



PONDICHERRY UNIVERSITY
(A Central University)
EXAMINATION WING – DDE

Dr. B. CHITHRA
CONTROLLER OF EXAMINATIONS (i/c)

University Campus, Kalapet
Puducherry – 605 014.

Ref. No.: PU/CE/DDE(Exam/2018-19/

Date: 10.12.2018

To

Deans / HODs
Schools/ Departments/Centres
Pondicherry University
Pondicherry – 14.

Sir,

*Sub: PU-DDE-Examination – December 2018 Exam – Appointment of
University Observers – Reg.*

With reference to the subject cited above, the University Examinations of DDE are scheduled to be held from 26.12.2018 to 06.01.2019 in the following centres across the country.

Main Centres – Examinations for all courses – December 2018	
1. Pondicherry	2. Chennai (Loyola College)
3. Chennai (Alagappa)	4. New Delhi
5. Cochin	6. Mumbai
7. Mahe	8. Kolkatta (Carreograph Institute)
9. Trichy	10. Secunderabad
11. Bangalore	12. Kolkata (St. Xavier's College)

The observers for this purpose have to be appointed among the faculty members (*Mostly from Assistant Professor at Level 10/11 in Pay Matrix*) of University Schools/Departments/Centres. The Observers, so appointed are expected to be in the Exam halls from opening of Question papers to packing of answer scripts.

I therefore request you to furnish the names of the willing faculty members (*Preferably from Assistant Professor at Level 10/11 in Pay Matrix*) of your Department/Centre in the enclosed format to act as the University Observer in the centre of their choice (option is restricted to a maximum of 2 centres) during the exam days from **26.12.2018 to 06.01.2019**. During these Eleven days of examination period, the observer has the option of taking up the observership for first 6 days either from the beginning of the Exam session (**26.12.2018 to 31.12.2018**) or last 5 days, (**02.01.2019 to 06.01.2019**).

The venue of Examination centres has already been hosted in the University Website. The option in the format may kindly be sent to this office on or before **15.12.2018**. The soft copy may be sent to our Mail ID: ddeexam@yahoo.co.in.

Soliciting your kind co-operation in this regard.

Yours faithfully,

CONTROLLER OF EXAMINATIONS (i/c)

To

Dept: _____

The Controller of Examinations
DDE – Examination Wing,
Pondicherry University,
Pondicherry.

Sir,

Sub: PU – DDE – December 2018 Exams – Willingness to visit Exam Centres – Reg.

The following members are willing to be the “Observer” of PU – DDE Exam from 26.12.2018 to 06.01.2019 and the details are given hereunder:

Sl.No.	Name & Designation with Contact No./ Cell No. and Level in Pay Matrix	Choices of Exam Centre (2 options)	Proposed date of Visit	
			From	To
1		1. 2.		
2		1. 2.		
3		1. 2.		
4		1. 2.		
5		1. 2.		
6		1. 2.		

This is to be routed through the concerned HOD on or before **15.12.2018**

Yours sincerely,

DEAN/HOD/CO-ORDINATOR
(with seal)

Date: