



# Himachal Pradesh Technical University

[A State Govt. University Established Under State Legislative Act-16 of 2010]

**Camp Office: Gandhi Chowk, Hamirpur (H.P.) – 177001**

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No. HPTU/Cond./ARC-03/2017-18/-10631-10673

Dated: - 11-10-17

From:

The O/o Controller of Examinations

To

The Principal,  
All the Colleges affiliated to HPTU  
Hamirpur (Himachal Pradesh)

**Sub: Centre Superintendent/Deputy Superintendent duty proforma --- November/December 2017 examination.**

Sir,

H.P. Technical University shall conduct end semester examination of odd semesters from the last week of November 2017. For the smooth conduct of examination, the University intends to appoint Centre Superintendent and Deputy Superintendent from its affiliated colleges.

In this regard you are requested to circulate the enclosed proforma among your faculty members so that interested teachers could apply to act as Centre Superintendent or Deputy Superintendent for the said examination. It is also requested to recommend the names of faculty/teachers of your institution who could be appointed as Centre Superintendent or Deputy Superintendent in other Institutions during the said examination.

Completely filled in proforma duly signed by the faculty/teacher and recommended by the Principal/Director must reach to Asst. Registrar (Conduct), H.P. Technical University, Gandhi Chowk, Hamirpur (H.P.) Pin 177001 on or before 27-10-2017.

  
Assistant Registrar (Conduct)

Copy to: 10674-76

1. The Director/Principal all affiliated colleges for compliance and same be put on notice board of the college.
2. System Analyst, HPTU, to upload the same on HPTU website.
3. P.S. to VC, HPTU, for information of the later.
4. P.A. to Registrar, HPTU, for information of the later.
5. Guard file.

  
Assistant Registrar (Conduct)



HIMACHAL PRADESH TECHNICAL UNIVERSITY, HAMIRPUR-177001

'CONDUCT BRANCH'  
PROFORMA FOR EXAMINATION DUTY

(FOR THE \_\_\_\_\_ EXAMINATION OF \_\_\_\_\_ SESSION)

1. Name of the applicant (in block letters) \_\_\_\_\_
2. Designation / subject \_\_\_\_\_
3. Present address \_\_\_\_\_
4. Date of appointment as Assistant Professor/Associate Professor in the University Govt./Pvt. College \_\_\_\_\_
5. Willing to act as Centre Supdt. /Deputy Supdt. \_\_\_\_\_
6. Station of choice (1) \_\_\_\_\_ (2) \_\_\_\_\_
7. Home town address: \_\_\_\_\_
8. Previous 3 years' experience of examination duty:

Sr. No.	Name of the Institution	Performed duty as	Year of performing duty
1			
2			
3			

Note: -

1. Certified that none of my blood relation is appearing in the examination at the centre given above during \_\_\_\_\_ UG/PG examination. I shall not decline the offer, if appointed.
2. I hereby declare that the above information is correct to the best of my knowledge and belief and nothing has been concealed therefrom. In case of any discrepancies found lateron, I shall personally be responsible. Certified that I was not appointed Centre Supdt. /Deputy Supdt during \_\_\_\_\_ examination.

Signature of the Applicant

Name of the Applicant: \_\_\_\_\_  
(In block letters)  
Mobile No.: \_\_\_\_\_  
Email-ID: \_\_\_\_\_  
College contact number: \_\_\_\_\_

Recommendations/certificate to be furnished by the Principal of the college: -

Certified that Mr./Miss/Mrs./Dr. \_\_\_\_\_ as a regular teacher *w.e.f.*, \_\_\_\_\_ and at present working in this institution *w.e.f.*, \_\_\_\_\_. It is also certified that he/she is fulfilling all the conditions for appointment as Centre Superintendent /Deputy Superintendent. His/her application is recommended and forwarded with remarks that in case he /she is appointed as Centre Superintendent /Deputy Superintendent he /she will be relieved off his/her duties by the college for the said assignment.

Principal /Director

IMPORTANT INSTRUCTIONS: -

1. Incomplete application and application without recommendation of the Principal will not be entertained.
2. A minimum of 10 years/5 years of regular teaching experience is desirable for Centre Superintendent/Deputy Superintendent respectively.
3. University reserves the right to appoint a Asst. Prof./Assoc. Prof. at any station other than that of his her choice.
4. If any information is found incorrect or wrong at the later stage the concerned teacher /Principal shall be held responsible for the same.