



## UNIVERSITY OF MADRAS

[Established under the Act of Incorporation XXVII of 1857-

Madras University Act 1923]

(State University)

526 in QS World Ranking

Centenary Buildings, Chepauk, Chennai - 600 005.

### APPOINTMENT NOTIFICATION

Applications [8 copies] are invited for the following post, so as to be received by the Vice Chancellor superscribing on the envelope “**Application for the post of Controller of Examinations**”

Name of the Post	No. of Post
Controller of Examinations	1

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

The last date for receipt of filled in applications is **28.07.2023**.

#### **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**

## **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, 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 Joint 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.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.

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

Affix passport size  
photograph here



## **UNIVERSITY OF MADRAS**

**(Application for the post of CONTROLLER OF EXAMINATIONS)**

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.,  
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 and also indicate 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 [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 collaboration of	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

**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	<b>Qualification:</b>					
	<b>Name of the Degree</b>		<b>Year of Passing</b>		<b>Percentage of Marks/Class</b>	
	PG					
	M.Phil.					
	Ph.D.					
5	NET/SLET/CSIR:			Year of Passing		
6	<b>Additional Qualification:</b>					
	<b>Name of the Degree</b>		<b>Year of Passing</b>		<b>Percentage of Marks/Class</b>	
	D.Sc.					
	Fellowship					
	Titles					
	Awards					
7	Teaching/Research exp.		UG: ..... yrs		PG: ..... yrs	
	Guidance [M. Phil./Ph.D.]:				Res. Guidance: M.Phil.: ..... Ph.D.: .....	
	Experience:		Academic: ..... yrs		Administration:.....yrs	
8	Post Doctoral Research experience:		National: ..... yrs		International: ..... yrs	
9	<b>Publications:</b>		Regional Journals/Books		National Journal/Books	
			..... nos		..... nos	
10	<b>Organisation of Depts./Conference:</b>					
	Labs/Depts.: ..... nos			Conference: ..... nos		
11	<b>Conference, Seminar, Workshop participated:</b>					
	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.						
<b>Date:</b>			<b>Signature of the Applicant</b>			
<b>Note: This coding sheet should be filled in by the applicant without fail.</b>						
For office use only						
Verified:			Comments, if any			
ASO / SO			A.R.			

## GENERAL INSTRUCTIONS

1. Application should be addressed to the Vice-Chancellor (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 Vice-Chancellor. 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 28.07.2023.** 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. The Syndicate reserves the right to fill or not to fill up the post without assigning any reasons whatsoever.
10. 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.
11. Candidates who satisfy the above requirements may download the application form from the University Website and apply 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.

REGISTRAR