



Paid Vide

Cheque No.

Dated.

BOARD OF SECONDARY EDUCATION, ASSAM : GUWAHATI-21
HIGH SCHOOL LEAVING CERTIFICATE EXAMINATION

REMUNERATION BILL OF

Dr./Prof./Sri/Ms | **1. Remuneration as :**

Address | **2. Bank Details :**

..... | (i) A/C No.

Mobile No. | (ii) Bank Name

Name of Centre/Zone | (iii) Branch

..... | (iv) IFSC

Assignments as	Subject (if applicable)	No. of Scripts (if applicable)	Remuneration Amount (In Rs.)	Remarks
1. Head Examiner				
2. Scrutinizer				
3. Examiner				
4. Re-Examiner				
5. Practical Examiner (External/Internal)				
6. Supervising Officer				
7. Custodian Fee (Practical)				
8. Zonal Officer				
9. Asstt. Zonal Officer				
10. District Master Trainer/Mentor				
11. Tabulator				
12. Other				
(a)				
(b)				
Received Payment		Total		

Rupeesonly

Signature.....

Official Designation

Address

Countersigned

Officer in-Charge of the Centre/Zone/or
Inspector of schools

Checked and passed for Rs.

Pay Rs.

Accountant/Sr. Accountant

SECRETARY/COE/CAO



No. SEBA/Ex/ZONE/38/2018/156


Date: 22-01-2024

GUIDELINE FOR PAYMENT OF REMUNERATION TO THE EXAMINERS, SCRUTINISERS, HEAD EXAMINERS, ZONAL OFFICER & STAFF, MENTOR, TABULATOR ETC. FOR THE EVALUATION WORK OF HSLC EXAMINATION AND COMPARTMENTAL EXAMINATION W.E.F 2024 TO BE PAID BY THE ZONAL OFFICER EXCEPT FOR MENTOR.

1	Examiner	REMUNERATION	Rs. 20.00	Per script for FULL PAPER	
			Rs. 10.50	Per script for HALF PAPER	
			No extra TA/DA is admissible		
2	Scrutinizer	REMUNERATION	Rs. 4.00	Per script for FULL PAPER	
			Rs. 2.00	Per script for HALF PAPER	
			No extra TA/DA is admissible		
3	Head Examiner	REMUNERATION	Fixed remuneration Rs. 2500.00 plus, Answer script examined by him/her will be at Examiners' rate of FULL PAPER/HALF PAPER, subject to maximum 5% of Answer Script. They have to examine all Answer Scripts of the candidates who have scored 80% and above. They have to sign in full signature on each answer script examined by them.		
			No extra TA/DA is admissible		
			Regular Examination	Compartmental Examination	
4	Zonal Officer	REMUNERATION	Rs. 6500.00	Rs. 5000.00	Fixed for one person
5	Asstt. Zonal Officer upto 50,000 scripts-1. Above 50,000 scripts-2.	REMUNERATION	Rs. 5500.00	Rs. 2500.00	Fixed for max. two person each
6	Office Asstt. (Same as above)	REMUNERATION	Rs. 3000.00	Rs. 1350.00	Fixed for max. two person each
7	Grade IV (including Day Chowkidar) per person	REMUNERATION	Rs. 3000.00	Rs. 1250.00	Fixed for max. five person each
8	Night Chowkidar, per person	REMUNERATION	Rs. 5000.00	Rs. 2500.00	Fixed for max. two person each
9	Cleaner	REMUNERATION	Rs. 2000.00	Rs. 1000.00	Fixed for max. two person each
10	Attendant	REMUNERATION	Rs. 2500.00	Rs. 1250.00	Per Attendant @ 1 attendant against two Head Examiners

CONTD...2

11	Refreshment	Up to 40,000 scripts	Rs. 5000.00	Rs. 3000.00 (Fixed)	On submission of actual vouchers, certified by Zonal Officer, subject to maximum limit shown in the column 3
		Up to 50,000 scripts	Rs. 6000.00		
		Up to 60,000 scripts	Rs. 7000.00		
		Above 60,000 scripts	Rs. 8000.00		
12	Security person	Regular Exam	Rs. 150 per day per person, maximum 4 persons and maximum 25 days		
		Compartmental Exam	Rs. 150 per day per person, maximum 4 persons and maximum 10 days		
13	Contingency	Reasonable amount will be allowed on submission of actual voucher, for actual purpose certified by Zonal Officer.			
14	Mentor (To be paid directly from SEBA)	Rs. 2500.00	One time fixed remuneration for the whole year includes both Regular and Compartmental Examination works.		
		Rs. 500.00	For attending every training programme on submission of certified Documentary evidence.		
		Rs. 1500.00	For attending Zonal works for HSLC Regular Examination.		
		Rs. 750.00	For attending Zonal works for HSLC Compartmental Examination.		
15	Tabulator	Rs. 4500.00	For Data Entry of Marks, in addition to Re 0.20 per candidate for entry of marks will be paid.		
16	Co-ordinator of Tabulator	Rs. 6000.00	For Data Entry of marks and Monitoring of Entire process, in addition to Re 0.20 per entry of marks will be paid.		


 Controller of Examinations,
 Board of Secondary Education, Assam,
 Bamunimaidam, Guwahati-21