate or a Gazetted Officer of the Government.

11. A candidate is required to take with him the official fee receipt for the Registration issued in his favour by the University in the examination hall and should show it to the Senior Supervisor when asked for. No Admission card is issued for the purpose of admission to the examination.

12. In the absence of the fee receipt or where the fee receipt has been issued without the signature of the candidate being attested by the Principal of his college or the Head of a school or with the candidate's signature attested by the Principal or Head of an affiliated college or school other than the one from which the candidate has applied or by any local authority such as a J.P., or a Magistrate, the Senior Supervisor should satisfy himself as to the candidate's identity by inquiries corroborate the information available to him from the list of candidate's and thereafter admit the candidate to the examination and to issue to him *a permit signed by him* for production by the candidate when he comes for the papers on subsequent days.

13. The Senior Supervisor is authorised to give, in his direction, help of a writer to any candidate *solely on medical grounds* for answering the question-paper, provided the Senior Supervisor is fully satisfied regarding the need for a writer. The medical certificate submitted by the candidate setting that the candidate concerned is physically unfit to write the answer-papers shall be forwarded to the University office immediately. **The Senior Supervisor is also required to ensure and satisfy himself before permitting the candidate to take help of a writer that the writer so employed by the candidate possesses an academic qualification lower than that of the candidate and further that the writer so employed cannot be of undue help to the candidate in answering his question-paper.**

The expenses such as remuneration to the writer, extra supervision charges, etc., will have to be borne by the candidate concerned and should be collected from the candidate in advance. The name of the writer so permitted with particulars of his academic qualification, his address, etc., should invariably be reported immediately to the Registrar, along with the application supported by an appropriate medical certificate received from the candidate for such permission.

13-A. While permitting a blind candidate also to take help of a writer, the above instructions should be observed except that he should be exempted from payment of special supervision charges, if any. The blind candidates are further exempted from payment of examination fees and as such the letter of the University Registrar granting such exemption of fees or a certificate from the Principal of the College or of a Senate member or of a Government Gazatted Officer regarding his blindness be called for to be produced, for verification instead of the fee-receipt.

13-B. A blind candidate appearing at any examinations of this University be given half an hour more for the paper of three hours and 20 minutes more for that of two hours.

14. No additional time should be allowed to any candidate for answering a paper on the ground of illness, accident or any other cause, save when any loss of time is caused to the candidate by any act or omission on the part of the University or its agents.

15. Senior Supervisors shall wire to and in Ahmedabad telephone to the Registrar as soon as the first paper is set, whether the examination has commenced alright.

15-A. At each college, which is a centre for the University examination, if the total number of candidates appearing at the University examination or examinations exceeds 100, a Stationery Supervisor may be appointed by the Principal of the College. The duties of the Stationery Supervisor are as under :

- (1) The Stationery Supervisor shall receive on behalf of the Principal all types of blank answer-books and other stationery, if any from the University and shall keep a stock record for the same.
- (2) Whenever an examination is held at a College, he shall supply the required of answer-books day-to-day and shall keep a day-to-day record of the use of the answer-books and stationery supplied to each Supervisor.
- (3) He shall receive back day-to-day from all the Supervisors all unused answer-books and other stationery, if any.
- (4) He shall check whether the unused answer-books and supplementaries returned by Junior Supervisors bear initials or signature of the Supervisors. Any answer-books or supplement which bears the signature or initials of the Supervisor should be collected separately and the name of the Junior Supervisors concerned be reported to the Senior Supervisor in charge at the centre for transmission to the University office. Such answer-books or supplements, if any, should not be reissued and the same should be treated as cancelled by drawing red ink-lines diagonally across each page and returned to University Office after the close of the examination at the centre with the report of the Senior Supervisor in the matter.

- (5) The stationery Supervisor shall also maintain a proper account of the answer-books, supplements, logarithmic tables, etc., issued to the Junior Supervisors-in-charge of the blocks from day-to-day and the actual consumption of answer-books, supplements, etc., and shall also generally assist the Senior Supervisors at the respective places of the examination. He shall also ascertain well in advance that all the stationery is in *sufficient stock* and available for use time of the examinations.
- (6) The Stationery Supervisor shall also assist the Senior Supervisor in regard to other examination work, if called upon to do so.

The remuneration to a Stationery Supervisor will be at the rate of Rs. 12/- per day for actual days of the examination. If the examination is for half a day, the remuneration at half the above rate will be payable.

If at a College more than one examination is conducted simultaneously only one Stationery Supervisor should be appointed.

15-B. If the total number of candidates appearing at any examination or examinations commencing on the same day at a centre does not exceed 25, no separate appointment of a Factotum shall be made, but the Senior Supervisor may appoint one additional Junior Supervisor the person so appointed should be assigned the duty of the Factotum also, and will be paid the remuneration at the rates payable to a Junior Supervisor.

15-C. The *Senior Supervisors* are required to instruct the Junior Supervisors to read the following instructions in their respective block or blocks before they start distributing the question-paper to the candidates :

“Each candidate at the examination is hereby informed that if any papers or note or book or scribbling paper is found during the examination in his possession he will be expelled from the examination. As such each candidate is requested to check up that no such paper or papers, note, book or any scribbling paper is in his possession. He is further instructed to take out immediately such a paper or papers, note, book or any scribbling paper and keep them outside the examination hall.”

If a candidate has come late for the examination Junior Supervisor shall ask the candidate to keep any such material as stated in para (1) above outside the examination hall.

Senior Supervisors shall see that the above instructions are carried out by the Junior Supervisors.

16. Senior Supervisors shall, as soon as the examination has commenced, go round several blocks and personally take back from the Junior Supervisors all the remaining copies of the question-paper left with them after the distribution thereof to the candidates in their respective blocks and shall keep account of the used and unused copies of question-papers.

17. The distribution of answer-books should be done by the Junior Supervisors after the candidates have occupied their seats and not before. When a paper is divided into sections two answer-books, one for each section, shall be supplied to the candidates; and only one when it is not so divided. Supplementary answer-books shall be given only when the book previously given for the whole paper or section is written in. When candidate wants to do rough work,

he should be asked to do it on the left-hand side in pencil and score it through before the hands over the answer-book to the Junior Supervisors. *Candidates must be asked to write on both sides of the pages of the answer-book, in spite of any instruction, if any to the country printed on the cover of the answer-books. Any number of supplementary answer-books may be given according to the needs concerned of the candidate, but it should be done only after the Junior Supervisor has put his initials and date on it.*

18. Senior Supervisors shall instruct the Junior Supervisors that they should take particular care to collect from the candidates all answer-books supplied to them whether used or unused.

19. *Senior Supervisors at the Pre-University Arts and Science and First B.A. and First B.Sc. and Second B.A. and Second B.Sc. and Third B.A. and Third B.Sc., Examination are requested to keep ready in the examination hall, the Logarithmic and Trigonometric tables for the use of candidates appearing in Mathematics at the above examinations.* As the copies of the logarithmic trigonometric tables are not sufficient for each candidate to be supplied with a copy thereof for use at examination, it will be permissible to allow one copy being used two candidates sitting in the same block Senior Supervisors are requested to see that it is Junior Supervisors who transfer the copy from one candidate to the other and that there is no conversation between the candidates. They are also requested to see that the tables distributed to candidates are collected by the Junior Supervisors with their answer-books after the conclusion of the written examination on each day on which they are distributed. *The tables should be preserved at the centre for future use.*

20. *Senior Supervisors are requested to instruct the Junior Supervisors to bring to their notice any attempt of copying or communication by candidates with each other or any use of unfair means and are requested to report the same to the Registrar irrespective of the fact whether the candidates are expelled or not.*

21. Senior Supervisor shall ensure that Junior Supervisors—

- (i) put their signature and date on each answer-book—main and supplementary—that they give to the candidates;
- (ii) do not engage in conversation with candidates during the examination and do not read what candidates write;
- (iii) do not give any kind of explanation connected with the questions set;
- (iv) do not do any private or officer work during the hours of supervision nor on any account admit outsiders to the place of examination;
- (v) do not give copies of the question-paper set to any one who is not a candidate sitting for the examination.

22. Senior Supervisors shall use utmost vigilance to detect communications by candidates with each other or use unfair means by copying. etc. They shall forthwith expel any candidate found copying or communicating in any way with another candidate or having, in his possession, books or notes or scribbling papers or any other materials from which unfair means can be practised and report cases of expulsion to the Registrar alongwith the answer-books of the candidate and other materials, if any, connected with examination. They shall also expel forthwith any candidate who takes anybody else's answer-books or allows, deliberately his answer-book to be taken by any other candidate. But they will not expel a candidate from whose book the other candidate is found copying or whose answer-book is found with other

candidate. However, his explanation should be obtained and sent to the Registrar and particulars, if any with his remarks. He should be allowed to appear in the rest of the examinations by the papers.

23. When a candidate is expelled for examination for copying or for any other offence, the Senior Supervisor shall obtain from him, before he leaves the Examination hall, an explanation, if he has any to make, and attach it to his own report and shall not admit him under any circumstances for examination in the Papers or practicals which are set subsequently.

23-A. While reporting the case of unfair means or copying to the Registrar, the Senior Supervisor shall specifically state the exact time when the candidate under report was caught by him for the purpose. In case where two or more candidates are found copying from one another's answer-books or in any other way the Senior Supervisor is requested to intimate to the University in his report about the seating arrangements of the candidate concerned, i.e., whether they were seated on the same bench or one was seated behind the other, etc.

24. It is competent to Senior Supervisors to exclude any candidate from a University examination on their being satisfied that he is suffering from any infectious or contagious disease and to make a report to the Registrar forthwith.

25. Each Senior Supervisor shall see that no candidate leaves his seat after the final bell is rung at the close of an examination until the Junior Supervisors have collected all the answer-books of the candidates in their respective blocks.

25-A. Candidates who are not in their seats by the time notified for the commencement of the examination will not be admitted to the examination, provided candidate may, for reasons deemed sufficient by the Senior Supervisor, be admitted if that he is not late by more than 30 minutes.

Where a candidate who being late by not more than 30 minutes is refused admission to the examination, the reason or reasons for such refusal shall be recorded in writing by the Senior Supervisor concerned and communicated forthwith to the University Office.

26. Junior Supervisors shall be asked to make quadruplicate of their report for each paper or section, as the case may be, one of these copies should be packed with the respective sections of answer-books and despatched to the Examiners concerned each day by paid insured Railway Parcel including charges for the carting agency, if any, at the place of destination. While posting the railway receipt to Examiners, a printed receipt form shall be also enclosed. When there are small packets of answer-books (containing not more than 40 to 50 books), they may be sent to the Examiners by Registered A.D. Post. An intimation by registered post shall also be sent to each Examiner along with a copy of the Junior Supervisor's report that the answer-books as shown in the report are sent to him by separate Post Parcel or Railway Parcel. One copy of all the reports should be forwarded to gether to the University Office immediately after the conclusion of the whole examination and one copy be kept for the centre.

27. Senior Supervisors shall instruct the Junior Supervisors to see that every candidate enters, in the space provided for the purpose, the name of the language in which he writes his answers.

28. Squared paper shall be supplied to candidates for answering question on graphs.

29. Senior Supervisors shall verify and countersign all reports made by Junior Supervisors at the end of the examination in each paper.

30. At the conclusion of each examination, the answer-papers shall be carefully packed in the presence of the Senior Supervisors and despatched by Registered Post Parcel or insured Railway Parcel to the addresses of the Examiners concerned according to the instructions given by the University. The parcels shall bear the seals of the Senior Supervisors, who are instructed to put their seals immediately after the answer-papers are packed and are also requested *not to leave the spot till it is done.*

30-A. Senior Supervisors at the Pre-University Arts, Science, Commerce, First B.A., B.Sc. & B.Com. Examinations of Ahmedabad Centre shall see that five copies of each question-paper shall be sent to the Controller of Examinations *day today* after the respective papers are set in each session of the day in the Examination Hall.

31. Two copies of the question-paper printed at a centre shall be enclosed with the answer-papers and two copies of each question-paper shall be sent to the Registrar's Office day-to-day. *A complete set of question-papers printed at a centre shall also be sent to the Registrar along with the office copies of the report of Junior Supervisor immediately after the examination is over.*

32. *Senior Supervisors at the various University examinations at different centres shall see that the spare copies of question-papers, the copies for the University Office use and the manuscripts are invariably despatched to the **University Office immediately after the examination is over.***

While reporting about the mistake, if any, in the question-paper set at any of the University Examinations, the Senior Supervisor should invariably send along with his report a copy of the printed question-paper set, the original manuscript of the question-paper and the explanation of the Proof-corrector concerned.

33. At the conclusion of the whole examination, *Junior Supervisors shall fill up their bill forms duly stamped and signed.*

34. Within a week of the conclusion of the whole examination, Senior Supervisors shall forward to the Registrar a report on the conduct of the examination at the centre.

35. Bills for miscellaneous expenditure regarding conduct of examination may please be submitted separately as per instructions given in the enclosed sheets. These bills must be sent by separate registered post in an envelope addressed at under and not along with other materials :

The Accountant, Gujarat University, Ahmedabad-380 009.

36. It shall be competent for the Executive Council to make such deductions as it deems fit for any mistake or lapse on the part of a Senior Supervisor, Junior Supervisor, Press Supervisor and Stationery Supervisor, Proof-corrector, etc.

Rules regarding appointment of the Factotum

1. Appointment of the Factotum shall be made by the Vice-Chancellor on the recommendation of the Principal or Senior Supervisor.

2. Generally there shall be appointed only one Factotum at a place of Examination for all examinations starting on the same day at a Centre. However, it is found necessary that more than one Factotums are required to work, such additional Factotums can be appointed only, with the sanction of the Vice-Chancellor. However it is clarified that no additional amount will be payable to the additional factotums so appointed. Total amount due as per rules will be divisible between them as per recommendation of the principal or the Senior Supervisor.
3. Remuneration to a Factotum shall be at the rate of three paise per candidate per paper subject to minimum of Rs. 10/- for each session at the place where Factotum is appointed and subject to minimum of Rs. 50/- for all examinations starting on the same day at a centre. No minimum will be paid for the part of the examination.
4. If total number of candidate appearing at any examination for examinations commencing on the same day at a centre does not exceed 25 for each session, no separate appointment of a Factotum shall be made, but the senior Supervisor may appoint one additional Junior Supervisor the person so appointed should be assigned the duty of the Factotum also and will be paid the remuneration at the rates payable to a Junior Supervisor.
5. If there is one or more than one places of examination, the Factotum from whose place the work of despatch of answer-books is done will be paid an additional amount as under :

1 to 4000	candidates	...	Rs. 25/-
4001 to 5000	candidates	...	Rs. 30/-
5001 to 6000	candidates	...	Rs. 35/-
6001 to 7000	candidates	...	Rs. 40/-
7001 & onward	candidates	...	Rs. 50/-

However, if at an examination at a Centre, the number of candidates exceeds two thousands, a Chief Factotum will be appointed for the examination and its remuneration for the work will be that maximum remuneration earned by a Factotum appointed at that examination in that Centre according to para 3 above plus the amount according to the number of candidates as shown in para 5.

6. In case of any doubt and dispute, the Vice-Chancellor's decision shall be final.
7. It shall be the duty of each Factotum appointed at each place of examination to make the necessary arrangements for the conduct of the examination at that place as directed by the Senior Supervisor in charge and also to assist the Senior Supervisor as and when required in work of despatching the answer-books to the Examiners.
8. Persons appointed as Factotum or Chief Factotum shall not be appointed to work in any other capacity during the conduct of the examination at which they are appointed.

Miscellaneous Sanction

1. Rate for stencil cutting of question-paper :
Stencil cutting by persons other than Paper-setters...Rs. 15.00 per question-paper.
2. Rate for preparing paper sets in S.Y.B.Sc., T.Y.B.Sc. (Statistical and Numerical Maths) Examination ... Rs. 15.00 per question-paper set.

Miscellaneous expenses

The vouchers for miscellaneous expenses incurred by the centres duly certified by the Senior Supervisors shall be sent to the University with a statement.

The present rules for payment towards miscellaneous type of expenditure are as under :

1. Actual Postage and Telegraph expenditure will be paid on submission of necessary vouchers with particulars in a statement form marked "Statement A".

2. Cost of despatching the answer-paper including Railway freight, postage, labour charges, cost of packing materials, stitching charges, etc., will be paid on submission of necessary vouchers duly receipted with particulars in statement form marked "Statement B".

3. Actual conveyance charges will be paid on production of vouchers duly stamped and receipted by the owner of the vehicle stating the registration number of the vehicle concerned and the full name and address of the owner, to be submitted in a statement form marked "Statement C".

4. All other types of miscellaneous expenditure such as cost of stationery materials of all types, cost of earthenware, vessels, if additional remuneration to the Factor for preparation, etc., of examination work and whatever else that is not covered under serial No. 1 to 4 above will be paid at the following flat rates :

Rs. 00-06 per candidate per sitting

OR

Rs. 7-00 for each sitting, whichever is more.

The claim for this should be preferred on a statement form marked "Statement D".

5. Payment for theory examinations to peons, water-boys, sweepers, watchman, bellmen, despatch peons, charges for arranging and rearranging benches, etc., will be made as per statement "F".

Rules regarding appointment of Class IV servants

Appointment of Class IV servants may be made as per following standards:

- | | |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Bellmen | : One for each Centre. |
| 2. Peons | : One person for candidates upto 100 |
| (Attendance at the examination
nating candidates
natural call, circulating | For every additional one hundred halls, accompanying candidates one peon may be appointed going for but if the number of candidates is notices, etc.)
less than 50 no peon shall be appointed. |
| 3. Water Boy | : One water boy for candidates upto 60 |
| | candidates; for every additional 60 candidates one waterboy may be appointed but if the number of candidates is less than 30 no waterboy shall be appointed. |
| 4. Sweeper | : One Sweeper upto 350 candidates |

2 sweepers for more than 350 candidates,.

5. Senior Waterman : One for each Centre.
6. Packing-cum-despatch Poens : The Packing-cum-despatch Poens shall be appointed at despatch centres only on the following basis :
- | | |
|--------------|---------|
| 1 to 500 | 1 Poen |
| 501 to 1000 | 2 Poens |
| 1001 to 2000 | 3 Poens |
| 2001 to 4000 | 4 Poens |
7. Watchman : One Watchman each for day and night separately.

Note.—Night watchman shall be appointed where there is a despatch Centre.

The scale of Remuneration for Class IV servants

	<i>For two sessions</i>	<i>For one session</i>
	<i>Rs.</i>	<i>Rs.</i>
1. Bellman	5-00	2-50
2. Peon	5-00	2-50
3. Sweeper	5-00	2-50
4. Sr. Waterman	5-00	2-50
5. Waterboy	5-00	2-50
6. Packing-cum-despatch Peon	5-00	2-50
7. Charges for arranging and rearranging benches (Furniture) pasting of slips on desks will be as under :		

Rs. 9/- per every 100 candidates with be paid only once for same examination on the same centre.

All the five statements should be sent pre-receipted on revenue stamps for prompt payment.

By order
M. S. Shah
I/C. Registrar.