



# NETAJI SUBHAS OPEN UNIVERSITY

OFFICE OF THE CONTROLLER OF EXAMINATIONS

134/1, Meghnad Saha Sarani Kolkata-700029

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E-mail : [coensou@gmail.com](mailto:coensou@gmail.com)

**CONFIDENTIAL**

No. PG.ELT-3

Date: 29-07-2015

To,

*Dr. Sadhan Dey*

Sir/Madam,

I am directed to inform you that you have been appointed an Examiners /Scrutineer to evaluate/ Scrutinise  
scripts of PG.ELT Paper - (11)

In respect of Post Graduate Term End Examination December-2014/June-2015.

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 writing in the Proforma appended below within 3 (three) days, of receipt of this letter. Packet of Answer scripts will be sent to you along with the following

1. Marks foil
2. Remuneration Bill
3. Study Material (Wherever required).

You will have to submit the answer scripts duly evaluated within **7 (Seven) days** from the date of receipt of the same and return the study material/model answer book. Most of the courses conducted by the University follow the semester system. Timely publication of results is the essence of semester system.

You will have to submit the following while submitting the assessed answer scripts

- 1) Evaluated/ Scrutinized answer scripts
- 2) Marks Foil duly filled in (Controller's portion, 1<sup>st</sup> Tabulator and 2<sup>nd</sup> Tabulator portion)
- 3) Top Sheets
- 4) Remuneration Bill duly filled in

If you are not in a position to complete the evaluation process within the time stipulated by the University, the University reserves the right to cancel this appointment and assign the process of evaluation of Answer scripts to another examiner(s) if necessary.

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'.

You were kind enough to extend your co-operation in the past and we are sure that you will not deprive us in sustaining the same for better & smooth functioning & publication of results in time.

With regards

Yours faithfully,

*[Signature]*  
30/7/15

Controller of Examinations (Acting)

*H.S. Das*  
29/07/15

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

Ret: Your letter No \_\_\_\_\_ dt \_\_\_\_\_ Subject \_\_\_\_\_

Sir/Madam,

I accept/am not in a position to accept the appointment of examiner ship / scrutiny 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 Examiner /Scrutineer