

# JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)  
Maulana Mohammed Ali Jauhar Marg, New Delhi-110025

Tel : 26984075, 26988044  
26985176, 26981717  
Fax : 26980229 Grams: JAMIA  
Email : registrar@jmi.ac.in  
Website : http://jmi.nic.in



## Office of the Registrar

R.O (O&M) Non/F-10/2012

12<sup>th</sup> April, 2012

### Office Order

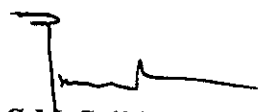
The Vice-Chancellor, Jamia Millia Islamia, on the recommendation of the Remuneration Review Committee constituted by him, has kindly approved the rates of remuneration payable to the Examiners and other staff for the jobs related to all Annual/Semester Examinations of the University as per the following Annexure:

1. The Remuneration charges for Theory Examinations. - **Annexure-I**
2. The Rates of remuneration for Science/Engineering Practical Examination in the Laboratory of the University. - **Annexure-II**
3. The rates of remuneration for Examiners/Paper Setters/Other Examinations related works for Annual/Semester Examinations. - **Annexure-III**

The Provisions and Text of the Ordinance in this respect have not been touched upon and only the rates have been revised. The text will remain the same.

The above rates of remuneration for Examinations will be applicable from the current Financial year (2012-2013) and will remain valid for 3 years or till further order, subject to any modification/amendment.

The Invigilators and Superintendent of Examination shall not ordinarily be entitled to remuneration for invigilating on working days. However, the remuneration may be paid for invigilating on working days when invigilators and Superintendent of Examinations perform the invigilation duty in addition to their normal duty.

  
(Prof. S.M. Sajid)  
Registrar

Copy to:

1. All the Deans of the Faculties/Heads of the Departments/Offices/Institution/Directors of the Centres/Principals/Heads of the Schools,
2. The Finance Officer, JMI
3. The Controller of Examinations, JMI
4. The Accounts Officer (Payments), JMI

  
(M. Hifzur Rahman)  
Development Officer (O&M)

Mr. Au Khan

H. display on poster.

Khalid

24/4/12

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### Rates of remuneration payable to the Examiners and other staff for the jobs related to all Annual/Semester Examinations:

The following shall be the rates of remuneration payable to the Superintendent of Examination, Invigilators and other Staff members assisting the Superintendent of Examinations in the conduct of the Examination:

#### Remuneration Charges for Theory Examinations:

Vide Para 9 (b) of the Annexure-B of Ordinance-XV (Academic)

	<b>Approved Rates</b>
(i) Superintendent of Examinations	Rs. 600/- per session
(ii) Asstt. Supdt. of Examinations/ Asstt. Registrar (Exam.)	Rs. 500/- per session
(iii) Invigilator	Rs. 400/- per session
(iv) 1st Assistant	Rs. 150/- per session
(v) Computer Operator (Controller of Examinations Office)	Rs. 150/- per session
(vi) Security Supervisor	Rs. 150/- per session
(vii) Additional Assistant/2nd Assistant	Rs. 125/- per session
(viii) Daftari/Bull/Driver	Rs. 100/- per session
(ix) Security Guard/Chowkidar	Rs. 80/- per session
(x) Plumber/Electrician	Rs. 80/- per session
(xi) Peon/Sweeper/Waterman/Helper	Rs. 70/- per session
(xii) Refreshment	Rs. 25/- per session/per staff on duty
(xiii) Clerical Assistant for Cash Distribution to the Examiners etc.	1% of actual payment and subject to a minimum of Rs. 500/-

#### Vide Para (6) Contingent Charges:

External Examiner	- Rs. 100/-
Internal Examiner	- Rs. 80/-

#### Vide Para (8) Moderation Committee:

External Moderator	- Rs. 1000/-
Internal Moderator	- Rs. 500/-

Board of Management/Board of Studies/  
Faculty Committee Members/  
Members (outside Jamia only) -Rs. 1000/- sitting fee.

*Handwritten signature*  
12.4.72

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### Annexure-II

(13) Schedule of rates of remuneration payable to the lab. Staff:

Remuneration for Science/Engineering Practical Examinations in the Laboratory of the University.

	<b>Approved Rates</b>
(1) Superintendent	Rs. 600/- per session
(2) Invigilator	Rs. 400/- per session
(3) Sr. Technical Asstt.	Rs. 150/- per session
(4) Lab. Asstt. (Sr.)/ Lab. Asstt. (Jr.)	Rs. 150/- per session Rs. 100/- per session
(5) Lab. Attdt.	Rs. 80/- per session
(6) Sweeper	Rs. 70/- per session
(7) Store Keeper	Rs. 1000/- Annual Examination Rs. 500/- Compartment Examination
(8) Helper to the Storekeeper	Rs. 600/- Annual Examination Rs. 300/- Compartment Exams
(9) Gas Mechanic	Rs. 1200/- Annual Exams Rs. 600/- Compartment Exams
(10) Caretaker	Rs. 300/- p.m. Rs. 150/- for every additional 15 days or a fraction thereof.

*Note:*

1. The above remuneration rates include element of conveyance charges.
2. The teaching staff will be paid remuneration in connection with the conduct of examinations only during Saturdays, Sundays and Holidays.

*Abdullah*  
12.4.12.

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Annexure-III

### Recommended rates of Remuneration for Examiners/Paper Setters/Other Examinations related works For Annual/Semester Examination

(Rates in Rs.)

S.N.	Examination	Paper Setting	Evaluation of Answer Books	Field work/Practical			Thesis/Dissertation/Seminar/Project Report		
				Paper Setting (if required)	Viva	Minimum (if any)	Eval. Per *Cand.	Viva voce per *Cand.	Min. (if any)
1	Ph.D.	--	--	--	--	--	3000/-	1500/-	--
2	M.Phil./M.Tech./LL.M./M.Arch/M.PT	1500/-	40/-	--	40/-	1000/-	2000/-	1000/-	--
3	M.A./M.Sc./M.Com/M.C.A./M.B.A./L.L.M.	1200/-	35/-	1200/-	35/-	1000/-	500/-	250/-	1000/-
4	M.A. (Mass Coms.)	1200/-	35/-	--	35/-	1500/-**	--	--	--
5	M.F.A.	1200/-	35/-	--	35/-	1000/-	300/-	200/-	1000/-
6	M.Ed.	1200/-	35/-	--	35/-	--	400/-	200/-	1000/-
7	P.G.D.C.A.	1000/-	30/-	--	30/-	--	400/-	200/-	1000/-
8	All P.G. Dip. H. Rights/ Cartography Mass Media & C.W.	1000/-	30/-	600/-	30/-	800/-	400/-	200/-	1000/-
9	B.A. (H)/B.Sc.(H)/B.Com/BIBF/BBS/BCA/Ins./Bio.Sc./Bio.Tech./BA.LL.B.	1000/-	30/-	500/-	30/-	800/-	300/-	200/-	800/-
10	B.F.A.	1000/-	30/-	--	30/-	800/-	300/-	200/-	800/-
11	B.A./B.Sc.(Pass)/Sub./Voc.	1000/-	30/-	500/-	30/-	800/-	300/-	200/-	800/-
12	B.Tech./B.E./B.Arch/BPT/BDS	1200/-	35/-	500/-	35/-	1000/-	200/- per students		
13	B.Lib. & Inf. Science	1200/-	35/-	--	35/-	--	200/- per students		
14	B.Ed.	1200/-	35/-	--	35/-	1500/-@	--	--	--
15	Dip. In Basic Training	1000/-	30/-	--	30/-	--	--	--	--
16	All Dip./Ad. Dip. Courses	1000/-	30/-	--	30/-	--	150/- per students		
17	All Cert. Courses	800/-	25/-	--	25/-	500/-	150/- per students		
18	Senior School Cert.	As per CBSE Norms			--	--	--	--	--
19	Secondary School Cert.				--	--	--	--	--
20	Middle School				--	--	--	--	--

\* Divisible equally among examiners except for Ph.D. & M.Phil./M.Tech/LL.M./ M.Arch/MPT.  
\*\* Lump sum for whole exam.

@ Each Examiner of Moderation Board Translation Rs. 500/- per paper/language  
Re-evaluation (a) For P.G. courses Rs. 60/- per copy subject to Min. Rs. 500/- (b) For other courses Rs. 50/- per copy subject to Min. Rs. 400/-.

#### 1. CONTINGENT CHARGES

(a) The Contingent charges (including postage and other incident charges) will be paid at a flat rate. The examiner shall send all communication to the Controller of Exams. "Prepaid" and not "To Pay". The lump sums payable to each examiner in this connection are given below:

(i) External Examiner Rs. 100/- (ii) Internal Examiner Rs. 80/-

(b) In case the expenses incurred according to 1 (a) above exceed the amount mentioned above the examiner should submit the detail of the expenditure along with the postal/railway receipt in the remuneration bill.

2. The remuneration will be paid after the declaration of the results, subject to the following conditions.

(a) The remuneration shall not be paid to examiners until the Controller of Exams, has received MARKS, the ANSWER-BOOKS and the REPORTS of Examiners.

(b) No remuneration for setting the question paper of the practical Examination shall be paid to the examiner, if not provided in the table noted above.

3. In case the paper-setter is unable to mark the answer-books of the paper, another examiner will be appointed for the purpose and the paper setter will be entitled to only half the prescribed remuneration of Q.P.

4. In all cases in which an examiner examines answer-books to a question paper which he/she has not set, he/she shall be paid for examining answer book according to the rates prescribed for the examination concerned subject to a minimum fee, as prescribed.

5. Failure to send in the result etc. by the date prescribed, shall under the examiner liable to a reduction of his remuneration at the rate of Rs. 10/- for every day's delay. The Shaikhul Jamia (Vice-Chancellor) may, however for sufficient reason, condone such delay to the extent he deems fit.

Note: 1. The Controller of Exams has power to amend bills sent by examiners according to above rate.  
2. 2% of the remuneration will be deducted for Jamia Employees Relief Fund.

*M. J. J. J.*  
12.4.12