

**PANJAB UNIVERSITY, CHANDIGARH**

**From:**

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.....  
.....  
.....(PARENT COLLEGE)

**No.** .....

**Dated**.....

**To**

The Assistant Registrar (Conduct),  
Panjab University,  
Chandigarh-160014

**Subject:- Acceptance letter for acting as Centre Superintendent for the conduct of Semester Examinations, of the Panjab University.**

Dear Sir/Madam,

Please refer to your letter No ..... /C dated ..... 20.....  
appointing me as Centre Superintendent at ..... (centre of Examination) for  
the conduct of above examinations commencing w.e.f .....

I accept the offer of appointment and certify that:

1. None of my relative\* as defined in Rule 8 at Page 372, P.U. Calendar, Vol. III, 2009 or any other person who is related to me in any way is appearing in an examination at the Centre of my appointment.
2. (\*Relative shall mean wife, son, husband and daughter).
3. I have not written or published any help book, guide or cheap notes for any examination.
4. I have not been disqualified for any University work.
5. I am working as.....in.....  
College/Deptt.....
6. I have teaching experience (.....) years and have also acted as Centre Supdt./Deputy Supdt./Asstt. Supdt. in the past for..... years.
7. I shall go through the Book of Instructions for Supdt. and supervisory staff carefully and shall abide by the instructions as contained therein.

**RESIDENTIAL ADDRESS DURING THE COURSE OF EXAMINATION AT THE PLACE OF POSTING:**

**PERMANENT RESIDENTIAL ADDRESS**

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.....  
.....  
(E-mail).....  
(Mobile No.).....

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**Note:**

**The acceptance letter dully filled must reach in the office of undersigned at email address osconduct3@pu.ac.in or Fax No. 0172-2710780.**

Yours faithfully,

.....(Signature)

.....(Name)

..... Designation

Countersigned

.....  
Head of the Institution  
(PARENT COLLEGE)