



திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
FORT CAMPUS, VELLORE – 632 004

Advertisement No.9/2010 dated 01.02.2010

Applications (8 Copies) are invited from qualified persons for appointment for the post of Controller of Examinations, Thiruvalluvar University, Vellore 632 004.

Scale of Pay: Rs.37,400-67,000 + Rs.10,000/-.

Tenure: Three years.

Qualifications:

1. A Master's Degree with atleast 55% of the marks are its equivalent Grade of B in the UGC Seven Point Scale
2. Atleast Fifteen years of experience Assistant Professor or with Eight years of service as Associate Professor.

or

Comparable experience in Research Establishment and / or other institutions of Higher Education.

Or

Fifteen years if administrative experience of which Eight years as Deputy Registrar or an equivalent post.

Age: Age Shall not exceed Fifty Five years on the date of notification

Desirable :

Ph.D. in the respective field / previous experience as Controller of Examinations of any other University are desirable.

Note:

- a. A relaxation of 5% may be provided from 55% to 50% of the marks at the master's level for SC/ST category.
- b. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. Degree holders who have passed their Master's Degree prior to 19th Sep 1991
- c. The University reserves the right to fill or not to fill the post.
- d. The University reserves the right to shortlist the candidates.
- e. Application (eight copies) should be made only in the format prescribed by the University.
- f. Candidates already in service should send their applications through proper channel and will be considered for deputation only.
- g. Candidates called for interview will not be paid any TA/DA.
- h. Applications received after the last date will be summarily rejected.
- i. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports is essential.
- j. Enquires on the above subject will not be entertained.
- k. No application fee shall be collected from the SC/ST and physically disabled candidate on production of Xerox of copy of Community certificate/ Physical disability certificate from the competent authority, as the case may be.

Details regarding qualifications etc., are available in the General Instructions to the candidates given along with the application form.

The candidates who fulfilled the above qualification may apply to **“The Registrar, Thiruvalluvar University, Fort Campus, Vellore – 632 004”** for application form with a Demand Draft of Rs.150/- drawn any Nationalized Bank towards the application fee drawn in favour **“The Registrar, Thiruvalluvar University, Fort Campus, Vellore – 632 004”** payable at Vellore . Application form can be had from the University from 01.02.2010 onwards.

The Last Date for the submission of the application forms to the University is upto 5.00 p.m on 22.02.2010 completed applications should be sent to “The Registrar, Thiruvalluvar University, Fort Campus, Vellore – 632 004”

Place: Vellore

REGISTRAR.

Date: 01.02.2010

Application No.

Application Cost: Rs.150/-



திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
FORT CAMPUS, VELLORE – 632 004

Advertisement No:	Date:
-------------------	-------

Demand Draft Particulars :		
	Cost of Application	Registration
Bank and Branch		
D.D. No. and Date :		
Amount		

**Affix a Recent
Passport size
Photograph with
Signature**

Application for the post of CONTROLLER OF EXAMINATIONS

(To be submitted in Eight Copies)

1. Name in full (in Block Letters)	
2. Father's / Husband's Name	
3. Age and Date of Birth (Christian era)	
4. Sex	
5. Nationality	
6. Community (Attach proof)	OC / BC / MBC / SC / ST
7. Permanent Address with Pincode	
8. Address for communication with Pincode	
(Phone No. and e-mail address if any)	

9. Particulars of Educational Qualifications			
Examination passed [Date(s) on which degrees taken including Ph.D]	Subjects/ Subjects with specialization	Percentage of Marks/Grade	Name of the Institution / University

10. (a) Teaching Experience :

Sl.No.	Institution	Position	Temporary/ Permanent	Teaching		Duration		Total No. of years of service
				UG	PG	From	To	

(b) Research Experience

Number of candidates Supervised / under supervision

Degree	Awarded	Under supervision
M.Phil.,		
Ph.D		

11. Publications :

i) Books

Sl.No.	Author(s) / Editor	Title of the Book/	Year of publication	ISBN No.	Publisher(s)

ii) Research Papers in Journals :

Sl.No.	Title of the Journal	Title of the Paper	Name of the Journal	Volume, Issue & Page No.	Year of publication	ISSN No.

12. Research Projects undertaken :
(Give details with proof)

Sl.No.	Title of the Project	Amount Sanctioned	Name of the Funding Agency		Period of Project	Year of completion
			National	International		

13. Papers presented in National / International Seminars, Symposia, Conferences and Workshops (Provide details in a separate sheet)

14. Administrative Experience:

S. No.	Posts held	Period		Nature of Duty
		From	To	

(Enclose proof)

15. Do you have any experience in automation/computerization of Examination related work? Give details.(Use separate sheet, if the space provided is insufficient)

16. Details of Industrial Consultancy, if any :
(Enclose proof)

17. Experience in Extension service :
(Enclose proof)

18. Courses attended :
a) Refresher courses :
b) Orientation courses :
c) Special Training programme :

19. Patents, Medals Awards and Fellowships obtained

20. Membership in Professional Bodies :

21. Any additional information that the applicant may wish to be considered :

22. If appointed, time required for joining duty :

23. Testimonials :

(Name, Designation and Address)

Two testimonials from persons under whom the candidate has worked be enclosed

1. .

2.

24. References:

(From persons in responsible positions who are well-acquainted with the applicant's character and work (other than relatives) with Name, Designation and Address)

1.

2.

3.

25. Enclosures :

I _____ hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the interview, my candidature is liable to be cancelled and action may be initiated against me.

Place :

Signature of the Applicant

Date:

N.B : 1) Attach separate sheets, if space provided in any column is not sufficient
2) If employed, the filled in application should be forwarded through proper channel.

RECOMMENDATION OF THE HEAD OF THE DEPARTMENT
/OFFICE

Forwarded to the Registrar, Thiruvalluvar University, Vellore.

The particulars furnished were verified with Service Register and found correct.

Head of the Department / Office

Note:

While sending the application, the Head of Office is requested to send the confidential report of the candidate separately on the same day in a separate cover, superscribed as **“FOR SELECTION TO THE POST OF CONTROLLER OF EXAMINATIONS, THIRUVALLUVAR UNIVERSITY, VELLORE”**.

THIRUVALLUVAR UNIVERSITY
Instructions to Candidates

Qualifications :

Good academic record with at least 55% of the marks or equivalent grade of B in the 7 point scale at the Master's degree level in a relevant subject from an Indian University or an equivalent degree from a foreign University.

The prescribed application form along with the instructions to the candidates can be downloaded from the University website www.tvuni.in. Candidates should submit a crossed Demand Draft to the value of Rs. 150/- towards the cost of application including the candidates who have downloaded the application form from the University website (No application fee shall be collected from the SC/ST and physically Disabled candidates on production of Xerox copy of the Community Certificate / Physical Disability Certificate from the competent authority, as the case may be) drawn in favour of **The Registrar, Thiruvalluvar University, payable at Vellore**. All the applicants should also pay a sum of Rs.100/- towards registration fee through a crossed Demand Draft.

TERMS AND CONDITIONS OF APPOINTMENT AND OTHER INSTRUCTIONS TO CANDIDATES

INSTRUCTIONS:

1. Candidates must be Indian Nationals.
2. Candidates may be called for an interview as per the list prepared by the Screening Committee appointed for the purpose and approved by the Vice-Chancellor.
3. It will be open to the University not to fill up the post now advertised.
4. No TA/DA to attend the interview.
5. Any attempt by the candidate, either directly or indirectly to influence the Selection Committee or other authorities of the University will disqualify the candidate for the post.
6. The service conditions and other terms of appointment in the University shall be subject to the approval of the Syndicate of the Thiruvalluvar University.
7. Selection of candidates already in employment will be subject to the employer's agreement to relieve them.
8. Video Conferencing will be arranged for foreign candidates for interview on payment of the cost by the candidates.
9. No column in the application is to be left blank since consideration is given for each of the particulars provided in these columns.
10. The application form, together with a **Crossed Demand Draft for Rs.100/-** being the Registration Fee on or before the prescribed time and date. **Applications unaccompanied by the Demand Draft will be rejected.**
11. Persons who are already working in State or Central Government or any other organisation should send their applications through proper channel. Any delay in sending the applications through proper channel is not the responsibility of the University. Advance copies of the applications reaching **the Registrar, Thiruvalluvar University, Vellore - 632 004**, within the prescribed time limit

- shall be entertained provided the original application forwarded through proper channel reaches the Registrar before the candidates are called for interview.
12. Candidates may send copies of testimonials from persons well acquainted with his / her works and character and must also give name and address of three persons in India to whom references can be made. If he / she have been in employment he / she should either give his / her present or most recent employer or immediate superior, as a referee or submit a recent testimonial from him / her. He /She should also submit an attested copy of the entry relating to his / her date of birth, from the Matriculation or Secondary School Leaving Certificate, attested copies of his/her Degree certificate or / and Diploma testimonials.
 13. If a candidate desires to name as a referee any person residing outside India he / she should write to that person asking him to send a statement of his opinion concerning the candidate's character and suitability for the post directly to the Registrar, Thiruvalluvar University, Vellore - 632 004. The reply will be treated as confidential
 14. Evidence of Degree/Diploma certificate and testimonials should be brought in original at the time of interview.
 15. Applicants for the post are required to forward their applications (8 copies) in the prescribed format.
 16. Applications from candidates who are in service will be considered only if forwarded through proper channel. In such cases, advance copies (7 numbers) of applications should be sent direct to **the Registrar** so as to avoid delay. Applicants, if required, should prepare to come for an interview at Vellore at their own cost.
 17. Filled-in applications should reach the office of **the Registrar, Thiruvalluvar University, Vellore - 632 004 upto 5.00 p.m. on 22.02.2010.**

REGISTRAR