

Job Description

Controller of Examinations

Vishwakarma University invites applications from highly motivated academicians who have passion for education and administration for the position of Controller of Examinations. Qualifications, experience and eligibility criteria are as per the UGC and GoM norms. The candidate must have the ability to effectively utilize recent technology while fulfilling the duties and responsibilities of the Controller of Examinations. We need a person ready to take the responsibilities and challenging opportunities to fully exhaust his/her knowledge and skills.

Job duties and responsibilities

Duties and responsibilities of the Controller of Examinations are as follows but are not limited to:

- Be the member secretary of the Board of Examinations (BoE) and conduct the meetings of the Board of Examinations on regular basis
- To implement the recommendations of the Board of Examinations
- To submit the report regarding conduct of examinations to the Board of Examinations and the Academic Council
- To make all the necessary arrangements for holding and conducting the examinations and for timely declaration of their results

Minimum Qualifications/Requirements

- As per the norms of UGC and GoM
- Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed
- At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 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 of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

- Doctoral degree is desirable
- Excellent fluency of English and Marathi/Hindi languages
- Effective communication skills