

PANJAB UNIVERSITY, CHANDIGARH

From:

**The Controller of Examinations,
Panjab University,
Chandigarh - 160014**

To

**The Chairpersons/Directors/Principals,
Depts./ P.U. Regional / Rural Centre /All
affiliated Colleges/ Constituent Colleges,
Panjab University, Chandigarh.**

No. 5640/C

Dated: 23.09.2026

Subject: Appointment of Centre Superintendents and Assistant Superintendents for the conduct of Under Graduate/Post Graduate degree etc. Odd semester examinations, commencing in the month of November/December 2026.

Sir/Madam,

The odd semester examinations are scheduled to commence in the second week of November 2026 and are expected to continue for approximate one month. As usual, the University will require the services of experienced teaching staff members of your Deptt./College for their appointment as Centre Superintendents and Assistant Superintendents

As per guidelines (approved by the Syndicate), the appointment of supervisory staff will be made as under:

- i) The Centre Superintendents will be appointed by the University from other institution/s. For this purpose, the Principals will recommend their **Senior Teachers (Equal to number of examination centres to be created at their colleges)**.
- ii) The Deputy Superintendents and 75% of the total number of Assistant Superintendents will be appointed from the faculty members of the college/s where the centre/s is/are located.
- iii) 25% of the total number of the Assistant Superintendents will be appointed by the University from outside.
- iv) One Assistant Superintendent for each examination centre to check outside interference and maintenance of discipline will also be appointed from the college, preferably a D.P.E.
- v) If any teacher refuses the invigilation assignment, his/her name must be communicated to the Controller of Examinations, Panjab University, Chandigarh, the D.P.I. (Colleges) and the College Management.

In addition to the above guidelines, your kind attention is invited particularly to the Syndicate decision dated 3.8.2002 (reproduced in Appendix 'A'). These guidelines may kindly be strictly adhered to while making recommendations of the faculty for conducting the examination.

The following persons are not to be associated with examination duty:

- a) Who have been disqualified for assignment of any remunerative work of this University or any other University?
- b) Whose near relatives (Wife or son or husband or daughter) are appearing at the same centre/building where he/she is appointed as Centre Superintendent/Assistant Superintendent
- c) Who are having private tuition work or running directly or indirectly some Coaching Academies.
- d) Who have published any help book, guide, cheap notes etc.
- e) The members of **non-teaching staff are not eligible** for supervisory assignment except in emergent circumstances for which necessary prior approval of the Controller of Examinations, Panjab University, Chandigarh must be obtained.

You are, therefore, requested to kindly recommend the names of teachers to be appointed as Centre Superintendent/Assistant Superintendent through online on website examiners.puexam.in upto 09.10.2026. In no case manual recommendation will be accepted.

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The recommendation for the appointment of Centre Superintendents and Assistant Superintendents will be made as under:-

- 1 Centre Superintendents (at least equal to the number of Centre/s to be created at your college).
- 2 Assistant Superintendent (Equal to minimum 25% of the Supervisory Staff required at your college be recommended to be appointed at centre/s other than your college centre/s).

“For the assignment of Centre Superintendents duty, names of regular teachers be recommended who have already acted as Centre Superintendent/Deputy Supdt/ Asst. Superintendent in the university examinations.

Further in order to overcome the shortage of Centre Superintendents, the Vice Chancellor had approved the recommendation of the screening committee held on 11.11.2014 & 07.11.2023 vide which it was approved that the Principal can recommend more names of their teachers (working on Temporary/Adhoc Basis/ Guest faculty) who are having minimum service of 5 years of the same college. In case of Guest Faculty, he/she be allowed to perform the duty with the condition that they will be available for any assistance related with their duty for at least six months of the culmination of examination schedule.

It is pointed out that the absence from examination duty will be treated as absence from College except on Medical Grounds duly supported by Medical Certificate from Civil Surgeon of the concerned area.

Hoping to receive your kind co-operation and an early reply.

Yours faithfully,

-sd-

Assistant Registrar (Conduct)
for Controller of Examinations

PANJAB UNIVERSITY CHANDIGARH

FROM

No. _____

Dated _____

(Parent College)

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

Subject: **Acceptance letter for acting as Centre Superintendent for the conduct of Semester Examinations of 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 examination 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 434-435, P.U. Calendar, Vol. III 2019 or any other person who is related to me in any way is appearing in an examination at the Centre of my appointment.
(* Relative shall mean wife, son, husband and daughter).
2. I have not written or published any help book, guide or cheap notes for any examination.
3. I have not been disqualified for any University work.
4. I am working as _____ in _____
College/ Deptt. _____
5. I have teaching experience (_____) years and have also acted as Centre Supdt./ Deputy Supdt. / Asstt. Supdt. in the past for _____ years.
6. 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 PERMANENT RESIDENTIAL ADDRESS
COURSE OF EXAMINATION AT THE PLACE
OF POSTING**

_____	_____
_____	_____
_____	_____
(E-mail) _____	_____

(Mobile No.) _____

Note:

The acceptance letter duly filled must reach in the office of undersigned at email address osconduct3@pu.ac.in

Yours faithfully,

_____ (Signature)

_____ (Name)

_____ (Designation)

Countersigned

Head of Institution (with seal)
(PARENT COLLEGE)