# SCORE CARD FOR
# THE POST OF DEPUTY CONTROLLER OF EXAMINATIONS
# Nagaon University

(Approved by meeting of the Executive Council of Nagaon University vide Resolution No.: NU/EC/2026/06, Dated 25-06-2026)

**Weightage of scorecard and interview marks for direct recruitment for the post of Deputy Controller of Examinations as per Score Card.**

| Sl. No | Post | Academic & Experience Marks | Interview Marks | Total |
|---|---|---|---|---|
| 1. | Deputy Controller of Examinations | 50 | 50 | 100 |

| SUMMARY SCORE CARD | | | |
|---|---|---|---|
| CRITERIA | | Deputy Controller of Examinations | |
| | | Marks allocated | Overall marks (Max.) |
| 1. | Academic Record | | |
| 1.1 | Graduation (80% & above = 10, 60% to < 80% = 08, 50% to < 60% = 06, less than 50% = 04) | 10 | 30 |
| 1.2 | Post-Graduation (80% & above = 10, 60% to < 80% = 07, 55% to < 60% = 05) | 10 | |
| 1.3 | Ph. D. Degree, if essential/ desirable | 10 | |
| 2. Essential Qualification. | | | |
| (i) A Master's degree in any subject with at least 55% of marks or its equivalent grade in a point scale wherever grading system is followed;<br>(ii) 9 (nine) years of experience as Assistant Professor in the Academic Level-10 and above with experience in Educational Administration;<br>or<br>(iii) Comparable experience in research establishment and / or other institutions of higher education;<br>Or<br>(iv) 5 (five) years of administrative experience as Assistant Registrar or in an equivalent post.<br>Desirable: Conducting or assisting University/College/Institution Examinations and other allied works at executive level and having record justifying entrusting of confidential work. proficiency in computerization of Examinations Work. Working knowledge of Computer and Networking is mandatory. | | | |
| Work Experience | | | |
| 2.1 | Work Experience above the prescribed Qualifications (experiences) | 2 mark per completed year (Experience over and above the prescribed essential years) Maximum = 10 | 10 |
| 2.2 | Recognitions & Awards/ Ph.D. Guideship/ Extramural Project/ Publications (@ 1 mark per completed activities) | | 10 |
| 3. Personal Interview | | | |
| 3.1 | Domain Knowledge | 20 | 50 |

| | | | |
|---|---|---|---|
| 3.2 | Leadership attributes | 30 | |
| Total | | | 100 |
| 4. | Overall Qualifying marks for recruitment | | |
| 4.1 | Minimum Qualifying marks for recommendation for recruitment | | 50 |
| **N.B.: Interviewer Comments (Mandatory if Total Score is >45 or <15)** | | | |