

About the University:

O. P. Jindal Global University (JGU) is a world class University at the National Capital Region, Delhi (Sonipat), India. JGU has established six schools: Jindal Global Law School (JGLS), Jindal Global Business School (JGBS), Jindal School of International Affairs (JSIA), Jindal School of Government and Public Policy (JSGP), Jindal School of Liberal Arts and Humanities (JSLH) and Jindal School of Journalism and Communication (JSJC).



**Research Focused | 1:13 Faculty Student Ratio | 20% International Faculty |
15 Programmes | 180 International Collaborations | 1500 Publications**

Job Title:

Assistant Manager – Joint Controller of Examinations

Primary Work Location:

University Campus, Sonipat (NCR of Delhi)

Job Summary:

Incumbent shall be conducting examinations/tests of the university and declaring their results. S/he shall discharge his functions under the superintendence, direction and guidance of the Controller of Examinations.

Job Tasks and Responsibilities:

- To be responsible for the organisation of all internal examinations;
- To organise the collection of registration and examination fees; organising, invoicing and ensuring money collected is credited to the relevant account, in liaison with the Finance Officer;
- To co-ordinate the preparation and submission of entries to examining bodies;
- To ensure all examination papers and stationery are provided safely to the school, being responsible for their strict security and ensuring completed papers are collected promptly and appropriately;
- To be responsible for arrangements of the conduct of examinations;
- To co-ordinate with the team of invigilators and deployment of invigilation staff;
- To make appropriate timetabling and room arrangements for the above and ensuring proper examination invigilation of the examinations is put in place;
- To ensure that all examinations start and finish appropriately in line with examination board regulations;
- To ensure that students are given all the necessary relevant information about examination entries, the dates and times of the examinations, conduct during

examinations and the collection of results and certificates and that this information is given in good time;

- To deal with issues relating to appeals, remarking and other administrative issues such as students who miss examinations through illness or who require special consideration;
- To deal with enquiries from parents and students, including former students;
- To receive examination results and certificates and making arrangements for their issue;
- To undertake any other related duties and responsibilities of an equivalent nature assigned by the Controller of Examinations.

Other Skills:

- Proficiency in working with standard office applications such as MS Word, Excel and Outlook
- Ability to deal with a large volume administrative system whilst maintaining excellent attention to detail
- A high level of interpersonal skills and the ability to work effectively with a range of people including students, teachers, support staff and examination boards
- Positive and enthusiastic
- A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changes circumstances
- Ability to be clear and assertive whilst remaining calm, composed, tactful and flexible

Experience & Qualification:

- Master degree in any discipline from a recognized University/Institute;
- A minimum of 4 to 6 years of relevant administrative experience.