

Job Responsibilities – Examination Department

Assistant to Deputy Controller of Examination

1. Pre-Exam Operations

Readiness & Setup

- Conduct pre-rehearsal & operational checks of cutting and scanning equipment.
- Systematically organize rack storage for easy retrieval of exam blocks.
- Print examination schedules.

Printing & Material Preparation

- Print student barcodes & attendance sheets.
- Arrange barcodes, Admit cards & Attendance sheets systematically day-wise.
- Prepare standard file folders (attendance, negligence tracking, stationery logs, question paper review forms).

Logistics & Issue

- Distribute general exam-related materials.
- Issue exam stationery to supervisors while maintaining accurate inventory distribution logs.

2. During Exam Operations

Receipt & Verification

- Receive exam blocks directly from examination centres.
- Verify all relevant documents, attendance reports, and block records.
- Inspect & verify Unfair Means (UFM) dockets for compliance.

Processing & Digitization

- Perform precision cutting of answer books for scanning.
- Execute high-speed scanning & digital uploading of answer books.
- Identify & perform re-scanning of answer books with quality or query issues.

Reporting & Escalation

- Promptly report operational issues, discrepancies, or queries to the COE.

3. Post-Exam Operations

Assessment & Compliance

- Track & follow up on pending answer book evaluations.
- Manage Unfair Means (UFM) hearing procedures and complete documentation.
- Process result verifications & draft official result notifications.

Document Verification

- Verify & print Gradesheets, Transcripts, Provisional Degree Certificates and Final Degree Certificates.

Reporting & Reconciliation

- Prepare annual examination reports & document result analysis.
- Receive balance stationery from supervisors & calculate final available stock.
- Segregate & prepare obsolete stock for pulping per university policy.

4. Financial, Convocation & Institutional Responsibilities

Convocation & Degree Conferment

- Coordinate mid-year degree conferment processes.
- Procure & manage convocation stationery and academic attire/outfits.
- Distribute Degree Certificates, Gold Medal Certificates, and student/staff outfits.

Financial Bills & General Governance

- Verify Viva examination bills & process remuneration for exam-related duties.
- Perform any other examination-related tasks assigned by the Controller of Examinations (COE) from time to time.