

1	Name of the Post	Controller of Examination (CoE)
2	Number of post(s)	01 (ONE)
3	Classification	Group "A" University Officer
4	Pay band and grade pay or pay scale	PB-IV 37400-67000 with Grade Pay of Rs.10,000/- (6th CPC), Level-14 with rationalized entry pay of Rs. 1,44,200/- as per 7th CPC pay matrix
5	Whether selection posts or non-selection post	Selection
6	Age limit for direct recruits	55 years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i. Master's Degree with at least 55% of the marks or an equivalent grade B in a point scale wherever grading system is followed.</p> <p>ii. At least 15 years' experience out of which minimum 5 years experience at Pay Level 13/13A/13A1 of 7<sup>th</sup> CPC.</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experienced in research establishment and / or other Institutions of higher education,</p> <p style="text-align: center;"><b>OR</b></p> <p>15 years of administrative experience, out of which 08 years shall be as Deputy Registrar or an equivalent post.</p> <p><b>Desirable:</b> Minimum 5 years of Administrative experience in relevant field in Pay Level 13/13A/13A1 or above.</p> <p><b>Note:</b> The Controller of Examination shall hold office for a term of 05 (five) years from the date of which he/she enters upon his/her office and shall be eligible for reappointment for not more than one term or upto age of 60 years whichever is earlier.</p>
8	Whether age and educational qualification prescribed for direct recruits will apply in case of promotion	Not Applicable as post will NOT be filled through promotion.
9	Period of probation, if any.	
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various method.	On tenure basis through direct recruitment/ deputation
11	In case of recruitment by promotion or deputation/ absorption, grades from which promotion or deputation/ absorption on to be made.	Not Applicable

12	If a departmental promotion Committee exists, what is its composition?	Not Applicable
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not Applicable