

# COCHIN UNIVERSITY OF SCIENCE AND TECHNOLOGY

(Cochin University P.O., Kochi-22)



The last date to apply online is extended upto 23.01.2024 and that of hard copy submission extended upto 30.01.2024

No. Ad.A1/412(03)/CE/2018

KOCHI-22

Dated: 02.12.2023

## NOTIFICATION

Applications in the prescribed format are invited from qualified candidates for appointment to the post of **CONTROLLER OF EXAMINATIONS** in the University in Academic Level 14 (UGC Scheme).

## INSTRUCTIONS

### **I. Qualifications and Experience:**

#### **A. Essential:**

- 1) A Masters degree with at least 55% marks or an equivalent grade in a point scale, wherever grading system is followed.
- 2) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.

**OR**

Comparable experience in research establishment and/ or other institutions of higher education.

**OR**

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

#### **B. Desirable:**

Ph.D in any discipline.

### **II. Age:**

Between 40 and 52 years as on 01.01.2023 (Age relaxation as per Kerala Government Rule is applicable to eligible candidates. Age limit is not applicable in

the case of employees in the regular service of Cochin University of Science and Technology.)

### **III. Term of Appointment:**

The Controller of Examinations shall be appointed for a period of four years from the date on which he/she enters upon the office or till he/she completes the age of fifty six years, whichever is earlier and shall be eligible for re-appointment for one more term, subject to the above condition.

The service conditions prescribed by the Government from time to time shall be applicable to the post.

### **IV. Mode of Recruitment:**

By direct recruitment as provided in the Cochin University of Science and Technology Act, 1986, amended from time to time by the Government of Kerala.

### **V. How to apply:**

a) Interested candidates may apply online through the website of Cochin University of Science and Technology, ***recruit.cusat.ac.in*** on or before **23.12.2023**.

b) The signed hard copy of the uploaded form along with proof of age, educational qualifications, experience, community should reach the "**Registrar, Administrative Office, Cochin University of Science and Technology, Kochi-22**" on or before **30.12.2023** with the superscription on the envelope "**Application for the post of Controller of Examinations**".

c) Candidates who are employed on regular basis in Government/Quasi Government/State Autonomous Organization should forward their applications through proper channel with No Objection Certificate. However they can send an advance copy to the Registrar directly.

d) **Late** and **defective** applications will summarily be rejected.

### **VI. Fee details:**

₹4000/- (General category)

₹1000/- (SC/ST category)

₹24000/- (for applicants residing/ working abroad as on the date of submission of application)

**Fee exempted for Persons with Disabilities.**

**VII. Mode of Remittance:**

Online payment (through Net banking or Credit/Debit cards of almost all Banks)  
**(Please note that payment by cash/Cheque/DD will not be accepted)**

Applicants residing/ working abroad should remit the Registration fee via online payment using International Debit/ Credit Card.

*Information sheet containing the General Instructions to the candidates can be downloaded from the University website - <https://recruit.cusat.ac.in/>*

**Dr. Meera V \***  
Registrar

\* This is a computer generated document. Hence no signature is required.