

# UNIVERSITY OF NORTH BENGAL

ACCREDITED BY NAAC WITH GRADE B++

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**Shankari Chakraborty**  
Asstt. Controller of Examinations



সমানো মন্ত্র: সমিতি: সমানী

assistantcont1@nbu.ac.in

Ref. No.: 665/C/CE-2024

Date: 02.01.2024

To,  
**Ms. Zinnatun Firdausi,**  
Department of Education,  
Chopra Kamala Paul Smriti Mahavidyalaya,  
P.O.: Chopra,  
Dist.: Uttar Dinajpur,  
Pin: 733 207.

Madam,

I am directed to inform you that you have been appointed as spot evaluator in **Education DSC3 & PDSE1** for the U. G. **3rd & 5th Semester (Program)** Examinations, 2023 (under **CBCS**). You are therefore requested to attend the office of the Controller of Examinations **15.01.2024 to 20.01.2024**. In the interest of the students and timely publication of results, it is mandatory to attend the spot evaluation unless any exigency have arisen.

You shall be remunerated as per the University rate.

Counting on your cooperation.

Yours faithfully,

Sd/-

**Asstt. Controller of Examinations**

**N.B.:** The following instructions may kindly be noted with due importance:

- All examination duties are of confidential nature. Any information related to it should not be divulged to anyone except the officials connected / related with the examination system.
- The Examiners / Chairpersons / Co-ordinators shall take independently all decisions regarding evaluation in pursuance of University Ordinances / Regulations etc. He / She should not entertain any request / pressure whatsoever in this regard. If any such situation arises, the matter should immediately be referred confidentially to the Asstt. Controller of Examinations for remedial measures.
- If you have any relative as a candidate of the examination for which you have been assigned, you are requested to bring this to the notice of the Asstt. Controller of Examinations with name and roll number of the candidate and should not take up the duty unless you are permitted by the Controller of Examinations to do so.
- If you are, at all, unable to perform the assigned examination duty / duties, you are requested to communicate the same in writing to the Asstt. Controller of Examinations. Such request will be entertained, only on sufficient and reasonable grounds and if accompanied by documentary proofs with due forwarding of the Principal / Teacher-in-charge of the College. If the University does not receive the above within the stipulated period, it will be presumed that you will perform the duty.
- You are requested to comply with the instruction to Examiners, if any, forwarded by the Chairperson / Co-ordinator concerned.
- Persons offering remunerative private tuitions or attached with any private coaching centres are not entitled to take up examination duties and shall not accept such duties communicating in writing about such involvements to the Asstt. Controller of Examinations.

*Shankari*

**Asstt. Controller of Examinations**

Copy to: The Teachers'-in-Charge, Chopra Kamala Paul Smriti Mahavidyalaya

Venue of the spot evaluation = Annex Hall of the Examination Branch, University of North Bengal.

