



Doon University, Dehradun

(A State University)

ADVERTISEMENT NOTICE No. 777/R-DU/ 2022 Dated 11-11-2022

Controller of Examination

The Govt. of Uttarakhand established “Doon University” by the State Legislative Assembly Act, 2005 (Act No. 18 of 2005) dated 23-04-2005 with Notification No. 489/Vidhayee and Sansadiya Karya/ 2005, recognized under 12 (B) of UGC Act.

Applications are invited from only a person adequately qualified Indian citizens and overseas citizens of India for the post of **Controller of Examination in the Pay Band Rs. 1,44,200.00 to 2,18,200.00 Academic Level -14** of 7th Central Pay Commission Pay Matrix, in the University. The qualification shall be as per UGC guidelines. The last date for receipt of applications is 16-12-2022.

The Application Format can be downloaded from University’s website (www.doonuniversity.ac.in). Duly filled application along with recent passport size self-attested photograph, supporting enclosures (self-attested copies of degree certificates/mark sheets/experience certificates and Application Fee or **Rs. 2000/- (Rs. 1000/- for SC/ST candidates of Uttarakhand)** through Demand Draft drawn in favour of Doon University Dehradun, payable at Dehradun Should reach by hand/ speed post/ registered post at the following address:

The Coordinator Recruitment, Room No. 103, Administrative block, Doon University, Kedarpur, P.O.-Defence Colony, Dehradun – 248001 by 16-12-2022. Further details in this regard will be displayed on the university website. No personal communication will be entertained.

Any addendum/ corrigendum shall be posted only on the University website.

Important Note:

The details regarding qualifications, experience, and application format are available on the University website along with this advertisement. The applicants are required to go through these details before filling up the application.

The candidates are requested to carefully read the General Instructions and Eligibility requirement before filling up the application form. Candidates are also advised to visit the website www.doonuniversity.ac.in periodically for further information related to the recruitment process.

Date of uploading of detailed Advertisement	-	12-11-2022
Last date of final submission of Application form	-	16-12-2022

DETAILS OF VACANCIES AND ELIGIBILITY REQUIREMENT FOR THE APPLICANTS

Controller of Examination

No. of post: 01 (One)

Pay Scale: Rs. 1,44,200.00 – 2,18,200.00 Academic Level-14

ELIGIBILITY OF CONTROLLER OF EXAMINATION:

The existing minimum qualification for direct recruitment to the post of Controller of Examination shall continue namely, a Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale. Consequent on the change in designation of teachers vide this Ministry's letter no. 1-32/2006-U.II/U.I(i) dated 31 December, 2008, experience required for the posts of Controller of Examination shall be

- (i) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above **or** with 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration, **or**
- (ii) Comparable experience in research establishment and/ or other institutions of higher education, **or**
- (iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

Screening of candidates: Criteria and Process

1. The Screening Committee will draw a lists of Eligible candidates and Not Eligible candidates.
2. For appointment to the post of Controller of Examination in the University there is a requirement of following essential qualification and experience:

Minimum Qualification:

Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.

Experience:

- i. At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000 and above **or**
 - ii. with 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration, **or**
 - iii. Comparable experience in research establishment and/ or other institutions of higher education, **or**
 - iv. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.
3. The period of active service spent on pursuing research degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment.
 4. In case of any dispute with regard to screening of the applications, the decision of the Screening Committee shall be final.
 5. The status of short-listing will be made available to the applicants for information.

GENERAL INSTRUCTIONS FOR APPLICANT OF CONTROLLER OF EXAMINATION:

1. All applicants are required to apply in the prescribed format with complete, correct information and attachments. The applicant will be solely responsible for the authenticity of the submitted information. Applicants are required to fill the application form as available on the University website www.doonuniversity.ac.in . **The details regarding qualifications and experience are available on the University website www.doonuniversity.ac.in along with this advertisement.**
2. Eligibility regarding educational qualifications and other eligibility conditions for a given post shall be reckoned as on the last date of application only, i.e., 16-12-2022. Therefore, the applicants must ensure that he/ she possess the prescribed qualifications and experience as stipulated in the advertisement for the given post.
3. The applications received shall be screened as per advertisement and recommending the applicants to be called for interview.
4. Applicants serving in Government/ Public Sector Undertakings (including Boards/Autonomous Bodies) are required to submit 'No Objection Certificate' from the employer, at the time of interview.
5. All correspondence from the University including interview letter shall be sent only to the e-mail address provided by the applicant in the application form.
6. Applications which do not meet the eligibility criteria given in this advertisement and/ or are incomplete in any respect shall be rejected.
7. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material/ information while submitting the application and self-certified copies/ testimonials.
8. The University will verify the antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/ information submitted by the candidate is false or the candidate has suppressed relevant information, the services of the candidate shall be terminated without prejudice to any other action initiated by the University.
9. In case of the any inadvertent mistake in the process of selection, which may be detected at any stage even after the issuance of offer letter, the University reserves right to modify/ withdraw/ cancel any communication made to the applicants.
10. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.
11. The University reserves the right to Revise/ Reschedule/ Cancel/ Suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
12. The University reserves the right to offer the post at a level lower than that of advertised/ applied, or on contract basis, depending upon the qualifications, experience and performance of the candidate, wherever applicable.
13. Interview will not be conducted if the total number of application are less than 03 (three).
14. Canvassing in any form will be treated as a disqualification.
15. No TA/DA shall be paid to candidates for attending interview.
16. Any dispute regarding the recruitment will fall under the jurisdiction of Nainital (Uttarakhand).

Registrar