

Cost of Application: Rs.200/- (Others)  
Rs.100 (SC/ST)

Application No:



தமிழ்நாடு ஆசிரியர் கல்வியில் பல்கலைக்கழகம்  
**TAMIL NADU TEACHERS EDUCATION UNIVERSITY**

**APPLICATION FORM FOR THE POST OF CONTROLLER OF EXAMINATIONS**

Photo

1. Name [IN BLOCK LETTERS] :
2. Father's/Husband's Name :
3. Name of the Institution at present working :
4. Post held :  
[a] Date of Appointment to present Post :  
[b] Scale of Pay :  
[c] Basic Pay :  
[d] Date of annual increment :
5. Address to which communications are to be sent [Indicate the correct address with Pin-code, Dist, etc., Telephone number Cell Number and e-mail id] :
6. Sex: :
7. Date of Birth and Age :  
[Attested copy of the first page of SSLC book to be enclosed]
8. Nationality & Religion :
9. Name of the Community :  
[a] Whether GT/SC/ST/MBC/DNC/BC  
(Certificate from the Revenue Officials to be enclosed)  
(Specify the Name of the Community in Block letters)
10. Academic Qualifications :  
[Enclose attested copies from Matriculation or SSLC to the most recent Degrees] :

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

11. Title of the Thesis for the Research Degrees:

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

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

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

14. (a) Professional Experience [Service certificates to be enclosed] :  
[state from the present position and go in reverse and should account for all the years since you have taken Master's Degree]

<b>S.No.</b>	<b>Employer</b>	<b>Post held</b>	<b>Pay Drawn</b>	<b>Period of Employment</b>				
				<b>From</b>	<b>To</b>	<b>Y</b>	<b>M</b>	<b>D</b>
<b>Total</b>								

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

(b) Teaching Experience College / University :

**A. Teaching\***

S.No.	Classes	College in which taught	Duration					
			From	To	Y	M	D	
1.	Under Graduate							
2.	Post Graduate							

\* The period of teaching experience gained simultaneously in teaching Under Graduate and Post Graduate courses should be shown under Post Graduate only.

**B. Research\*\***

Subject	Place of Work	Duration					Number of Students guided and degree awarded only	
		From	To	Y	M	D	M.Phil	Ph.D

\*\* The period spent on study for M.Phil/Ph.D degree should not be included except the Part-time study period.

(C) **Administrative Experience (General, Financial and Examination related)** :

(c) Number of Publications:

Publications	Published	In Press [Proof to be attached]
Articles-Regional		
Article-National		
Articles-International		
Books		

- (d) List of Publications (Do not include Symposium proceedings; if necessary, give it 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)

**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/presented** papers (Regional/ National & International) **[proof to be enclosed]**:

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

16. Conferences/Seminars/Symposia/workshop **organized** [Regional, National & International. **[proof to be enclosed]** :

SI.No	Name of the event	Place/dates	Capacity in which organized

17. Abroad visits including post-doctoral training/fellowships. **[Proof to be enclosed]** :

S.No	Countries/Institution visited	Duration	Purpose/Assignment

18. Knowledge of Language:

Languages	Ability to		
	Speak	Write	Speak and Write

19. Have you received any research scheme sponsored or supported by Local (State) National (UGC, CSIR, ICAR, etc.) International (UN, UNESCO, WHO, FAO, etc.) agencies give details with proofs :

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

20. Have you handled any consultancy activity/Projects and /or industry interactions.  
**[Proof to be enclosed]:**

SI.No	Title of the Project	Agency/Industry	Duration of Consultancy with date	Grants Received

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

SI.No	Type of activity	Period of activity	Agency of collaboration	Output

22. 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 you for the suitability of the position you are seeking now

23. Name and address of two persons [not related by blood or marriage] from whom you have obtained and enclosed your testimonials. Two are needed of which one should be from the Head of the Institution last attended
24. Any other facts you would like to present for consideration

I DECLARE THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND I STAND RESPONSIBLE FOR THEIR VALIDITY AND AUTHENTICITY.

Place:  
Date:

**SIGNATURE OF THE APPLICANT**

**Note: Eight copies of the filled-in application shall be submitted; Otherwise application will not be considered.**

**RECOMMENDATION OF THE HEAD OF THE DEPARTMENT/OFFICE**

**Forwarded to the Registrar, Tamil Nadu Teachers Education University, Chennai**

The particulars furnished were verified with Service Register and found correct.

**Head of the Department/Office**

**Note:**

While sending the application, the Head of Office is requested to send the confidential report of the candidate separately on the same day in a separate sealed cover, superscribed as **“FOR SELECTION TO THE POST OF CONTROLLER OF EXAMINATIONS, TAMIL NADU TEACHERS EDUCATION UNIVERSITY, CHENNAI”**.

**TAMIL NADU TEACHERS EDUCATION UNIVERSITY**  
**CODING SHEET**

Name of the post applied for :

Department :

S.No	Particulars					
1.	Name of the Applicant					
2.	Date of Birth :		Age :		Sex: M/F	
3.	Community :	GT	SC/ST	MBC	DNC	BC
4.	<b>Qualifications :</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					
6.	<b>Additional Qualifications:</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 Experience if more than 10 years including Research, Guidance (M.Phil/Ph.D)		UG: ..... yrs.	PG: ..... yrs.	Res. Guidance M.Phil: ..... Ph.D. : .....	
8.	Post Doctoral Research Experience:		National: .... Yrs		International : .... yrs	
9.	<b>No.of Publications Total:</b> <input type="checkbox"/>	Regional Journals/ Books <input type="checkbox"/>	National Journals/ Books <input type="checkbox"/>	International Journals/ Books <input type="checkbox"/>		
10.	<b>Conference, Seminar, Workshop Participated:</b>					
	Regional: ..... nos.		National: ..... nos.		International: ..... nos.	
11.	Research Projects conducted and Fund generated in Rs.					
12.	Present Position					
13.	Scale of Pay / Basic Pay:					
14.	Address to which communication is to be sent with Tel.No. Cell 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:</b> This coding sheet should be filled in by the applicant compulsorily.						
<b>For office use only</b>						
Verified			Comments, if any			
<b>A.O</b>			<b>REGISTRAR</b>			

## GENERAL INSTRUCTIONS

(for the post of CONTROLLER OF EXAMINATIONS)

1. **Term/Tenure:** Three years, and the first year shall be on probation. Only on satisfactory completion of the probation, the incumbent will be continued in the post for the rest of the term by the Syndicate.
2. **Scale of Pay: As per UGC Norms.**
3. **Qualifications:**
  - (a) **A Master's Degree with at least 55% of marks or its equivalent grade of B in the UGC seven point scale; Relaxation of 5% may be provided from 55% to 50% at Master's Level for SC/ST categories.**
  - (b) **At least 15 years of experience as Assistant Professor in the AGP of Rs.7,000/- and above or eight years of service in the AGP of Rs.8,000/- and above including as Associate Professor along with experience in Educational Administration (or)**
  - (c) **Comparable experience in research establishment and/or other institutions of Higher Education; (or)**
  - (d) **15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post, and**
  - (e) **Desirable: M.Ed and Ph.D qualification in the respective field/previous experience as Controller of Examinations of any other University.**
4. **Age:** Shall not be above 57 in the case of academicians and 55 years in the case of non-academicians.
5.
  - i. The application forms can be obtained either in person or by post on payment of Rs.200/- (Rs.100/- for SC/ST candidates on production of Xerox copy of the Community Certificate) by demand draft obtained from any Nationalized Bank drawn in favour of the Registrar, Tamil Nadu Teachers Education University payable at Chennai with self addressed stamped envelope of size (25x12 cm) to the value of Rs.20/- for sending the application by post. Downloaded application form from the website with fee shall only be accepted in this office; otherwise it shall be rejected.
  - ii. **Last date for issue of application forms and receipt of filled in applications form shall be 18<sup>th</sup> January 2013 at 5.45 p.m.**
6. Application should be addressed to the **Registrar [by designation only], Tamil Nadu Teachers Education University, Chennai – 600 005.**
7. Applicants are required to forward their applications [8 copies] in the prescribed form with full particulars Viz.,
  - i. Proof of age with an attested copy of the first page of SSLC Book;
  - ii. Qualifications, degrees [with year/years of passing and University in which the degrees were taken];
  - iii. Other academic distinctions, publications, if any;
  - iv. Present occupation and salary with scale of pay;
  - v. Language with which the applicant is conversant together with copies of recent testimonials;
  - vi. Name of two persons to whom a reference can be made.

[Candidates are advised to Xerox the copy of the application form. Self designed application formats will not be entertained]



- vii. Reprints of available papers;
  - viii. A list of papers published by the applicants
  - ix. Attested true copies of certificates of credentials to be enclosed in the application.
8. Applications from candidates, who are in service, should be sent through proper channel. If they anticipate any delay, they may send 7 copies in advance to the Registrar. 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. It shall be ensured that such applications are sent through proper channel well in advance.
  9. Applicants should be prepared to come for an interview at Chennai at their own cost. Applicants who attempt to canvas or bring influence in any manner shall be disqualified.
  10. The 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.
  11. **The last date for submission of filled-in application addressed to the Registrar is 18.01.2013.** The applications received after the last date and applications with incomplete particulars shall be summarily rejected.
  12. Candidates in service are informed that pay protection in any manner shall not be guaranteed.
  13. Enquires through telephones or in person shall not be entertained.
  14. Candidates must be Indian Nationals.
  15. **It will be open to the University not to fill up any of the posts now advertised.**
  16. The service conditions and other terms of appointment in the University shall be subject to the approval of the Syndicate of the Tamil Nadu Teachers Education University.
  17. Candidates who are selected shall be liable for transfer to any other post within the jurisdiction of the University.
  18. Selection of candidates already in employment will be subject to the employer's agreement to relieve them.
  19. If a candidate desires to name as a referee any person residing outside India he/she should write to that person asking him to send a statement of his opinion concerning the candidate's character and suitability for the post directly to the Registrar, Tamil Nadu Teachers Education University, Chennai-600 005. The reply will be treated as confidential.

**REGISTRAR**