



VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA
(EXAMINATION SECTION)

Rawatbhata Road, KOTA - 324021 (Rajasthan) INDIA

15/11/2018

CONFIDENTIAL

No.: VMOU/Exams./20.....

Dated : _____

From :
Controller of Examination
To :

Examiner No. _____

Paper Code _____

Dear Sir/ Madam,

You have been appointed to act as paper-setter in :

Name of Exam	Subject & Paper	No. of Question Papers to be set	Eng./Hindi Version	Max. Marks	Time Hrs.
--------------	-----------------	-------------------------------------	-----------------------	---------------	--------------

1. Detailed distribution of marks for different parts of each question should be given in the question paper itself. The paper-setter shall have to give a detailed 'Marking Key' alongwith the paper.
2. PUNCTUALITY shall be observed in all matters.
3. Where the question paper is required to be set both in English and Hindi, please give Hindi version of each question just below its English version and use the Hindi terminology as approved by the Government of India for the purpose.
4. **THE QUESTION PAPER AND SPECIAL INSTRUCTIONS FOR MARKING THE ANSWER BOOKS RELATING TO IT ARE TO BE SENT TO THE UNDERSIGNED IN ONE AND THE SAME ENVELOPE. WHERE TWO OR MORE QUESTION PAPERS ARE TO BE SET, THE PAPERS AND RELEVANT INSTRUCTIONS SHOULD BE MARKED A,B AND SO ON AND SENT IN SEPARATE ENVELOPES MARKED LIKEWISE ON THE RIGHT HAND TOP CORNER.**
5. Kindly go through the syllabus and enclosed instructions carefully before setting the paper (s). Please be very careful about the scope, coverage and standard of the paper. It may be mentioned that this paper will be 'Model' for the future paper-setters.
6. Instruction for paper setting are also sent herewith.
7. Necessary material for setting question paper (s) vis. syllabus heading (s) extra sheets of paper inner & outer envelopes and form of certificates to be sent alongwith question paper(s) are sent herewith. Kindly send the question paper(s) alongwith **Special Instructions** for marking the answer books to the undersigned by name in double covers
duly pasted and sealed properly by registered / Speed Post.
8. Kindly send the paper(s) latest by _____ positively.

Yours sincerely,

Encls : As above

Controller of Examination

DO NOT WRITE ON THIS SIDE

SHEET NO.1

Please continue another ordinary white foolscap sheet if necessary