



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved)

Gurugram, Delhi-NCR

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 structure in similar capacity.
- Operational knowledge of examination software (ERP) and results automation.

Duties/Responsibilities:

- **Examination Planning & Coordination:** Assist in developing the exam calendar, liaise with departments, and manage venue readiness.
- **Examination Operations:** Support question paper handling, exam scheduling, and invigilation supervision, while overseeing smooth exam conduct.
- **Confidentiality & Security:** Ensure confidentiality of exam materials and enforce security measures to prevent malpractice.
- **Evaluation & Result Processing:** Coordinate evaluation, manage result tabulation, and assist with timely publication.
- **Record Keeping:** Maintain and update exam data, and prepare reports for audits and reviews.
- **Policy Compliance:** Ensure exam processes follow university policies and assist in audit preparation.
- **Student Services:** Address exam-related student queries, assist with certification, and manage revaluation requests.
- **Innovation:** Propose process improvements and support technology integration in exam operations.



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How to apply:

Candidates are required to visit the careers web page <https://sgtuniversity.ac.in/careers/> and apply 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 30th November 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/ incorrectly by 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 or 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 Indian Penal Code, 1860 for production of false information.
3. All correspondence from the University including test/interview letter, if any, shall be sent only at 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.