



UNIVERSITY OF MADRAS
[Established under the Act of Incorporation XXVII of 1857-
Madras University Act 1923]
(State University)
Centenary Buildings, Chepauk, Chennai - 600 005.



APPOINTMENT NOTIFICATION

Applications [8 copies] are invited for the following post, so as to be received by the Convener, VC-Convener Committee superscribing on the envelope "Application for the post of _____"

Name of the Post	No. of Posts
Controller of Examinations	1
Professor cum Director, Centre for Distance and Online Education	1
Dean-College Development Council	1

Details of post, prescribed qualifications, application form, general instructions, coding sheet and Table 2 are available in the University Website: <http://www.unom.ac.in>.

The last date for receipt of filled in applications is 16.10.2026

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

Name of the Post	No. of Posts
Controller of Examinations	1
Professor cum Director, Centre for Distance and Online Education	1
Dean-College Development Council	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) 15 years of teaching and research experience in approved College / Institution / University of which eight years as Reader / Associate Professor in the pay scale of Rs. 1,31,400/--2,17,100/- (Level 13A) along with experience in educational administration;

[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.
- (iv) The Teachers who have worked in Self-financing Colleges/Shift II of Govt. aided Colleges should 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 application [as per G.O.Ms.No.145, Higher Edu.[H1]Dept. dt:06.07.2018]

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

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

ESSENTIAL QUALIFICATIONS FOR THE POST OF PROFESSOR CUM DIRECTOR, CENTRE FOR DISTANCE AND ONLINE EDUCATION.

- A (i) An eminent scholar having a Ph.D degree 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 research publications in the peer-reviewed or referred journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.
 - (ii) A minimum of ten years of teaching experience in university/college, as Assistant Professor/Associate Professor/Professor, and/or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate
- (or)
- B. An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above)/ industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

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

Scale of Pay: Rs. 1,44,200/-2,18,200/- (Level 14)

Tenure: The appointment be 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.

ESSENTIAL QUALIFICATIONS FOR THE POST OF DEAN-COLLEGE DEVELOPMENT COUNCIL.

Qualifications:

[i] A Master's degree in Arts/Science or Humanities with at least 55% of marks or its equivalent grade of "B" in the UGC seven point scale;

- A relaxation of 5% may be provided 55% to 50% of the marks at the Master's level for SC/ST category.

[ii] Experience of at least 15 years in Teaching / Research or both of which at least 2 years as Head of a Department in a College/University/Director of Research Establishment or Principal of a recognized College.

[iii] Preference may be given to candidates with proven ability in executing and implementing funded research projects/innovative programmes in teaching and research.

[iv] Ph.D qualification in the respective field.

[v] Research publications are desirable.

Term of office: The appointment will be on tenure basis for a period of 3 years.

Age: Shall not exceed 55 years (Fifty Five years) on the last date of application for the post.

Scale of Pay: Rs.1,44,200/-2,18,200/- (Level 14).

Cost of Application: Rs.500/- [for SC/SC-A/ST/DAP Rs.250/-]

Affix passport size
photograph here



UNIVERSITY OF MADRAS

**(Application for the post of CONTROLLER OF EXAMINATIONS / PROFESSOR
CUM DIRECTOR, CENTRE FOR DISTANCE AND ONLINE EDUCATION AND
DEAN-COLLEGE DEVELOPMENT COUNCIL**

NAME OF THE POST APPLIED

:

1. Name [IN BLOCK LETTERS]

:

2. Name and Address of the Institution where the
candidate is working

:

3. Post held at present

:

[a] Date of Appointment to the Post

:

[b] Scale of Pay

:

[c] Date of annual increment

:

4. Address to which communications are to be sent

:

[Indicate the correct address with Pin-code, Dist, etc.,
Mobile/Telephone number and e-mail id]

5. Sex:

Nationality & Religion :

6. Date of Birth and Age

:

[Attested copy of the first page of SSLC book/ Plus 2 to be enclosed]

7. Name of the Community

:

[a] Whether SC/SC-A/ST/MBC/DNC/BC/BCM

(Certificate from the Revenue Official concerned to be enclosed)

(Specify the Name of the Community in Block letters)

[b] Whether Differently Abled Person

:

(Specify the mode of Disability

with percentage along with proof)

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 :

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 / Salary certificate with certification of Form 16 / Income Tax Returns]:

[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	Scale of Pay (Revised / Pre-revised)	Duration of service (years and months)	Job description: UG & PG Teaching/Research/ Extension etc.
(b) Experience in Administrative Level				

14. Number of Publications:

Publications	Published (in number)	In Press [Proof to be attached] (in number)
Articles-Regional		
Articles-National		
Articles-International		
Books		

(b) List of Publications-Chronological order of the year (Do not include Symposia proceedings; if necessary, give them in the form of an appendix)

(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.

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 [Provide proofs]:

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

28. 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

CODING SHEET

CONTROLLER OF EXAMINATIONS / PROFESSOR CUM DIRECTOR, CENTRE FOR DISTANCE AND ONLINE EDUCATION AND DEAN-COLLEGE DEVELOPMENT COUNCIL

Name of the post applied for:

S. No.	Particulars					
1	Name of the Applicant:					
2	Date of Birth:		Age:		Sex: M/F	
3	Community:		GT	BC/ BCM	MBC/ DNC	SC/SCA/ ST
4	Qualification:					
	Name of the Degree		Year of Passing		Percentage of Marks/Class	
	PG					
	M.Phil.					
	Ph.D.					
5	CSIR-UGC/NET/SLET/SET:				Year of Passing	
6	Additional Qualification:					
	Name of the Degree		Year of Passing		Percentage of Marks/Class	
	D.Sc./D.Litt., etc.,					
	Fellowship					
	Titles					
	Awards					
7	Teaching/Research exp.	UG: yrs		PG: yrs		Res. Guidance:
	Guidance [M. Phil./Ph.D.]:					M.Phil.: Ph.D.:
	Experience:	Academic: yrs			Administration:.....yrs	
8	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 Mobile, 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.			

GENERAL INSTRUCTIONS

1. Application should be addressed to the Convener, VC-Convener Committee (by designation only), University of Madras, Centenary Buildings, Chepauk, Chennai - 600 005.
2. Applicants are required to forward their applications (8 copies with enclosures) 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. Names of two persons to whom a reference can be made.
 - g. All other enclosures/like publications reprints, certificates etc as indicated in the application as attested copies.
[Candidates are advised to take Xerox copy of the application form. Self designed application formats will 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 Convener, VC- Convener Committee. However, their application 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 canvas or bring influence in any manner will 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 16.10.2026.** The applications received after the last date and applications with incomplete particulars shall be summarily rejected, without any notice.
8. Enquires 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 columns 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.
12. Candidates who satisfy the above requirements may download the application form from the University Website and apply to the Convener, VC-Convener Committee, 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/SC-A/ST/DAP candidates is Rs.250/- on production of photocopy of the Community Certificate.

REGISTRAR

**FOR THE POST OF PROFESSOR-CUM DIRECTOR,
CENTRE FOR DISTANCE AND ONLINE EDUCATION.
Appendix – II, Table 2 - Academic/Research Score
UGC Regulations 2018/ G.O. (Ms) No.5 Dated: 11.01.2021**

(The research score shall be from the minimum of three categories out of six categories)

S.No.	Academic/Research Activity	Score	Total Number of Papers	Self-assessed score (Including Augmentation)	Evidence Page No or Range in the Application
1.	Research Papers in Peer-Reviewed or UGC listed Journal Category 1: 08/paper Category 2: 10/paper (Total score including Augmentation)	08 (or) 10			
2.	Publications(other than Research papers)				
	(a)Books authored				
	International publishers	12			
	National Publishers	10			
	Chapter in Edited Book	05			
	Editor of Book by International Publisher	10			
	Editor of Book by National Publisher	08			
	(b)Translation works in Indian and Foreign Languages				
	Chapter or Research paper	03			
	Book	08			
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula				
	(a)Development of Innovative Pedagogy	05			
	(b)Design of new curricula and Courses	02			
	(c)MOOCs				
	Development of complete MOOCs in 4quadrants (4credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20			
	MOOCs (developed in 4 quadrant) per module/lecture	05			
	Content writer/ subject matter expert for each module of MOOCs (at least one quadrant)	02			
	Course Coordinator for MOOCs(4credit course) (In case of MOOCs of lesser credits 02 marks/ credit)	08			
	(d)E-Content				
	Development of e-Content in 4 quadrants for a complete course/e-book	12			
	e-Content (developed in 4 quadrants) per module	05			
	Contribution to development of e-content module in complete course/ paper/ e-book (at least one quadrant)	02			
	Editor of e-content for complete course/ paper/e-book	10			

4.	(a)Research guidance				
	Ph.D. - degree awarded (10 / degree)	10			
	Ph.D. - thesis submitted (5 / degree)	5			
	M.Phil./P.G. dissertation – per degree	02			
	(b)Research Projects Completed				
	Morethan10lakhs	10			
	Lessthan10lakhs	05			
	(c)Research Projects Ongoing				
	Morethan10lakhs	05			
	Lessthan10lakhs	02			
	(d)Consultancy	03			
5.	(a)Patents				
	International	10			
	National	07			
	(b)*Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc or Central Government or State Government)				
	International	10			
	National	07			
	State	04			
	(c)Awards/Fellowship				
	International	07			
	National	05			
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)				
	International (Abroad)	07			
	International (within country)	05			
	National	03			
	State/University	02			
Upper capping of thirty percent (30%) of the total research score for Category 5(b) & 6:					

Research Paper Published in Refereed Journals

BaseScore for Category 1: 08/paper for Faculty of Sciences

BaseScore for Category 2: 10/paper for Faculty of Languages/Humanities/Arts/SocialSciences/Library/Education/PhysicalEducation/Commerce/Management & other related disciplines

The Research score for research papers would be augmented as follows:

Peer-Reviewed or Refereed Journals (Impact factor to be determined as per Thomson Reuters list):

- Paper in refereed journals without impact factor-5 Points
- Paper with impact factor less than 1 -10 Points
- Paper with impact factor between 1 and 2-15 Points
- Paper with impact factor between 2 and 5-20 Points
- Paper with impact factor between 5and10-25Points
- Paper with impact factor>10-30Points

(a) Twoauthors:70%of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Note:

- Joint Projects: Principal Investigator and Co-investigator would get 50% each.
- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Signature of the Candidate