



JOB DESCRIPTION

JOB TITLE: Examinations Officer	DEPARTMENT: Examinations
POSITION REPORTS TO: Senior Controller Examinations	
POSITION IS REPORTED BY: Examination Assistant	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Maintains record of all examination papers and marked answer sheets semester-wise.2. Keeps track of paper submission deadlines and reminds the faculty members in this regard.3. Makes arrangements for holding the examinations; including preparation of the monitoring sheet, seating arrangements etc.4. Ensures that Zabdesk relating to examination is updated and takes all measures in this regard including contacting the program coordinator and the academic department.5. Ensures that question papers, results, and answer sheets are submitted by the Faculty to the Examination department within the deadlines.6. Invigilates during examinations7. Handles all retake exam related activities and maintains the data for the same.8. Handles all the activities related to scrutiny of final exam papers from form collection to preparation of necessary documents and maintains the data for the same.	