THANTHAI HANS ROEVER GROUP OF INSTITUTIONS

(Run by St. John Sangam Trust), Perambalur – 621 212

CAREER OPPORTUNITY – SENIOR POSITIONS

IMPORTANT: Candidates who possess the required relevant experience are requested to apply. Candidates without the required experience need not apply and are requested NOT to send their resumes.



1. CONTROLLER OF EXAMINATIONS (COE)

Qualification & Experience

- Ph.D. in Engineering / Technology / Relevant Discipline from a recognized University / Institution.
- Extensive experience in academic administration and examination-related activities in Engineering Colleges / Autonomous Institutions / Universities.
- Previous experience as COE / Additional COE / Deputy COE preferred.
- Strong knowledge of UG / PG examination systems, regulations, valuation, moderation, result processing, revaluation and supplementary examinations.
- Experience in digital examination systems, ERP and online result processing is an added advantage.
- Excellent leadership, administrative, communication and organizational skills.

Key Responsibilities

- Overall administration of the Controller of Examinations Office.

- Planning and conducting internal and end-semester examinations.
- Coordination of question paper setters, examiners, moderators and valuation teams.
- Supervision of valuation, result processing and publication.
- Handling revaluation, supplementary examinations, grievances and malpractice cases.
- Timely issuance of Grade Sheets, Provisional Certificates and Degree-related documents.
- Ensuring confidentiality, transparency and compliance with University / Autonomous regulations.
- Modernization of examination systems through digital technologies.

Age Limit: Preferably below 64 years as on the date of appointment.

Retired Government Professionals: Retired Government / University professionals who have served as COE or in equivalent senior examination-administrative positions and are below 64 years of age are also eligible to apply.

2. PRINCIPAL – REPUTED AUTONOMOUS ARTS & SCIENCE COLLEGE

Eligibility & Experience

- Qualifications as prescribed by UGC / Affiliating University.
- Minimum 5 years of experience as Principal in a reputed Arts & Science College / Higher Education Institution.
- Strong expertise in NAAC, IQAC, NBA, NIRF and accreditation processes.
- Thorough knowledge of Autonomous College administration, academic regulations, examination systems, curriculum development and statutory requirements.
- Proven experience in academic leadership, institutional development, faculty administration and student affairs.
- Sound knowledge of UGC regulations, University procedures and Higher Education policies.
- Experience in academic planning, Outcome-Based Education (OBE), accreditation, institutional ranking and quality enhancement preferred.
- Experience in Autonomous College / University-level administration will be an added advantage.

Retired Candidates: Retired Principals / Professors with substantial administrative experience are also eligible, subject to prescribed age and eligibility conditions.

Key Responsibilities

- Provide academic and administrative leadership.
- Strengthen NAAC accreditation and IQAC quality assurance systems.
- Manage autonomous academic and examination activities.
- Ensure UGC, University, Government and regulatory compliance.
- Promote research, innovation and academic excellence.
- Guide faculty and improve teaching-learning processes.
- Develop and implement institutional strategic plans and quality initiatives.
- Maintain academic discipline, student development and institutional governance.

Salary: Commensurate with qualification, experience and competency. **Location:** Perambalur

APPLICATION PROCEDURE

Interested and eligible candidates may send their updated resume to **hr@roever.edu.in** within 10 days. Candidates are requested to clearly mention the College / Institution name, subject and post applied for in the email subject line.

IMPORTANT: Please apply only if you meet the required experience criteria. Candidates who do not possess the relevant experience are requested to ignore this advertisement and NOT send their resumes.

Immediate Appointment | Contact: 97509 70162