

Job Title	Technical Assistant
Faculty/ Dept	Controller of Examinations
About the role	<p>The Technical Assistant in the Office of the Controller of Examinations is responsible for providing technical and operational support for examination-related processes, including handling answer scripts, coordination with faculty and examination staff, managing valuation and revaluation workflows, maintaining examination records, and supporting examination portals and servers.</p>
Role Responsibilities	<p>1. Receipt and Handling of Answer Scripts: Receive answer scripts from various faculties after examinations. Ensure proper verification, documentation, and secure handling of all received scripts.</p> <p>2. Coordination with Faculty for Valuation: Inform concerned faculty members when answer scripts are ready for valuation, in coordination with faculty examination staff. Assign answer scripts to faculty members for valuation as per the approved schedule and guidelines.</p> <p>3. Support for Valuation and Student Script Viewing : After completion of valuation, coordinate with examination staff to facilitate answer script viewing for students, as per university norms. Ensure smooth scheduling and documentation of the script viewing process.</p> <p>4. Portal Management : Coordinate with the IT team, faculty, or examination staff to resolve any technical issues encountered during mark submission or uploading.</p> <p>5. Revaluation and Grievance Handling: Coordinate revaluation or grievance-related matters raised by students regarding soft copies or valuation issues. Facilitate reassignment of answer scripts to selected faculty members for revaluation, after obtaining approvals from the concerned Dean and the CoE.</p> <p>6. Archival and Server Management: After completion of the examination process, download final evaluated answer scripts. Upload and securely store the scripts on the Office of the CoE server.</p>

	<p>7. Records Maintenance: Maintain records of selected question papers, student attendance details, and valuation attendance of faculty members visiting the Office of the CoE.</p> <ul style="list-style-type: none"> o Ensure accuracy, confidentiality, and easy retrievability of all examination-related records. <p>8. Additional Assigned Duties: Carry out any other examination-related or technical tasks assigned by the Controller of Examinations from time to time, based on operational requirements.</p>
Qualifications & Experience	UG in any discipline, BCA preferred Experience: Minimum of 2+ years
Core Competencies	Basic to intermediate computer skills and familiarity with examination portals and servers. <ul style="list-style-type: none"> • Ability to coordinate effectively with faculty, examination staff, and IT teams. • Attention to detail, data accuracy, and confidentiality. • Ability to work in time-bound and examination-critical environments
Scale of Pay	As per University norms
Email your CV and other relevant documents.	hr@msruas.ac.in