CONFIDENTIAL

REGISTERED FORM No.103 (E) II Examiner No……………

(Leave blank)

** OPJS UNIVERSITY, CHURU (RAJASTHAN)**

**Rajgarh – Jhunjhunu Road Rawatsar Kunjla, Rajgarh (Churu) Rajasthan-331303**

**(To be sent in the self addressed envelope per registered post)**

To,

The Controller of Examination

OPJS University,

Churu (Rajasthan)

No…………….. Dated………….20……..

Sir,

With reference to your confidential letter No …………………………. dated…………….. …. I write to inform you that I am willing to act as a Paper –setter and examiner in the following papers):-

………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………

I shall abide by the instructions given by the University and send the question paper(s) within the time limit given for the purpose.

I declare that (i) I have not applied for appearing at any examination of the University to be held during  
the current session…………………..(ii) None of my close relations as defined in your letter or a blood relation of similar type is going to take examination in the subject for which paper –setter ship has been offered to me and (iii) I have no private tuition in the subject nor shall I undertake one here after upto date of examination as required under the rules (iv) I am not a teacher fellow.

Your faithfully

(Signature)

Name with qualifications… …………………………………………………………………………………………………

(To be written legibly in Capital Letters)

Designation ……………………………………………………………………………………………………………………...

College… …………………………………………………………………………………………………………………………...

Home address to which answer –books and other ……………………………………………………………………..

correspondence relating thereto should be sent. …………………………………………………………..…………

Telephone No.(Resi-) …………………….. Office………………………… Mobile No…………………….

Railway Station in Capital letters to witch Answer-book,

should be booked Mention Railway also ( ) ………………………………………………………………………………

Whether conversant with Hindi? If not, whether You can make arrangements

to assess the Hindi script with the assistance of a reliable Hindi Knowing local person. …………………………………….

Examiner No………………………. Form No, (E)

** OPJS UNIVERSITY, CHURU (RAJASTHAN)**

**Rajgarh – Jhunjhunu Road Rawatsar Kunjla, Rajgarh (Churu) Rajasthan-331303**

(To be signed by the Paper-setter and returned along with the question-paper)

**Form ‘A’**

I certify that :- (To be signed by all paper-setters).

1. I have destroyed all drafts, notes etc. of questions set, and have retained no copy of the paper with me in any form.
2. The question-paper has been typed by me personally (in case the paper is typed).
3. I have read the instructions given in the ‘’Text-book and Syllabus’’ and have followed them.
4. I have very carefully gone through the syllabus prescribed for the examination for which the paper has been set by me. The paper set does not include any question which is out-side the scope of the Syllabus.

If, it is found by the University, that the paper set includes any question out-side the Syllabus sent by the University, I authorize the University to deduct from my remuneration as paper-setter/examiner 75% of the amount of the setting fee for the paper in question.

1. The questions are distributed over the whole course.
2. Detailed distribution of marks for different parts of each question has been given in the question paper. Special instructions for marking the answer-books have been sent with the question-paper. No special instructions for marking the answer-books are needed.

(Please strike out, if not typed)

Signature and Name of the Paper-setter

Subject…………………………………………………………….……

Examination…………………..……..………………………………

**Form ’B’**

I certify that I am not the author of any help book prescribed or recommended in the subject of which I am the paper-setter.

Signature of the paper-setter

**Form ‘C’**

The following material is to be supplied to the candidates in……………………………………………………………………………………

…………………………………………………………………………paper……………………………………………………………………………………………..

…………………………………………………………………for the examination of 201……………………………..…………………………………….

Signature of the Paper-setter

Note:- If no other material, except the answer-book is to be supplied to the candidates for answering the Paper, the word ‘Nil’ should be written.

**NAME OF BANK-………………………………………………………….. IFSC Code-………………………………..**

**BRANCH-……………………………………….**  MICR Code-………………………………..

Account No -…………………………………………………….. Branch Code-……………………………….

Mobile no……………………………………………………….

**THEORY**

Voucher no………………………….Examiner no.-…………………………………… PAN NO…………………..

1. Theory examiners required to send their reports invariable along with their remuneration bills. In case the bills are not accompanied with the examiner’s reports, payment of the bills will be with held till these have been received in this office. If the bills are delayed the reasons for the delay may be mentioned.
2. Postal receipts in connection with the expenditure incurred should invariably be pasted to the bill after nothing down details in the statement given overleaf. No other charges are permissible.
3. Permanent Account Number of Income Tax,(PAN) be invariably mentioned by the examiner.

**OPJS UNIVERSITY, CHURU**

**Bill for setting question-paper, marking answer-books etc.**

**University Examination 201…..**

Name of the Examiner (in block letters)-…………………………………………………………………………………

Home address (to which Cheque is to be sent) ………………………………………………………………………………………………….

Name of the Examination, subject & paper, in which examiner-………………………………………………………………

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Code No  Of centers of which answer books received | No. of  Candidate registered at the centre | No. of absentees at the centre | No. of answer books actually examined | **REMUNERATIONS FOR** | | | | | Total | Remarks |
| Setting question paper | Model answer key | Examining answer book | Conducting  viva – voice | |
| No. of candidate | amount |
|  |  |  |  |  |  |  |  |  |  |  |

Certified that there was no delay/there was…….day’s delay Grand total Rs….

Add postal charges as per Statement and Postal vouchers overleaf

In the dispatch of marks and / or report.

Amount in word…………………………………..

(signature of the examiner) RECEIVED PAYMENT

|  |
| --- |
| Signature on one Rupee Revenue stamp if Exceeding Rs.5000 |

**FOR USE IN THEUNIVERSITY** **OFFCE**

Total remuneration claimed Rs……………….

Deduction as per details below:-

1. Pay Rs………………………..(Remuneration to Examiner)
2. No delay & No error.

Asstt. Registrar (A & F) / C.F.&F.A.

Net Total………………

……………………………………….. Paid Rs………………………………….by cheque Net amount Rs…..……………..

Net amount payable Rs……. On No…..……….Dated…………….….201….T.W.F.Rs …………..

Account of Remuneration, Entry made in the bill register Total Rs……..

Dated……..Section officer (Exam.) Dated………..Section officer (Accounts)

THEORY WORK Statement showing the postal charges incurred in connection with the examination on registered Letters, arcels, telegrams and letters under certificate of posting.

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| --- | --- | --- | --- | --- | --- | --- |
| S.NO. |  | Receipt No. and date | Postal amount Rs | | Enclosures No. | Remarks |
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** OPJS UNIVERSITY, CHURU (RAJASTHAN)**

**Rajgarh – Jhunjhunu Road Rawatsar Kunjla, Rajgarh (Churu) Rajasthan-331303**

1. (a) The question paper set by a paper-setter will be sent to the press without Moderation as received from him Therefore, the Paper-setter will be expected to take full responsibility for his paper. (b) It may kindly be ensured that the English and Hindi versions of the question paper do not very.
2. The question should be written very clearly and legibly. Paper-setters are requested to be careful in setting the questions in accordance with the syllabus. Before sending the paper, they must satisfy themselves by careful scrutiny that no mistakes have crept in.\
3. Serial numbers of questions should be given on the left hand margin and the marks allotted to each question should be mentioned on the right hand side of the paper. Where a question is divided into parts, the marks assigned to each part should also be shown on the right hand side of the paper.
4. No initials or signatures should be put anywhere on the question paper or the instructions. The names of the places or firms in Rajasthan should be avoided.
5. The name of the examination, subject and paper, maximum marks, time allowed, choice in answering the questions, medium of the question paper, total of marks of individual questions, distribution of marks and the heading should be carefully cheeked from the syllabus before dispatching the question paper.
6. Any direction to candidates regarding the answering of different sections in different answer-books or regarding the number of questions to be answered should be clearly given on the top of the question paper and it should be free from ambiguity.
7. No question shall e put calling for a declaration of religions belief on the part on the candidates.
8. In setting a question-paper, abbreviations of all kinds except those in special subjects should be avoided.
9. The question paper should be fairly distributed over the whole course of study and not concentrated on any one or a few portions only. No question should be out of course of study.
10. The pattern of the question paper as a shall not substantially vary in any one year unless the Board of Studies concerned has made a specific recommendation to that effect.
11. Detailed instructions as to the material, if any, to be supplied to candidates, if any, to be supplied to candidates, besides the answer book, in connection with the answering of any particular question or question in any subject or paper should be sent with the question paper to the prescribed form (No.2e) so that arrangements for supplying the same to the form to and sent to this office.
12. Both the envelopes (inner as well as outer) should be properly pasted and then sealed at both corners with a good quality of sealing wax (Chapri) so that it may not give may in transit.
13. No compulsory question should be set in a question paper unless required by the syllabus. Sections wherever mentioned in the syllabus, shall, however, be retained.

**SPECIAL INSTRUCTIONS UNDER FOR UNDER- GRADUATE EXAMINATIONS**

**(Faculties of Arts, Fine Arts, Social Sciences, Science and Commerce)**

1. THE OVERALL CHOICE TO THE CANDIDATES FOR ANSWERING QUESTIONS MAY NOT EXCEED100% i.e. THE NUMBER OF QUESTIONS TO BE SET IN THE QUESTION PAPERS SHOULD BE 10 WHERE A CANDIDATE IS REQUIRED TO ATTMPT 5QUESTIONS AND 12 WHERE HE IS REQUIRED TO ATTEMPT 6 QUESTIONS. However this will not apply to language/ Literature paper (such as English, Sanskrit, Urdu, Persian, French, German and Spanish)-and such other papers where as per past practice, internal choice is given in each question. The choice in these papers will not exceed 100%.
2. Drawing and Painting: While setting the paper on subject Drawing, the paper setter should select only such object as may be easily available at the examination centre the month (s) in which examination is held.
3. Instructions to Center Superintendent in Drawing paper, if any, should be placed in the same outer envelope in which the question-paper is sent to the University. The drawing should be in BLACK INK to facilitate offset printing.
4. Logic

In the question paper on Logic the following be kept in mind :

1. The question should be simple and elementary.
2. The question should be direct.
3. The choice should be wide.
4. Practical question should be confined to the testing the logical validity or invalidity of reasonably simple arguments or statements or their forms.
5. There should be no question outside the prescribed syllabus.
6. In logic and Psychology, there should be no question asking the students to examine or criticise docs’ me or theory but only to explain it.
7. B.lib. and inf. Science: Reference Sources Practical paper.

List of tools to be made available to the candidates at the time of the examination by the Centre list of tools to be made available to the candidates at the time of the examination by the Centre Superintendants be given by the paper setter and the same should be kept in separate inner envelopes. It should not be kept in the envelope which contains MSS of the question paper.

1. Steno-typing

The manuscripts of Type-copying should be written legibly on one side of the paper in BLACK INK to facilitiate off-set printing AND no correction should appear in them.

1. The paperon steno typing for the B.com. Part Ft Examination consists of two parts,

Part-I Type Copying and part –II Theory of type writing. Both the parts will be painted separately. Therefore, a separate question paper for each part should be set.

**SPECIAL INSTRUCTIONS FOR POST-GRADUATE EXAMINATIONS**

**(Faculties of Arts, Fine Arts, Social Science, Science and Commerce)**

21. THE OVER ALL CHIOCE TO THE CANDIDATES FOR ANSWERING QUESTION MAY NOT EXCEED 100% i.e. THE NUMBER OF QUESTIONS TO BE SET IN THE QUESTION-PAPERS SHOULD BE 4 WHERE A STUDENT IS REQUIRED TO ATTEMPT 2 QUESTIONS, 6 WHERE HE IS REQUIRED TO ATTEMPT 3 QUESTIONS, 8 WHERE HE REQUIRED TO ATTEMPT 4 QUESTIONS, 10 WHERE HE IS REQURED TO ATTEMPT 5 QUESTIONS AND 12 WHERE HE IS REQUIRED TO ATTEMPT 6 QUESTIONS.

However, this will not apply to language/literature papers (such as, English, Hindi, Sanskrit, French and Urdu) and such other papers where, as per past practice, internal choice is given in each question. The choice in there papers will not exceed 100%.

1. In question papers of English Literature, passages for explanation will be set only from books prescribed for detailed study.
2. In question papers of Sanskrit, questions shall be set demanding the knowledge of the History of branches of literature presented by the text books.

**FACULTY OF LAW**

24. (a) LL.B. and diploma Examinations :- 10 questions should be set, out of which the candidates be required to attempt 5 questions.

(b) LL.M. 8 questions should be set, out of which the candidates be required to attempt 4 questions.

(c) B.A. LL.B. (Hons.) Five Years Course Semester Scheme No. of Question to be set-

Part A- 10 Questions Q. No. 1 (i) to (x)

Part B- 4 Questions Q. No. 2 to 5

Part C- 4 Questions Q. No. 6 to 9

No. of Questions to be Attempted- All Questions of Part A & B are compulsory any three Question from Part C.

25. Medium of Question Paper is both language i.e. Hindi and English