



PERIYAR UNIVERSITY

PERIYAR PALKALAI NAGAR, SALEM-636 011

Advertisement No. PU / R6 / COE / Advt. / 024633 / 2017

Applications are invited in **Eight Copies** in the prescribed form for the post of **CONTROLLER OF EXAMINATIONS** from suitable candidates.

Qualifications:

- (i) Good academic record with at least 55% of the marks or its equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E and F where grading system is practiced at the Master's degree level in a relevant subject from an Indian University or an equivalent degree from a Foreign University
- (ii) At least 15 years of experience as Assistant Professor or with 8 years of service as Associate Professor along with experience in educational administration
or
Comparable experience in research establishment and / or other institutions of higher education
or
15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post
- (iii) Ph.D. Degree in any discipline obtained from a recognized University.
and
- (iv) Knowledge in Tamil to the extent of carrying official correspondence and drafting reports.

Scale of Pay: Rs.37400-67000 +AGP Rs. 10000

Age : The applicant shall not be below 50 years and not above 55 years of age as on the last date of submission of filled in application.

Tenure: 3 years.

The prescribed application form along with the instructions to the candidates can be downloaded from the University website www.periyaruniversity.ac.in. All candidates should submit a crossed Demand Draft to the value of Rs. 500/- towards the cost of application (Rs.250/- for SC/ST candidates) drawn in favour of the Registrar, Periyar University, payable at Salem.

The envelope containing the filled in application superscribed on the left hand corner as "**Application for the Post of Controller of Examinations**" should be sent to The Registrar, Periyar University, Salem-636 011, Tamil Nadu, India either in person or by Registered Post so as to be received in his office on or before **05.01.2018** upto 5.45 p.m. Applications received after the last date will not be considered.

Place: Salem-636 011

Date: 05.12.2017

REGISTRAR



Application No.

PERIYAR UNIVERSITY
SALEM – 636 011

Affix a passport
size
photograph duly
attested by a
Gazetted Officer

Application for the Post of: **CONTROLLER OF EXAMINATIONS**

Advertisement No.

1. Name in full (in BLOCK LETTERS) :
2. Father's/Mother's/Husband's Name :
3. (a) Date of Birth and Age :
(Supported by Certificate evidence)
(b) Sex : Male / Female
4. Place of Birth and Nativity :
(District and State)
5. (a) Nationality / Religion / Caste :
(b) Community to which the candidate belongs : OC/BC/BC(M)/MBC/DNC/ SC(A)/ SC/ST
(Attested copy of latest community certificate to be enclosed)
6. Present Address to which communications should be sent :
7. Mother Tongue/ Second Language :
8. Vernacular language in College/School :
9. Other languages known to read :
to write :
to speak :

10. (a) Educational Qualifications (University Education) :

Sl. No.	Institutions Studied	Years of Study	Part-Time/ Full-time	Degree or Diploma	Whether passed in one appearance	Class or grade	Specialisation
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
(i)							
(ii)							
(iii)							
(iv)							

(Attach attested copies of Certificates in support of each degree or diploma)

(b) Departmental Tests and Technical Examinations Passed, if any:

11. Experience regarding previous and present employment :

Sl. No. & Employer	Post Held	Pay Drawn	Period of Employment*				
			From	To	Years	Months	Days
(1)	(2)	(3)	(4)		(5)	(6)	(7)
TOTAL							

* Period spent on study for Master's/Ph.D. degrees should not be included except the part time study period (Attach separate sheet, if space is not sufficient)

12. Teaching, Research and Administrative Experience:

A. TEACHING

Classes	College/University in which taught	Duration				
		From	To	Y	M	D
(1)	(2)	(3)		(4)	(5)	(6)
TOTAL						

B. RESEARCH

Sl. No. & Employer	Post Held	Duration					No. of students guided & awarded	
		From	To	Y	M	D	M.Phil.	Ph.D.
(1)	(2)	(3)		(4)	(5)	(6)	(7)	(8)

13. Contributions to Teaching/Research :

14. Research projects/Scheme Completed/ :
Undertaken at present. (Give the title, sponsor and duration of the project)

15. Faculty Improvement:

Training Undertaken :

Name	Place	Period	Sponsor	Field of Specialisation	Expertise Developed or learnt	Mode of Transfer	Application of Training

(Attach Separate sheet if necessary)

16. Publications* :

i) Research Papers (Original articles) :

(a) National Journals :

(b) International Journals :

ii) Popular Articles :

iii) Abstracts of Seminars/Symposium :
Conferences /Workshops

iv) Books written :

Authors Name	Title	Year of Publication	Name of the Publisher	Total Pages

v) One Page Summary of Book :

17. (a) Scale of Pay in the present post :

(b) Basic pay drawn as on date of the :
application

18. Is there any commitment to serve any :
organisation ? If so give details

19. Other Countries visited, if any and the :
duration and purpose of visit

20. List three referees intimately known : (1)
(with their address) to you, who can
certify your professional competency
relatives should not be included

(2)

(3)

21. Awards/Scholarships/Fellowships :

22. Any other information regarding :
experience, etc., in support of satisfying
the rules prescribed for the post now
applied for

23. Names of professional societies in :
which you are member and position if
any

I certify that the informations furnished above are true and correct to the best of my knowledge and belief. If there is any incorrect or false information having been furnished or that may come to light in due course, I bind myself for such action as the University may decide.

Signature :

Name and Designation :

Place:

Date:

List of enclosures:

- | | |
|-----|------|
| (1) | (6) |
| (2) | (7) |
| (3) | (8) |
| (4) | (9) |
| (5) | (10) |

RECOMMENDATIONS OF THE HEAD OF THE DEPARTMENT/OFFICE

Transmitted to the Registrar, Periyar University, Salem -11. The particulars were verified with Service Register and found correct.

Head of the Institution / Organisation

NOTE:While sending the applications, the confidential reports of the candidates may be sent separately on the same day. The cover containing the confidential reports may be subscribed as “For Selection to the Post of **CONTROLLER OF EXAMINATIONS**”.

GENERAL TERMS AND CONDITIONS OF APPOINTMENT AND OTHER INSTRUCTIONS OF THE PERIYAR UNIVERSITY TO CANDIDATES

INFORMATION:

1. *Candidates must be Indian Nationals.*
 2. *Candidates who are in abroad may apply, together with an International Money Order to cover the Registration fee of Rs. 500/-.*
 3. *Candidates who satisfy the conditions prescribed, to the satisfaction of the University authorities, should be prepared to appear before the University staff selection committee for an interview at their own cost.*
 4. *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. The summoning of the candidate for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.*
 5. *The University reserves the right to fill up the post or reject it, if necessary*
 6. *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.*
 7. *The service conditions and other terms of appointment in the University shall be subject to the approval of the Syndicate of the Periyar University.*
 8. *Selection of candidates already in employment should send the application through proper channel will be subject to the employer's agreement to relieve them.*
 9. *The age of retirement is 58 years.*
 10. *The probation period is one year.*
 11. *Video Conference interview is not entertained.*
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INSTRUCTIONS:

1. *The application form shall be filled in, complete in all respects, giving correct information. Defective and incomplete application and those with wrong or false information will be rejected.*
 2. *The application form, duly filled in, along with a crossed Demand Draft for Rs.500/-, (for SC/ST Rs.250/-) drawn in favour of the Registrar, Periyar University, Salem –11, payable at Salem, should be sent so as to reach the Registrar of the University before the prescribed time and date. Applications unaccompanied by the Demand Draft will be rejected.*
 3. *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, Periyar University, Salem –11, 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 or the Screening Committee needs.*
 4. *Candidates may send copies of testimonials from persons intimately acquainted with his works and character and must also give name and address of three persons in India to whom references can be made. If he has been in employment he should either give his present or most recent employer or immediate superior, as a referee or submit a recent testimonial from him. He should also submit an attested copy of the entry relating to his date of birth, from the matriculation or Secondary School Leaving Certificate, attested copies of his/her Degree certificate or/ and Diploma testimonials.*
 5. *If a candidate desires to name as a referee any person residing outside India he should write to that person asking him to send directly the Registrar, Periyar University, Salem –11, a statement of his opinion concerning the candidate's character and suitability for the post. The reply will be treated as confidential.*
 6. *Evidence of Degree/Diploma certificate and testimonials should be brought in original at the time of interview.*
 7. *Applications addressed to the Registrar, Periyar University, Salem – 636 011 should reach before the time and date fixed.*
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