

**THE NORTH-EASTERN HILL UNIVERSITY ORDINANCES**

**OE-9**

**ON THE TERMS AND CONDITIONS OF SERVICE OF  
THE CONTROLLER OF EXAMINATIONS**

*Under Clause (2) of Statute 5A*

1. This Ordinance may be called 'Ordinance on the terms and conditions of the Service of the Controller of Examinations, North-Eastern Hill University.
2. This Ordinance shall take effect from the date of creation of the post.
3.
  - i. The Controller of Examinations shall be paid a monthly salary and allowances as prescribed by the UGC/MHRD, Government of India/University and accepted by the University from time to time.
  - ii. The Controller of Examinations shall be entitled to leave, leave salary, allowances, Provident Fund and other benefits as prescribed in this behalf by the University from time to time for employees of the University.
  - iii. The University shall provide him with unfurnished residential accommodation for which he will pay rent at the usual rate;
  - iv. Appointment to the post of Controller of Examinations shall be through advertisement and selection for a tenure of 5 years which can be renewed on similar terms. The minimum qualifications should be read as follows :-
    - a. A Master's degree with at least 55% marks or its equivalent grade B in the UGC seven point scale.
    - b. At least 15 years experience as Lecturer in a University or Post Graduate College of which eight years shall be in the Reader's grade along with experience in educational administration.

OR

Comparable experience in research establishments and other Institutions of higher Education.

OR

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

**Note :** The minimum requirement of 55% marks at (a) above shall be 50% for SC/ST candidates or candidates already in the University system.
4. Subject to the provisions of the Act, Statute and Ordinance, the Controller of Examinations shall perform the duties in regard to the arrangements for the conduct of the examinations and such duties and functions as may be assigned to him from time to time by the Executive Council.
5. The Controller of Examinations shall exercise his powers and discharge his duties under the immediate direction of the Vice-Chancellor.