



TAMIL NADU OPEN UNIVERSITY

No. 577, Anna Salai, Saidapet, Chennai – 600 015. Phone:

(91-44) 2430 6645 / 6600 Fax: (91-44) 2430 6640

URL : www.tnou.ac.in

Advt. No.01 /TNOU/R/Estt-17/01

Date: 08.03.2017

NOTIFICATION

Applications in the prescribed format are invited from eligible candidates for the post of
CONTROLLER OF EXAMINATIONS

(1) Qualifications:

- i. Good academic record with at least 55% of marks, or its equivalent grade of 'B' in the UGC 7-point scale, where grading system is practiced, at the Masters Degree level in a relevant subject from an Indian University or an equivalent degree from a Foreign University. A relaxation of 5% will be provided from 55% to 50% of the marks at the Master's level for the SC/ST Category.
- ii. At least 15 years of experience as Assistant Professor in the AGP of Rs.6,000/- and above or 8 years of experience as Associate Professor in the AGP of Rs.9,000/- and above or its equivalent cadre 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. Degree in any discipline obtained from a recognized University is desirable, and
- iv. Knowledge of Tamil to the extent of carrying out official correspondences and drafting reports is essential.

(2) Age: The applicant for the post should not be below 45 years of age and should not have completed 55 years of age in the case of a non-academician and 57 years of age in the case of an academician, on the date of notification inviting application for the post of Controller of Examinations.

(3) Scale of Pay: As per UGC Norms (Rs.37,400 - 67,000+AGP Rs.10,000).

(4) Tenure: 3 years. Eligible for a second term.

Filled-in Application Form along with all the enclosures and a Demand Draft for Rs. 500/- drawn in favour of "**Tamil Nadu Open University**" payable at Chennai should reach the University on or before **5:00 P.M. 31/03/2017** superscribing the envelope "**APPLICATION FOR THE POST OF CONTROLLER OF EXAMINATIONS.**"

Note: The University reserves the right to fill or not to fill up the post without assigning any reasons whatsoever.

REGISTRAR



TAMIL NADU OPEN UNIVERSITY

No. 577, Anna Salai, Saidapet, Chennai – 600 015.
Phone: (044) 2430 6645 / 6600 Fax: (044) 2430 6640

Please affix
your recent
passport size
photograph
(Self Attested)

APPLICATION FORM FOR THE POST OF CONTROLLER OF EXAMINATIONS

Write in English and CAPITALS. Use only **Blue/Black Ball Point Pen**. Use of Green/Red Pen/Pencil is prohibited.

Before filling this application please read the instructions carefully. Completed form with copies of self attested certificates should be sent to Tamil Nadu Open University, before the due date indicated in the advertisement.

1. GENERAL INFORMATION OF APPLICANT:

Name (In Capital Letters)	Mr./Mrs./Dr.	
Place and Date of Birth (Day/Month/Year)		
Age as on date of Advertisement (Year/Month/Day)		
Sex	Male/Female	
Fathers/Husband's Name		
Nationality		
Community		
Mother Tongue		
Correspondence Address		
Permanent Address		
Contact No.	Mobile No.:	
	Landline No.:	
Email Address		

2. PRESENT POSITION:	
a.	Designation
b.	Organization
c.	Pay Scale
d.	Date of appointment to the present post
e.	Total Experience (as on 26-12-2016) (In Years and Months)

3. DETAILS OF EXPERIENCE: (Enclose the Xerox Copies of the Service Certificates)					
S.No.	Post held	Pay Scale	Organization	Nature of duties	Experience (In Years and Months)

4. EDUCATIONAL QUALIFICATIONS (IN CHRONOLOGICAL ORDER FROM LATEST TO GRADUATION LEVEL)						
S.No.	Qualifications	University	Year	Subject (s) / Topics (s)	% Achieved	Distinctions Etc.,

5. ADMINISTRATIVE EXPERIENCE/POST(S) & RESPONSIBILITIES HELD:					
S.No.	Post	Organization/ University	Duration		Experience (In Years and Months)
			From (Date)	To (Date)	
1.	Head of the Department				
2.	Chairman, Board of Studies				
3.	Member, Board of Studies				
4.	Dean of Faculty				
5.	Member of Academic Council				
6.	Member of Executive Council				
7.	Member of Professional/ Academic Bodies				
8.	Others (Specify)				

6. (A) ACADEMIC/TEACHING EXPERIENCE & RESPONSIBILITIES (IN CHRONOLOGICAL ORDER FROM LATEST TO OLDEST)					
S.No.	Post	Organization/ University	Duration		Experience (In Years and Months)
			From (Date)	To (Date)	

(B) PARTICIPATION AND CONTRIBUTION IN RELEVANT AREAS IN HIGHER EDUCATION		
	Organisation	Area of specialization
Visiting Professor		
Resource Person		
Others (Specify)		

(C) INVOLVEMENT WITH FORMULATION OF ACADEMIC PROGRAMMES:			
S.No.	Nomenclature of Innovative Academic Programmes formulated	Date of approval by Academic Council	Year of Introduction

(D) IMPORTANT MoUS FORMULATED FOR ACADEMIC COLLABORATIONS:			
S.No.	MoUs formulated	Name of Agencies/Departments involved	Year of MoU

7. INTERNATIONAL ACADEMIC EXPOSURE, IF ANY						
S.No.	Post/ Assignment	Organization University	Area of Assignment	Duration		
				From	To	In Years & Months

8. SCHOLARLY ACHIEVEMENTS:	
A. Contribution to Journals and Books:	
	Details
Books authored	
Editor in Chief	
Editorships	
Peer reviewer for	
Member of the International Advisory Board	
Others (Specify)	

B. Publication:
B. I Kindly provide list of scholarly publications in recognized professional and/or academic Journals.

Total Publications:

S.No.	Date	Title	Name of journal	Refereed journals or not	Number of Citations (where possible)

B. II List of articles in popular magazines or newspapers
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Total Articles:

S.No.	Date	Title	Name of Magazine / Newspaper

C. Participation and scholarly presentations in conferences:			
C.I National			
S.No.	Date	Title of Conference or institution	Title/Subject of presentation (if made)

C.II International			
S.No.	Date	Title of Conference or Institution	Title/Subject of presentation (if made)

D. Participation and contribution in National/International in the area of your academic and professional expertise		
		Number(s)
Plenary Lectures/Invited Talks	International	
	National	
Congresses attended	International	
	National	
Examinership etc.	International	
	National	
Others (Specify)	International	
	National	

9. RESEARCH PROJECTS:				
S.No.	Client/Organization's name	Nature of project	Duration of project	Amount of grant (Rupees)

10. CONSULTING EXPERIENCE:			
List key consulting assignments undertaken:			
S.No.	Client/Organization's name	Nature of assignment	Duration of assignment

11. HONOURS / AWARDS & FELLOWSHIPS FOR OUTSTANDING WORK:				
S. No.	Name of Award/Fellowship etc.	Elected/Honorary Fellow	Awarded by	Year of Award

12. NO. OF RESEARCH SCHOLARS SUCCESSFULLY GUIDED:	
Name of Programme	Awarded (No.) (Under-Progress not to be included)

13. STRENGTHS (IN 100 WORDS)

14. EXPERIENCE OF WORKING IN OPEN UNIVERSITY/DISTANCE EDUCATION SYSTEM.				
S.No.	Name of Organization	Designation	Years of Experience	
			From	To

15. YOUR VISION FOR THE TNOU AS CONTROLLER OF EXAMINATIONS (UPTO 500 WORDS)

16. DETAILS OF REFEREES, IF ANY					
S.No.	Name of the Referee	Post Held by Referee	Email	Phone No.	Mobile

17. Bonafide Affidavit:

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/candidature is liable to be summarily rejected at any stage and if I am already appointed, my services are liable to be terminated without any notice from the post of Controller as per Act/Statutes etc. and other applicable rules.

(Signature of the Applicant)

Declaration:

I, _____ declare that no criminal case is neither pending nor contemplated against me.

Signature

Place:

Date:

Note: For those applicant who are currently employed and working in various educational and research institutions, it is mandatory that the applications should be forwarded through their respective employer of the organizations without which the application will not be entertained.

Remarks of forwarding authority:

This is to certify that the information's furnished above in S.No. 1 to 17 by the applicant are verified and found correct with best of our knowledge as well as documents available in the Institutions.

Place:

Name/Signature and Official Seal of

Date:

Head of the Institution/forwarding authority

INSTRUCTIONS TO THE CANDIDATES

1. Separate application is required for each post applied for.
2. Candidates must be Indian Nationals.
3. Candidates who satisfy the conditions prescribed should be prepared to appear for a Written Test, if any, and/or Interview at their own cost.
4. Candidates may be called for an interview as per the list prepared by the Screening Committee constituted for the purpose by the Vice-Chancellor. The summoning of the candidates for the interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
5. It will be open to the University not to fill up any of the post now advertised.
6. Any attempt, by the candidate, either directly or indirectly to influence the Selection Committee or other authorities of the University will disqualify the candidate for the post.
7. In addition to pay, the post carries allowances as per the Tamil Nadu State Government rules. Higher start in the prescribed scale may be given for deserving cases on the recommendations of the Selection Committee.
8. The service conditions and other terms of appointment in the University shall be subject to the approval of the Syndicate of the Tamil Nadu Open University.
9. Candidates who are selected shall be liable for transfer to any other post within the jurisdiction of the University.
10. Persons who are already working in State or Central Government / University / Public Sector Undertakings should send their applications through proper channel. Any delay in sending the applications through proper channel is not the responsibility of the University. Advance copies of the applications reaching the Registrar, Tamil Nadu Open University, Saidapet, Chennai-15, within the prescribed time limit shall be entertained provided original application forwarded through proper channel reaches the Registrar before the candidates are called for interview or the Screening Committee meets.
11. The application form shall be filled-in, complete in all respects, giving correct information. Defective and incomplete application and those with wrong or false information will be summarily rejected.
12. Evidence of Experience and Degree/Diploma certificate and all the testimonials should be brought in original at the time of interview. Attested copies of Certificates, Mark-sheets, testimonials, etc., should be attached with the application and must be produced at the time of interview and at the time of joining, if selected. The selected candidates shall produce, in original, the Matriculation or equivalent certificate as proof of the date of birth. No other evidence will be accepted.
13. Applications received after the last date or without complete information will be rejected.
14. No interim queries regarding test/interview/selection will be entertained.