

## **Job Description – Controller of Examinations (COE)**

**Academic Level:** Level 14

### **Essential Qualification**

Master's Degree with at least 55% marks or equivalent grade in UGC seven-point scale from a recognized university.

### **Experience**

- 15 years academic experience as Assistant Professor in Academic Level 11 and above;  
OR
- 8 years of service at Academic Level 12 and above (including as Associate Professor) with experience in educational administration; OR
- Comparable experience in research establishments / higher education institutions; OR
- 15 years administrative experience, of which 8 years shall be as Deputy Registrar or equivalent.

### **Additional Requirement**

Working knowledge of Examination software & result automation systems.

### **Pay Scale**

7th CPC: Pay Matrix Level 14