



**திருவள்ளூர் பல்கலைக்கழகம்**  
**THIRUVALLUVAR UNIVERSITY**  
 SERKKADU, KATPADI TALUK, VELLORE – 632 115

Affix here a  
 Passport size  
 Photograph  
 duly signed by  
 you

## PROFORMA – II

### PROFORMA FOR CONSIDERING ELIGIBILITY TO HOLD THE POST OF “ASSISTANT PROFESSOR” IN AN AFFILIATED COLLEGE OF THIS UNIVERSITY

|   |   |                 |
|---|---|-----------------|
| 1 | Name of the Staff   |                 |
| 2 | Date and Place of Birth and Age<br>Phone No. / Email id   |                 |
| 3 | Name of the Department in which he / she is now working   |                 |
| 4 | The post now held by him /her for which qualification approval is sought  |                 |
| 5 | Name of the College, in which he/she has been appointed   |                 |
| 6 | Post (applicable to aided college)  | Aided / Unaided |
| 7 | Date of appointment to the present post   |                 |
| 8 | Whether he/she has been selected as per the procedure laid down in the UGC Regulation 2010, which were already communicated to the College and if so, a copy of the minutes of the selection committee may be furnished and if not, the reasons for the same may be stated. |                 |

(9) Details of his/her Educational Qualification

#### \*Up to Under Graduate Degree

| Qualifications              | Main subject studied | Name of the Institution | Name of Board/ University | Class and % of marks obtained | Month & Year of Passing |
|-----------------------------|----------------------|-------------------------|---------------------------|-------------------------------|-------------------------|
| SSLC                        |                      |                         |                           |                               |                         |
| PUC, HSC, Intermediate, etc |                      |                         |                           |                               |                         |
| Bachelor's Degree           |                      |                         |                           |                               |                         |

#### \* Post – Graduate Degree / M.Phil. & Ph.D. Degree

| Qualifications  | Main subject studied | Name of the Institution | Name of Board/ University | Class and % of marks obtained | Month & Year of Passing |
|-----------------|----------------------|-------------------------|---------------------------|-------------------------------|-------------------------|
| Master's Degree |                      |                         |                           |                               |                         |
| M.Phil.,        |                      |                         |                           |                               |                         |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| UGC-NET,<br>CSIR, SLET,<br>SET, etc      |  |  |  |  |  |
| Ph.D.,                                   |  |  |  |  |  |
| Title of the THESIS in the Ph.D., Degree |  |  |  |  |  |

Whether qualification approval has already been Yes / No  
 Obtained from the University. If, yes, mention post:  
 College, University Ref. No. and date of the:  
 Communication and date of the appointment, etc:

@ I am hereby surrendering the previous qualification approval obtained by me.

I certify that the information furnished above are true and correct to the best of my knowledge and belief. If there is 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.

Station: *Signature of the Staff*  
 Date :

Dr./Mr/Ms./Mrs..... has be appointed / is being considered for  
 appointment as .....in the department of..... of  
 the College with effect from..... subject to his / her being considered qualified to hold  
 the Post by the University.

The application submitted by the individual is hereby forwarded for favourable consideration.

Station :  
 Date : *Signature of the Principal with seal*

**College Seal**

**NOTE:**

\*\* If the Staff is in possession of grade sheets, with the marks entered in grade point system, (Say A or B or C or O etc.,) he / she is requested to obtain the equivalent mark from the respective University and enclose the attested Xerox copies of the marks statements.

## **INSTRUCTIONS TO THE STAFF APPLYING FOR QUALIFICATION APPROVAL**

1. The Particulars required in the application must be furnished neatly and legibly by the staff. If any column is left blank the application will be summarily rejected.
2. STAFF Qualification Approval Application can be downloaded from the Thiruvalluvar University website [www.tvu.edu.in](http://www.tvu.edu.in) under the section “Admission => Download Applications”.
3. THE FOLLOWING DOCUMENTS MUST BE ENCLOSED, FAILING WHICH THE APPLICATION IS LIABLE TO BE REJECTED.
  - a) Proforma - II application.
  - b) Minutes of the Selection Committee (**with Committee Member’s Signature**).
  - c) Appointment Order from the Institution (**With Principal is Attestation**).
  - d) Joining Report (**With Principal is Attestation** )
  - e) Photocopy of 10<sup>th</sup> & 12<sup>th</sup> Marks sheet. (**Attested**)
  - f) Photocopy of UG Statement of Marks & Degree Certificate. (**Attested**)
  - g) Photocopy of PG Statement of Marks & Degree Certificate. (**Attested**)
  - h) Photocopy of M.Phil., Statement of Marks & Degree Certificate. (**Attested**)
  - i) Photocopy of UGC-NET/CSIR/SET/SLET (or) Ph.D., Certificate. (**Attested**)
  - j) Work Done Certificate, If Ph.D., has done in PRIVATE/DEEMED University etc.,
4. This application must be signed **ONLY** by the Incumbent.
5. The filled-in application **MUST BE** sent through the concerned Principal of the College.
6. While submitting application, **Genuineness Certificate for PG, M.Phil, Ph.D and NET/SET/SLET must be enclosed.**
7. The candidate should produce all the original certificates at the time of verification.
8. The fee prescribed for the Qualification Approval is Rs. 1000/-.
9. The fee of Rs.1000/- should be remitted through CBS/NEFT/RTGS mode in the Indian Overseas Bank, in the favour of the Registrar, Thiruvalluvar University, IFSC Code: IOBA0002484, MICR Code: 632020014, Account Number: 248401000000001 and the original bank challan with UTR number should be enclosed with the application form.
10. Postal Order / Money Order / Demand Draft will not be accepted.