



آغا خان یونیورسٹی ایگزامینیشن بورڈ
AGA KHAN UNIVERSITY EXAMINATION BOARD

Exam Venue Staff Application

Annual Examinations 2026

Overview

The Aga Khan University Examination Board (AKU-EB) is Pakistan's first private autonomous examination body, established in 2003, for Secondary School Certificate (SSC) and Higher Secondary School Certificate (HSSC). Every year, AKU-EB conducts high-stakes examinations at SSC and HSSC levels across Pakistan. To uphold the fairness and transparency of these examinations, AKU-EB recruits qualified and skilled staff on a contract basis. We are committed to policy of equal opportunity, diversity, and encourage applications from all sectors of the community.

Annual Examinations 2026

The Aga Khan University Examination Board is announcing contractual positions to recruit individuals for the conduct of the Annual Examinations 2026 (Theory & Practical).

- **Theory Examinations**

Theory examinations for SSC and HSSC qualifications are held at established exam centers nationwide. The exam venue staff appointed (Supervisors, Invigilators, Spot Checkers and CCTV monitors) will prepare the designated exam venues in accordance with AKU-EB guidelines. Their responsibilities include ensuring the proper implementation of standard operating procedures (SOPs) to facilitate the fair conduct of exams. This year's Theory Examinations are scheduled for April and May 2026.

- **Practical Examinations**

Practical examinations for SSC & HSSC qualifications are held in the laboratories of respective schools and colleges. The appointed staff from AKU-EB (Practical Inspectors and Spot Checkers) will oversee these examinations, using a provided checklist to ensure transparency throughout the process. They will also promptly report any necessary information. This year's Practical Examinations are scheduled from March 30 to April 11, 2026.

Application Deadline

Wednesday, December 31, 2025

Eligibility/ Responsibilities:

Supervisor

- Applicant must be 24 years of age or above
- Must hold a graduate degree (16 years preferable)
- Prior work experience with AKU-EB as Invigilator/Deputy Supervisor/Supervisor is desired
- Excellent administrative, communication, and organizational skills
- Proficient in computer skills especially MS Office and emailing
- Well-organized, able to multitask, pays attention to details and possess a “can-do” attitude
- Excellent written and verbal communication skills in English and Urdu languages
- Strong problem-solving and conflict-resolution skills
- Ability to work independently with minimal supervision
- Participation in supervisors training before exams
- To interview and hire suitable candidates as invigilators for exam duties
- To be able to manage a diverse group of invigilators and conduct orientation sessions for invigilators.
- To ensure the safety and security of the exam material during transportation and at exam centre

Deputy Supervisor

- Applicant must be 24 years of age or above
- Must hold a graduate degree (16 years preferable)
- Prior work experience with AKU-EB as Invigilator/Deputy Supervisor/Supervisor is desired
- Excellent administrative, communication, and organizational skills
- Proficient in computer skills especially MS Office and emailing
- Well-organized, able to multitask, pay attention to details and have a “can-do” attitude
- Ability to manage a diverse group of invigilators with an assigned Supervisor
- Excellent written and verbal communication skills in English and Urdu languages
- Ability to carry out given instructions carefully
- Ability to work well within a team
- To assist the Exam Supervisor in the orientation of the invigilators
- To assist the Exam Supervisor in preparation for the exam centre
- To assist the Exam Supervisor during the conduct of exams
- To perform the Supervisor’s role in the absence of supervisor when required

Spot Checker

- Applicant must be 24 years of age or above
- Must hold a graduate degree
- Excellent observation skills
- Strong administrative and organizational skills
- Excellent written and verbal communication skills in English and Urdu languages
- Proficient in computer skills especially MS Office
- Willingness to travel to multiple exam centres in different areas and regions
- To observe the processes in the exam centre against the given checklist and report daily

Invigilator

- Applicant must be 22 years of age or above
- Must hold a graduate degree
- Excellent written and verbal communication skills in English and Urdu languages
- Ability to carry out instructions carefully
- Ability to work well within a team
- Good observation skills
- Presentable personality with a positive attitude
- To carry out tasks assigned by Supervisor/Deputy Supervisor

CCTV Monitor

- Applicants must be at least 22 years old
- Must hold a graduate degree (IT qualification preferred)
- Proficient in basic computer skills especially 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

- Applicant's age must be 25 years or above
- Must hold a graduate degree (16 years preferable)
- Excellent observation and communication skills
- Well-organized, able to multitask, pay attention to details and have a "can-do" attitude
- Good written and verbal communication skills in English
- To participate in the training before exams
- Can travel to the assigned school for inspection with self-transportation

Note:

- All the applicants must have their own valid bank account with an active IBAN as the payments will be transferred online in the name of staff only.
- AKU-EB reserves the right to select applications for duties. Only shortlisted candidates will be contacted for further details.
- Applicants are advised to apply only for one position.

Region-wise Exam Centers

Gilgit Baltistan			
Ghizer - Phander	Ghizer - Hundur Yasin	Ghizer - Shergilla	Hunza - Murtazabad
Ghizer - Shamaran	Ghizer - Gahkuch	Ghizer - Sandi Yasin	Hunza - Aliabad/Karimabad
Ghizer - Thingai	Ghizer - Chatorkhand	Ghizer - Yasin Proper	Hunza - Gulmit
Ghizer - Gupis	Ghizer - Mominabad	Ghizer - Gahkuch Bala	Hunza - Sost
Ghizer - Sumal	Ghizer - Immit	Ghizer - Pakora	Hunza - Karimabad
Ghizer - Taus Yasin	Ghizer - Bubur	Gilgit – City	Hunza - Shimshal
Ghizer - Thoi Yasin	Ghizer - Bubur	Gilgit – Danyore	
Ghizer - Thoi Yasin	Ghizer - Bubur	Gilgit - Oshikandas	
Ghizer - Thoi Yasin	Ghizer - Singal	Gilgit - Rahimabad	
Ghizer - Barkolti Yasin	Ghizer - Gitch	Hunza - Nasirabad	

Sindh			
Karachi - Scheme 33	Karachi - Kharadar	Karachi - Bahria Town	Naushahro Feroze
Karachi - Gulistan-e-Johar	Karachi - Baldia Town	Hyderabad - City Gate	Khairpur
Karachi - Malir	Karachi - Saddar	Hyderabad - Latifabad	Sukkur
Karachi - Korangi No 1 & 2	Karachi - Garden	Hyderabad - Qasimabad	Shikarpur
Karachi - Korangi Ibrahim Hyderi	Karachi - P.E.C.H.S	Tando Allahyar	Jacobabad
Karachi - Korangi Creek	Karachi - North Nazimabad	Mirpur Khas	Ghotki
Karachi - Clifton	Karachi - Buffer Zone	Dadu	Daharki
Karachi - M.T Khan Road	Karachi - F.B Area	Larkana	Ubauro

Khyber Pakhtunkhwa			
Chitral - Susoom	Chitral - Kuragh	Chitral - Chapali	Chitral - Madaklasht
Chitral - Royee	Chitral - Booni	Chitral - Brep	Chitral - Raman
Chitral - Seenlasht	Chitral - Parwak	Chitral - Meragram- II	Chitral - Mordor

Punjab			
Chenab Nagar	Lahore - Harsukh	Rawalpindi	
Lahore - Township	Kot Radha Kishan	Gujrat	

Azad Jammu and Kashmir			
AJK-Bagh			

[Click Here to Apply](#)

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

The document is valid for Annual Examinations 2026.