

CONTROLLER OF EXAMINATION

Pay Level-17 (7th CPC)

1. **Essential Qualifications :**

- (i) Master's Degree in any subject or Post Graduate Diploma in Management with at least 55% of marks or its equivalent grade in the UGC seven-point scale from a recognized University/Institution. (5% relaxation in marks for SC / ST / Differently-abled category.)
- (ii) At least 10 yrs. administrative experience in supervisory or equivalent cadre in group -B post in a Government Department / University / Educational or Research Institution/Teaching and/or Research Experience on a substantive post along with proven administrative capabilities out of which 5 years experience shall be in examination related work.
- Or
- 6 years experience on the post of Dy. Registrar in Central/State University.
- Or
- 10 Years experience on the post of Assistant Registrar in a Central/State University.

Desirable :

- (i) MBA or CA/ICWA or MCA or LL.B or Ph.D./ B. Tech.
- (ii) I.T. & Soft skills.
- (iii) The incumbent should have experience and knowledge of examination work of a University System.

2. **Mode of Selection**

The selection will be based on the performance of the candidate in interview.

Note :

- (1) The incumbent should possess good communication, logical reasoning, analytical skills, soft skills and aptitude for drafting/noting in English & Hindi. Should be able to coordinate/liaise with other divisions/departments and participate in discussions with senior functionaries and academicians.
- (2) The incumbent is expected to handle independently one or more functions related to Educational administration/ Examinations.