



महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक
MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK
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पीजीडीएचएचएम, पीजीडीएमएलएस, सी.एफ.एम.जे.

परीक्षा नियंत्रक

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Controller of Examinations

MUHS MUHS

Ref. No.: MUHS /XF/ **9690** /2024

Date: **27.11** .2024

NOTIFICATION NO. 62 /2024

**ADMISSIBLE MANPOWER AND RATES OF REMUNERATION FOR CONDUCTING UNIVERSITY
THEORY EXAMINATIONS**

APPLICABLE FROM 01st DECEMBER 2024 ONWARDS

Ref:- Management Council Resolution No. 346 Dated.07.11.2024

Sr. No.	Designation/ Account Head	Authorization Criteria	Rates of Remuneraion
01	Dean/Principal	Overall In-Charge	Rs.2,000/- for entire Examination period.
02	Centre Observer	Normally One per Exam Centre to be appointed by the University) केंद्र निरीक्षक (Centre Observer) यांना प्रत्यक्ष लेखी परीक्षा कालावधीचेच मानधन अनुज्ञेय आहे. तसेच केंद्र निरीक्षक यांनी उत्तरपत्रिकांचे स्कॅनिंग चे काम त्याच दिवशी पूर्ण करून घेणेबाबत दक्षता घ्यावी.	1.) Rs.1000/-Per Day for Entire Examination period (One Day prior & next day of end of Examination is allowed) 2.) It is mandatory to complete scanning of answer books on same day of Exam.If Exam .is only in Morning Session 3.) If Exam is to be conducted in TWO Sessions, then scanning of the Morning Session shall be done on the same day of the exam. Evening session's asnwer sheets shall be scanned in next day's morning session. 4.) If Scaning is to be done on Non-Exam days because of any unavoidable reason, remuneraion will be allowed with prior permission of University.
03.	TA/DA. to Centre Observer	Only one time for Incoming & for Outgoing Journey.	As per MUHS TA/DA Circular No.01/2024 dated 05.06.2024 dated 12.09.2024 as amended from time to time
04	Local Conveyance	For persons appointed from another college located within the city.	As per MUHS TA/DA Circular No.01/2024 dated 05.06.2024 dated 12.09.2024 as amended from time to time

Sr.No.	Designation/ Account Head	Authorization Criteria	Rates of Remuneraion
05	Centre In-Charge	One per Exam Center (to be appointed by the University) <u>केंद्र प्रमुख यांना लेखी परीक्षा कालावधीचेच मानधन अनुज्ञेय आहे. तसेच केंद्र प्रमुख यांनी उत्तरपत्रिकांचे स्कॅनिंग चे काम त्याच दिवशी पूर्ण करावयाचे आहे. परीक्षा नसलेल्या कालावधीचे (Non Exam Days) मानधन अनुज्ञेय असणार नाही.</u>	1.) Rs.1000/-Per Day for Examination period (One Day prior & next day of end of Examination is allowed) 2.) It is mandatory to complete scanning of answer books on same day of Exam.If Exam .is only in Morning Session 3) If Exam is to be conducted in TWO Sessions, then scanning of the Morning Session shall be done on the same day of the exam. Evening session's asnwer sheets shall be scanned in next day's morning session. 4) If Scanning is to be done on Non-Exam days because of any unavoidable reason, remuneraion will be allowed with prior permission of University.
		If separate Centre In-charge is appointed for Morning & Evening Sessions, the the total remuneration will be equally divided bet'n (2) Two persons	
06	Internal Vigilance Squad	Internal Vigilance Squad Two squads (One for – Male & One for Female) consisting of 2 persons per centre (to be appointed by the University) if separate internal squad is appointed for Moring & Evening Sessions, then the total remuneration will be equally divided between 2.	1).Rs.600/- per day only Actual examination days. 2.) Scanning must be done under supervision of IVS & Senior Supervisor. 3) It is mandatory to complete scanning of answer books on same day of Exam.If Exam .is only in Morning Session 4) If Exam is to be conducted in TWO Sessions, then scanning of the Morning Session shall be done on the same day of the exam. Evening session's asnwer sheets shall be scanned in next day's morning session. 5) If Scanning is to be done on Non-Exam days because of any unavoidable reason, remuneraion will be allowed with prior permission of University.
7	Senior Supervisor	Senior Supervisor One per Examination Centre for every 400 Candidates or part of thereof. If separate Senior Supervisor is appointed for Morning & Evening Sessions, then the total remuneraion will be equally divided between 2 (Two).	
		1.अंतर्गत दक्षता पथक (Internal Vigilance Squad) , वरीष्ठ परीक्षक (Senior Supervisor) यांना देखील लेखी परीक्षा कालावधीचेच मानधन अनुज्ञेय आहे. तसेच उत्तरपत्रिकांचे स्कॅनिंग चे काम त्याच दिवशी पूर्ण करावयाचे आहे. दोन सत्रात परीक्षा असल्यास सकाळच्या सत्रातील लेखी परीक्षेच्या उत्तरपत्रिकांचे स्कॅनिंग त्याच दिवशी दुपारच्या सत्रात व दुपारच्या सत्रातील लेखी परीक्षेच्या उत्तरपत्रिकांचे स्कॅनिंग दुस-या दिवशी सकाळच्या सत्रात करावयाचे आहे. 2.अपरिहार्य कारणास्तव परीक्षा नसलेल्या दिवशी (NON EXAM DAYS) स्कॅनिंगचे काम केल्यास विद्यापीठाच्या पूर्व परवानगीने त्या दिवसाचे मानधन अनुज्ञेय राहिल.	
08	Junior Supervisor	One each for every Block of 30 Candidates.	Remuneration Rs.400/- per session. (DUTY MUST BE DONE AS PER SOP AND CHECK LIST GIVEN)
09	Relieving Jr. Supervisor	One relieving Supervisor for every 150 Candidates per session or part thereof.	
10	Peon cum Bell man	One each for 150 candidates	Rs.150/- per day only for actual examination days.
11	Watchman	One per shift of 08 hours i.e. three watchmen per day from date of receiving papers . 2.लेखी परीक्षेच्या उत्तरपत्रिका या परीक्षा निकाल घोषित झाल्यानंतर विद्यापीठाद्वारे संकलित करण्यात येतील. उत्तरपत्रिकांच्या सुरक्षे बाबत संपूर्ण जबाबदारी ही संबंधित परीक्षा केंद्राची असणार आहे.	1. Rs.150/-per shift of 08 hours each only Actual EXAM Days

Sr. No.	Designation/ Account Head	Authorization Criteria	Rates of Remuneration
12	Waterman	One each for 90 candidates	Rs.150/- per day only for actual examination days.
13	Dispatch Clerk	One per Examination Center.	Rs.1250/- for entire examination period.
14	Accounts Clerk/ Cashier	One per Examination Center.	Rs.1250/- for entire examination period.
15	Stationary Clerk	One per Examination Center.	Rs.1250/- for entire examination period.
16	Junior Clerk cum typist	One per examination Center.	Rs.1250/- for entire examination period.
17	Peon for Centre l/c / Observer's Office	One per Examination Center.	Rs.150/- per day only for actual examination days.
18	Sweeper	One per Examination Center.	Rs.150/- per day only for actual examination days.
19	Hamal	One per Examination Center.	Rs.1000/- for entire examination period.
20	Audit Fees	--	Rs.2,500/- plus service tax & other Cess / Charges applicable from time to time for each exam Centre.
21	Miscellaneous Expenditure	Items admissible under Miscellaneous expenditure are stationery, packing material, miscellaneous, printing, photocopy charges, postage, etc.	Rs.800/-per day for actual examination days. Subject to minimum Rs. 5,000/- & maximum of Rs.15,000/- . (Number of Exam days should be mentioned)
22	Flying Squad A) Chairman B) Member	As per the University appointment As per the University appointment	A) Rs.1000/- per center per visit + Rs.300/- Co-ordination charges for whole programme. B) Rs.1000/- per center per visit. TA/DA: As per MUHS TA/DA Circular No.01/2024 dated 05.06.2024
23	A) Speed Post Charges	Speed Post charges for dispatching written Answer Book bundles.	A) At actual. (Original postage bill proof should be attached alongwith the claim)
	B) Vehicle Charges	Vehicle charges for <ul style="list-style-type: none"> Collection (if any) from post office and Deposit of Answer Book Bundles in Post Office. 	A) Rs.4/- per k.m. Or Minimum Rs.150/- per trip to the nearest Post Office. (Distance from College to the nearest Post Office should be certified by the Dean / Principal alongwith this claim)



Handwritten signature in blue ink.

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