

ADVERTISEMENT



திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
SERKADU, VELLORE – 632 115.

Advertisement No.TVU/R/2022/4592

dated. 13.04.2022

Applications [8 copies] are invited for the Post of **Controller of Examinations**, so as to be received by the **Registrar, Thiruvalluvar University, Serkkadu, Vellore - 632 115** superscribing on the envelope “**Application for the Post of CONTROLLER OF EXAMINATIONS**”.

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

The last date for receipt of filled in applications is **13.05.2022 upto 5.00 p.m.**

*Already applied candidates with response to previous advertisement dated 06.02.2020 need not apply again. Those candidates can update their credentials if any.

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

REGISTRAR i/c

TENURE: Three Years

QUALIFICATIONS:

1. A Master's Degree with atleast 55% of the marks or its equivalent Grade of B in the UGC seven point scale.
2. At least 15 years of experience as Lecturer (Senior Scale[Assistant Professor with AGP of Rs.7000])/Lecturer (Assistant Professor) with 8 years in Reader's grade [Associate Professor with Ph.D.] along with experience in Educational Administration; (or)
3. Comparable experience in Research Establishment and / or other institutions of Higher Education, (or)
4. 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post

Desirable:

Ph.D. qualification in the respective field / previous experience as Controller of Examinations of any University are desirable.

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 19th 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. Enquiries on the above subject will not be entertained.
- k. 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 Registrar , Thiruvalluvar University, Serkkadu, Vellore-632115
Demand Draft to be drawn in favour of	: The Registrar, Thiruvalluvar University, Vellore-632 115
Last date to received the filled in application	: Up to 5.00 pm on 13.05.2022.
Application fee (except SC/ST and Differently abled candidate)	: Rs.5 00/-
Registration fee for all including SC/ST and Differently abled candidate (Read instructions 'K')	: Rs.100/-

Registrar i/c

Advt. No. date:



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THIRUVALLUVAR UNIVERSITY
SERKKADU, VELLORE – 632 115

Please affix your
recent passport
size photograph
with signature

APPLICATION FOR THE POST OF : CONTROLLER OF EXAMINATIONS

1. Name (in capitals) :

2. Date of Birth :

Age as on the date of advertisement: Y_____ M _____ D _____

3. Place of Birth :

4. Sex : Male / Female

5. Religion :

6. Nationality : Indian /

7. Community: (Please tick the relevant box and enclose a copy of the
Community Certificate)

OC	SC(A)	SC	ST	MBC/DNC	BC	BC(M)
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8. Mother Tongue :

9. District & State :

10. Father's / Husband's Name :

11. Address for Communication :

<p>Residential:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Pin</p> <p>Phone :</p> <p>E-mail :</p> <p>Mobile :</p>	<p>Office:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Pin</p> <p>Phone :</p> <p>E-mail :</p> <p>Mobile:</p>
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12. Present position :

Designation

Scale of Pay

Gross emoluments

(Please enclose Pay Certificate)

13. (a) Educational Qualification : (Starting from highest)

(Please enclose the attested xerox 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 :

14. (a) Experience : (Teaching)
(Please enclose the Xerox 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	Research Guidance (Degree Awarded) No. of Candidates	
			M.Phil	Ph.D.
1.				
2.				
3.				
4.				

15. Experience : (Administration)

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

16. Training undergone :

S. No	Nature of Training (Academic/Administration)	Theme	Name of the Institutions	Duration	
				From	To
1.	Workshop				
2.	Refresher Courses				
3.	Orientation Courses				
4.	Conferences				
5.	Symposiums				
6.	Congress				
7.	Seminars				

17. 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				
6.	Deputations to overseas				

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

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

19. Research contributions :

S No.	Degree	Awarded	Synopsis /Submitted	On going
1.	Ph.D			
2.	M.Phil			

20. 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.					

21. Publications : (Books)

S No.	Title of the Book	Publisher

22. Research Papers / Publication of the Articles:

S No.	Title of the Article	Journal in which Published	Month/Year of Publication

23. Disciplinary Actions (If any) :

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.

29. Please provide a write-up of what you would achieve if you are selected for the position you have applied (not exceeding 150 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, 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 for Enclosures:

- (1) Application and Registration fee D.D. 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/ST/BC/MBC Candidates
- (6) Proof of Date of Birth (Self attested)
- (7)
- (8)
- (9)
- (10)
- (11)