

JAWAHARLAL NEHRU UNIVERSITY
ADMINISTRATION BRANCH-I

Advt.No.2/2015/Admn.I

Applications are invited for filling up the post of **Controller of Examinations** in the Pay Band-4 (Rs.37,400-67,000) with Grade Pay Rs.10,000 in the Jawaharlal Nehru University, as per the details given below:

Essential qualifications:

1. A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale
2. At least 15 years of experience as Assistant Professor in the AGP of Rs.7,000 and above or with 8 years of service in the AGP of Rs.8,000 and above including as Associate Professor along with experience in educational administration.

Or

Comparable experience in research establishment and/or other institutions of higher education.

Or

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
3. 5% relaxation in percentage of marks at Master's level from 55% to 50% will be extended to SC/ST/PH categories and to the existing incumbents who are already in the University system as provided under UGC guidelines issued from time to time.

Desirable: Adequate experience in the pre-conduct and post-conduct of university examinations or other comparable examinations. Working knowledge of examination software and results automation. The preference will be given to those having working experience of Govt. University administration/central educational institution administration.

Note: The appointment shall be made for a tenure of 5 years which can be renewed for similar term by the Executive Council of the University. For candidates applying on deputation basis from Govt. or any other organization/institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India. However, the age of retirement would be 62 years and the post does not carry the facility for re-employment.

Job Description: Subject to the provisions of the Act, Statutes and Ordinances, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of examinations and such duties and functions as may be assigned to him from time to time by the Executive Council/Vice-Chancellor.

General conditions:

- (i) Persons already in Govt. service/Autonomous bodies/Universities/PSU should apply through proper channel along with vigilance clearance and integrity certificate, failing which their application will not be entertained. Attested copies of ACRs/APARs of last five years be also sent separately.
- (ii) Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the interview.
- (iii) **The University reserves the right:**
 - (a) to fix criteria for screening the applications so as to reduce the number of candidates to be called for interview;
 - (b) the selection will be made on the basis of performance in the interview on the recommendation of the Selection Committee;
 - (c) to relax any of the conditions of age/qualifications/experience at its discretion; and
 - (d) not to fill up the advertised position.
- (iv) The candidates belonging to SC/ST/PH categories are required to submit their respective caste/disability certificate in the format prescribed by the Govt. of India. Candidate belonging to PH category should meet the prescribed criteria of physical handicapness as applicable in the Govt. of India rules for respective physically handicapped category. The University reserves the right to verify the certificates, before the interview/joining, etc., and to summarily cancel/terminate the cases, if the certificates are found false.
- (iv) Knowledge of Computer application is necessary for the post.
- (v) Application fee of Rs.500/- shall be payable in the form of Bank Draft drawn in favour of **"Finance Officer, JNU" payable at New Delhi.**
- (vi) **Incomplete applications shall liable to be rejected.**
- (vii) Applications received after last date shall not be entertained and the University will not be responsible for any postal delay.
- (viii) Format of applications are available in the University website. The format be strictly followed.
- (ix) **The Candidates already applied for the said post in response our Advertisement No 02/2013/Admn.I advertised in Employment Newspaper dated 24 – 30 August 2013, need not to apply again, however Biodata may be sent again if any changes.**

The eligible and interested persons are required to apply on-line in the format available in the University website www.jnu.ac.in. **Application, except on-line, will not be accepted.** Applicants are also required to submit the hard copy of the online application, duly signed, along with the prescribed application fee, one passport size photograph and attested copies of the certificates of educational qualifications, date of birth, experience, caste, PH certificate, etc. to **Dy. Registrar (Admn.), Room No. 310 (Recruitment & Data Cell Tele: 011-26738721/Mob.:09868101053), Administrative Block, Jawaharlal Nehru University, New Mehrauli Road, New Delhi-110067** within 30 days from the date of publication of this advertisement in the Employment News (**published on 16 - 22 May 2015**) i.e. **by 15 June 2015**. Crucial date for fixing eligibility criteria, upper age limit, etc. shall be the last date of submission of application. Both On-line application as well as submission of hard copy of on-line application shall be mandatory along with the testimonials/certificates/application fee.

Registrar
JNU