

Post Name

Deputy Controller – Examination/ Asst. Controller – Examination

Introduction

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science, and Management with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.

Roles & Responsibilities

The recruit shall be responsible for: -

- Assist in planning, scheduling, and organizing the entire examination process as per academic calendar.
- Coordinate with academic departments for preparation and finalization of exam timetables.
- Ensure strict compliance with institutional policies and examination guidelines.
- Manage physical and digital records related to examination results, answer scripts, transcripts, and certificates.
- Supervise invigilation and maintain records to prevent malpractice during exams.
- Oversee evaluation work, ensuring timely and accurate result processing.
- Facilitate grievance redressal related to exam results, revaluation, and verification requests.
- Coordinate the preparation and distribution of certificates, degrees, and transcripts.
- Maintain confidentiality and security of all examination-related documents and data.
- Assist in updating and automating examination software and systems.
- Ensure compliance with guidelines from regulatory bodies such as UGC, NAAC, and university statutes.

	<ul style="list-style-type: none"> • Supervise staff working under the Examination Office. • Prepare reports and maintain official minutes of examination boards and committees. • Support implementation of new examination policies and initiatives as directed by the Controller.
Qualification	Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
Experience	<p>a) Nine years of experience as Assistant Professor in regular or fixed pay with at least 5 Years' experience in conducting examination in relevant capacity.</p> <p style="text-align: center;">OR</p> <p>a) 5 years of administrative experience as Assistant Controller of Examination or in equivalent post.</p> <p>b) Familiarity with UGC and other regulatory guidelines, CBCS pattern, and examination software is desirable.</p>
Skills	<ul style="list-style-type: none"> • Ability to manage large volumes of examination data and student records with accuracy • Capacity to supervise and guide examination staff and invigilators • Problem-solving skills for handling exam-related issues and grievances • Familiarity with UGC, NAAC, and university examination regulations and compliance requirements • Attention to detail in preparation and scrutiny of question papers and results • Ability to work under pressure and meet tight deadlines • Skills in digitization and automation of examination processes
Reporting	Registrar
Remuneration	<p>Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.</p> <p>The salary shall have following components -</p> <ul style="list-style-type: none"> A. The core salary B. PF as per applicable statutory norms A. Increment based on PMS score as per the PMS policy for Non Teaching staff

Other Benefits

- Group Medclaim Insurance Policy and Group Personal Accident Policy
- Treatment at GSFC Medical Center on applicable terms
- Gratuity payable as per the Payment of Gratuity Act, subject to eligibility and completion of minimum service period.

Selection Procedure**Stage 1 - Written Ability Test**

HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content.

Stage 2 –Personal Interview

Interviews of the short listed candidates will be conducted by the committee members.

Tenure of Appointment

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non Teaching staff.

Location

Vadodara, Gujarat.