

# SOPs' for Selection of Exam Superintendents (Revised)

## Eligibility Criteria for Superintendents

1. Must have 16 years qualification in CS/IT. In case of non-availability, candidates for remote areas may be relaxed upon due approval.
2. Minimum 2-3 years job experience. Candidates from public sector will be given preference
3. Minimum age is 25 years

## Stage 1: Initial Screening

- i. Prepare a city wise list of applicants.
- ii. Applications shall first be evaluated based on:
  - ii.1. Academic Qualification
  - ii.2. Age
  - ii.3. Experience

After the completion of this stage, the successful applicants will be informed about the schedule of next phase through email.

## Stage 2: Documents Validation & Preliminary Interview Stage

- i. Candidates, who qualify Preliminary Interview phase, shall be asked to visit the nearby VU Campus and validate their academic documents and CNIC (both original and attested copies) from the Campus Manager as per given schedule.
- ii. Campus manager, after due evaluation, shall sign and stamp the copies of documents and undertaking.
- iii. Campus manager shall submit the verified copies of documents and undertaking to the Examination Department.

After the completion of this stage, the successful applicants will be informed about the schedule of next phase through email.

### **Stage 3: Face to Face Evaluation**

- i. Shortlisted candidates will be intimated through email/regular mail.
- ii. Every candidate shall be evaluated as per following areas:
  - i. Personality Traits
  - ii. Communication Skills
  - iii. Administrative Skills/Man Management
  - iv. Job Knowledge

After the completion of this stage, the successful applicants will be informed about the next phase.

### **Stage 4: On-Spot Training**

- i. Presentation of Examinations Conduct will be given
- ii. Examinations Rules/SOPs' will be discussed
- iii. Candidate shall be asked to perform as Superintendent in Demo Session
- iv. Demo session will be conducted
- v. Question Answer session