

DYAL SINGH COLLEGE: LODI ROAD: NEW DELHI

«SNO»

May 9, 2023

DSC/ADMN/

Dear Dr./Mr./Mrs./Ms. «NAME»,

As you are aware that the University semester Examinations are commencing from 11th May 2023, the duty list of the teaching staff for the University semester Examination May/June 2023 is being notified. May I request you to accept the position of «DESIG» of the Examination on the days given below. If you are unable to report for duty on a particular day, you should apply for suitable leave in advance and give at least 24 hours' notice to the Superintendent and arrange for replacement from among your colleagues. You, will, however, complete the requisite number of duties. Additional duties can be assignment later if, required.

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

Kindly note down following duties assigned to you as Additional/Deputy Supdt.

Morning Duties: - «MORNING» - 2023

«mduty» duties

Evening Duties: - «EVENING» - 2023

«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.