

**UNIVERSITY OF RAJASTHAN
JAIPUR**

To,

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No.

Dated..... 201...

Sir/Madam,

I have the honour to invite you to act as a paper-setter in the following paper/
papers :

Name of Exam.	Subject and Paper	No. of Question-Papers to be set
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1. Paper-setter will also act as Examiner in case his paper is used for the examination. If after setting the paper, some body declines to act as an examiner only half setting fee is paid to him.
2. Where question-papers are required to be set both in English and Hindi, the paper-setter himself will give the Hindi version also. A person who is unable to give Hindi version where required, is not eligible to act as a paper-setter. Please give Hindi version of each question just below its English version and use the Hindi terminology as approved by the Govt. of India for the purpose.
3. The University rules provide that no person who is himself appearing at any examination, except the Diploma/Certificate Course Examination in a Foreign Language, can act as an examiner for any examination of the University in the year in which he is so appearing. Similarly, no person can act as a paper-setter in any subject for an examination at which any of his close relations intends to appear in that year. The term 'Close relation' includes wife, husband, son, daughter, grand son, grand daughter, brother, sister, nephew, niece, son-in-law, daughter-in-law, brother-in-law of the paper-setter.
4. Before accepting the offer the paper-setter is required to inform the University (a) if any person having blood relationship with him a similar type as described in the preceding paragraph is appearing at the examination for which paper-setting has been offered to him or (b) if he is author of a book or book-let on the subject and , if so, the standard for which the book can be utilised.
5. The University rules provide that the paper-setter will not undertake any private tuition in the subject upto the date of examination. This may kindly be noted.
6. The paper-setter shall have to give a detailed 'Marking Key.' and the 'Answer key' along with the paper. The university will send these Marking Instruction to examiners at the time of evaluation of answer books. The instructions should be written very legible like question papers to avoid errors in printing. **NO PAPER SHALL BE ACCEPTED WITHOUT THE MARKING KEY.** No payment for the paper-setting fee will be made for a paper without the marking key and the University will get such paper set by another person immediately without any information.
7. Detailed distribution of marks for different parts of each question or marking scheme as it is called should be given in the question paper itself.
8. **PUNCTUALITY SHALL BE OBSERVED IN ALL MATTERS.**
9. **THE ENVELOPES OF QUESTION PAPER AND SPECIAL INSTRUCTIONS FOR MARKING THE ANSWER-BOOKS RELATING TO IT ARE TO BE SENT TO ME IN ONE AND**

THE SAME OUTER ENVELOPE. WHERE TWO OR MORE QUESTION PAPERS ARE TO BE SET, THE QUESTION PAPERS AND RELEVANT INSTRUCTIONS SHOULD BE MARKED A, B AND SO ON AND SENT IN SEPARATE ENVELOPES MARKED LIKEWISE ON THE RIGHT HAND TOP CORNER. IN THE CASE OF QUESTION PAPERS OF DRAWING & PAINTING FOR B.A. PART I, II & III EXAMINATIONS, THE INSTRUCTIONS FOR CENTRE SUPERINTENDENTS SHOULD ALSO BE SENT ALONG WITH THE QUESTION PAPER IN THE SAME OUTER ENVELOPE.

10. Kindly go through the syllabus(es) and the enclosed instructions carefully before setting the paper(s) as important changes are made every year. Question papers of the examinations of Last year may also be seen to have a general idea of the type of questions set and the pattern of question paper.

11 The sanctioned scale of remuneration of paper-setters and examiners will be sent at the time of sending the Answer-books. A deduction of 4% is made from the remuneration bill of every examiner as his contribution to the Teachers Contributory Welfare fund and 1% as his contribution to the Derashri Teachers Home Fund.

12. The maximum remuneration for evaluation of answer-books, tabulation and checking of results payable to a person for examinations held during an academic year (beginning from the day on which the university reopened after the summer vacation and ending on the last day of the next summer vacation) shall not exceed Rs. 20,000 in general subjects and Rs. 30,000 in such subjects where separate remuneration is paid for setting the part of question paper (essay type questions and objective type questions), irrespective of the actual date of payment. If the total remuneration payable exceeds the above limit, the excess amount shall be retained by/refunded to the university. The onus for ascertaining that the work allotted by the university from time to time does not exceed the ceiling shall be on the person concerned.

13. Necessary material for setting question paper(s), viz. Syllabus(es), heading(s), extra sheets of paper, question paper(s) of examination of Last year, inner and outer envelopes and a form of Certificate to be sent along with question paper(s), is sent herewith. Kindly send the question paper(s) along with special instructions for marking the answer-books to me in double covers duly pasted and sealed properly per registered post duly insured for Rs. 100/- so as to reach me by Local paper-setters are requested to deliver the question paper(s) duly sealed to the Asstt. Registrar Secy. I/II/II (P/F) personally in the University Office. The above date may kindly be adhered to.

14. Kindly ensure that questions paper envelope, marking instructions envelope and outer envelope are pasted and sealed properly. Unsealed question paper will not be accepted.

Yours faithfully,

Controller of Examinations