



آغا خان یونیورسٹی ایگزامینیشن بورڈ
AGA KHAN UNIVERSITY EXAMINATION BOARD

Exam Venue Staff Application

Annual Examinations 2025

Overview

The Aga Khan University Examination Board (AKU-EB), established in 2003 as Pakistan's first private and autonomous examination body, has been a leader in educational assessment. Annually, AKU-EB conducts rigorous, high-stakes examinations at the Secondary School Certificate (SSC) and Higher Secondary School Certificate (HSSC) levels across the country. To maintain the highest standards of fairness and transparency, AKU-EB recruits qualified personnel on a contractual basis. The board is committed to promoting equal employment opportunities and diversity, encouraging applications from all segments of the community.

Annual Examinations 2025

AKU-EB is seeking educational professionals to support the administration of its Annual Examinations 2025 (both Theory and Practical components).

- **Theory Examinations**

Theory examinations for SSC and HSSC qualifications will be held at designated exam centers. The appointed staff, including Supervisors, Invigilators, and CCTV Monitors, will prepare these venues in strict accordance with AKU-EB guidelines. Their key responsibilities include ensuring the accurate implementation of standard operating procedures (SOPs) to uphold the integrity of the examinations. The Theory Examinations are scheduled to take place in April and May 2025.

- **Practical Examinations**

Practical examinations for SSC and HSSC qualifications will be conducted in the laboratories of the respective schools and colleges. Appointed Practical Inspectors from AKU-EB will oversee these sessions, using a detailed checklist to ensure transparency throughout the process. They will also promptly report any issues or observations as required. The Practical Examinations are scheduled for April 2025.

This continuation is generally well-written but can benefit from slight improvements in flow, alignment, and clarity to match the professional tone established in the earlier section. Below is a revised version with some adjustments:

Application Deadline

December 15, 2024

Eligibility Criteria & Responsibilities

Supervisor

- The applicant must be 24 years of age or older.
- Must hold a graduate degree (16 years of education preferred).
- Prior work experience with AKU-EB as an Invigilator, Deputy Supervisor, or Supervisor is desirable.
- Excellent administrative, communication, and organizational skills.
- Proficiency in computer skills, particularly MS Office and emailing.
- Well-organized, able to multitask, detail-oriented, and possess a “can-do” attitude.
- Excellent written and verbal communication skills in both English and Urdu.
- Strong problem-solving and conflict-resolution abilities.
- Ability to work independently with minimal supervision.
- Participation in Supervisor training before exams.
- Responsibility for interviewing and hiring suitable candidates for invigilator duties.
- Ability to manage a diverse group of invigilators and conduct orientation sessions.
- Ensuring the safety and security of exam materials during transportation and at the exam center.

Deputy Supervisor

- The applicant must be 24 years of age or older.
- Must hold a graduate degree (16 years of education preferred).
- Prior work experience with AKU-EB as an Invigilator, Deputy Supervisor, or Supervisor is desirable.
- Excellent administrative, communication, and organizational skills.
- Proficiency in computer skills, particularly MS Office and emailing.
- Well-organized, able to multitask, pay attention to details, and possess a “can-do” attitude.
- Ability to manage a diverse group of invigilators alongside an assigned Supervisor.
- Excellent written and verbal communication skills in both English and Urdu.
- Ability to follow instructions carefully.
- Ability to work effectively within a team.
- Assisting the Exam Supervisor in the orientation of invigilators.
- Assisting the Exam Supervisor in preparing the exam center.
- Assisting during the conduct of exams.
- Taking on the Supervisor’s role in the absence of the Supervisor, when necessary.

Spot Checker

- The applicant must be 24 years of age or older.
- Must hold a graduate degree.
- Excellent observation skills.
- Strong administrative and organizational abilities.
- Excellent written and verbal communication skills in both English and Urdu.
- Proficiency in computer skills, particularly MS Office.
- Willingness to travel to multiple exam centers in different regions.
- Responsible for observing processes in the exam center, using a provided checklist, and reporting daily.

Invigilator

- The applicant must be 24 years of age or older.
- Must hold a graduate degree.
- Excellent written and verbal communication skills in both English and Urdu.
- Ability to follow instructions carefully.
- Ability to work well within a team.
- Good observation skills.
- Presentable personality with a positive attitude.
- Responsible for carrying out tasks assigned by the Supervisor or Deputy Supervisor.

CCTV Monitor

- Applicants must be at least 21 years old.
- Must hold a graduate degree (IT qualification preferred).
- Proficiency in computer skills, particularly MS Office and emailing.
- Strong ability to follow instructions precisely.
- Effective team collaboration skills.
- Sharp observational abilities and IT skills.
- Presentable personality with a positive attitude.
- Willingness to work flexible shifts, including weekends.
- Basic proficiency in technology, with knowledge of CCTV operations and administration.

Practical Inspector

- The applicant must be 25 years of age or older.
- Must hold a graduate degree (16 years of education preferred).
- Excellent observation and communication skills.
- Well-organized, able to multitask, detail-oriented, and possess a “can-do” attitude.
- Good written and verbal communication skills in English.
- Must participate in training before exams.
- Must be able to travel to the assigned school for inspection, with self-provided transportation.

Notes

- All applicants must have a valid bank account with an active IBAN, as payments will be transferred online to the staff member's name.
- AKU-EB reserves the right to select candidates for duties. Only shortlisted candidates will be contacted for further steps.
- Applicants are advised to apply for only one position.

AKU-EB Region-wise Exam Centres				
Gilgit-Baltistan	Sindh	KP	Punjab	AJK
Phander	Karachi	Susoom	Chenab Nagar	Bagh
Shamaran	Hyderabad	Royee	Lahore	
Thingai	Tando Allahyar	Seenlasht	Kot Radha Kishan	
Gupis	Mirpur Khas	Kuragh	Rawalpindi	
Sumal	Dadu	Booni		
Taus Yasin	Larkana	Parwak		
Thoi Yasin	Naushahro Feroze	Chapali		
Barkolti Yasin	Khairpur	Brep		
Hundur Yasin	Sukkur	Meragram- II		
Gahkuch	Shikarpur	Madaklasht		
Chatorkhand	Jacobabad			
Mominabad	Ghotki			
Immit	Daharki			
Bubur	Ubauro			
Singal				
Gitch				
Sherqilla				
Gilgit – City				
Gilgit – Danyore				
Gilgit – Oshikandas				
Gilgit – Rahimabad				
Hunza – Nasirabad				
Hunza – Murtazabad				
Hunza – Aliabad/Karimabad				
Hunza – Gulmit				
Hunza – Sost				

Interested candidates can scan the QR code or click on the link below to fill in the application form:

SCAN the QR Code or



Click Here to Apply

Only shortlisted candidates will be contacted via call/email.

For queries, email: examination.board@aku.edu