

Position Open: Assistant Controller of Examinations

About the Institution:

PSGR Krishnammal College for Women is a premier autonomous institution committed to academic excellence and women empowerment through quality higher education. Accredited with the highest grades by NAAC and consistently ranked among the top colleges in India, the college offers a dynamic and inclusive academic environment.

"Recognized by UGC and accredited by NAAC with A++ Grade, PSGRKCW is ranked among the top 10 women's colleges in India (NIRF 2024)."

Position Overview:

We invite applications from qualified and experienced professionals for the position of Assistant Controller of Examinations. The ideal candidate will assist in the planning, administration, and execution of examination and assessment-related activities, ensuring compliance with institutional policies, statutory norms, and regulatory guidelines.

Key Responsibilities:

- Support the Controller of Examinations in end-to-end examination processes for UG/PG programmes.
- Coordinate the scheduling, logistics, and secure conduct of internal and external examinations.
- Oversee the generation, scrutiny, and publication of question papers, results, and mark sheets.
- Ensure adherence to UGC, University, and autonomous regulations regarding evaluation and grading.
- Maintain the integrity and confidentiality of examination records and student data.
- Facilitate digitization and automation of examination workflows (e.g., e-governance, ERP modules).
- Liaise with academic departments, university officials, and statutory bodies as needed.
- Support grievance redressal, revaluation, and supplementary examination processes.
- Prepare reports, examination calendars, and statutory submissions in a timely manner.

Eligibility Criteria:

- Educational Qualification: Master's degree in any discipline from a recognized university with at least 60% marks or equivalent grade.
- Desirable: M.Phil/Ph.D./PGDCA/Certification in Office Automation or ERP.
- Experience: Minimum 5-7 years of experience in academic administration or examination-related roles in a university/autonomous institution.
- Age: Preferably below 45 years.

Skills & Competencies:

- Experience in digital examination systems and ERP-based academic administration (preferred).
- Strong organizational and administrative capabilities.
- High level of integrity, confidentiality, and attention to detail.
- Proficiency in Microsoft Office and examination software platforms.
- Familiarity with UGC/NAAC/University regulations and CBCS pattern.
- Effective communication and coordination skills.

- Ability to work under pressure and meet strict deadlines.

Salary & Benefits:

Commensurate with qualifications, experience, and as per institutional norms.

Application Process:

Interested candidates may send their detailed resume and relevant supporting documents to:

Email: hrd@grgeducation.com

Last Date to Apply: July 20, 2025

Note: Only shortlisted candidates will be contacted for further selection procedures. The institution reserves the right to reject any or all applications without assigning reasons.