

# Gokhale Institute of Politics and Economics

(Founded by Rao Bahadur R.R. Kale, Satara)  
(Deemed to be University u/s 3 of the UGC Act, 1956)  
846, Shivajinagar, B.M.C.C. Road  
**PUNE - 411 004 (INDIA)**

## ADVERTISEMENT NOTIFICATION FOR THE POST OF ASSISTANT CONTROLLER OF EXAMINATIONS

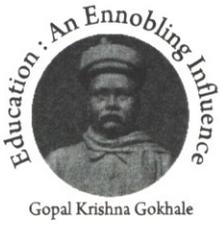
The Gokhale Institute of Politics and Economics is a one of the oldest research institutes in the country established in 1930 under the aegis of Servants of India Society. The Institute is widely recognized in the country as an advanced centre for the study and research in Economics and allied subject fields. The University Grants Commission, vide its notification no. F.6-4/89(CPP/Desk-C/CPP-I) dated 9-5-1993 has declared the Institute as a Deemed to be University u/s 3 of the UGC Act 1956.

The Institute is seeking applications from eligible candidates for the position of Assistant Controller of Examinations.

### THE DUTIES OF ASSISTANT CONTROLLER OF EXAMINATIONS ARE AS FOLLOWS:

- Assist the Controller of Examinations in the development and implementation of policies and procedures related to the examination process.
- Support the administration of all examinations, ensuring that all materials are accurate, secure, and properly distributed.
- Work with faculty to ensure that examinations are consistent with academic standards and program objectives.
- Provide support and guidance to students and faculty related to the examination process, including addressing questions and concerns.
- Manage the grading process, ensuring that all results are accurately recorded reported.
- Maintain accurate records related to examinations and student performance.
- Assist with the preparation of examination schedules and other administrative tasks related to the examination process.
- Manage printing of mark sheets and degree certificates
- Manage examination schedules and invigilation processes
- Ensure compliance with all regulatory standards and requirements related to examination administration.
- Collaborate with other university departments to promote student success and support the academic mission of the institution.
- Assist the Controller of Examinations in Entrance Examination Management and Admission process
- Ensure timely data uploading (Degree Certificates/Mark sheets) on NAD Portal
- Provide analysis and reporting related to examination performance and results.
- Any additional Responsibility assigned by the Controller of Examinations/Authorities of the Institute





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## ELIGIBILITY CRITERIA

- (i) Master's degree in any field with at least 55% marks
- (ii) At least 5 years of experience in higher education administration or examination administration.
- (iii) Minimum 35 years (As on Date of Advertisement)

## DESIRABLE

- (i) Knowledge of regulatory standards and requirements related to examination administration.
- (ii) Experience working with faculty and students in an academic setting, preferably in a university setting
- (iii) Strong organizational and time-management skills, with the ability to manage multiple priorities.
- (iv) Excellent communication and interpersonal skills.
- (v) Proficiency in using technology and data analysis to drive decision-making and planning.
- (vi) Strong problem-solving and analytical skills.

<b>CONSOLIDATED PAY:</b>	Commensurate with Qualification and Experience.
<b>Age Limit:</b>	Minimum 35 years (As on Date of Advertisement)
<b>Application Deadline:</b>	October 29, 2023
<b>Application Fee:</b>	Rs. 236/- (including GST)

**HOW TO APPLY:** Interested Candidate should apply through Online Application Mode on the link  
<http://erp.gipe.ac.in/employeeApplicantRegistration.htm>



  
REGISTRAR