

PUNJABI UNIVERSITY, PATIALA
(Established under Punjab Act No. 35 of 1961)
(CONFIDENTIAL BRANCH)

No.:/Conf.

Dated

From Controller of Examinations,
Punjabi University,
Patiala - 147 002.
To The Paper-Setter

IMPORTANT
Identity No.:10523118.....
Kindly do not give your name and address in your correspondence with the University but instead always quote Identity No. Full address may be given only in the willingness Form.
In case of any inquiry please contact :
0175-3046396, 3046376, 2286454

Dear Sir/Madam,

We have the honour to extend to you this invitation to act as paper-setter inEnglish.....
.....Communication Skills.....Theory Paper.....
for the.....B.A. Part - 3, Sem - 5.....
examination, to be held inIXV...../201.....8.....

Kindly note that3.....alternate sets of question paper are to be set in the following scripts:-

- (i) English and Punjabi. (Extra remuneration for Punjabi version) If you are not proficient in Punjabi, the question paper may be set in English only.
- (ii) English only.
- (iii) Language concerned.

IMPORTANT INSTRUCTIONS

1. The question-papers should contain the note regarding the number of questions (alongwith marks) required to be attempted from each section/group by the candidates.
2. The questions may be set strictly in accordance with the instructions and contents of the syllabus section-wise.
3. Nomenclature of the Paper must commensurate with the one as mentioned in the syllabus.
4. Spell scientific and technical terms in BLOCK LETTERS to help the Printer and make sure of the syllabus for the examination concerned. Similarly, Mathematical symbols may be written distinctively so that these are quite clear to the Printer.
5. Give the Printer and the candidates a fair chance by writing everything legibly and neatly. The Printer is layman, probably ignorant of the branch of knowledge which you profess.
6. The question paper(s) may kindly be set on the enclosed forms marked 'Press Copy' and 'Office Copy'. The 'Press Copy' of the question paper is to be put in the inner envelope subscribed 'Press Copy' and the 'Office Copy' in the inner envelope subscribed 'Office Copy'. These inner envelopes duly gummed and sealed/taped are to be put in the envelope marked 'B' outer envelope, which may kindly be sent duly gummed and properly sealed alongwith the certificate A and B by Speed Post addressed to Controller of Examinations, Punjabi University, Patiala - 147 002 by15/10/18.....at the latest. An intimation in the enclosed form that the question papers have been sent to the University office should be sent simultaneously to the Office Superintendent (Confidential), Punjabi University, Patiala. These envelope(s) may, on no account, be used for any other purpose such as submission of award-list etc. All correspondence relating to setting of question papers may kindly be addressed to the Office Superintendent (Confidential), Punjabi University, Patiala, for proper and prompt disposal and to ensure proper secrecy.
7. If you are unable to send the question-paper(s) by the date specified above, request be sent in time asking for extension. In case, intimation for such extension is not received in the office we may have to make some alternative arrangements.
8. General Instructions to Paper-setter are given on back page.

Question Paper may be
Sent duly sealed.

PLEASE MENTION YOUR
BANK ACCOUNT No. WITH
IFS CODE OF THE BANK
ON YOUR WILLINGNESS,

Yours faithfully,

Office Superintendent (Confidential)
for Controller of Examinations

Enclosures:

1. Syllabus etc.
2. Certificate 'A' and 'B'.
3. Inner envelopes for Office Copy and Press Copy for question paper(s).
4. Outer envelope marked 'B'.
5. Blank sheets for Office Copy.
6. Blank sheets for Press Copy.

P.T.O.