

**PANJAB UNIVERSITY, CHANDIGARH**

From:

The Controller of Examinations,  
Panjab University,  
Chandigarh

To:

1. The Chairpersons of the concerned Teaching Departments of the University
2. The Principals of the Concerned Colleges affiliated to Panjab University

No. 7009-7309/OSS-II/DRS

Dated: 14/8/24

**REGISTERED/E-mail**

**Subject :** Online preparation of subject/paper-wise lists of examiners for evaluation/Re-evaluation of answer-books of Under graduate/Post-graduate(All Semesters) Examination to be held in December 2024 and May 2025

Dear Sir/Madam,

The University has to prepare fresh subject wise/paper wise lists of examiners for Evaluation/Re- evaluation of answer-books of the above said examinations to be held during the academic session 2024-2025. Proformas for Examinership are required to be filled online by all the eligible teachers of your Departments/Colleges to be recommended by the respective heads of the Department/College/Institutes.

You are therefore, requested to kindly complete the online Proformas of all the eligible teachers working in your College(Subject wise/Paper wise and Honours Subjects) latest by 16.09.2024 so that these could be placed before the respective Board of Studies well in time for approval. No manual form will be processed.

The teachers, who had applied for the spot evaluation of answer-books of examinations held in December 2023 and May 2024, need not fill online application forms afresh and their IDs already allotted will remain the same. However, they have to get their online application forms updated as per the new syllabus/NEP and recommended again by the Head of their respective Department/College after making any update/s, if needed.

Online application form for Examinership is available on the University website i.e. [examiners.puchd.ac.in] while dealing with the process of submission of online forms, the Department/College can login using given ID and Password of UG Exam website and PG exam website respectively.

It may be treated as "Most Urgent". Your kind cooperation, in this regard, is solicited.

- NOTE:**
1. All the examiners are compulsorily required to get their online Proforma again recommended by their respective Head/Principal of the Department/College for the Session 2024-2025.
  2. No examiner will apply in other subjects in addition to the particular subject which taught by him/her in the College/Institution and appointed for that particular subject, if he/she will do this, the Principal of the concerned College/Institution will be responsible.
  3. No New Examiner id/Fresh Examiner appointment form has to be filled in case of college change. Kindly send an email to [arsecrecy@pu.ac.in](mailto:arsecrecy@pu.ac.in) so that needful can be done. The Examiners who have already registered are not required to submit their duplicate examiner appointment form with another mobile no.

P.T.O.



4. The examiners who have already registered duplicate Examiner Appointment form with multiple mobile no/colleges on examiner portal are required to send details of present college to retain their Examiner appointment form to [aresecrecy@pu.ac.in](mailto:aresecrecy@pu.ac.in)
5. All Examiners are requested to kindly update their Aadhar and PAN No. on Examiner appointment portal.

*Wslaw 14/8/24*

**Deputy Registrar (Secrecy)  
For Controller of Examinations**

