

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:

Deputy Director – Joint Controller of Examinations

Primary Work Location:

University Campus, Sonipat (NCR of Delhi)

Job Summary:

The Joint Controller of Examinations shall be responsible for conducting examinations and tests of the university and declaration of their results. S/he shall discharge his functions under the superintendence, direction and guidance of the Controller of Examinations.

Job Tasks and Responsibilities:

- To make all arrangements necessary for holding examinations & tests and declaration of results in accordance with the exam regulations laid down by the examination boards;
- To prepare and announce in advance the calendar of examinations;
- To arrange for printing of question papers;
- To arrange to get performance of the candidates at the examinations properly assessed, and process the results;
- To postpone or cancel examinations, in part or in whole, in the event of malpractices and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices;
- To take disciplinary action where necessary against the candidates, paper setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
- To brief students on examination procedures and conduct, and to produce guidelines for staff and students.

- To review from time to time, the results of university examinations and forward reports thereon to the Vice Chancellor.

Other Skills:

- Excellent organisational and time management skills;
- Ability to prioritise and multitask
- Ability to meet deadlines
- Proficiency in working with standard office applications such as MS Word, Excel and Outlook
- Ability to recognise and appreciate the confidential nature of work undertaken
- 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 12 to 15 years of administrative experience of which 8 years working as Deputy Registrar or an equivalent post.