



KERALA UNIVERSITY OF HEALTH SCIENCES

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No : 2021/6701/A1/Exam General(A)/KUHS

Date : 07-05-2026

CIRCULAR

Sub:Exam General(A)-To upload the details of Non Teaching Staff who are involved in the University Practical examinations at affiliated colleges in the University Portal –reg-

Ref : Circular No.2021/13659/Exam General/A1/KUHS dt. 14.1.25

In continuation of the university's effort to enhance the efficiency and transparency in the examination process, it is hereby informed that a new software platform has been developed for the automation of the conduct of University practical examinations. In all future examinations, in order to complete the examination registration the colleges need to upload the FEP/NTS number of the faculty and other non-teaching staff who are involved in the concerned practical examination. This initiative is aimed to ensure prompt service delivery, effective examination management and disbursement of remuneration.

Accordingly, Principals of all affiliated colleges are directed to upload, at the earliest, the details of **Non-Teaching Staff engaged in University Practical Examinations** at their respective institutions and obtain the NTS numbers, specifically under the following categories:

- **Laboratory/Technical Assistant**
- **Nurse**
- **Other Staff (Office Attendant/Sweeper/Cleaner/Attender)**
- **Clerk**

Each staff member will be assigned with a unique Non-Teaching Staff ID Number (NTS No.), which shall be used for all future examination-related transactions. The required details must be uploaded through the **Principal Portal** under the menu '**FEP & Others**'. It may be noted that only those Non-Teaching Staff who are registered in the system will be considered eligible for future engagement in university examination duties.

Controller of Examinations





To,

The Principals of all affiliated colleges

KUHS Website

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<http://www.kuhs.ac.in>
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KUHS, Thrissur