



NETAJI SUBHAS OPEN UNIVERSITY

OFFICE OF THE CONTROLLER OF EXAMINATIONS

134/1, Meghnad Saha Sarani Kolkata-700029

☎ : 2465-6936 (IS) FAX : 2463-0292

E-mail : contexam@netajisou.ac.in

CONFIDENTIAL

Memo No. _____

Date: 22/2/16

In: Sachan Dey.

Dear Sir/Madam,

I am directed to state that Netaji Subhas Open University has been pleased to appoint you as a Moderator for English Language Teaching (1 yr. P.G. Diploma) course.

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 talking up the work.

You are requested kindly to intimate your acceptance of the offer immediately and if you are unable to accept the offer kindly return the papers sent herewith by return of post. It will be appreciated if you would kindly inform your acceptance of the offer in advance over the phone (2465-6936 / 2463-0292).

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'.

Date: 22/2/16.

Venue: OFFICE OF THE CONTROLLER OF EXAMINATIONS, NSOU

134/1, Meghnad Saha Sarani Kolkata-700029

Time: 2 p.m.

Yours faithfully,

Sachan Dey
22/2/16

(Controller of Examinations) (NSOU)

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

Ref: Your letter No. _____ dt. _____ Subject: _____

Sir/Madam,

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

Thanking you,
Yours faithfully,

Address: _____
Telephone no. _____

Signature of the Moderator
Name in full: _____

Mobile: _____