

DYAL SINGH COLLEGE: LODI ROAD: NEW DELHI

«SNO»

DSC/ADMN/

Dear Dr./Mr./Mrs./Ms. «NAME»,

As you are aware that the University semester Examinations are commencing from 9th May 2022, the duty list of the teaching staff for the University semester Examination May 2022 is being notified. May I request you to accept the position of Deputy Superintendent of the Examination on the days given below. **If you are unable to report on duty on any particular day, please apply for leave in advance so that alternate arrangement is made well in time.**

If you have University Examination Script Evaluation duty clashing with invigilation duty, inform the college along with letter of appointment as examiner for exemption of invigilation duty or arrange for mutual exchange of duty.

Kindly note down following duties assigned to you.

Morning Duties: - «MORNING» - 2022

«mduty»duties

Evening Duties: - «EVENING» - 2022

«eduty»duties

Total duties: «TOTAL»

Reporting time to the Superintendent is 45 minutes before the commencement of the Examination, i.e., 8:15 a.m. for the morning session at 02:15 p.m for the evening session.

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Principal / Superintendent Examinations.