MEMORANDUM OF UNDERSTANDING/AGREEMENT

This Memorandum of Understanding/agreement is signed between the Chandigarh Administration, through Special Secretary Personnel, Chandigarh Administration.

AND

Panjab University through Chief Coordinator Exam, University Institute of Applied Managements Sciences (Exam. Wing), Panjab University, Chandigarh.

Contd. P-2

0008361502
The Chandigarh Administration through Special Secretary Personnel and Panjab University through Chief Coordinator, Examination Wing, UIAMS hereby enter, today, i.e. on 29-11-2019 into an agreement for three years which may be further extended upto 5 years as per which the Chandigarh Administration would entrust all activities related to recruitment tests for all appointments to the Exam. Wing of UIAMS and the Exam. Wing of UIAMS agrees to undertake the responsibility of all activities related to recruitment tests, on behalf of Chandigarh Administration, as per respective roles specified below and as per the terms and conditions described below:

A: ROLE OF EXAMINATION WING OF UIAMS, PANJAB UNIVERSITY, CHANDIGARH

The Examination Wing of UIAMS Panjab University, Chandigarh agrees to undertake various activities, such as:

1. Institute of Applied Management Sciences(Examination Unit) shall create the temporary website for the purpose of conducting various examinations with provision to fill on line application form, alongside photo & signatures, download bank challan etc. and send emails to candidates and manage the information supplied for the conduct of relevant aspects of Recruitment Tests. The Examination Wing of UIAMS, Panjab University will open a separate Bank Account to collect fees from the candidates, and will create a temporary Website with provision to register online, download bank challan, online updation of fee details and detailed particulars of the candidate along with photograph and signatures with a provision for previewing and editing of already filled in particulars.

2. Institute of Applied Management Sciences(Examination Unit) shall make provision for downloading of Admit Cards for various tests from the website.

3. Institute of Applied Management Sciences(Examination Unit) shall get the question papers set as per the norms and standards, as advertised for each recruitment, by the Chandigarh administration. The scheme of examination would be specified by the Chandigarh Administration for each recruitment/post.

4. Institute of Applied Management Sciences(Examination Unit) shall set up Examination Centres at Chandigarh, and to arrange supervisory/supporting staff at test centres, make all necessary arrangements for the conduct of test in a smooth and fair manner and to make payments to the staff deputed in the centres. In case the number of candidates is large, the Chandigarh administration would help in arranging various government schools/colleges for making examination centres for such recruitment tests. It will be responsibility of the University to send the Question Booklets and OMR Answer Sheets and other examination material to all examination centres.

Contd. P-3
5. Institute of Applied Management Sciences (Examination Unit) shall get the question papers and OMR Sheets printed in sufficient quantity as per the strength of the candidates.

6. Institute of Applied Management Sciences (Examination Unit) shall appoint Observers at Examination Centres for fair and smooth administration of the test.

7. After the completion of each examination, test material will be collected by the officers of the University deputed at various centres and hand it over to the Chief Coordinator for evaluation at the headquarter. The evaluation will be got done within a reasonable time by the University and will not take more than one month after the written tests, under any circumstances.

8. Institute of Applied Management Sciences (Examination Unit) shall refund the excess amount after adjusting its fee to the DDO of the concerned Department of Chandigarh Administration within a period of 21 days from the last date of receipt of applications.

9. The used OMR sheets will be opened in the presence of the Committee constituted by the competent authority of Panjab University for the purpose with videography and will be got scanned by the Panjab University on the day of examination.

10. The question paper & the Answer Key of each written recruitment test will be put on the website on the next day of the Examination for calling objections, if any, from the candidates, who can submit their objections within 03 days through website with proof. Thereafter objections will be referred to experts and key will be finalized for preparation of result, which will also be put on the website.

11. Institute of Applied Management Sciences (Examination Unit) shall prepare result and the merit list category-wise as per the requirement of the Chandigarh Administration and handover to an authorized official/person, along with a copy of the complete gazette under sealed cover.

12. The whole assignment will be taken care of and managed by UIAMS (Exam. Wing), Panjab University, Chandigarh as ordered by the Vice-Chancellor.

13. It will be the total responsibility of the UIAMS (Exam. Wing), Panjab University, Chandigarh to maintain secrecy and fairness at all levels till the declaration of result/ handing over of result.

14. In case there is any leakage of question paper/any other lapse and University Institute of Applied Management Sciences (Examination Unit) is found guilty on the basis of investigation of the matter by the department concerned of Chandigarh Administration through enquiry committee or in any other manner as the Department may deem fit, the entire amount collected from the candidates as

Contd. P-4
examination fee for that examination will be refunded to the concerned department.

15. Institute of Applied Management Sciences (Examination Unit) shall make provision for installation of mobile jammers, CCTV cameras in every room of the examination Centre and videography of the candidates during the examination.

16. Question papers shall be assigned booklet number in such a manner with different codes which are not visible to any person/candidate and only readable with scanner and the coding pattern of question booklets in each exam. shall be kept different, i.e. sometimes it will be four, five, six, ten etc.

B: ROLE OF DEPARTMENTS OF THE CHANDIGARH ADMINISTRATION

1. The concerned Department shall finalize the criteria of written examination(s) in terms of the provisions of Recruitment Rules/instructions on the subject matter, job requirements, etc.

2. To release advertisements for recruitments in the newspapers. The expenditure on advertisement / any notice in the Newspapers or any other mode regarding the recruitment test will be paid by the concerned Department of Chandigarh Administration.

3. The Police and Administrative Security at various examination/test centres will be provided by the Chandigarh Administration, to conduct the examination peacefully to avoid any nuisance.

4. Any other information required by the University will be provided/made available by the concerned Department of Chandigarh Administration for the smooth conduct of the test.

5. The Chandigarh Administration will make arrangements for lifting of relevant test material i.e. OMR Sheets, Attendance Sheets, 5 sets of Question Papers and the Answer Key within one month of handing over of result of each recruitment for their office records and the reply to RTI’s, if any.

Contd. P-5
### C: FINANCIAL ARRANGEMENTS

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Particulars</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In case of one written exam of 2 hours duration, irrespective of the minimum/most number of candidates</td>
<td>₹ 240 per candidate + GST</td>
</tr>
<tr>
<td>2</td>
<td>In case of there are two written exams, irrespective Of the minimum/most number of candidates</td>
<td>₹ 240 per candidate + ₹ 100+ GST</td>
</tr>
<tr>
<td>3</td>
<td>In case recruitment process includes typing test/shorthand test in addition to written test</td>
<td>₹ 120 extra charges per candidate + GST</td>
</tr>
<tr>
<td>4</td>
<td>The installation of mobile jammers</td>
<td>₹ 55 per candidate + GST</td>
</tr>
<tr>
<td>5</td>
<td>The installation of CCTV cameras in every room of the examination centres</td>
<td>₹ 45 per candidate extra + GST</td>
</tr>
<tr>
<td>6</td>
<td>Videography of the candidates during the examination</td>
<td>No additional charges</td>
</tr>
<tr>
<td>7</td>
<td>Annual increase</td>
<td>8% per annum of the above quoted rates</td>
</tr>
</tbody>
</table>

However, the University Institute of Applied Management Sciences (Exam. Wing) Sector-14, Chandigarh shall charge a minimum fee of Rs. 96000/- (Rupees Ninety Six Thousand only) + GST up to 400 candidates. The Charges for candidates in excess of 400 will remain the same i.e. Rs. 240/- per candidate.

Note: IN CASE OF any breach of Terms and Conditions of MOU/Agreement by the parties the Secretary personnel, Chandigarh Administration and the Vice-Chancellor Panjab University will be the sole Arbitrators and their decision will be final and both the parties shall accept the decision. For legal remedies, the jurisdiction of Courts shall be at Chandigarh only.

Signed on **02-12-2019** on behalf of and for:

**Panjab University**  
P.K. Sharma  
Chief Coordinator, U IAMS  
(Exam. Wing)

**Chandigarh Administration**  
Special Secretary (Personnel),  
Chandigarh Administration,  
Chandigarh