

11. Address for Communication :

Residential: Pin Phone : E-mail : Mobile :	Office: Pin Phone : E-mail : Mobile:
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12. Present position :

Designation

Scale of Pay

Gross emoluments

(Please enclose recent Pay Certificate)

13. (a) Educational Qualifications : (Start from highest)

(Please enclose the Photo copies of the Certificates)

S. No	Examination Passed (with main subject)	University / Institution	Year of passing / awarded	% of Marks/ Grade Class/Rank
1.				
2.				
3.				
4.				
5.				
6.				

13(b) Details of Ph.D. Degree:

1. Date of submission of Ph.D. Thesis :

2. Month and year of Ph.D. Degree awarded :

3. Subject and Title of the Thesis :

13.(c) Post Doctoral Work if any :

13.(d) Details of SLET/SET/NET passed, conducted by UGC/CSIR/Similar Tests accredited by the UGC

Name of the Eligibility Test	Subject	Month & Year of Passing

14. (a) Teaching Experience :

(Please enclose the Photo copies of the Service Certificates)

S. No	Positions held	Name of the Institutions	Duration		Years of Experience
			From	To	
1.					
2.					
3.					
4.					

14. (b) Research Supervision :

S. No	Positions held	Name of the Institutions	Number of research students supervised (awarded only)	
			M.Phil	Ph.D.
1.				
2.				
3.				
4.				

15. Administrative Experience : (If space is not sufficient attach a separate sheet in the same format)

S. No	Positions held	Name of the Institutions	Duration		Years of Experience
			From	To	
1.					
2.					
3.					
4.					
5.					

16. Training undergone : (If space is not sufficient attach a separate sheet in the same format)

S. No	Nature of Training (Academic/Administration)	Theme	Name of the Institutions	Duration	
				From	To
1.	Workshop				
2.	Refresher Courses				
3.	Orientation Courses				

17. Conferences / Seminar/Symposiums organized/attended:
(If space is not sufficient attach a separate sheet in the same format)

S. No.		Theme	Name of the Institutions	Organized/ Attended	Duration	
					From	To
1.	Conferences					
2.	Symposiums					
3.	Congress					
4.	Seminars					

18. Other Academic services : (If space is not sufficient attach a separate sheet in the same format)

S. No	Nature of Service	Institution/ University	Duration		Total Years of experience
			From	To	
1.	Chairman / Member Board of Studies				
3.	Chairman / Member Selection Committee				
4.	Chairman / Member Experts Committee				
5.	Member Academic Council				
6.	Senate Member				
7.	Syndicate Member				

19. Other Experiences :

S. No	Positions held	Name of the Institution	Duration		Years of experience
			From	To	
1.	NSS officer/Co-ordinator				
2.	NCC Officer				
3.	Co-ordinator – CDC				
4.	Member of Govt. Bodies/Institutions				
5.	Dean/Director				

20. Award or Prize/Distinction received (if any) :

S No.	Name	Institution	Purpose of Award
1.			
2.			
3.			
4.			

21. Membership / Fellowship :

S No.	Name	Institution	Period
1.			
2.			
3.			
4.			

22. (A.) Research Projects undertaken (If space is not sufficient attach a separate sheet in the same format):

S No.	Title of the Project	Funded by	Amount	Duration	Project Completed/ ongoing
1.					
2.					
3.					
4.					
5.					
6.					

22. (B.) Publications : (Books)

S No.	Title of the Book	ISBN Number	Publisher

22. (C.) Research Papers / Publication of the Articles:

(If space is not sufficient attach a separate sheet in the same format)

S No.	Title of the Article	Journal in which Published	Month/Year of Publication	Citation index	i index	h index
				UGC Recognised Journal for Arts & Scopus/SCI journals for Science		

22. (D.) List out atleast the best five of your research publications with impact factor and enclose the full paper along with the application.

(If space is not sufficient attach a separate sheet in the same format)

S No.	Title of the Research Publication	Journal in which Published	Publisher / Month/Year/Date & Volume of Publication with page number	Impact factor

23. Disciplinary Actions faced (If any) : Yes/No, If yes, furnish details.

S No.	Type of action	Nature of Punishment

24. Languages known :

S.No	Name of the Language	Read	Write	Speak
1.	Tamil			
2.	English			
3.				
4.				

25. Other Skills :

S No.	Type of Skill	Nature of Proficiency

26. List of Testimonials: Name and address of two persons from whom you have enclosed your testimonials (One of which should be from the Employer / Head under whom the applicant is serving / last served / studied)

1. 2.

27. Name and address of three responsible persons (not relatives) to whom reference regarding the applicant's work and conduct can be vouched.

1.	
2.	
3.	

28. Academic Performance Indicator: (API) (for Associate Professors and Professors only)

Academic Performance Indicator (API) Score below on Performance Based Appraisal System (PBAS)

Nature of activity	Maximum	Assessment Score Claim
I. Teaching learning – Evaluation Related Activities	75/year	
II. Co-curricular, Extension and Profession related activities	15/year	
III. Research and Academic Contribution	10/20/30/40 or 50 / year <hr style="width: 50px; margin: 0 auto;"/> 100	

Note: Candidates are requested to read the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the maintenance of standards in Higher Education, 2018 before filling the API Score at UGC Website: www.ugc.ac.in

ACADEMIC PERFORMANCE INDICATORS:

1. **Assistant Professor:** Applicants who are applying afresh and without any experience need not fill up the API score claim form. Other candidates with required qualifications and experience can fill up the claim and submit the same for scrutiny and review.
 2. **Associate Professor :** Applicants can mark their **average API score claims** for at least 8 years of experience immediately preceding the date of application and submit the same for scrutiny and review.
 3. **Professor :** Applicants can mark their average API score claims for **at least 10 years of experience** immediate by preceding the date of application and submit the same for scrutiny and review.
29. Please provide a write-up of what you would achieve if you are selected for the position you have applied (not exceeding 200 words).

Declaration by the Applicant

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:

RECOMMENDATION OF THE 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.....
....., THIRUVALLUVAR UNIVERSITY, SERKKADU, VELLORE”.

Forwarded to the Registrar, Thiruvalluvar University, Vellore.

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

(Seal)

Head of the Department / Office

Checklist of Enclosures:

- (1) **Application and Registration fee Enclosed**
- (2) **Self attested Photograph affixed and signed.**
- (3) **Copies of Certificates (self attested), in support of Educational/Technical Qualifications**
- (4) **Experience Certificate (self attested)**
- (5) **Copy of Community certificate(self attested) for SC(A)/SC/ST/MBC/DNC Candidates**
- (6) **Proof of Date of Birth (self attested)**
- (7)
- (8)
- (9)
- (10)
- (11)

THIRUVALLUVAR UNIVERSITY
SERKKADU, VELLORE-632 115

TERMS AND CONDITIONS OF APPOINTMENT AND OTHER
INSTRUCTIONS TO CANDIDATES

INFORMATION:

1. Candidates must be Indian Nationals.
2. Candidates may be called for an interview as per the list prepared by the Screening Committee. 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.
3. It will be open to the University not to fill up any of the posts now advertised.
4. Any attempt by the candidate, either directly or indirectly to influence the Selection Committee or other authorities of the University will disqualify his/her candidature.
5. The service conditions and other terms of appointment in the University shall be subject to the approval of the Syndicate of the Thiruvalluvar University.
6. Candidates who are selected shall be liable for transfer to any other place within the jurisdiction of the University.
7. Selection of candidates already in employment will be subject to the employer's agreement to relieve them.

INSTRUCTIONS:

Filled in applications shall be sent to	The Registrar , Thiruvalluvar University, Serkkadu, Vellore-632115
Last date to receive the filled in application	Up to 5.45 p.m. on 31.12.2019
Application and Registration fee (except SC/ST and Differently abled candidate)	Rs.600/-
Registration fee for SC/ST and Differently abled candidate (No application fee shall be collected from the SC/ST) and differently abled candidate. If they enclose attested Xerox copy of community certificate/Differently abled certificate from the competent authority, as the case may be.)	Rs.100/-
Application should be superscribed on top of the cover mentioning advertisement Number and Post.	

1. Candidates who have downloaded the application shall have to pay Rs.600/-. All payments should be remitted through NEFT/RTGS mode in the Indian Overseas Bank IFSC Code: IOBA0002484 MICR Code:632020014 Account number: 248401000000001 and the original bank challan with UTR number should be enclosed with the application form. **No Cash payment will be accepted.**
2. **Application unaccompanied by original bank challan towards cost of application and Registration fee will be rejected.**
3. The application form shall be filled in and complete in all respects, giving correct information. Defective and incomplete applications and those with wrong or false information will be rejected.
4. Persons who are already working in State or Central Government or any other organization should send their application through proper channel. Advance copies of the applications reaching **The Registrar, Thiruvalluvar University, Serkkadu, 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 or the Screening Committee needs.
5. 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 India 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.
6. If a candidate desires to name a person residing abroad as a reference in column (27) , the candidate may inform the referrer to send his/her **letter of credential** directly to the Registrar, Thiruvalluvar University, Serkkadu, Vellore- 632 115, which will be treated as confidential
7. Candidates should bring all original certificates at the time of Interview without fail.
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 directly to **The Registrar** so as to avoid delay. Applicants, if called for interview should be prepared to come for an interview at Serkkadu, Vellore at their own cost.
9. The photo affixed in the application is to be self attested.
10. Separate application is required for each post.

REGISTRAR