




Officer Examination

SZABIST (<https://www.rozee.pk/company/szabist-1>)

Karachi, (<https://www.rozee.pk/jobs-in-karachi>) Pakistan (<http://www.rozee.pk>)

 Posted 32 minutes ago

  More than your current salary



Apply ()

Save

Job Description

- Maintains record of all examination papers and marked answer sheets semester-wise.
- Keeps track of paper submission deadlines and reminds the faculty members in this regard.
- Makes arrangements for holding the examinations; including preparation of the monitoring sheet, seating arrangements etc.
- Ensures that Zabdesk relating to examination is updated and takes all measures in this regard including contacting the program coordinator and the academic department.
- Ensures that question papers, results, and answer sheets are submitted by the Faculty to the Examination department within the deadlines.
- Invigilates during examinations
- Handles all retake exam related activities and maintains the data for the same.
- Handles all the activities related to scrutiny of final exam papers from form collection to preparation of necessary documents and maintains the data for the same.

Skills

3.Decision – Making Skills ([//hiring.rozee.pk/search/3decision-%e2%80%93-making-skills-jobs-in-pakistan](https://hiring.rozee.pk/search/3decision-%e2%80%93-making-skills-jobs-in-pakistan))

2. Problem-solving ([//hiring.rozee.pk/search/2problem-solving-jobs-in-pakistan](https://hiring.rozee.pk/search/2problem-solving-jobs-in-pakistan))

1. Communication & Counseling Skills ([//hiring.rozee.pk/search/1communication-counseling-skills-jobs-in-pakistan](https://hiring.rozee.pk/search/1communication-counseling-skills-jobs-in-pakistan))

Job Details

Industry:	Education/Training (https://www.rozee.pk/industry/education-training-jobs)
Functional Area:	Teachers/Education, Training & Development (https://www.rozee.pk/category/education-training-development-jobs)
Total Positions:	1 Post
Job Type:	Full Time (//hiring.rozee.pk/search/full-time-jobs-in-pakistan)/Permanent (//hiring.rozee.pk/search/permanent-jobs-in-pakistan)
Job Shift:	First Shift (Day)
Job Location:	Clifton, Karachi, (https://www.rozee.pk/jobs-in-karachi) Pakistan (http://www.rozee.pk)
Gender:	No Preference
Age:	22 - 40 Years
Minimum Education:	Bachelors
Career Level:	Experienced Professional
Experience:	2 Years - 3 Years

Apply Before:

Sep 24, 2022

Strengthen your online identity, and reach quality candidates



Sep 07, 2022

Post a Job (<https://hiring.rozee.pk/job/post>)

Contact Sales (<https://www.rozee.pk/contact/sales>)

Terms and Conditions (<https://hiring.rozee.pk/site/termsConditions>)

Premium Job (<https://hiring.rozee.pk/buy/#premiumjobs>)

Top Jobs (<https://hiring.rozee.pk/buy/#topjobs>)

Featured Job (<https://hiring.rozee.pk/buy/#featuredjobs>)

CV Search (<https://hiring.rozee.pk/buy/#cvsearch>)
 Career Portal (<https://hiring.rozee.pk/buy/#careerportal>)
 Top Employers (<https://hiring.rozee.pk/buy/#topemployers>)
 Online Placement Test (OPT) (<https://hiring.rozee.pk/buy/#opt>)
 Rozee Tarbiat (<https://hiring.rozee.pk/buy/#tarbiat>)

Jobs By City (<https://www.rozee.pk/jobs-by-city>)

Jobs By Industry (<https://www.rozee.pk/jobs-by-industry>)

Jobs by Functional Area (<https://www.rozee.pk/jobs-by-functional-area>)

[About ROZEE.PK \(https://www.rozee.pk/site/aboutUs\)](https://www.rozee.pk/site/aboutUs)
[Why we are #1 \(https://www.rozee.pk/why-we-are-number-1\)](https://www.rozee.pk/why-we-are-number-1)
[Privacy Policy \(https://www.rozee.pk/site/privacyPolicy\)](https://www.rozee.pk/site/privacyPolicy)
[Bug Bounty \(https://www.rozee.pk/bug-bounty\)](https://www.rozee.pk/bug-bounty)
[Contact Us \(https://www.rozee.pk/contact/support\)](https://www.rozee.pk/contact/support)

2/2