



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
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 **19-06-2018**.

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



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 are invited for the following posts:

Sl. No.	Category	No. of Posts
1.	Controller of Examinations	1
2.	Professor-cum-Director, IDE	1

The last date for submission of filled in application form 19-06-2018.

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

GENERAL ESSENTIAL QUALIFICATIONS:

1. 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.

NOTE: Explanation for experience in (ii) above: 15 years of teaching and research experience in an approved College/Institution/University, of which 8 years as Reader/Associate Professor in the pay scale of Rs. 37400-67000 + 9000 AGP. The Teachers who worked in Self-financing Colleges/Shift II, be required to produce teaching experience certificate issued by the Regional Director of Collegiate Education (RJD) or Director of Technical Education (DoTE).

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 appointment is purely for a tenure of two years and extendable for one more year by the Syndicate and will not be made permanent employee of University.

AGE: Shall not be more than 55 years, on the last date of receipt of application for the post.

2. 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.

SCALE OF PAY: Rs.37400-67000 plus Academic Grade Pay of Rs.10000/-

TENURE: The appointment is purely for a tenure of two years and extendable for one more year by the Syndicate and will not be made permanent employee of University.

AGE: Shall not be more than 57 years, on the last date of receipt of application for the post.

THOSE WHO HAD APPLIED EARLIER IN RESPONSE TO THE ADVERTISEMENT DATED 23-06-2017 FOR THE POST OF PROFESSOR-CUM-DIRECTOR, IDE NEED NOT PAY THE APPLICATION FEES. HOWEVER THEY SHALL APPLY AFRESH.

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 **19-06-2018**. 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

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

Educational Level	Year of passing	Name of the Institution	Subject/ Major	Minor/ Ancillary	Class	Marks/ Grade	Rank, If any
S.S.L.C							
PUC/+2							
UG							
PG							
M.Phil.							
Ph.D.							
Others, specify							

NOTE: Must have undergone: 11 + 1 + 3 + 2 (SSLC, PUC, UG & PG) or 10 + 2+ 3 + 2 (SSLC, +2, UG & PG)

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 provided] :

[State from the present position and go in reverse, should account for all the years lapsed since Master's degree]

[a] Teaching and Research Experience			
Institution	Post Held	Duration of service (years and months)	Job description:UG&PG Teaching/Research/ Extension etc.
[b] Experience in Distance Education (Academic and Administrative Level)			
[c] Total Teaching Experience : Lecturer/Assistant Professor			
[d] Total Teaching Experience : Reader/Associate Professor/Professor			

14. Number of Publications :

Publications	Published (in number)	In Press [Proof to be attached] (in number)
With or Without Impact Factor in Articles- UGC Listed Journals		
Books-National		
Books-International		
Chapters in Books		

(b) List of Publications in the order of (i) with impact factor (ii) Reputed journals listed in UGC website without impact factor (iii) Books published by International publisher and National publisher and (iv) Chapters in Books (Do not include proceedings of Symposia/Unpublished Articles)

(State clearly authors [underline your name] the title of the publication, name of the journals, year, volume, page numbers impact factor as per Scopus/Web of Science. 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:

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

Regional/National & International in Chronological order of the year [proof to be enclosed] :

List the paper presentation in the order: author(s), title of the papers, name of conference /seminars etc., date(s), organizer & place.

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 at College/ University level :

- 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 scheme 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	Output

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 :

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

Place:

Date:

SIGNATURE OF THE APPLICANT

ANNEXURE - I
CODING SHEET

Name of post applied for:

**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.				
	Ph.D.				
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				
	Awards				
7	Teaching/Research exp.	UG: yrs	PG: yrs	Res. Guidance:	
	Guidance [M.Phil./Ph.D.]:			M.Phil.:	
				Ph.D.:	
	Experience	Academic :Years		Administration : Years	
8	Post Doctoral Research Experience:		National: yrs	International: yrs	
9	Publications:	Articles in Journals	National publisher - Books	International publisher - Books	Chapters in Books
	API Score: nos 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

API Score Sheet based on PBAS

Annexure II

Name of the Candidate	
Application for the Post of	

Declaration:

I, hereby, declare that all the statements / particulars made / furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/appointment is liable to be cancelled.

Date:

Signature of the Faculty Members**Note:** Please sign in the bottom of every page.

III-A: RESEARCH PAPERS PUBLISHED IN REFEREED JOURNALS

Category III-A	Impact Factor from Scopus or Web of Science	Single Author (100%)		First or Corresponding Author/Supervisor/ Mentor (70%)		Rest of Authors (30%)		Total Points Col. (3 *4) + (5*6)+ (7*8)
		Points per paper	Number of Papers	Points per paper	Number of Papers	Points per paper	Number of Papers	
1	2	3	4	5	6	7	8	9
i	10 & above	25		17.5		7.5		
ii	5-10	20		14		6		
iii.	2-5	15		10.5		4.5		
iv	1-2	10		7		3		
v	< 1	5		3.5		1.5		
iv	No Impact factor but UGC listed Journal	10		7		3		
Total Score								

Note:Evidence for impact factor listed in Scopus or Web of Science and Journal in the UGC list (copy of the relevant page) must be enclosed.

III-B RESEARCH PUBLICATIONS (BOOKS/MONOGRAPHS)

Category III-B		Single Author (100%)		First or Corresponding Author/Supervisor/ Mentor (70%)		Rest of Authors (30%)		Total Points Col. (3 *4) + (5*6)+ (7*8)
		Points per paper	Number of Papers	Points per paper	Number of Papers	Points per paper	Number of Papers	
1	2	3	4	5	6	7	8	9
i	Text/Reference Books	30		21		9		
ii	Subject books- Int Publisher	20		14		6		
iii	Subject books- Others	15		10.5		4.5		
iv	Chapters - International	10		7		3		
	National	5		3.5		1.5		
Total Score								

Note: III-B-i: Text/Reference Books, published by International Publishers, with ISBN/ISSN number

III-B-ii: Subject Books, published by National level publishers, with ISBN/ISSN number or State / Central Govt. Publications

III-B-iii: Subject Books, published by Other local publishers, with ISBN/ISSN number

III-B-iv: Chapters in Books, published by National and International level publishers, with ISBN/ISSN number

III (C): RESEARCH PROJECTS (Projects sponsored by Government or International Agencies)

		Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score	Number of Projects completed	Score
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project		
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project		
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project		
III (C) (ii)	Consulta ncy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs, respectively		
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNI CEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent.Major policy document of International bodies - 30 Central Government – 20, State Govt.-10. Local bodies – 5		
Total Score						

III (D): RESEARCH GUIDANCE

				No. of Candidates	Score
III(D)(i)	M.Phil.	Degree awarded	5 per candidate		
III(D)(ii)	Ph.D.	Degree awarded	15 per candidate		
	Ph.D	Thesis submitted	10 per candidate		
Total Score					

III.E. Fellowships, Awards and Invited lectures delivered in conferences / seminars

		Description	Points	Number	Score
III(E)(i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	15 per Award / 15 per Fellowship		
		National Award/Fellowship from academic bodies	10 per Award / 10 per Fellowship		
		State/University level Award from academic bodies	5 Per Award		
III(E)(ii)	Invited lectures / papers	International	7 per lecture / 5 per paper presented		
		National level	5 per lecture / 3 per paper presented		
		State/University level	3 per lecture / 2 per paper presented		
Total Score					
III(F)	Development of e-learning delivery process/material		10 per module		
Total Score					
Total Score of all categories (A+B+C+D+E+F)					