



# Mahatma Gandhi University

Priyadarsini Hills P.O., Kottayam, Kerala - 686 560

(Established by Kerala State Legislature by Notification No. 3431/Leg. C1/85/Law, dated 17th April 1985)

22274/EA 1-2/2022/EA 1

P.D. Hills,  
03.03.2022

From

The Controller of Examinations

To

The Principal

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Sir/Madam,

Sub: Conduct of University Examinations of April/ May 2022 Session – Posting of Additional Chief Superintendents – Reg.

Ref: Item No. OA 17/5.21 in the extract of the minutes of the meeting of the Syndicate held on 6.3.2003.

It has been decided to appoint Additional Chief Superintendents at all centres of examination to assist the Chief Superintendents for the proper and efficient conduct of University examinations of **April/ May Sessions**. Additional Chief Superintendents will be appointed in Colleges (including Professional Colleges) also for the smooth conduct of examinations as and when required.

I am, therefore, directed to request you to forward to this office the name and other details (in the Proforma appended) of teachers who are willing to act as Additional Chief Superintendents in the affiliated Colleges (including self-financing Colleges). The consent of teachers may be obtained prior to furnishing their names. Senior teachers of affiliated colleges are eligible to be posted as Additional Chief Superintendents.

Teachers whose names are recommended as Additional Chief Superintendents shall be prepared to take up work at any of the examination centres on the dates of the University examinations. They may, however, state the order of preference of not more than three examination centres. They may be informed that if such order of preference is granted, they will have to forego TA/DA. However, they will be paid conveyance



Enquiry: 0481 - 2731020, 2733300  
Registrar: 0481 - 2731007



mgu@mgu.ac.in  
registrar@mgu.ac.in



www.mgu.ac.in

Preference will be given to those teachers who have not been appointed as Additional Chief Superintendents during the last three years.

It may be noted that vacation address will not be reckoned for the purpose of calculating TA/DA and DA will be paid as per rules in Part II K.S.R.

While forwarding the list of teachers in the Proforma attached the details regarding the previous appointments and the total service should be clearly furnished. The information should be furnished only in the Proforma attached, preferably in the typewritten form.

It may also be noted that those who are furnishing vague or false information will not be considered for the post.

Please forward the Proforma duly filled up so as to reach this office not later than **15.03.2022** .

Thanking you,

Yours faithfully,

Sony S Nair  
ASSISTANT REGISTRAR XI (EXAM)  
For Controller of Examinations

Encl: Proforma

**P R O F O R M A**

**EA I Section**

**Details of Teaching Staff willing to take up Appointment as Additional Chief Superintendents for the University Examinations, April/May 2022**

Sl. No.	Name	Designation (with Dept.)	Residential Address with Phone No. (including Mobile)	Total Years of service as on 01.01.2022	Details of previous appointment during 2019, 2020 & 2021	Order of Preference of Centres including Self Financing/Prof. Colleges I, II, III
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Place:  
Date:

(Affix Seal)

PRINCIPAL