

Job Title: Deputy Controller of Examinations**Location: Sonapat, Haryana****About Ashoka University:**

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education with its unique pedagogy, governance and best practices. Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator.

For further information, visit www.ashoka.edu.in

At Ashoka, we aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- Being mission-driven and authentic
- Thinking strategically and creatively
- Collaborating with trust and respect
- Being accountable and driving for results
- Focused on service excellence

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.

Qualification & Experience:

A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale along with.

9 years of experience as Assistant Professor with experience in academic administration.

OR

Comparable experience in research experiments and / or other institutions of Higher Education

OR

5 years administrative experience as Assistant Registrar / Assistant Controller of Examinations or in an equivalent post.

Job Description:

To look after all University examinations and other related works of the University.

1. to conduct examinations in a disciplined and efficient manner while maintaining the highest standards of academic integrity.
2. to arrange for the evaluation of answer-sheets in accordance with due regard for confidentiality and within the planned time schedule for results;
3. To prepare the statistical / other examination information as per the requirements of University
4. Ensure full compliance of all processes and rules as per regulatory guidelines and the Examination Committee of the University.
5. To work with IT systems for automation of processes in the examination system.
6. to deal with any other matter connected with examinations which may from time to time be assigned

Application Process:

Please submit an updated CV at connect.hr@ashoka.edu.in, with the subject line –

<JobName_Department_Applicant Name>.

Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.

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