



# NETAJI SUBHAS OPEN UNIVERSITY

OFFICE OF THE CONTROLLER OF EXAMINATIONS

134/1, Meghnad Saha Sarani Kolkata-700029

PHONE NO: 2465-6936 (0) FAX: 2463-0293

E-MAIL: [examinations@svbopu.ac.in](mailto:examinations@svbopu.ac.in)

**CONFIDENTIAL**

Ref. No: ASSIGN/TE/COE PGDELT 1A, IT

Date: 20/12/16

To: Sashan Dey.

Sir/Madam,

I am directed to state that Netaji Subhas Open University has been pleased to select you as a Term End/Assignment Paper Setter for PGDELT programme, Examination T.E. June 2017 of paper I of the said examinations

You are requested to set one/two sets of Term End/Assignment papers which carries 50/100 marks.

The questions will be set both in Bengali and English (version) except language papers.

Officers in Govt. Service have already been permitted to undertake such work and draw remuneration for which no further reference to Govt. is necessary

If any person related to you in any way appears at the examination, the University may please be informed of the name of the candidate before taking up the work.

You are requested kindly to intimate your acceptance of the offer in the enclosed form immediately and if you are unable to accept the offer kindly return the papers sent herewith by return of post to the Examinations Department at 134/1, Meghnad Saha Sarani, Kolkata - 700 029. It will be appreciated if you would kindly inform your acceptance of the offer in advance over the phone (2465-6936/2463-0293).

1) Syllabus 2) Last Term-End question Paper 3) Question preparation sheet 4) Continuation sheet 5) Envelopes 6) Guideline (if any) 7) Study Material (if necessary) and 8) Remuneration bill are being sent herewith for your use.

You are also requested to submit the Question paper latest by 6/1/2017. you are also requested to send the remuneration bill duly filled in separate envelope along with the question paper and other relevant material if given to you.

No information relating to your acceptance of the work should be disclosed to any other person. All correspondence on the subject may kindly be treated as secret and addressed to me by name in a closed cover marked 'confidential'.

*Sashan Dey*  
Prepared by 20/12/16

Yours faithfully,

*Sashan Dey*  
20/12/16

Controller of Examinations (ACTING)

To,  
The Controller of Examinations,  
Netaji Subhas Open University  
134/1 Meghnad Saha Sarani  
Kolkata-700029

Ref: Your letter

No. .... dt. .... Subject ..... Course .....

Sir/Madam,

I accept/am not in a position to accept the appointment of paper setting work offered to me vide your letter stated above. I shall abide by the instructions/regulations of the University.

Thanking you,

Yours faithfully,

Signature of the Paper Setter

Name in full:

Address:

Telephone no: .....

Mob: .....

No. ....

Date: