

## ORDINANCE-XXIII

### Qualifications, Appointment, Emoluments, Terms and Conditions of Service of the Controller of Examinations

[Section 16; Statute 8]

#### 1. Qualifications

The qualifications for the post of Controller of Examinations shall be as specified in the Cadre Recruitment Rules framed by the Executive Council in accordance with Government of India Rules/ Instructions issued from time to time.

#### 2. Appointment

- 1) The Controller of Examinations shall be (a whole-time salaried officer) appointed on the recommendation of a Selection Committee constituted for the purpose, for a term of five years and shall be eligible for re-appointment. He/she shall be placed in the scale of pay as prescribed by the University Grants Commission and adopted by the Executive Council from time to time.
- 2) The Controller of Examinations shall retire on attaining the age of sixty-two years.
- 3) Where an employee of this University or any other Institution/Government and its organisations is appointed as Controller of Examinations, he/she shall continue to be governed by the same provident fund and pension scheme, to which he was entitled prior to his appointment as Controller of Examinations, and till he/she continues to hold his/her lien on that post.
- 4) The terms and conditions of service of the Controller of Examinations shall be such as prescribed by the Executive Council from time to time.
- 5) If the services of the Controller of Examinations are borrowed from a Government or any other organisation/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
- 6) When the office of the Controller of Examinations falls vacant or when the Controller of Examinations is, by reason of illness, absence or any other cause, unable to perform his/her duties, the Vice-Chancellor may assign the work to any other person as he may deem fit.
- 7) The Controller of Examinations, on deputation, may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor.

*Amended vide Resolution No-8 of the 32<sup>nd</sup> Meeting of the Executive Council dated 18.08.2017*

### **3. Emoluments and Entitlements**

- (i) The Controller of Examinations shall be placed in the scale of the pay prescribed by the UGC and adopted by the Executive Council, from time to time.
- (ii) The Controller of Examinations shall be entitled to unfurnished residential accommodation for which he/she shall pay the prescribed license fee as also free telephone facilities.
- (iii) He/she shall be entitled to such leave, allowances, provident fund and other terminal benefits as prescribed by the University, from time to time, for its non-teaching staff.
- (iv) He/she shall be entitled to the facility of a staff car between the office and his/her residence.

### **2. Responsibilities and Duties**

- (a) Subject to the provisions of the Act, Statutes and Ordinances, the Controller of Examinations shall perform the duties related to the arrangements for the conduct of examinations, declaration of results, issue of marks sheets and degree certificates, etc.
- (b) He/she shall be responsible for implementing the Scheme of National Academic Depository (NAD) in accordance with the directions from the Union Ministry of Human Resource Development.
- (c) He/she shall arrange the holding of Annual and Special Convocations of the University, in consultation with the Vice-Chancellor.
- (d) He/she shall attend to the students' complaints and grievances pertaining to the examination matters and ensure their timely redressal.
- (e) He/she shall perform such other duties and functions as may be assigned to him/her, from time to time, by the Executive Council and/or Vice-Chancellor.