



திருவள்ளூர் பல்கலைக்கழகம்  
THIRUVALLUVAR UNIVERSITY  
SERKKADU, VELLORE – 632 115

**Advertisement No.TVU/R/2017/10268**

**dated:31.12.2017**

Applications [8 copies] are invited for the Post of Registrar, so as to be received by the **Vice-Chancellor** superscribing on the envelope “**Application for the Post of Registrar**”.

Application form, prescribed qualifications, general instructions and other details are available at the University Website: <http://www.tvu.edu.in> and <http://www.thiruvalluvaruniversity.ac.in>.

The last date for receipt of filled in applications is **31.01.2018 upto 5.00 p.m.**

**Note:** The candidates who had already applied for above post in response to the advertisement No.TVU/R/2016/6402, dated: 25.11.2016 need not apply again. In case, if there are any new / additional information / documents after submission of earlier application it may be submitted to the University on or before **31.01.2018**. The Syndicate reserves the right to fill up or not to fill up the post without assigning any reasons whatsoever.

**REGISTRAR i/c**

**QUALIFICATIONS:**

1. A Master's degree with at least 55 % of marks or its equivalent Grade of B in the UGC Seven point scale;
  - a. A relaxation of 5% will be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.
  - b. 'B' in the seven point scale with UGC letter grades O, A, B, C, D, E & F shall be regarded as equivalent of 55% whenever the grading system is followed.
  - c. The minimum requirement of 55% marks at Master's level shall not be insisted upon for Principals, Professors, Associate Professors/Readers, Registrars, Deputy Registrars, Librarians, Deputy Librarians, Director/Deputy Directors of Physical Education for the existing incumbents who are already in the University system. The minimum requirement in their case shall be at least 50% of marks at Master's level. However, the 55% of marks at Master's level should be insisted upon for those entering the system from outside and those at the entry point of Assistant Professor, Assistant Registrars, Assistant Librarians and Assistant Directors of Physical Education.

2. At least 15 years of experience as [Assistant Professor]/Lecturer (Senior Scale)/Lecturer with 8 years in Reader's [Associate Professor] grade 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;

3. Ph.D. Qualification in the respective field is desirable

**Terms and conditions of Service:** As per the Thiruvalluvar University Act, 2002 in clause (i) of sub-section (1) of section 14, the holder of the post of Registrar shall be not lower in rank than that of the University Professor. In clause (ii) of sub-section (1) of section 14, the Registrar shall hold office for a period of three years and the Registrar shall retire on attaining the age of sixty years in the case of academician and fifty-eight years of service in the case of non-academician or on the expiry of the period specified in this clause, whichever is earlier.

**Note :**

- a. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for SC / ST Category.
- b. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. Degree holders who have passed their Master's Degree prior to 19<sup>th</sup> September 1991.
- c. The University reserves the right to fill up or not to fill up the post.
- d. The University reserves the right to shortlist the candidates.
- e. Applications (8 Copies) should be made only in the format prescribed by the University.
- f. Candidates already in service should send their applications through proper channel and will be considered for deputation only.
- g. Candidates called for interview will not be paid any TA/DA
- h. Applications received after the last date will be summarily rejected.
- i. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports, is essential.
- j. SC/ST and differently abled candidates are exempted from paying application fees provided they enclose self attested Xerox copy of community certificate/Differently abled certificate from the competent authority, as the case may be. However, they have to pay Registration Fee of Rs. 100/-

Filled in applications shall be sent to : The Vice-Chancellor, Thiruvalluvar University, Serkkadu, Vellore-632 115

Demand Draft to be drawn in favour of : The Registrar, Thiruvalluvar University, Vellore-632 115

Last date for receipt of filled in application : Up to 5.00 pm on **31.01.2018.**

Application fee (except SC/ST and Differently abled candidate) : Rs.500/-

Registration fee for all including SC/ST and Differently abled candidate (Read instructions 'K') : Rs.100/-