



# Guru Nanak Dev University, Amritsar

(Registered)

URGENT

No. PS/ 1301 /S

Dated 29/9/2022

Dr. Neelam Sharma  
Deptt of Chemistry  
HMV College, Jalandhar

Dear Sir/Madam,

I have the honour to invite you to act as Paper-Setter and Examiner, subject to the fulfilment of the conditions given below, in \_\_\_\_\_

Paper Chemistry (Inorganic Chemistry - IV)  
for the B.A.B.Sc Semester - 5th  
Examination to be held in November - 2022 as well as \_\_\_\_\_ 201

It is requested to :

- (i) Set Two separate Question Papers and send in one lot in the envelopes marked First and Second. Four envelopes (Two for Press Copies and two for Office Copies) are enclosed for the purpose.
- (ii) Set Three separate Question Papers and send in one lot in the envelopes marked First, Second & Third. Six envelopes (Three for Press Copies and three for Office Copies) are enclosed for the purpose.

### CONDITIONS

Please ensure that :

- (a) None of your relations is appearing in this examination.  
The term 'relations' has been defined as : Wife, Husband, son, daughter, brother, sister, wife's brother and sister, brother's son and daughter, sister's son and daughter, first cousin, husband's brother and sister, grandson, grand-daughter, nephew, niece, spouse.
  - (b) You have not written or revised a book relating to the paper for use of the candidates for the examination in which you have been appointed. (This does not apply to Honours, Post Graduate, Engineering, Practical examinations and Internal Examiners).
  - (c) You are not a member of the B.O.S./Revising Committee.
  - (d) You are teaching in an affiliated institution or in a University Department.
  - (e) **You possess not less than 10 years' teaching experience in the subject, in which appointed in recognised institutions.** The condition of 10 years' teaching experience has, however, been relaxed to 5 years in the case of University Professors, University Readers and examiners in Agriculture, Architecture, Law, Pharmacy and Engineering etc.
  - (f) You have not been disqualified by this University for the which for which you appointed.
2. If you do not fulfil any of the conditions mentioned above, the offer may please be considered as cancelled and inform this office about it **by return of Post. The material supplied to you should be returned.** If you fulfil the conditions, kindly communicate your Acceptance per return post **immediately**, on the printed form sent herewith, in the envelope (S-46/A) enclosed for the purpose. All the columns of the Willingness Form/ Certificate may kindly be filled-in and signed.
  3. Five percent deduction will be made from your honorarium for Teachers' Holiday Home Fund. Rs. 5/- will be deducted as entry fee in the examiners' card.
  4. If you accept this invitation, kindly set the question paper(s) as per Speciman of Press Copy/Office Copy and send two/three copies as the case may be thereof **Insured Post** so as to reach the Professor Incharge (Exams) by name, not later than immediately please, in the prescribed envelopes.
  5. **It is requested that then Question-papers(s) be supplied in duplicate duly TYPED personally.**
  6. The Paper-Setters in written paper involving Mathematical and Numerical problems should send the solutions of those problems alongwith the question-papers in the envelopes supplied for the purpose.

7. The question-paper(s) shall be the exclusive property of and the copy-right therein shall vest with the Guru Nanak Dev University, Amritsar.
8. You are particularly requested to treat the matter dealt with in this letter as strictly confidential. The University takes great care not to disclose the names of examiners.
9. Your kind cooperation for the timely conduct of examinations is solicited. However, if you are not in a position to accept this invitation due to some other urgent pre-engagements, kindly inform the undersigned at the earliest and return the material.

**INSTRUCTION**

1. Paper-setters are requested to distribute their questions with some uniformity over the whole range of the subject contained in the syllabus.
2. When alternative text books are recommended, Paper-setters are required not to base questions exclusively on any one of such text books.
3. Papers-setters are required to confirm strictly to syllabus and to see that questions are from the right edition of the prescribed courses. In case of doubt, reference should immediately be made to the Asstt./Deputy Registrar (Secrecy).
4. It has been noticed that sometime Paper-Setters repeat the questions they have set for an examination of another University. This should be carefully avoided.
5. The question-papers are sent to the press for printing direct and these are not opened and processed in the office of the COE. The paper-setters are, therefore to note it carefully that all the formalities i.e. provision for choice of questions, mentioning of time allotted to the paper and its maximum marks, division of marks, indicating clearly the title of the question-paper according to the prescribed syllabus, etc. are properly carried out.
6. In case the question-paper is to be sent in three languages i.e. English, Punjabi and Hindi, all the versions of the question-paper in these languages are to be prescribed without fail. If the paper-setter is to set such a question-paper and he is not familiar with any of these languages, he should inform the Asstt. Deputy Registrar (Secrecy) immediately so as to make alternative arrangement for getting the question-paper set by another person.
7. PLEASE SEE THAT ALL THE INNER AND OUTER COVERS ARE PROPERLY SEALED AT ALL JOINS WITH GOOD SEALING WAX
8. Any question-paper which does not strictly conform to the rules may be rejected by the Professor Incharge (Exams).
9. If a question is divided into parts, marks for each part should invariably be indicated in the question Paper.
10. The copy of the syllabus sent for setting question-paper, may please be retained intact for full one year.
11. The "Press Copy" of the question paper is to be put in the inner envelope superscripted "Press Copy" and the "Office Copy" in the inner envelope be superscripted "Office Copy". These inner envelopes duly sealed and the certificates "A & B" (S-19) are to be put envelope marked "B" (Outer Cover) (S-34/B) which may be sent by Insured Post.

Yours Truly,

  
Asstt./Deputy Registrar (Secrecy)

**Enclosures:-**

1. Syllabus, etc.
2. ~~Last Year's Question paper.~~
3. Acceptance form/Certificate (S-32)
4. An addressed envelope for despatch of Acceptance form. (S-46/ A)
5. Specimen of Press copy (S-20/c)
6. Specimen of office copy (S-35/A)
7. Inner and outer envelopes for question-paper/s (S-24, S- 78, S-34/B)

**Note:-** The last year's question-Paper is being sent as a specimen to indicate the general standard of the examination. It is not meant to indicate the sources of study or the syllabus for which reference should be made to the prescribed syllabus sent herewith.