



GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND TECHNOLOGY

HISAR-125 001

(ESTABLISHED BY STATE LEGISLATURE ACT 17 OF 1995)

'A+' GRADE 'NAAC' ACCREDITED

NOTIFICATION

The Hon'ble Vice Chancellor on the recommendations of the Committee meeting held on 12.12.2025 & 16.01.2026, under section 11(5) of the University Act, 1995 in anticipation of the approval of Executive Council is pleased to revise/approve the various Examination fees (to be charged from students) of UTDs/Affiliated Colleges/CDOE under various heads and also various remuneration rates (to be paid by the University) related to the Examination Wing with effect from the date mentioned against each head:-

(A) VARIOUS EXAMINATION FEES AND THEIR HEADS

| Sr. No. | Exam Fee-Head | Fee in (Rs.) implemented w.e.f. date of notification |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| 1 | Issue of Transcript | Rs. 600/- per document (DMC, Degree/Certificate) and Rs. 2000/- for Digital mode/Fast Track Mode. |
| 2 | Provisional Degree Certificate | 600/- |
| 3 | Duplicate DMC | 700/- |
| 4 | Duplicate Degree | 1000/- |
| 5 | Rectification in DMC | 500/- |
| 6 | Rectification in Degree | 200/- upto 3 months, 600/- after 3 months |
| 7 | Change of Exam Centre | 6000/- |
| 8 | Issue of Confidential Result | 600/- |
| 9 | Result Verification | 1000/- |
| 10 | Eligibility fee in Case of Foreign Students | 3000/- for UG Courses 4000/- for PG Courses |
| 11 | Backlog Certificate (if to be issued by the University) | 1500/- |
| 12 | 2 nd time issuing Duplicate DMC/ Degree | 1500/- |
| 13 | UMC Reconsideration Fee | 1000/- |
| 14 | Subject Change after submitting the exam form | 100/- Per subject |
| 15 | Medium of instruction certificate (if to be issued by the University on the recommendation of concerned Department/Principal of College). | 500/- |

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| 16 | Special Practical Exam fee with the permission of the Vice-Chancellor after submitting exam form | 5000/- |
| 17 | To fill examination form after the cut of all dates with the permission of the Vice-Chancellor | 7000/- |
| 18 | (i) Dissertation/Thesis/Projects/etc. (Submission fee in respect of Affiliated Degree/Law/Education Colleges/Institute/Engg. Colleges and University Teaching Departments for all U.G and P.G. Courses. (Fee for evaluation/viva voce of thesis/Dissertation/Major Project of all U.G./P. G programme within cut of date.) | 1500/- |
| | (ii) After cut of date within one month as late fee | 200/- |
| | (iii) After cut of date within two months as late fee | 1000/- |
| | (iv) After cut of date within three months as late fee | 1500/- |
| | (v) After cut of date within 12 months (for next session as re-appear candidate as late fee). | 4000/- |
| | (vi) After 12 months and upto the end of the duration of programme as late fee. | 5000/- |
| 19 | Special Viva-Voce/Thesis/Project Fee (Excluding evaluation /late fee) | 5000/- |
| 20 | Ph.D. Thesis submission fee | 12000/- |
| 21 | Duplicate Ph.D. UGC Regulation Certificate | 700/- |
| 22 | 2 nd time Duplicate Ph.D. UGC Regulation Certificate | 1500/- |
| 23 | (i) Re-evaluation fee of all programmes UTDs/Affiliated Degree Colleges/Engg. Colleges/Education/Law Colleges/Distance Education courses etc for (U.G./P.G.) per Answer Book within 15 Days from the date of uploading/issuance of DMC etc. | 700/- |
| | (ii) With Late Fee within 22 days after the uploading/issuance of DMC. | 1200/- |
| 24 | Conversion Formula Fee (SGPA/CGPA to %) | 1000/- |
| 25 | Merit Certificate (In order of Merit from 4 th Position onwards) | 500/- |

(B) VARIOUS EXAMINATION FEES AND THEIR HEADS

| Sr. No. | Exam Fee-Head | Fee in (Rs.) will be implemented w.e.f academic session 2026-27 |
|---------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Exam Fee (Re-appear for UTD Students) | 900/- for UG courses 1000/- for PG courses For Nursing as per Education courses Rs. 1500/- |
| 2. | Exam Fee (Regular & Re-appear) (Affiliated Colleges) | 900/- for UG courses 1000/- for PG courses 1500/- for Education, Rs.1350/- for Law Courses, 1200/- for BBA/BCA/M.Sc. Courses/Yoga Course and all kind of diploma courses |
| 3. | Examination Fee-Re-appear for Distance Education Courses (ODL & Online) | Rs. 1400/- |

RATES OF REMUNERATION**(C) Conduct Branch -Theory Examination**

| Sr No | Particulars | Rate in (Rs.) implemented w.e.f. date of notification |
|-------|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Superintendent-in-Chief | (i) 4500/- Lump sum in case of one session/Centre. (ii) 5500/- Lump sum in case of more than one session/Exam Centre. |
| 2. | Convenor/Member/Observer/Flying Squad | 500/- per session and TA/DA will be paid as per University Rules. |
| 3 | Centre Superintendent | 350/- per session (one additional session for opening and one session for winding up the examination center). |
| 4 | Dy. Centre Supdt. | 300/- per session. |
| 5 | Asst. Superintendent/ Invigilator | 250/- per session. |
| 6 | Asst Supdt.-in-Chief | 250/- per session. |
| 7 | Centre Clerk | 250/- per session (one additional session for opening and one session for winding up the examination center). |
| 8 | Clerk with Supdt-in-Chief | 3500/- Lump sum |
| 9 | Service Staff e.g. Daftri/Peon/W-man/ W-woman/ Security Guard or Chowkidar | 150/- per session. |
| 10 | Sweeper | 150/- per session (Sweeper should also be given one additional session for opening the examination center keeping in view of his job/work for opening/winding up the examination center) |
| 11 | Rent of Examination Centre (Including Electricity/ Furniture Charges) | 10000/- upto 15 actual exams days and in case of more than 15 actual exams days Rs. 20000/- (Except study centers in case of distance education) |

(D) Practical Examination & UMC

| Sr No | Particulars | Rates in (Rs.) implemented w.e.f. date of notification |
|-------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| 1 | All UG/Diploma/Certificate Courses | 200/- each to both examiners. One batch of each of min 20 students be made, if the strength of students is more. |
| 2 | All PG Programs/PG Diplomas/M. Phil/Pre Ph. D/Ph.D Courses Work | 200/- each to both examiners. One batch of each of min 20 students be made, if the strength of students is more. |
| 3 | Evaluation of Performance (per paper) (Practical) | 15/- per candidate with a minimum amount of Rs.500/- each to both examiners. |
| 4 | Lab Staff | 10/- per candidate with a minimum of Rs. 200/- |
| 5 | Special Practical Exam Fee / Comprehensive Viva-Voce | 5000/- per paper (With the permission of Hon'ble Vice Chancellor – only for final year/pass out student) |
| 6 | Comprehensive Viva-Voce | 20/- per candidate subject to a minimum of Rs. 500/- |
| 7 | Paper setting (per group) Practical | Rs 200-each to both examiners. One batch of each minimum 20 students be made, if the strength is more. |
| 8 | Expert Report of UMC | Rs. 15/- per candidate with a minimum of Rs.150/- irrespective of subject |

- (1) Hotel Charges, if any will be allowed as per Haryana Govt. CSR-2016 Rules.
- (2) The following T.A. for performing the duties of Centre Supdt. /Dy. Centre Supdt. / Practical Examiner & Officials of the Colleges to deposit answer sheets in the University/other official purpose relating to the examinations have also been approved by the E.C. Vide Resolution No. 71 in 95th meeting held on 25.04.2023.

(A) Conveyance Charges/Travelling Allowance

| Sr. No. | Distance | Amount | Remarks |
|---------|-----------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | 1-5 Kms | Rs,100/- per days | Note: - 1. The payment of revised conveyance charges will be made for both side. 2. If distance is more than 20 Kms (both side) then T.A. Rs. 16/- or Rs. 9/- (as applicable to the employees i.e. as mentioned in Para G, Column 3 of Fin. Deptt. letter No. 5/27/98-1FR (FD) dt. 30 July, 2019, irrespective of the Note 2 given below the table will be applicable. |
| 2 | 6-10 Kms | Rs. 150/- per day | |
| 3 | 11-20 Kms | Rs. 250/- per day | |

- (B) Travelling allowances bills already submitted by the claimant for the journey performed for various duties may be admitted and passed before approving the aforesaid charges.

Note: -

1. Since remuneration for examination duty(ies) is being given to the Invigilator and as such no extra charges on account of stamping of answer sheet should be given.
2. Teachers and supporting staff of University Teaching Departments and Affiliated/maintained Colleges are to be paid remuneration at double the rates for performing the examination duties during vacations/holidays/Sundays in respective institutions.

(E) Paper setting for Theory (Secrecy Branch)

| Sr. No. | Particulars (Head) | Rates in (Rs.) implemented w.e.f. date of notification |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Paper Setting (Per set) of theory examinations & MCQ Papers | Rs. 800/- |
| 2. | Translation in Hindi of each question paper for the course run in the UTDs/Affiliated Colleges and CDOE | Rs. 150/- per paper |
| 3 | Examiner of Evaluation/Re-evaluation per Answer Book | Rs. 25 per answer book subject to minimum of Rs. 250/- |
| 4. | Setting of Question Paper for Entrance Test | Rs. 75/- per question |
| 5. | Ph.D. (i) Evaluation (ii) Viva Voce | Rs. 3000/- per thesis Rs. 2000/- per student. |
| 6. | M.Tech/MPT/B.Pharma. and B.Tech. (Internship Only) (i) Evaluation + Viva Voce | Rs. 200/ +Rs. 100/- per Dissertation/ candidate with a minimum of Rs. 300/- |
| 7 | U.G/P.G/Education/Law/CDOE/Diploma etc. of UTDs/Affiliated Colleges, Project/Training (i) Evaluation + Viva Voce | Rs. 60/- + Rs. 15/- Minimum Rs. 500/- |
| | (ii) Evaluation of Project Synopsis | Rs. 15/- per candidate |
| 8. | Rates for Evaluation Centers (For Evaluation of Answer Sheets) of all the UG/PG/Diploma Course running through UTDs/CDOE/Affiliated Colleges etc. Note- Approximately 1000 Answer sheets will be likely evaluated on daily basis as per practice. Per session means maximum two sessions per year i.e. First-May/June/July and Second- Dec./Jan./Feb. | (A) Where the Answer sheets are upto 2000. (i) Coordinator Rs. 1000/- per session (ii) Clerk-500/- per session (iii) Peon-Rs. 350/- per session. (B) Where the Answer Sheets are above 2000. (i) Coordinator Rs. 500/- per day (maximum to Rs. 12000/-) per session. (ii) Clerk-Rs. 250/- per day (Maximum Rs. 6000/-) per session. (iii) Peon-Rs. 175/- per day (Maximum Rs. 4200/-) per session |

TWF: - Deduction on account of TWF from the Remuneration bill of teachers of GJUS&T, Hisar relating to examination work will be made as per following rates and the TWF will be deducted as per GJUS&T, Hisar rules. No deduction will be made except teaching staff of GJUS&T, Hisar. If a teacher performs duty as Centre Supdt. , Deputy Centre Supdt. & Assistant Supdt. during examination of a particular session in a remuneration bill, his TWF will be deducted separately for the duties he/she has performed.

| Sr. No. | Amount of Bill (Rs.) | Amount of Deduction (Rs.) |
|---------|----------------------|---------------------------|
| I. | 1-100 | Rs. 5/- |
| 2 | 101-200 | Rs. 10/- |
| 3 | 201-300 | Rs. 15/- |
| 4 | 301-400 | Rs. 20/- |
| 5 | 401-500 | Rs. 25/- |
| 6 | 501 and above | Rs. 30/- |

The Receipts/Vouchers duly attested by the Examiner be enclosed. No payment without proper receipts/vouchers is admissible.

(F) Entrance Test Remuneration Rates

| Sr. No. | Designation | Remuneration rate in Lump-sum per day (Rs.) implemented w.e.f. date of notification |
|---------|------------------------------------------|-------------------------------------------------------------------------------------|
| 1. | Superintendent-in-Chief | 1000/- |
| 2. | Centre Superintendent | 600/- |
| 3 | Flying Squad/Observer | 600/- |
| 4 | Deputy Superintendent | 400/- |
| 5 | Invigilator | 300/- |
| 6 | Centre Clerk | 300/- |
| 7 | Service Staff (Waterman/Daftri/Peon etc. | 150/- |
| 8 | Refreshment | @25/- per head |

Note: -

- (i) The Superintendent-in-Chief and Flying Squad/Observer will be appointed where there is more than one centre.
- (ii) **Change-** The payment of above remunerations to the staff be made in lump-sum. If the Entrance Tests falls during vacations/holidays(s)/Sunday, the rates of remuneration will be paid double.
- (iii) The Deputy Superintendent will be appointed only when number of candidates appearing in the entrance test is more than 200.

SD/-
CONTROLLER OF EXAMINATIONS

Endst. No. R-II/RC-Misc/2026 1103-1232

Dated 25/2/26

Copy of the above is forwarded to the following for information and further necessary action:

1. All Dean/Directors/Chairperson/HODs/Branch Officers, GJUS&T, Hisar
2. All the Principals of Affiliated Colleges running under GJUS&T, Hisar
3. The Director, PDUIC, GJUS&T, Hisar *with the request to upload the above notification on the University website and also requested to update the revised various examination fees and remuneration rates where there is required on the portal/website. (with immediate effect).*
4. Co-ordinator (I.T. Cell Exam Wing) GJUS&T, Hisar *with the request to update the revised various examination fees and remuneration rates where there is required on the portal/website for filling the re-appear examination form etc. (with immediate effect)*
5. Joint Director, Govt. Local Audit, GJUS&T, Hisar
6. Financial Advisor, Internal Audit, GJUS&T, Hisar
7. OSD to Vice-Chancellor (for kind information of the Vice-Chancellor), GJUS&T, Hisar
8. P.S. to Registrar (for kind information of the Registrar) GJUS&T, Hisar
9. SSS to Controller of Examination, (for kind information of the COE), GJUS&T, Hisar


Deputy Registrar (Result-II)
for Controller of Examinations