

Advt. No. 01/RC (NT)/2025

Online applications are invited in the prescribed Application Form from eligible candidates for appointment to the post of Controller of Examinations on tenure/deputation basis for a term of 05 years or his/her attaining the age of 62 years or attaining the age of superannuation in his/her parent office whichever is earlier. The post of Controller of Examinations (unreserved) carries Scale of Pay Level-14 (Rs.144200-218200) with rationalized Entry Pay of Rs. 1,44,200 as per 7th CPC Pay Matrix. Pay fixation of serving/ Superannuating (after joining) employees drawing pension shall be regulated as per applicable rules/orders issued by the Government of India/UGC/University from time to time.

Essential Qualification & Experience:

- (a) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- (b) At least 15 years of experience as Assistant Professor in the Academic Level-11 and above or with 8 years of service in the Academic Level-12 and above including as Associate Professor along with experience in educational administration,

OR

- (c) Comparable experience in research establishment and/ or other institutions of higher education,

OR

- (d) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Note: 5% relaxation in percentage of marks at Master's level from 55% to 50% will be extended to SC/ST/PwD categories and to the existing employees who are already in the University system as provided under UGC guidelines issued from time to time.

Desirable: Adequate experience in the pre-conduct and post-conduct of university examinations or other comparable examinations. Working knowledge of examination software and results automation. The preference will be given to those having working experience of Govt. University administration/central educational institution administration.

Note: The appointment shall be made on tenure/deputation basis for a period of 5 years or attaining the age of 62 years or attaining the age of superannuation in his/her parent office whichever is earlier. For candidates applying on deputation basis from Govt. or any other organization/institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.

Job Description: Subject to the provisions of the Act, Statutes and Ordinances, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of examinations and such duties and functions as may be assigned to him from time to time by the Executive Council/Vice-Chancellor.

General conditions:

1. Age Criteria: Preferably below 57 years of age on the closing date of the advertisement.
2. Persons already in Govt. Service/Autonomous bodies/ Universities/ PSU should apply through proper channel along with vigilance clearance and integrity certificate, failing which their application will not be entertained. Attested copies of ACRs/APARs of last five years be also sent separately.
3. Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the interview.
4. The candidates holding the same position in Central/State Universities in same pay level will be preferred.

5. The University reserves the right:

- (a) to fix criteria for screening the applications so as to reduce the number of candidates to be called for interview;
- (b) the selection will be made on the basis of performance in the interview on the recommendation of the Selection Committee;
- (c) to relax any of the conditions of age/ qualifications/ experience at its discretion; and;
- (d) not to fill up the advertised position.

6. The candidates belonging to SC/ST/OBC (non creamy layer)/PwD categories are required to submit their respective caste/disability certificate in the format prescribed by the Govt. of India. Candidates belonging to PwD category should meet the prescribed criteria of physical handicapness as applicable in the Govt. of India rules for respective PwD category. The OBC (non creamy layer) certificate should be submitted in the DoPT/ Central Government prescribed format only. The University reserves the right to verify the certificates, before the interview/ joining etc., and to summarily cancel/terminate the cases, if the certificates are found false.

7. Knowledge of Computer application is necessary for the post.

8. Application fee of Rs.1000/- shall be payable online through payment gateway. No applications fee is payable in respect of SC/ST/PwD and women applicants.

9. Incomplete applications shall liable to be rejected.

10. Online application link is available in the University website i.e. <https://jnu.ac.in/career> under 'Non-Teaching' tab.

11. Those who are applying for the post should ensure that they fulfil all eligibility criteria as stipulated in the Advertisement. If it is found at any stage that they do not fulfil the stipulated criteria, the candidature will be cancelled.

12. Canvassing or bringing influence in any form shall disqualify candidature of the applicant without notice.

13. The upper age limit for the post advertised shall be determined as on closing date of advertisement.

14. Consequent upon adoption of self-certification provisions as required by the Government of India, the University shall process the applications entirely on the basis of information/documents submitted by the candidates duly self-attested. In case the information/documents are found to be false/ incorrect by way of commission or commission, the sole responsibility and liability shall be of the candidate.

15. Candidate called for interview should report along with all testimonials/certificates in original along with photo ID. They should carry an additional set of copy of these testimonials/certificates for being deposited with the University at the time of interview.

16. The eligibility of the candidate(s) will be determined on the basis of qualifications/experiences etc. acquired by them up to the last date fixed for receipt of online application.

17. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material / information while submitting the application and self-certified copies/ testimonials.

18. The University shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are false the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the University.

19. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, the University reserves right to modify/withdraw/cancel any communication made to the candidate.

20. No correspondence or personal enquiries shall be entertained by the University.

21. Crucial date for fixing eligibility criteria, upper age limit, etc. shall be the last date of submission of applications.

22. The eligible and interested persons are required to apply online in the format available on the University website <https://jnu.ac.in/career> under 'Non-Teaching' tab. Applications except online, will not be accepted.

23. Submission of ONLINE applications in all respects, shall be from **28-JULY-2025 05:00 PM till 25th August 2025 (05:00 PM)**.

Any addendum/corrigendum shall be posted only on the University website.

Registrar

FOR ANY ENQUIRY, PLEASE CONTACT:-

Technical Assistance related with Online Application – 011-26704094

Advertisement related matters - 011-26704052 or Email: recruit.nt@mail.jnu.ac.in