

Job Description- Controller of Examination

Job Title:

Controller of Examination

Reports to:

The Controller of Examination will report to President.

Responsibilities and Duties:

The Controller of Examination shall: -

- (1) Take all measures necessary to ensure impartial, safe and secure conduct of the entire examination process from preparation of question-papers to the declaration of results:
- (2) Control the conduct of all University examinations and supervise all necessary arrangements in accordance with the manner prescribed by the Ordinance on Examinations;
- (3) Call from any office or school/college/Faculty under the University and information or returns that he may consider necessary for the performance of his functions and to discharge his responsibilities.
- (4) Notwithstanding anything contained in these Statutes, the Ordinance and the Regulations, perform such other functions, administrative or academic, as may be specified, from time to time, by the Board of Management, Chairperson/Chancellor or the President/Vice Chancellor; and
- (5) Appoint examiners from the panel prepared by the Board of Studies and approved by the Academic Council.

Requirements/Qualifications:

- **Educational:** Master's Degree with at least 55% of the marks or an equivalent grade of 'B' in the UGC seven-point scale in any discipline from a recognized University/Institute.
- **Experience:** 15 years of experience as Assistant Professor in the AGP of Rs 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in Educational Administration OR Comparable experience in research establishment and/ or other institutions of higher education.

OR

15 years' administrative experience of which 8 years shall be as Deputy COE / Assistant COE or an equivalent post/grade.

Knowledge of examination software and results automation.