

CHAPTER – 7

APPOINTMENT OF EXAMINERS; THEIR DUTIES AND POWERS

7.1 General

- a. Examiners i.e. Paper Setter, Head Examiner, Sub-Examiner and Practical Examiner shall be appointed annually. However, the previous panel may be considered for more than 3 years.
- b. No person shall claim examiner-ship as a matter of right and shall approach the Controller of Examinations or the Chairman for this purpose.
- c. The Head of the Institutions through their Directorates shall recommend to the Board names for appointment as Examiners in their respective subjects.
- d. The number of Examiners to be included in the approved panel shall be as follows:
 - (1) six names per paper in the case of Paper Setter; (if available)
 - (2) Triple the number of vacancies in case of Head Examiner;
 - (3) 50% more than the number of vacancies in case of Sub-Examiner.
- e. The recommendations of the Head of Institution/ Directorates for appointment as Head Examiner, Sub-Examiners/Practical Examiner shall be scrutinized by the committee constituted under Controller of Examinations, in respect of eligibility of the person or persons and shall place a panel of examiners before the Chairman for approval.
- f. In case of emergency when there is no time to make the appointment of Paper Setters and Head Examiners through Appointment Committee, the Chairman shall have the power to make such appointments, in consultation with the Controller of Examinations.
- g. The recommendations of the Head of Institutions/ Directorates, with regard to the appointment of Paper Setters shall be scrutinized by the office in the light of information available and then be placed before the Committee for appointment of Paper Setters for approval.
- h. The Committee for appointment of Paper Setters shall consist of the following Members of the Board:
 - (1) Chairman.
 - (2) Deputy Secretary, Ministry of Education, Islamabad.
 - (3) Director General, FGEL, Islamabad.
 - (4) Director Education, Naval Head quarters, Islamabad.
 - (5) Director Education, FGEL, GHQ Rawalpindi.
 - (6) Director Education, PAF Rear Air Hq. Peshawar.
 - (7) Two senior Principals of institutions under Board of Governors not covered in (3) to (6) above.
- i. Any eligible examiner can Assess/Mark Answer Scripts (Theory) which has been allotted/mentioned fictitious numbers instead of original Roll Number.

- j. A person can be appointed as an examiner for more than one paper in an examination either at HSSC or SSC level.
- k. No person shall, ordinarily, be appointed as a Head Examiner if, he has not worked as Sub-examiner for at least five years. However, the Chairman shall have the powers to waive off this condition, in exceptional cases.
- l. No person shall be recommended for appointment or be appointed as Examiner against whose work, in any previous examination has been an adverse report or an enquiry pending or a disciplinary action has been taken by the Committee or the Chairman.
- m. The recommendations of the Head of institutions/ Directorates in regard to appointment of Examiners shall be kept secret by all concerned so long as it is necessary and there after they shall be kept and treated as confidential. These documents are immune to inspection, comments and utilization other than the purpose for which they have been drawn out by any person or authority other than the Controlling Authority, the Board and the Academic Committee.
- n. The examiners shall receive such remuneration as the Board may fix from time to time.
- o. The Board may frame rules from time to time governing the appointment, removal and control of examiners and the manner in which they shall be required to function.
- p. The Chairman shall have the power to cancel the appointment of an examiner without assigning any reason.

7.2 Qualification of Examiners

The following shall be the minimum qualifications of persons to be appointed as Paper Setter / Head Examiner / Sub-Examiner / practical examiner, for the SSC and HSSC examination of the Board, provided that:

- a. the required experience as teacher and examiner may be relaxed or waived off by the appointing authority in case of educationists, eminent persons, scholars and working/retired teachers.
- b. teachers possessing the requisite qualifications and posted in the Department of Education, Educational/Scientific and Research institute/ organization and recognized institutions of another university or Board.

S. No.	Status and Assignment	Academic Qualifications	Teaching Experience	Experience as Examiner in the Board
SSC STAGE				
1	Head Examiner	Graduate with Diploma / Degree in education	10 years or more in the relevant subject.	5 years
2	Sub – Examiner/ <u>Paper Setter</u>	Do	3 years or more in the relevant subject.	Nil

3	Practical Examiner	Do	3 years in the relevant subject, relaxable up to 1 years, if necessary.	Nil
HSSC STAGE				
1	Head Examiner	Master Degree or equivalent in the relevant subject. Degree/Diploma in Education preferred.	10 years or more	5 years
2	Sub Examiner/ Paper Setter	Do	3 years or more	Nil
3	Practical Examiner	Do	3 years	Nil

7.3 Instructions for Paper Setters

a. Typewritten or Manuscript

(1) The Question Paper shall be clearly written or typed by the paper setter himself on one side of the paper so as to ensure accuracy in printing.

(2) Care shall be taken to see that no mistake (spelling or technical) is left unchecked. The Paper Setter himself shall be responsible for any mistake.

b. Diagram or Map

If a diagram or map is included in any question it shall be on a separate chart of paper and attached to the question paper, and reference of the diagram shall be given under the respective question, and at the top of the diagram also reference to the question shall be given.

c. Graph Paper, Log Table etc

Whenever any Material e.g. Graph Paper, Drawing Paper, Log Table is to be supplied to the candidates with the Question paper, clear written instructions should be given to the Controller of Examinations separately and on the question paper also.

d. Time to Solve Question

The time which the Paper Setter takes to solve a question or the time which he estimates as necessary for answering the prescribed questions in general be given as a schedule and appended (Question wise) separately to the Question Paper.

e. Solutions

The paper setter in Mathematics, Accountancy, Auditing, Statistics and Science subjects shall send solutions of mathematical questions or problems along with the question paper, which shall be strictly within the prescribed syllabus.

f. Length and Nature of Question Paper

The Question Paper shall be set such that which an average candidate can reasonably be expected to answer within the time allotted. The questions in each subject, shall be fairly distributed over the whole course in that subject and shall conform to the regulations laid down for the particular examination.

g. Instructions for Examiners

Paper Setter is required to send detailed Marking Scheme for Examiners alongwith Question paper.

h. Same Type of Question Paper

Examiners shall, as far as practicable, maintain the standard (degree of difficulty) conforming to the previous years, but shall not repeat the questions set during the previous years.

i. English and Urdu Version of Question Paper

The Language of questions should be simple, precise yet chaste. The Urdu version shall be equally good and it must correspond to the English version.

j. Other Important Instructions

The Paper Setter shall also comply with the following instructions particularly:

- (1) To give at the bottom of the OFFICE COPY of the question paper in case of questions and extracts full reference to the books from which they are taken, indicating the edition used and the page on which they occur.
- (2) To enclose the question paper in the special envelopes (inner covers) provided for the purpose and the inner covers should be properly sealed and the particulars on the cover of duly completed and then covers, the OFFICE COPY should be put in cloth lined envelope which should also be sealed.
- (3) To destroy any extra copy of the question paper framed by him and all rough drafts and memoranda connected therewith.
- (4) To initial all corrections without exception.
- (5) To sign at the bottom of each sheet of the OFFICE COPY of the question paper.

k. Distribution/Allocation Of Marks

The marks assigned to each question are to be shown in the margin and these marks should total up to the maximum marks allotted for that paper.

l. Secrecy

Paper Setter shall keep secret the fact of his appointment as a paper setter. Care shall be taken that no indication of any kind is given to any person, directly or indirectly.

m. Powers of the Board

The Board reserves the right to modify or not to list paper without disclosing reasons to the Paper Setter. However, decision will be taken on merit of the case by the Chairman.

n. Syllabus Oriented-Question Paper

The question paper shall be well spread in order to cover the entire syllabus.

o. Weightage and Nature of Objective Type Questions

The type of objective questions shall be in the form of “Multiple Choice, and Short Answers” type questions. Each paper must consist of the following three types of questions:

- (1) MCQs with weightage of 20%
- (2) Short answers with weightage of 50%
- (3) Essay type with weightage of 30%.

7.4 Assessment of Answer Scripts

a. All examiners i.e. Paper Setters, Head Examiners, Sub-Examiners and Single Examiners will deem it a sacred duty to keep their appointment strictly confidential.

b. If any answer-book or a packet thereof has been miss-delivered to an Examiner, he should at once report to the Controller of Examinations and send the answer books to him without delay. All expenditure in this regard will be born by the Board.

c. When an Examiner foresees that owing to his illness or to any special circumstances, it would be impossible for him to finish the work completely to his satisfaction, he shall return the unmarked answer books to the Controller of Examinations forthwith with a covering letter explaining the circumstances under which he is unable to do the job.

d. An Examiner should promptly communicate any change in his address to the Head-Examiner and to the Controller of Examinations.

e. The Examiners should preserve with them all the documents relating to the correspondence regarding Examination etc, for a period of six months after the declaration of the results, which may be called if needed by the Board.

f. Answer books should be dispatched by registered post to their destination with full consideration to economy and speed. Test installments should be sent to and returned by the Head Examiner to the Examiner invariably by registered post or in person if both are at the same place.

g. Except in the case of parcels delivered by the Sub-Examiner to a Head Examiner or vice versa by hand, the answer books should be tied securely with string and then packed in durable cloth and sealed. While sealing the packet great care should be taken to ensure that there is no possibility left for removing the answer books without breaking one or more seals or tearing the cloth. The sealing wax should be impressed on all sides at distances of not more than two inches.

h. Award lists and answer books may be delivered personally or through a reliable messenger to the office in case the Head Examiner/ Sub Examiners reside in Islamabad/ Rawalpindi. It is however, important that all answer books delivered at the Office should be sealed in the same manner in which they should normally be sealed, if sent by post. Conveyance charges will be paid as admissible under rules.

i. Each page of the Award List, should bear the signature of the Sub Examiner, the Head-Examiner, and the Assistant to Head-Examiner (Checker). Blank page must not be signed at all. The blank space may be crossed (struck off) to eliminate the chances of postscripts.

j. A Head-Examiner who is not entitled to engage Assistant shall send all the answer-books as well as their awards to Controller of Examinations directly. The packets containing answer-books must invariably be subscribed "TO BE CHECKED IN THE OFFICE". These answer-books shall be checked in the office by the Checking Assistant appointed by the Controller of Examinations in consultation with the Chairman.

k. Examiner shall report to the Controller of Examinations, by name, the case of a candidate who:

(1) communicated or attempted to communicate with him by any means with the intention to influence him in the award of marks and/ or pressurized him or threatened or used other unfairness for that purpose.

(2) uses obscene language in the answer book.

(3) marks in his answer-books particular identification or signatures, which tend to identify his answer book or help reveal his identity.

(4) in his opinion has copied his answer or any part thereof from another candidate or from any book, material or other source.

(5) has attached to his answer book a paper not belonging to his answer book or to the continuation sheet/ supplement normally supplied by the Superintendent.

(6) replaces his answer book/ examination sheet or makes any attempt to do so.

(7) has removed a Leaf or its part thereof from the main answer book or the continuation sheet (supplement).

(8) has in the opinion of the Examiner used any other unfair means.

Such reports shall invariably be accompanied by the answer-books concerned. In the general lot of answer-books sent to the Head-Examiner a duplicate copy of the report sent to the Controller of Examinations, in case of k. (3 to 8) may also be attached with the answer-book concerned.

l. There is no rule of "dropping" a paper, even if a candidate has crossed a portion or all of the answer-book, the same may be assessed ignoring the intention of the candidates from treating it as having dropped the paper.

7.5 Instructions for Sub-Examiners

a. The sub-examiner on receipt of answer books shall:

(1) examine its seals and if the cover or the seals are found to have been tampered with, remove the contents without breaking the seals and dispatch the empty cover immediately to the Controller of Examinations with full report.

(2) arrange the answer books in serial order and compare the roll numbers on the answer-books with the. roll numbers given in the invigilators reports supplied along with answer-books, keeping in view, the roll numbers of the absentees. In case any discrepancy is detected, the Sub-Examiner shall report their details to the Controller of Examinations at once.

- (3) acknowledge the receipt of answer books under registered cover to the Head Examiner as well as to the Controller of Examinations in a proper form supplied by the Office.
- (4) proceed to examine and mark test installment of 15 answer-books, and dispatch the same, within 48 hours of receipt of the packet, to the Head-Examiner for checking. This approved test installment will be treated as a specimen of standard of the assessment and should be retained by the Sub-Examiner for reference, till the entire work is completed and it should be dispatched to the Head-Examiner along with the last installment of the answer-books.
- b. A Sub-Examiner, who fails to receive any intimation about the test installment from his Head-Examiner within five days after dispatch to the Head-Examiner should communicate this fact to the Controller of Examinations.
- c. Whenever the marks recorded originally on the title page of answer-books are to be altered subsequently for any reason, the original marks should not be erased or over-written. The Examiner should draw a line crossing the marks to be corrected in such a way that what has been cancelled is still legible and then post fresh marks in place of the corrected ones, and put his signatures against the cancelled ones.
- d. Each answer book should bear the signature of the Sub-Examiner at the appropriate places provided for the purpose.
- e. The Sub- Examiner should send the assessed answer-books necessarily in two installments at suitable intervals to the Head-Examiner within the prescribed time. Award-lists be sent along with the last installment in the following manner.
- (1) The Sub-Examiner at the end of assessment shall send immediately, Award-III to the Assistant Controller of Examinations by name.
 - (2) The Sub-Examiner after sending Award-III to the Board's office shall send the award-II and award-I (Controller's copy) directly to his Head Examiner in a sealed cloth bound envelope.
 - (3) In Case of single examiner Award-I, II and III shall be sent to Board's office in three different sealed envelopes viz Award-III to ACE (Secrecy) by name, Award-II to Deputy Controller of Examinations Secrecy by name and Award-I (Controller's copy) to Controller of Examinations by name.
 - (4) The head Examiner shall send Award-II and Award-I (Controller's copy) to the Board office in separate sealed packets, addressing Award-II to Secrecy and Award-I Controller of Examinations. If Sub-Examiner fails to send the results in time, automatic deduction of Rs. 5/- of each day of delay for first week and Rs 15/- per day during next week and Rs 50/- per day thereafter shall be made from his remuneration. The answer-books of test installment shall be sent along with the last installment.
- f. When the entire scripts have been evaluated the marks be written in ink, or in red or blue pencil, on the title page prescribed for marks. Fractional award of mark on individual question should be avoided.
- g. All particulars of award lists must either be filled up in the handwriting of the Sub-Examiner or type written personally by him. In the later case he shall certify by signing a certificate to that effect.

- h. The marks obtained by the candidates should be written in figures and words against the corresponding Roll Numbers only. The marks in the total column of the answer books should tally with the marks written in the award-lists. Similarly, the marks written in words and figures in the award list shall also tally.
- i. The Roll Numbers of absentees should be marked as “Absent” in award-lists.
- j. Whenever a Sub-Examiner after consultation with the Head-Examiner finds it necessary to re-examine the whole lot the relevant award lists, then he should prepare fresh and send it along with the original to Controller of Examinations with the word. “Cancelled” written between bracket lines across the sheet (in red ink), which has been cancelled.
- k. An award once recorded in the award list is not to be altered subsequently. If it is unavoidable to correct a clerical mistake, the examiner should draw a line crossing the award to be cancelled in such a way that the award which has been cancelled is still legible, and then write the correct award in place of the cancelled one and put his signature on the margin against the corrected item.
- l. Occasionally there may be a difference of opinion between the Head and the Sub-Examiner, but as a rule in all cases of such difference of opinion, the Sub-Examiner will carry out promptly, the instructions of the Head-examiner. However, the Sub-Examiner, after complying with the instruction of the Head-Examiner will bring it to the notice of the Controller of Examinations, stating reasons where he thinks that the marks awarded by the Head-Examiner differ from his awards by 5 or more marks.
- m. The Sub-Examiner at the end of assessment shall report:
- (1) the opinion of the Sub-Examiner on the general quality of the answer books examined by him.
 - (2) any special points that he would like to bring to the notice of the Head Examiner or the Board.
 - (3) Any improvement he would like to suggest for making the examination system more efficient
- n. Sub-examiners will be penalized to the extent of Rs.200/- per mistake in case of (1 to 6) and Rs.40/- per mistake (7 to 11) they commit mistake of the following nature:
- (1) Answer left unmarked.
 - (2) Allotting of more marks than the maximum
 - (3) Mistake in totals.
 - (4) Counting marks of over attempted questions.
 - (5) Wrong transfer of marks to the award list.
 - (6) Marks in words and figures not tallying.
 - (7) Answer-book left unsigned.
 - (8) Number of pages of award lists left unsigned.
 - (9) Correction left un-initialed.
 - (10) Where the Subject, Date, Code No. of Examiner and Code No. of Centre in the award list of Examination are left blank.

(11) Cases in which entries are mixed up.

o. In case, the Sub-Examiner makes excessive or frequent mistakes, he is liable to be removed from the list of Examiner-ship.

p. The following time limits are allowed to Sub-Examiners for marking answer books:

100 or less answer books	7 days
101 to 200 answer books	10 days
201 to 300 answer books	15 days

The time limit is counted from the date of receipt of the packet of answer books by the Sub-Examiners. All automatic deduction as per para e. (4) above per day of delay shall be made from the remuneration of the defaulter.

CAUTION: The job of a Sub-Examiner is most important as it is his quality of work which is the basis of candidates result. It may be kept in mind that no injustice is done with any one and standard of marking, should be very independent, impersonal, fair, impartial and objective and no sort of favoritism, over-award and under-award may be afforded. The Sub-Examiner works on behalf of the Board and is therefore supposed to be the most trusted person. If he becomes a party of personal in approach, he may not only lose the confidence of the Board, but also may not have good name in the department he belongs to.

7.6 Instructions for Head Examiners

a. If the Head-Examiner and Sub-Examiner are based at the same place/ station, they may first have or meeting together, discuss the paper, decide the marking pattern, based on instructions received from the Board, and then do model marking, before proceeding to mark the test installment.

b. The Head-Examiner on receipt of test installment from sub-examiners shall:

(1) Return the delivered installment received by him to the Sub-Examiner within 48 hours and give instructions on margin where necessary.

(2) Inform the Sub-Examiner to proceed to examine the answer books conforming to the standard indicated by him in the test installment and

(3) If necessary, issue new instructions to the Sub-Examiner, and ask him to submit another test installment of 15 answer books and suspend further marking till his new test installment is approved.

c. In case of parcel delivered either by local Sub-Examiner personally or through a messenger, care should be taken to see that the packets are properly sealed, in the same way as these are sealed when sent by post. In all cases where a Head-Examiner suspects any tampering with the parcel, he should invariably report the matter immediately to the Controller of Examinations and Sub-Examiner. He will proceed further in the light of instruction given by the Controller of Examinations.

d. The Office will issue subject-wise-marking instruction for the Sub-Examiner prepared by the Paper Setter/ Head-Examiner immediately after conclusion of the paper. If necessary the Head-Examiner may issue supplementary instructions for marking to his Sub-Examiners, conforming the instructions received by the Board.

e. After four days from the date on which the Sub-Examiner received packet of answer-books, the Head-Examiners shall promptly report to the Controller of Examinations

the names of all Sub-Examiners allotted to him who have failed to submit their test installments by that time.

f. If the Head-Examiner finds that the Sub-Examiner has failed to maintain proper standard and has not followed the instructions properly, the Head-Examiner may call Sub-Examiner, give him instructions personally and warn him that if he does not assess the scripts according to Head-Examiner's instructions he will be obliged to assess the scripts himself and report the matter to Controller of Examinations. In such a case remuneration of the Sub-Examiner could be forfeited and he shall be liable for disqualification for future appointment. An intimation to this effect should be sent to the Controller of Examinations in advance. TA & DA shall be paid by the Board on proper certification of Head-Examiner for journey performed by the Sub-Examiner.

g. The Head-Examiner shall maintain record of all the Sub-Examiners and mark their progress in the register. Individual delay may be reported to the Controller of Examinations for necessary action.

h. The Head-Examiner shall see that the Sub-Examiners have filled-up all the forms that are required to be filled up under the rules at the time of dispatching the installment. The work of a Sub-Examiner shall not be considered complete unless all the concerned forms have been duly filled in.

i. The Head-Examiner should personally verify that the Sub-Examiner has strictly, in accordance with instructions, made all corrections in the award-list which is signed by him.

j. The Head-Examiner shall send within fifteen days of the submission of the last installment of results, the following documents.

- (1) A Confidential Report Form of Sub-Examiner.
- (2) His own report on the general quality of answer-books examined by him, by the Sub-Examiners as received by him.
- (3) Individual report of the Sub-Examiners received by him.
- (4) Payment Chart relating to the remuneration of Sub-Examiners, his Assistant and to himself.
- (5) Contingency bill on the prescribed form.
- (6) Certificate accounting for all the answer-books received from the Sub-Examiners.

k. Memorandum forwarded to the Head-Examiner by the Sub-Examiners should be preserved by the Head-Examiner for a period of six months after the declaration of the results and should be produced on demand from the Controller of Examinations.

l. The Head-Examiner shall pack the answer-books examiner-wise and roll number-wise, and dispatch them, duly sealed, to the Controller of Examinations immediately after the submission of last installment of award-lists. Before forwarding any such packet the Head-Examiner shall make sure by personal verification that each answer book is complete in all respects viz:

- (1) The marks of individual questions and the total number of marks obtained by the candidate have been duly entered on the title page.
- (2) The answer book has been duly checked by the Assistant to the Head Examiner as signified by the signature of the Assistant appearing on the title page.

- (3) All queries and points of difference, if any, in respect of the awards relating to the answer-books have been finally settled between the Head Examiner and Sub-Examiner concerned and;
 - (4) Shall forward a certificate showing that he has actually re-examined 10% of answer books excluding the test installment to ensure that there is no rushing through the scripts and the assessment is balanced and fair and that he has satisfied himself that the answer-books have been examined by the Sub-Examiner concerned according to the prescribed procedure.
- m. A Head-Examiner who has three or more Sub-Examiners working under his supervision may appoint one Assistant for performing the duties.
- n. Head-Examiner who is entitled to have Assistant, should recommend to the Controller of Examinations persons who are eligible for such appointment. It should be clearly understood that Head-Examiner shall be held personally responsible for any Irregularities Committed by his Assistant. Name of trustworthy persons only should be recommended for the appointment. However, the appointment of Assistants will be made by the Board only.
- o. The Assistant to Head Examiner should be at least a graduate person who have already worked as Assistant to Head-Examiner in one of the examinations, conducted by any other Board/ University or in education department may be given preference for appointment. Provided that:
- (1) he is not an employee of the Federal Board of Intermediate and Secondary Education, Islamabad or an employee of a Board/ University in Pakistan.
 - (2) he is not a student on the roll of an affiliated institution.
 - (3) he is not a Sub-Examiner for the Examination.

7.7 Time Limit

- (1) Three days are allowed to the Head-Examiner for revision and checking of answer books.
- (2) The time limit shall be counted from the date of receipt of the last installment from the individual Sub-Examiner and not from all the Sub Examiners collectively.

7.8 Instructions for Single Examiner

- a. Single Examiner should follow the instructions for Sub-Examiner and Head-Examiners wherever applicable. He shall be responsible in respect of the correctness of the totals etc.
- b. The various charts, reports etc., which relate to his work are to be filled in by the Examiner himself exactly as they are to be filled by the Head-Examiner.

These charts along with the relevant reports are to be forwarded to the Office within fifteen days after the completion of the work.

7.9 Instructions for Assistant to Head-Examiner

- a. The Assistant shall check each and every answer book along with its supplements. He will check the following:
 - (1) total has been correctly made.

- (2) the marks in the interior of the answer script have been correctly reflected on the face page.
 - (3) all questions have been marked in required number and manner and that no question or its portion has been left unmarked.
 - (4) over attempted question(s) with lowest marks have been deleted.
 - (5) the signature of Sub-Examiner has been affixed in relevant column of the answer book.
 - (6) marks in words and figure tally.
 - (7) all copies of award lists tally with each other.
 - (8) signature of Sub-Examiner, Head-Examiner are affixed in the relevant column of each award lists.
 - (9) the Sub-Examiner has not given more marks for any question than the maximum of that question/portion thereof.
 - (10) he has brought to the notice of the Head-Examiner the mistakes detected by him.
 - (11) he has put his signature at the appropriate place on the title of each answer book which he checked.
 - (12) the examiners, while recording any marks in words in the award list have added the word “only” after all awards which end at a zero and before all those which are less than 10.
 - (13) he has maintained a detailed record of all the mistakes detected by him and at the end of the work entrusted to him has forwarded it through the Head-Examiner to the Controller of Examinations on the prescribed performa alongwith the bill. He shall also communicate details of the mistakes to the Sub-Examiner through Head-Examiner concerned for his information.
 - (14) the top of answer-book in each parcel submitted by a Sub-Examiner bears the Code No of that Sub-Examiner.
- b. At the end of the work the Assistant shall submit to the Controller of Examinations details of the number of answer books checked by him duly certified by the Head-Examiner and showing that in the opinion of the Head-Examiner the Assistant concerned performed his duties satisfactorily.
- c. Full remuneration shall not be paid to the Assistant whose work is found deficient/unsatisfactory. In all cases of unsatisfactory work the deduction from the remuneration entitled to him be made as determined by the Controller of Examinations, who may forfeit his entire remuneration besides disqualifying him for future appointment.