

**ANNA UNIVERSITY :: CHENNAI - 600 025**  
**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**Examiner for Central Valuation**

06 September 2022

**From**

**The Zonal Coordinator**

Anna University  
Chennai 25.

**To**

**(Faculty Code:4109018)**

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Sir / Madam,

Sub: Central Valuation - Zone 2 Confidential work-Reg.

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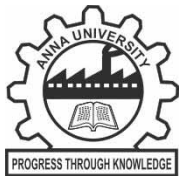
I am by direction pleased to appoint you as the Examiner for Central Valuation at **ZONE II : CHENNAI-II ( 2199 )** from **07 September 2022 to 15 September 2022**. You are requested to report to the Camp Officer at 8.30 A.M. during the days of central valuation at the above venue. The duties and responsibilities of the Examiner are enclosed herewith for your ready reference and strict adherence. You are eligible to claim remuneration and allowances as per the norms.

The above orders have to be kept confidential. I seek your kind cooperation for the successful completion of the Central Valuation.

yours sincerely,

- sd/-

**Zonal Coordinator**



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**Examiner for Central Valuation**

**1. The duties of the Examiners are**

- a. to value the answer scripts assigned to him/her correctly by going through the entire answer script carefully and spending the full allotted time for the valuation effectively.
- b. to value the answer scripts assigned to him/her based on the key, if provided, and by properly following the minutes of the Pre-valuation Board Meeting.
- c. to fill up the OME sheet by correctly entering the marks awarded in the answer scripts against the correct dummy number of the candidate.
- d. to follow the instructions/guidelines given by the Group Chairman/Chairman.
- e. to bring it to the notice of the Group Chairman/Chairman any appeal made by the candidate in the answer script.
- e. to bring it to the notice of the Group Chairman/Chairman any mix-up in the subject/subject code of answer script.
- e. to bring it to the notice of the Group Chairman/Chairman whenever a sign/evidence for malpractice is noticed in the answer script.

**2. The remunerations and allowances**

- a. Examiner(UG) Rs.20/- per answer script to a minimum of Rs. 50/- per subject for an examiner. For an official coming from other local college: Rs. 300/- per session subject to a maximum of Rs. 350/- per day. for an official coming from the same college: Rs. 50/- per session.
- b. Examiner(PG) Rs.20/- per answer script to a minimum of Rs. 50/- per subject for an examiner. For an official coming from other local college: Rs. 300/- per session subject to a maximum of Rs. 350/- per day. for an official coming from the same college: Rs. 50/- per session.

**Remarks**

Sitting fee of Rs. 200/- may be paid for attending the briefing session on the first day of the valuation, if held.

The number of answer scripts to be valued per session should not exceed 30.

If the Examiner is absent for one of the sessions in a day due to reasons not connected with central valuation, Rs. 175/- only will be paid as 'Allowance to Incidental Expenses'.

You are requested to provide Bank Details such as Account No, Name of the Bank, Branch, IFSC and Mobile no in on-line claim form.