



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Examinations Officer	DEPARTMENT: Examinations
POSITION REPORTS TO: 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 and allotting numbers 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 examinations	
<u>PERSON SPECIFICATION</u>	
(1) Academic Qualification Required At least Masters	
(2) Specific Job-related Skills Required <ol style="list-style-type: none">1. Communication & Counseling Skills2. Problem-Solving & decision - making Skills	
(3) Specific Job-related Traits & Behaviors Required <ol style="list-style-type: none">1. Attendance & Punctuality2. Integrity3. Cooperativeness & Coordination4. Work interest, devotion and commitment	



(4) Experience Required

At least one year experience in the Academia / relevant field.