**Job description**

**Role & responsibilities:**

* Proper knowledge of grading system (CGPA, SGPA, etc)
* Maintain and update student examination records in the university database.
* Verify and process exam applications, hall ticket issuance, and student eligibility.
* Ensure accurate entry of marks, results, and re-evaluation requests.
* Prepare and maintain confidential examination-related documents.
* Organize and archive past examination records systematically.
* Communicate with faculty and invigilators regarding exam schedules and requirements.
* Assist in preparing seating plans, invigilator duty lists, and logistics.
* Assist in the collection, sorting, and dispatch of answer scripts for evaluation.
* Keep track of answer script movements and maintain proper documentation.
* Process applications for re-evaluation, supplementary exams, and duplicate mark sheets.
* Assist in compiling and verifying student results before publication.
* Ensure accuracy in mark sheets, grade cards, and transcripts.
* Arrange necessary materials such as answer booklets, OMR sheets, and stationery.
* Maintain inventory and ensure sufficient stock for examination needs.
* Coordinate with printing and distribution teams for exam-related materials.
* Ensure strict adherence to university examination policies and guidelines.
* Maintain confidentiality of student records, question papers, and results.
* Assist in managing university exam portals and software.
* Support the examination team with general administrative tasks.
* Perform additional responsibilities as assigned by the Controller of Examinations.

**Preferred candidate profile:**

Candidates should have Bachelor's Degree with 3-5 years of experience in the relevant field and on hands experience in MS-Office especially in Excel. He/she should have knowledge of general administration and coordination.

**Salary/Compensation** - Negotiable ( No bar for right fit & relevant experience candidates)

**Contact :** Interested candidates can send their resumes to**ankit.hr@peoplesuniversity.edu.in**

**Note - Candidates have experience in Education industry are most suitable and preferable.**