


|   | <b>JOB DESCRIPTION</b>   |
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| <b>Prepared by: Dean, Faculty and Staff Affairs</b><br><b>Date:</b>  | <b>Approved by Director / Executive Director</b><br><b>Date:</b> |
| <b>Job Title</b>   | Controller of Examination  |
| <b>Reports to</b>  | Director   |
| <b>Job Purpose</b>   | Overall responsibility of examination                            |
| <p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Conduction of exams &amp; other work of examination cell</li> <li>• Examination meeting.</li> <li>• Reporting to university, UGC, State govt as and when required as per statutes.</li> <li>• Pre and post examination confidential work related to exams.</li> <li>• Conduction of ISE, ESE and practical examination.</li> <li>• Paper setting and answer books distribution</li> <li>• Graduation ceremony, result preparation and declaration.</li> <li>• To undertake any other job entrusted by the Management, as and when required.</li> </ul>  |  |
| <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Ph.D. in Engineering in the disciplines of Chemical / Computer / Civil / Electronics / Electronics and Telecommunication / Information Technology / Mechanical.</li> </ul> <p><b>Essential requirements:</b></p> <ul style="list-style-type: none"> <li>• Master Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale in any discipline from a recognized University / Institute.</li> <li>• The following during the past 4 years: (i) 3 papers in SCI journals; (ii) One high value sponsored or consultancy project; (iii) Two self financed or four Govt. sponsored short-term courses as coordinator and main teacher,</li> <li>• 5 years of experience of in the capacity of controller of Examination.</li> <li>• An intellectual leader with a demonstrated track record showing distinguished teaching, research, and scholarly publications that exhibit a balanced commitment to academic excellence.</li> <li>• A person of high energy, absolute integrity, enthusiastic optimism and the perseverance to bring initiatives to fruition.</li> </ul> |  |
| <p><b>Documents required:</b></p> <ul style="list-style-type: none"> <li>• Relevant copies of academic certificates and work experience.</li> <li>• Documentary evidence of date of Birth and Address Proof (Aadhar Card/ Passport)</li> </ul>   |  |

- Appointment Letter from last employer if any.
- Certificate of Medical fitness from registered medical practitioner.
- Four passport sizes colored Photographs.
- Two references, along with their contact address (one preferably from previous organization if any).

**Dean, FSA**

**Director**