



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved)

Gurugram, Delhi-NCR

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## VACANCY FOR DEPUTY CONTROLLER OF EXAMINATIONS

**SGT University (NAAC A+ Grade Accredited)**, in its campus spread over 70 acres near Gurgaon, offers around 160+ programs in Medical and Non-Medical domains. It nurtures more than seven thousand students and is a hub of activities involving the nation's who's who. It is a part of a group spanning the fields of education and hospitality. The University employs close to three thousand people. The campus has accommodation for employees and hostels for students and offers excellent support facilities such as shopping complex, medical facilities, sports, entertainment, and transportation. The campus is located less than 5 km from the Delhi border of Daurala and offers convenient access to Indira Gandhi International Airport, Delhi.

**Name of the Post:** Deputy Controller of Examinations

No. of vacancy: One

### Qualification & Experience

Essential:

- Uniformly good academic record with a Master's degree in any discipline from a recognized university).
- Minimum five years administrative experience as Assistant Controller of Examination or in an equivalent position
- Preference will be given to candidates having led large-scale of team structures in similar capacity.
- Operational knowledge of examination software (ERP) and results automation.

### Duties/Responsibilities:

- to conduct examinations in a disciplined and efficient manner.
- to arrange for the setting of papers with strict regard to secrecy; To maintain the data from the module handbooks regarding the scheme of the examination (On Semester/ Year/ Prof. Basis), Preprinting of Examination Stationery (answer books, transcripts, degrees etc.) Actual Conduct of Examination and Preparation of Results
- to arrange for the evaluation of answer sheets in accordance with the planned time schedule for results; To issue the pre-printed stationery To maintain the records of each component of assessment (On a Semester Basis) To help in the processing of results (On a Semester Basis) To help in the declaration of results (On Semester Basis) Post Examination work
- to constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to making it a better instrument for assessing the attainments of students.
- to form a mechanism for redressal of grievances (On Semester Basis) To receive the verification and revaluation email from students.
- to make the arrangement for the distribution of degrees, diplomas, and certificates (Convocation)
- to issue duplicate transcript/degree (if lost)
- to make available the statistical/other examination information to UGC/State Government from time to time
- to ensure full compliance with all processes and rules as per UGC NAAC and related agencies.
- to work on ABC and NAD portal.



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## **How to apply:**

Candidates are required to visit the careers web page <https://sgtuniversity.ac.in/careers/> and online or apply by Registered Post to the following Address:

**HR Department (Non-Teaching)**  
**SGT University**  
**(Shree Guru Gobind Singh Tricentenary**  
**University)Gurgaon-Badli Road, Budhera,**  
**Gurugram, Haryana 122505**

The last date of submission of online applications is 30<sup>TH</sup> April 2024.

## **General Conditions:**

1. The University shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/documents are found to be false/incorrect way of omission or commission, the responsibility and liability shall lie solely with the candidate.
2. All appointments shall be made provisionally subject to verification of certificates. The University shall verify the documents and antecedents of the applicant at the time of test/interview/joining at any stage during the period of service. In case, it is found at any point of time that any document/ information submitted by the applicant is false or the applicant has suppressed/concealed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason. The University may also initiate appropriate action under the provisions of the Indian Penal Code, 1860 for the production of false information.
3. All correspondence from the University including test/interview letters, if any, shall be sent only to the e-mail address provided by the applicant in the application form. The applicants are advised to check the website of the University regularly for updates.
4. The University reserves the right to revise/ reschedule/ cancel/ suspend/ withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
5. The posts advertised are tentative. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant. Vacancies may increase or decrease.
6. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the applicant in this regard.
7. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
8. Candidates should possess the essential qualifications as on the closing date of application.



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9. Working knowledge of latest computer applications and good communication skills are mandatory for all positions and the University reserves its right to test the skill of a candidate at the time of selection.
10. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test/interview.
11. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.
12. Canvassing in any form will lead to disqualification.