

## **Job Opening: Controller of Examinations**

**Location:** DY Patil University Campus, Nerul, Navi Mumbai

### **Job Summary**

DY Patil University is seeking an experienced and dynamic **Controller of Examinations** to oversee and manage all examination-related activities. The role involves ensuring the smooth conduct of examinations, timely declaration of results, regulatory compliance, and continuous improvement of examination processes while maintaining the highest standards of confidentiality, integrity, and transparency.

### **Key Responsibilities**

- Plan and administer semester, annual, supplementary, and entrance examinations.
- Prepare examination schedules in coordination with academic departments.
- Oversee evaluation, result processing, and timely declaration of results.
- Ensure compliance with university regulations, UGC norms, and statutory requirements.
- Manage examination records, transcripts, and confidential academic data.
- Lead and supervise the Examination Department and coordinate with faculty and administrative teams.
- Drive automation and digitization of examination processes through ERP systems.
- Address examination-related student queries and ensure fair, transparent examination practices.

### **Qualifications**

- Master's Degree from a recognized university.
- Ph.D. preferred.
- Additional qualification in educational administration or management will be an added advantage.

### **Experience**

- 15–20 years of experience in examination management or academic administration within a university or higher education institution.
- Prior experience in a multidisciplinary university and familiarity with university examination systems and regulatory compliance is preferred.

**Skills Required**

- Strong knowledge of university examination processes and academic regulations.
- Excellent leadership, organizational, and communication skills.
- Proficiency in MS Office and Examination ERP systems.
- High level of integrity with the ability to handle confidential information.

**Interested candidates may share their updated resume at [swapnali.aher@dypatil.edu](mailto:swapnali.aher@dypatil.edu) or write to us for further details.**