



UNIVERSITY OF BALOCHISTAN, QUETTA.

Office of the Registrar

SITUATION VACANT

The University of Balochistan, Quetta, a premier public-sector institution of higher learning, invites applications from accomplished, competent, and visionary professionals for the position of **Controller of Examinations**. The Office of the Controller of Examinations is a vital academic and administrative component of the University, entrusted with the planning, coordination, conduct, and administration of examinations, as well as the maintenance of academic records and timely declaration of results.

POSITION	CONTROLLER OF EXAMINATIONS
GRADE / SCALE	BPS-20

ELIGIBILITY CRITERIA / QUALIFICATION

Qualification:

- MS/M.Phil./18 years of education or equivalent qualification, with at least Second Division, from a university/institution recognized by the Higher Education Commission (HEC).

Experience:

- At least **17 years of post-qualification teaching/administrative experience** in a university, degree-awarding institution, examination board, government department, autonomous body, or other reputable educational organization, including experience in a post **equivalent to BPS-17 or above**, with substantial exposure to **academic administration, examination management, or related institutional affairs; OR**
- At least **05 years of post-qualification experience in a post equivalent to BPS-19 or above**, with demonstrated responsibility for **examination, academic, or senior administrative matters**.
- In either case**, the candidate must also have at least **05 years' experience in handling examination affairs** in a reputable university, examination board, or educational institution, including responsibility for the **conduct and management of examinations and/or compilation and declaration of results involving at least 10,000 candidates**.

Preferences:

- A Ph.D or other higher relevant qualification from an HEC-recognized university/institution shall be preferred.
- Preference shall be given to candidates having served as Controller of Examinations, Deputy Controller of Examinations, Director / Head of Examinations, or in an equivalent senior examination / academic administration position.
- Candidates having demonstrated experience in digitization and automation of examination systems, online examination and result management, examination reforms, quality assurance, and development/implementation of examination policies and regulations shall be preferred.

General Condition:

- All experience shall be counted from the date of acquiring the prescribed qualification and must be supported by valid documentary evidence.
- Experience of handling examinations/results of at least 10,000 candidates must be clearly certified by the concerned university, examination board, or organization.
- Candidates serving in government, autonomous, semi-autonomous, or public-sector organizations shall provide proper channel/departamental permission, where applicable.

UPPER-AGE LIMIT	55 Years
NATURE OF APPOINTMENT	The appointment shall be made on Contract Basis for a period of Four (04) years, (Non-extendable).

REQUIREMENTS

- For further details and to download the application form, please visit the University of Balochistan website: www.uob.ac.pk
- The last date for submission of application forms is **15th October-2026**.
- Experience certificates, duly reflecting the experience mentioned in the CV, must be attached with the application form.
- Applicants already in service must apply through proper channel along with a No Objection Certificate (NOC) issued by their parent department by the due date; otherwise, their applications shall not be entertained.
- A non-refundable application processing fee of Rs. 4,000/- in the form of a UoB Bank Challan (Payable at HBL UoB Branch) or Bank Demand Draft in favour of the Treasurer, University of Balochistan, shall be deposited for each application.
- Complete application form along with all required documents must be submitted in the Establishment Section (Room No.35), University of Balochistan.
- Incomplete applications, applications received after the due date, applications not fulfilling the minimum eligibility criteria, or submitted without processing fee shall not be entertained in any case.
- Test and interview will be conducted at the University of Balochistan, Quetta. No TA/DA will be admissible.
- Candidates from all over Pakistan are eligible to apply.
- Canvassing in any form or manner shall render the candidate liable to disqualification.
- Applications may be submitted either personally or through post to the Establishment Section, University of Balochistan within the stipulated due date.
- For further information, the Establishment Section, University of Balochistan, may be contacted during office hours at Tel: 081-9211268.
- Errors and omissions, if any, are subject to rectification by the University.
- The University of Balochistan reserves the right to amend or withdraw the advertisement at any stage on legal or administrative grounds, without assigning any reason, whatsoever.

Gul Muhammad Kakar
Registrar
University of Balochistan, Quetta.