



திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
SERKADU, VELLORE – 632 115

Application for the Post of: **REGISTRAR**

Advertisement No.

Registration Fee Particulars: D.D.No..... Date:

Name of Bank:

Amount: Rs.....

Please affix your
recent passport
size photograph
with signature

1. Name in full (in BLOCK LETTERS) :
2. Father's / Husband's Name :
3. Date of Birth (Supported by Certificate evidence) :
4. Place of Birth (District and State) / Nationality :
5. Sex :
6. Religion / Community / Caste :
(to which the applicant belongs,
OC/BC/MBC/SC/ST)
(Enclose Attested copy of Community Certificate)
7. Present Address (to which communications :
should be sent)
8. Mother Tongue :
9. Vernacular Language in School/College :

10. Other Languages known to read :
to write
to speak

11. Educational Qualifications (University Education) (Attach attested copies of Certificates / Mark sheets in support of each degree of diploma)

S.No.	Institutions studied	Years of Study	Part/full time	Degree or Diploma	Whether passed in one appearance	Class of grade/ % of Marks	Specialization

12. Experience regarding previous and present employment (Authenticated experience Certificated to be attached separately)*

S.No.	Employer	Post held	Pay drawn	Period of employment				
				From	To	Y	M	D
Total								

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

13. Teaching and Research Experience

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 for Under Graduate & 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

14. Organizational activities:

Contributions to Teaching/Research and Institutional Development (Attach separate sheet one page under each heading)

15. Research Projects/Scheme completed / Undertaken at present. Give the title, sponsor & duration and cost of the project. (Attach separate sheet, if necessary)

Title of Major Research Project	Sponsor	Duration of the Project	Total cost of the Project	Completed / Undertaken

16. Trainings undergone (Academic / Administrative) (Attach separate sheet if necessary)

S.No.	Name	Place	Period	Sponsor	Field of Specialization	Expertise Developed or learnt	Application of Training

17. Publications:

Research Papers (Original articles) :

a) National Journals

Author's Name	Title	Year of Publication	Publisher's Name	Total Pages	Impact Factors

b) International Journals

Author's Name	Title	Year of Publication	Publisher's Name	Total Pages	Impact Factors

c) Popular Articles :

d) Conference / Seminars / Symposia / Workshops participated :

e) Books written :

18. Designation, Scale of Pay in the Present Post & Basic Pay drawn as on date of the application

(a) Designation :

(b) Scale of Pay :

(c) Basic Pay :

19. Is there any commitment to serve any organization? :
- If so give details
20. Other countries visited, if any and the duration and the purpose of visit :
21. List three referees, well known about you, with their addresses, who can certify your Professional Competency :
22. Additional qualifications, Titles/Awards/ Fellowships/Scholarships :
23. IT/e-governance/Management Experience :
24. Administrative experience (General, Financial and examination related) :
25. Development of softwares & IT modules for Teaching, Research, Administration & Vision Plan :
26. Names of Professional Societies in which you are member and position, if any :
27. Any other information regarding experience, etc. in support of satisfying the rules prescribed for the post now applied for

I certify that the information furnished above are true and correct to the best of my knowledge and belief. Should there be any incorrect or false information having been furnished or that may come to light in due course, I bind myself for such action as the University may decide.

Signature:

Name & designation:

Place:

Date:

List of Enclosures:

- (1)
- (2)
- (3)
- (4)
- (5)

RECOMMENDATION OF THE HEAD OF THE DEPARTMENT / OFFICE

Transmitted to the Vice-Chancellor, Thiruvalluvar University, Serkkadu, Vellore.

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 cover, superscribed as **“FOR SELECTION TO THE POST OF REGISTRAR THIRUVALLUVAR UNIVERSITY, VELLORE”**.

THIRUVALLUVAR UNIVERSITY
SERKKADU, VELLORE-632 115

TERMS AND CONDITIONS OF APPOINTMENT AND OTHER
INSTRUCTIONS TO CANDIDTES

INFORMATION:

1. Candidates must be Indian Nationals.
2. Candidates who are abroad may apply on plain paper giving full particulars together with an International Money Order to cover the Registration fee of Rs.100/-.
3. Candidates who satisfy the conditions prescribed to the satisfaction of the University authorities should be prepared to appear before the University Staff Selection Committee for interview at their own cost.
4. Candidates may be called for an interview as per the list prepared by the Screening Committee appointed for the purpose and approved by the Vice-Chancellor. The summoning of the candidate for 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 posts 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. The service conditions and other terms of appointment in the University shall be subject to the approval of the Syndicate of the Thiruvalluvar University.
8. Selection of candidates already in employment will be subject to the employer's agreement to relieve them.
9. Video Conferencing will be arranged for foreign candidates for interview on payment of the cost by the candidates.

INSTRUCTIONS:

1. The application form shall be filled in, complete in all respects, giving correct information. Defective and incomplete applications and those with wrong or false information will be rejected.
2. The application form, together with a **Crossed Demand Draft for Rs.100/-** being the Registration Fee drawn **in favour of the Registrar, Thiruvalluvar University payable at Vellore**, should be sent so as to reach **the Vice-Chancellor, Thiruvalluvar University, Vellore-632 115** on or before the prescribed time and date. Applications unaccompanied by the Demand Draft will be rejected.

3. Persons who are already working in State or Central Government or any other organisation 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 Vice-Chancellor, Thiruvalluvar University, Vellore – 632 115**, within the prescribed time limit shall be entertained provided the original application forwarded through proper channel reaches the Registrar before the candidates are called for interview of the Screening Committee needs.
4. Candidates may send copies of testimonials from persons well acquainted with his / her works and character and must also give name and address of three persons in Indian to whom references can be made. If he / she has been in employment he / she should either give his / her present or most recent employer or immediate superior, as a referee or submit a recent testimonial from him / her. He / She should also submit an attested copy of the entry relating to his / her date of birth, from the Matriculation or Secondary School Leaving Certificate, attested copies of his/her Degree certificate or / and Diploma testimonials.
5. If a candidate desires to name as a referee any person residing outside Indian 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 Vice-Chancellor, Thiruvalluvar University, Vellore – 632 115. The reply will be treated as confidential.
6. Evidence of Degree/Diploma certificate and testimonials should be brought in original at the time of interview.
7. Separate application with separate Registration fee is required for each post.
8. Applications from candidates who are in service will be considered only if forwarded through proper channel. In such cases, advance copies (7 numbers) of applications should be sent direct to **the Vice-Chancellor** so as to avoid delay. Applicants, if required, should prepare to come for an interview at Vellore at their own cost.
9. The photo affixed in the application is to be self attested.
10. Applications should reach the office of **the Vice-Chancellor, Thiruvalluvar University, Serkkadu, Vellore – 632 115** on or before the time and date fixed.

REGISTRAR