

**HIMACHAL PRADESH UNIVERSITY**  
GYAN PATH, SUMMER HILL, SHIMLA-5  
“CONDUCT BRANCH”



**APPLICATION PROFORMA FOR EXAMINATION DUTY**  
**(FOR THE \_\_\_\_\_ EXAMINATIONS OF \_\_\_\_\_ SESSION)**

1. Name of the applicant \_\_\_\_\_  
(in Block letters)
2. Designation/Subject \_\_\_\_\_
3. Present College Address \_\_\_\_\_
4. Email Address \_\_\_\_\_
5. Date of appointment as Lecturer on regular /Contract basis (only through HPPSC) in the Govt. /Pvt. College
6. Willing to act as Centre Supdt. / Deputy Supdt. \_\_\_\_\_
7. Station of Choice (1) \_\_\_\_\_ (2) \_\_\_\_\_
8. Home Town Address: \_\_\_\_\_

9. Previous 5 years experience of examination duty:-

Sr. No.	Name of the Institution	Performed Duty as	Year of performing duty
(i)			
(ii)			
(iii)			
(iv)			
(v)			

- Note:**
- i) Certified that none of my blood relations is taking the examination at the centre given above during \_\_\_\_\_ UG/PG examination. I shall not decline the offer, if appointed.
  - ii) I hereby declare that the above information is correct to the best of my knowledge and belief and nothing material has been concealed therefrom. In case of any information is found to be incorrect at a later stage I shall be held responsible. Certified that I was not appointed Centre Supdt. / Deputy Superintendent during \_\_\_\_\_ examinations.

**Signature of the Applicant**

Name of the Applicant \_\_\_\_\_  
(in Block Letters)  
Mobile No. \_\_\_\_\_  
Email: \_\_\_\_\_  
College Tel. No. \_\_\_\_\_

**Recommendations / Certificate to be furnished by the Principal of the College:-**

Certified that Mr./Miss/Mrs/Dr. \_\_\_\_\_ is a regular /Contract basis (through HPPSC) teacher w.e.f. \_\_\_\_\_ and at present working in this institution w.e.f. \_\_\_\_\_. It is also certified that he / she is fulfilling all the conditions for appointment as Centre Superintendent/ Deputy Superintendent. His/Her application is recommended and forwarded with the remarks that in case he/she is appointed as Centre Superintendent/ Deputy Superintendent he/she will be relieved off his / her duties by the college for the same (said assignment).

**Signature of the Principal  
alongwith Seal**

**IMPORTANT INSTRUCTIONS:-**

1. No application for appointment in Home Town will be entertained.
2. Incomplete application and application without recommendation of the Principal will not be entertained.
3. A minimum of 8 years / 4 years of regular/Contract through HPPSC teaching experience is required as Center Superintendent / Deputy Superintendent respectively.
4. University has every right to appoint a teacher at any station other than that of his/her choice.
5. No teacher working on adhoc/ College contract/PTA basis is eligible for appointment as Centre Superintendent/ Deputy Superintendent.