



UNIVERSITY OF MADRAS
(Re-accredited by NAAC with “A” Grade
and University with Potential of Excellence)
Centenary Buildings, Chepauk,
Chennai - 600 005

APPOINTMENT NOTIFICATION

Applications [8 copies] are invited for the following posts, so as to be received by the Vice-Chancellor superscribing on the envelope “Application for the post of _____”.

Cadre	No. of Post
Registrar	1
Controller of Examinations	1
Professor-cum-Director, IDE	1

Details of post, community, application form, prescribed qualifications, general instructions and other details are available in the University Website. The applications can be downloaded from the University Website: <http://www.unom.ac.in>.

The last date for receipt of filled in applications is **24th July 2017**.

NOTE:

The Syndicate reserves the right to fill or not to fill up the posts without assigning any reason whatsoever. In the matter of recruitment, the decision of the Syndicate is final and any representation against non-selection will not be entertained under any circumstances.

REGISTRAR i/c.



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Applications are invited for the following posts:

Sl. No.	Category	No. of Posts
1.	Registrar	1
2.	Controller of Examination	1
3.	Professor-cum-Director IDE	1

The last date for submission of filled in application form: **24th July 2017.**

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REGISTRAR i/c.

GENERAL ESSENTIAL QUALIFICATIONS:

1. REGISTRAR:

1. A Master's degree with at least 55 % of marks or its equivalent grade of B in the UGC Seven point scale;

- a. A relaxation of 5% will be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.
- b. 'B' in the seven point scale with UGC letter grades O, A, B, C, D, E & F will be regarded as equivalent of 55% whenever the grading system is followed.
- c. The minimum requirement of 55% marks at Master's level will not be insisted upon for Principals, Professors, Associate Professors/Readers, Registrars, Deputy Registrars, Librarians, Deputy Librarians, Director/ Deputy Directors of Physical Education for the existing incumbents who are already in the University system. The minimum requirement in their case shall be at least 50% of marks at Master's level. However, the 55% of marks at Master's level will be insisted upon for those entering the system from outside and those at the entry point of Lecturers, Assistant Registrars, Assistant Librarians and Assistant Directors of Physical Education.

2. At least 15 years of experience as [Assistant Professor]/Lecturer (Senior Scale) /Lecturer with eight years in Reader's [Associate Professor] grade 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 as Deputy Registrar or an equivalent post;

3. Ph.D. Qualification in the respective field is desirable.

Scale of Pay: Pay will be fixed with reference to the last pay drawn in the primary cadre of the applicant.[as per G.O.Ms.No.350,Higher Edu.[H1]Dept. dt:9.9.2009]

TENURE: The post is for 3 years and a person beyond 58 years cannot hold the post.

2. ESSENTIAL QUALIFICATIONS FOR THE POST OF CONTROLLER OF EXAMINATIONS:

- i. A Master's degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale;
- ii. at least 15 years of experience as Assistant Professor/ Lecturer [Senior Scale]/Associate Professor/Lecturer with eight years in Reader's grade 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 as Deputy Registrar or an equivalent post
- iii. Ph.D. qualification in the respective field is desirable.

Scale of Pay: Pay will be fixed with reference to the last pay drawn in the primary cadre of the applicant.[as per G.O.Ms.No.350,Higher Edu.[H1]Dept. dt:9.9.2009]

TENURE: 3 years in the first instance of which the I year shall be on probation. Only on satisfactory completion of the probation, the incumbent will be continued for the rest of the term by the Syndicate.

AGE: Shall not be below 45 years and not above 55 years, on the date of notification.

3. ESSENTIAL QUALIFICATIONS FOR THE POST OF PROFESSOR–CUM–DIRECTOR, IDE:

A. (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.

(ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.

(iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

(iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the UGC Regulations 2010, in Appendix III.

OR

B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

Desirable: Experience in educational planning in areas of Pedagogy and teaching technology relating to continuing Education/Distance Education/Nonformal Education.

Tenure: Three years and extendable for further periods.

Scale of Pay: Rs.37400-67000 plus Academic Grade Pay of Rs.10000

APPLICATION FEES:

Candidates who satisfy the above requirements may download the application form from the University Website and send to the Vice Chancellor, University of Madras (by Designation only) with a Demand Draft for Rs.500/- towards the cost of application. The Demand Draft shall be drawn in favour of the 'The Registrar, University of Madras', payable at Chennai. The fee prescribed for SC/ST/DAP candidates is Rs.250/-, on production of photocopy of the Community Certificate.

General Instructions to the Candidates

1. Application shall be addressed to the Vice-Chancellor [by designation only]. University of Madras, Chennai – 600 005.
2. Applicants are required to forward their applications [8 copies] in the prescribed form with full particulars viz.,
 - a. Proof of age with an attested copy of the first page of SSLC Book.
 - b. Qualifications degrees [with year/years of passing and University in which the degrees were taken]
 - c. Other academic distinctions, publications, if any;
 - d. Present occupation and salary with scale of pay;
 - e. Languages with which the applicant is conversant together with copies of recent testimonials;
 - f. Name of two persons to whom a reference can be made.
[Candidates are advised to take Xerox copy of the application form. Self designed application formats shall not be entertained]
3. Applications from candidates, who are in service, shall be sent through proper channel. If they anticipate any delay, they may send 7 copies in advance to the Vice-Chancellor. However, their applications will be considered and they will be called for interview only if their applications forwarded through proper channel are received in time. Therefore, it shall be ensured that the applications sent through proper channel are received in time.
4. The enclosures to be appended are [i] attested true copy of the first page of SSLC book in evidence of date of birth and age; [ii] reprints of available papers; [iii] a list of papers published by the applicants [iv] attested true copies of certificates of credentials of educational qualifications and Academic distinctions.
5. Applicants who attempt to canvass or bring influence in any manner shall be disqualified.
6. If selected candidates shall be required to join duty immediately and enter into an agreement, with the University in accordance with the laws of the University.
7. The last date for submission of filled in application is **24-07-2017**. The applications received after the last date and applications with incomplete particulars shall be summarily rejected, without any notice.
8. Enquiries through telephones or in person shall not be entertained.
9. If a person is willing to apply for more than one post, separate application has to be submitted.
10. The Syndicate reserves the right to fill or not to fill up the post without assigning any reasons whatsoever.
11. Candidates should invariably fill in the information regarding court cases pending, criminal cases, disciplinary actions or equivalent etc. in the relevant column of the application form. Any changes in this information as and when occurred after the submission of application form till the completion of recruitment process should be brought to the notice of the University by the candidate, failing which the University reserves the right to cancel the candidature and to debar him/her from all selections.

REGISTRAR i/c.

8. Academic Qualification [Enclose self attested copies starting from Matriculation or SSLC to recent degree] :

Certificate/ Degree	Year of passing	Name of the Institution	Subject/ Major	Minor/ Ancillary	Class	Marks/ Grade	Rank, If any

9. Title of the Thesis of the Research Degrees :

Degree	Subject
M.Phil.	
Ph.D.	
Any other higher degree like D.Sc., D.Litt., etc.,	

10. Membership /Fellowship titles in Professional Societies/Academy like FNA,FRS,FNASC etc [Proof to be enclosed] :

11. Whether the Candidate has passed CSIR-UGC National Level Test /SLET/SET of Government of Tamil Nadu :
(i) If so, particulars should be given [enclose Xerox copy of the pass certificate)
(ii) If not specify the reasons: and provide evidence of eligibility for the post of Assistant Professor :

12. Prizes, Medals, Awards, other Honours received :
[to be categorized as Regional, National, International and proof to be enclosed]

13. Professional Experience [Service certificates to be enclosed] :

[state from the present position and go in reverse, should account for all the years lapsed since Masters degree]

{a) Teaching and Research Experience			
Institution	Post Held	Duration of service	Job description:UG&PG Teaching/Research/ Extension etc.
(b) Experience in Administrative Level			

14. Number of Publications :

Publications	Published (in number)
Articles-Regional	
Articles-National	
Articles-International	
Books	

(b) List of Publications Chronological order of the year (Do not include Proceedings of Symposia).

(State clearly the title of the publication, authors [underline your name] name of the journals, year, volume, page numbers and co-authors if any. If there are books, please indicate the name of the publishers, total number of pages and whether it is a text book or a reference book along with ISBN/ISSN numbers)

Please provide the citation index of the publication the impact factor of the journal in which it is published and also whether the journal is in the listed of Journals approved by the UGC :

15. Conferences/Seminars/Symposia/Workshops attended/papers presented

Regional/National & International [proof to be enclosed] :

Sl. No.	Name of the event	Place/dates	Title of paper presented

16. Conferences/Seminars/Symposia/Workshop organized [Regional, National & International.
[Proof to be enclosed] :

Sl. No.	Name of the event	Place/dates	Role as organizer

17. Visits abroad including post-doctoral training/fellowships.[Proof to be enclosed] :

Sl. No.	Countries/Institution visited	Duration	Purpose/Assignment

18. Establishment of Departments/Divisions/Laboratories etc.
[Proof to be enclosed] :

Sl. No.	Activity	Institution/Place	Dates

19. Patents/IPR Filed, granted and marketed [Proof to be enclosed] :

Sl. No.	Details of Inventions	Patents No.	Date & Countries	If marketed, details:

20. Knowledge of Language :

Languages	Ability to		
	Read	Speak	Write

21. a. Teaching Experience College / University :

- i) Under Graduate :
- ii) Post Graduate :
- iii) M.Phil :

b. Number of years of Research Experience:

c. Furnish details for supervision of candidates for Research :

Degree	Awarded (in number)	Under guidance (in number)
M.Phil.		
Ph.D.		
Post doctoral candidates		

22. Have you received any research project sponsored or supported by Local (State) National (UGC, CSIR, ICAR, ICMR, DST etc.) International (UN, UNESCO, WHO, FAO, etc.) Agencies? Give details with proof :

Sl. No.	Title of the Project	Quantum of Support [Rupees in lakhs]	Funding Agency	Years of Project Operation

23. Have you handled any Consultancy Activity/Projects and /or Industry Interactions?
[Proof to be enclosed] :

Sl. No.	Title of the Project	Agency/Industry	Duration of consultancy with date	Grants Received

24. Have you conducted any extension/community/literary activities in quantifiable terms?
[Proof to be enclosed] :

Sl. No.	Type of activity	Period of activity	Agency of collaboration	Outcome

25. Name and address of not less than two persons (not related by blood or marriage) to whom confidential reference could be made. They should be in a position to evaluate your candidature for the suitability of the position you are seeking now :

26. Name and address of two persons [not related by blood or marriage] from whom you have obtained the enclosed testimonials. Two are needed of which one should be from the Head of the Institution last attended :

27. Any other information you would like to present for consideration including a new initiatives for academic/research activities:

28. Any court case is made/pending against you (Criminal cases/Disciplinary actions). Give brief account of the case like nature of complaint, action taken etc.

I DECLARE THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE
AND I STAND RESPONSIBLE FOR THEIR VALIDITY.

Place:

Date:

SIGNATURE OF THE APPLICANT

CODING SHEET

Name of post applied for:

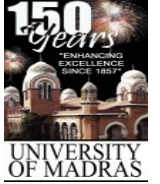
**: REGISTRAR / CONTROLLER OF EXAMINATIONS/
PROFESSOR-CUM-DIRECTOR, IDE**

Sl. No.	Particulars			
1	Name of the Applicant:			
2	Date of Birth:	Age:	Sex: M/F	
3	Community:	GT	BC/BCM	MBC SC/SC-A/ST
4	Qualification:			
	Name of the Degree	Year of Passing	Percentage of Marks/Class	
	PG			
	M.Phil.			
5	NET/SLET/CSIR:		Year of Passing	
6	Additional Qualification:			
	Name of the Degree	Year of Passing	Percentage of Marks/Class	
	D.Sc.			
	Fellowship			
	Titles			
7	Teaching/Research exp.	UG: yrs	PG: yrs	Res. Guidance:
	Guidance [M.Phil./Ph.D.]:			M.Phil.: Ph.D.:
	Experience		Academic :Years	Administration : Years
	Post Doctoral Research Experience:		National: yrs	International: yrs
9	Publications:	Regional Journals/Books	National Journal/Books	International Journal/Books
	 nos nos nos
10	Organisation of Depts./Conference:			
	Labs/Depts.: nos	Conference: nos		
11	Conference, Seminar, Workshop participated:			
	Regional: nos	National: nos	International: nos	
12	Research Project conducted and Fund generated in Rs.:			
13	Patents granted: nos	Consultancies handled: nos		
14	Present Position:			
15	Scale of Pay/salary:			
16	Address to which communication is to be sent with Tel. No. and E.mail ID:			
I declare that the details given above are correct and I stand responsible for their validity.				
Date:		Signature of the Applicant		
Note: This coding sheet should be filled in by the applicant without fail.				
For office use only				
Verified.		Comments, if any.		
ASO/SO		A.R.		



UNIVERSITY OF MADRAS

சென்னைப் பல்கலைக் கழகம்



ACADEMIC PERFORMANCE INDICATOR (API) BASED ON PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

1.	NAME OF POST APPLIED FOR				
2.	DEPARTMENT				
3.	NAME OF APPLICANT (in capital letters as per SSLC records) (with Emp. No. If applicable)				
4.	Previous position held (Professor/ Assoc. Prof. / Asst. Prof.)				
	Position held	Institution	Period		Indicate Assessment period for CAS promotion
			From	To	
5.	Permanent Address :			Address for Communication :	
	Phone No./ Mobile No.				
E.mail address					

I.2	LECTURES OR OTHER TEACHING DUTIES IN EXCESS OF THE UGC NORMS: (Attach Evidence): (Note: @ 2.5points per hour to the maximum of 10 points ; PG dissertation 1.0 ; M.Phil. Dissertation 1.5 and Ph.D. Thesis 3.0 per candidate)						
		Hours in excess of UGC norms including Project / Dissertation / Thesis / Correction, etc. No. of projects/ M. Phil. Thesis/ Ph.D. Thesis				Maximum score 10 (For Office Use)	
Year/ Semester		PG	M.Phil.	Ph.D.	Others	Total	

I.3	PREPARATION AND IMPARTING OF KNOWLEDGE / INSTRUCTION AS PER CURRICULUM ; SYLLABUS ENRICHMENT BY PROVIDING ADDITIONAL RESOURCES TO STUDENTS (i.e. Preparation of Instruction Manual / Lecture Notes / Learning Materials etc.) : (Attach Evidence) : (Note: @ 5points per course or per learning material prepared)			
	Nature of work	Significance of work		Maximum score 20 (For Office Use)
			Score	
I.4	USE OF PARTICIPATORY & INNOVATIVE TEACHING-LEARNING METHODOLOGIES, UPDATING OF SUBJECT CONTENT, COURSE IMPROVEMENT, ETC. : (Attach Evidence) : (Note: @ 5points for each activity)			
	Details of Innovation adopted	Significance of Innovation adopted		Maximum score 20 (For Office Use)
			Score	

I.5	UNIVERSITY EXAMINATIONS RELATED DUTIES LIKE ANSWER SHEET EVALUATION , QUESTION PAPER SETTING , EVALUATION OF PG/ M.PHIL DISSERTATION/ PH.D. THESIS, AND SUCH OTHER RELATED DUTY AS PER ALLOTMENT : (Attach Evidence):						
	Nature of Duty (in Hours)	Semester wise					Maximum score 25 (For Office Use)
II.	CATEGORY –II : CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES : (Note : The minimum API score required by teachers from this Category-II (i.e. Category II.1 to II.5) is 015 out of 050. The self-assessment score should be based on objectively verifiable criteria wherever possible and will be finalized by the Screening / Selection Committee)						
II.1.	STUDENT-RELATED CO-CURRICULAR ACTIVITIES like NSS, NCC, Counselling, Sports, Cultural Activities, Community Outreach Programmes (min. 3 days) (Attach Evidence) : (Note: 2.5 Points per year to the maximum of 20 Points)						
	Type of Activity	Year	Brief description of the activities	Score	Maximum score 20 (For Office Use)		
		1)					
	2)						
	3)						
	4)						
	5)						

III. A.2	NON-REFEREED JOURNALS BUT RECOGNIZED AND REPUTABLE JOURNALS AND PERIODICALS HAVING ISSN Nos. : (Use additional page, if necessary) (Note : 10 points per publication - 60% of points to the First author and remaining 40 % will be equally shared by co-authors)				
	Sl. No.	Title of the Article / name of the Author / name of the Journal etc.	ISSN No.	No. of Points	Score (For Office Use)
A.3	PAPERS PRESENTED IN THE CONFERENCE / SEMINARS / SYMPOSIA / WORKSHOP: (Abstracts not to be included)				
	Sl. No.	Title of the Article / name of the Author / name of the Journal etc.	No. of Points	Score (For Office Use)	

III.B.	RESEARCH PUBLICATIONS : (Attach Proofs) : (Books, Chapters in Books, Other than referred journal articles) :			
III. B.1	TEXT OR REFERENCE BOOKS PUBLISHED BY INTERNATIONAL PUBLISHERS : (Note : (i) 50 points per book for sole author and 10 points per Chapter in an edited book. (ii) 60 % of points to the First author and remaining 40% will be equally shared by Co-authors)			
	Sl. No.	Name of the author / Co-author / title of the Books / Name of the Publisher along with month and year	ISBN No.	Score

III. B.2	SUBJECT BOOKS BY NATIONAL LEVEL PUBLISHERS / UNIVERSITY / STATE AND CENTRAL GOVERNMENT PUBLICATIONS WITH ISBN NOS. : (Note : (i) 25 points per book for sole author and 5 points per Chapter in edited books. (ii) 60 % of points to the First author and remaining 40% will be equally shared by Co-authors)			
	Sl. No.	Author name / co-author name / title of the Book / name of the publisher month and date	ISBN No.	Maximum score (For Office Use)

III.D.	RESEARCH GUIDANCE : (Attach Proofs)		
III. D.1	DETAILS OF M.Phil. DEGREE AWARDED ONLY : (Note : 3 points for each candidate awarded M.Phil. through Regular / Part-time mode only in the University / College where you are working)		
	Sl. No.	Name of the Scholar / title of the Thesis / name of the Guide / date of Submission / date of the Ph.D. award / name of the University month and year	Max. Score
III. D.2	DETAILS OF Ph.D. DEGREE AWARDED / THESIS SUBMITTED : (Note : (i) 10 points for each candidate awarded ; (ii) 7 points for each candidate awarded for Guide if there is Co-guide involved ; (iii) 3 points for each candidate awarded for Co-guide ; (iv) 5 points for each candidate submitted Thesis for guide if there is a Co-guide involved ; (v) 2 points for each candidate submitted Thesis for Co-guide and (vi) No points for External or any other type Ph.D. Registration including Ph.D. Programmes through the Institute of Distance Education mode.		
	Sl. No.	Name of the Scholar / title of the Thesis / name of the Guide / date of Submission / date of the Ph.D. award / name of the University month and year	Max. Score

III.E.	TRAINING / REFRESHER COURSES AND CONFERENCE / SEMINAR / WORKSHOP ORGANIZED :				
III. E.1	DETAILS OF THE FOLLOWING EVENTS IF ANY ORGANIZED : (Note : Maximum 30 Points. (i) Not less than 2 weeks duration – 20 points each ; and (ii) One week duration – 10 points each)				
	Sl. No.	Event	Organizer / Place	Period / Duration	Maxi,um Score
	1.	Refresher Courses			
	2.	Methodology Workshops			
	3.	Training			
	4.	Teaching-learning-evaluation Technology Programme			
	5.	Soft skill Development Programmes			
	6.	Faculty Development Programmes			
III. E.2	PARTICIPATION AND PRESENTATION OF RESEARCH PAPERS IN THE CONFERENCES / SYMPOSIA / SEMINARS / WORKSHOPS, ETC. : (Attach Proofs) (Note: If a paper presented in Conference / Seminar is published in the form of Proceedings, the points would accrue for the publication (III.A.) and not under presentation (III.E.2.) (i) For International 10 points each* ; (ii) For National – 7.5 points each* ; (iii) For Regional / State Level – 5 points each* ; & (iv) For Local (Univ./College) – 3 points each*) * The first / Principal author and the corresponding author / supervisor / mentor of the teacher would share equally 60% of the total points and the remaining 40% would be shared equally by all other authors.				
	Name of the author / title of the Article / name of the programme / organizer / level of the article				Max.imum Score

III. E.3	INVITED LECTURES OR PRESENTATIONS FOR CONFERENCES / SYMPOSIA (INTERNATIONAL / NATIONAL): (Note : (i) For International 10 points each ; and (ii) For National 5 points each)			
Sl. No.	Name of the Programme / organizer of the Programme / <u>Level</u> : Inter-national / National / Regional / State / Local / Topic /Date	Points	Maximum Score	

DECLARATION

I hereby declare that the particulars furnished above are true to my knowledge.

Place :

Date :

Signature