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திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
SERKKADU, VELLORE – 632 115

Please affix your recent passport size photograph with signature

Application for the Post of _____

Advertisement No.:

1. Name in full (in **BLOCK LETTERS**) :
2. Father's / Husband's Name :
3. Date of Birth and Age :
(**Supported by Certificate evidence**)
4. Sex : Male / Female
5. Place of Birth and Nativity :
(District and State)
6. Nationality / Religion / Caste :
7. Community to which the candidate belongs (**Attested copy of the latest community certificate to be enclosed**) : OC/BC/BC(M)/MBC/DNC/SC(A)/SC/ST
8. Present Address for communication with mobile number and email ID :
9. Mother Tongue / School Language :
10. Proficiency in languages
To read :
To Write :
To Speak :
11. Present designation and Scale of pay :
Gross Emoluments
(Please enclose pay certificate)

12. (a) Educational Qualification (University Education)

S. No.	Course Studied	Institution studied	Month and Year of Passing exam	Full Time/ Part Time/ Correspondence	Degree or Diploma	Class/ grade/ % of Marks	Specialization

(Attach self attested copies of Certificates / Mark sheets in support of each degree or diploma)

(b) Departmental Tests and Technical Examinations Passed, if any:

13. Experience of previous and present employment (Authenticated experience Certificates to be attached)*

S.No.	Institution /Employer	Post held	Pay drawn	Period of employment				
				From	To	Year	Months	Days
Total								

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

14. Teaching, Research and Administrative Experience

A. Teaching*

S. No.	Courses Taught	College/University in which taught	UG/PG Level		Duration				
			UG	PG	From	To	Y	M	D
1.									
2.									

* Proof to be attached

*The period of teaching experience gained simultaneously for Under Graduate & Post Graduate courses should be shown under Post Graduate only.

B. Research**

Position held	Place of Work	Duration					Number of Students guided and degree awarded only	
		From	To	Y	M	D	M.Phil.	Ph.D.

* Proof to be attached

** The Period spent on study of M.Phil. / Ph.D. degree should not be included except the Part-time study period

15. Other Experiences

S. No.	Position held	Name of the Institution	Duration		Years of Experience
			From	To	
1.	NSS Programme Officer / Coordinator				

2.	NCC/YRC/RRC Programme Officer / Coordinator				
3.	Dean / Director				
4.	Member of Govt. bodies / Institution				
5.	Deputation to other services				
6.	Any other				

(* Proof to be attached)

16. Organizational activities:

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

17. Research Projects/Schemes completed / Undertaken 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 / On-going

(* Proof to be attached)

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

S.No.	Title of the training	Place	Period	Sponsor	Field of Specialization	Expertise Developed or learnt	Application of Training

(* Proof to be attached)

19. Publications:

Only UGC care listed/Scopus/Web of Science indexed journals alone to be mentioned. Copy of the article needs to be attached.

Research Papers (Original articles) :

a) National Journals

Author's Name	Title	Year of Publication	Publisher's Name	Volume & Page number	Impact Factor	Sl.No. of UGC care /Scopus/WoS indexed

(* Proof to be attached)

b) International Journals

Author's Name	Title	Year of Publication	Publisher's Name	Volume & Pages	Impact Factor	Sl.No. of UGC care /Scopus/WoS indexed

(* Proof to be attached)

c) Popular Articles :

d) Conference / Seminars / Symposia / Workshops participated :

e) Books/Book chapters with ISBN/ISSN
Name of the publisher :

S. No	Author's Name	Title of the Book	ISBN Number	Name of the Publisher

(* Proof to be attached)

20. Is there any commitment to serve any organization? If so give details :

21. Foreign countries visited, and purpose :

22. List any three referees known about you, with their addresses, Phone Number and Email ID who can certify your Professional Competency : 1.
2.
Phone Number and Email

3.

23. Have you handled any consultancy activities/project (Proof to be attached)

24. Academic awards/Medals obtained:

Sl. No.	Name of the award/Honor	Institution/Society sponsored the award	Purpose of award

(* Proof to be attached)

25. IT/e-governance/Management Experience :
26. Administrative experience (General, Financial and Examination related) :
27. Development of Softwares & IT modules for Teaching, Research, Administration & Vision Plan :
28. Membership of Professional Societies and position, if any :
29. Any court case in made/pending against you (criminal cases/disciplinary action or equivalent etc.,) :
Give brief account of the case like nature of complaint, action taken etc.,
30. Abstract of outstanding contributions, if any (in one page only) to be submitted to the Vice Chancellor directly. :
31. Please provide a write-up of what you would achieve if you are selected for the position you have applied (not exceeding 200 words).
32. Any other information regarding experience, etc. in support of satisfying the rules prescribed for the post now applied for

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:

List of Enclosures:

(1)

(2)

(3)

(4)

(5)

RECOMMENDATION OF THE HEAD OF THE DEPARTMENT / OFFICE

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/CONTROLLER OF EXAMINATIONS, THIRUVALLUVAR UNIVERSITY, VELLORE"**.

THIRUVALLUVAR UNIVERSITY

SERKKADU, VELLORE-632 115

GENERAL TERMS AND CONDITIONS OF APPOINTMENT AND OTHER INSTRUCTIONS TO CANDIDATES

1. Candidates must be Indian National.
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 \$.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 does not mean that he/she is recommended or selected for the post.
5. The University reserves the right to accept or reject any application. Further the University reserves the right to fill or not to fill up the post without assigning any reason whatsoever.
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 completely 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.500/- towards Application fee and Rs.100/- towards Registration fee** drawn **in favour of the Registrar, Thiruvalluvar University payable at Vellore**, should be sent to **the Registrar, Thiruvalluvar University, Vellore-632 115** on or before the prescribed time and date. SC/ST and differently abled candidates are exempted from paying application fee, however, they have to pay Registration Fee of Rs.100/-
3. Persons who are already working in State or Central Government or any other organization 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, 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 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.
5. If a candidate desires to name as a referee any person residing outside India, 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 application should to **the Registrar, Thiruvalluvar University, Serkkadu, Vellore - 632 115 on or before 5.00 P.M. of 03.04.2023.**
9. Application received after the last date will summarily rejected
10. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports is essential.
11. The photo affixed in the application is to be self attested.
12. Original copy of No objection certificate (NOC) should be submitted at the time of interview.

REGISTRAR