

APPLICATION NO.:



TAMIL NADU OPEN UNIVERSITY

(Established by the Government of Tamil Nadu)

(Recognized by UGC with 12B Status)

No. 577, Anna Salai, Saidapet, Chennai – 600 015.

Phone: (91-44) 2430 6645 / 6600

Fax: (91-44) 2430 6640

email : registrar@tnou.ac.in ; website : www.tnou.ac.in

Advt. Ref. TNOU/R/Estt-18/001

Dated : 11-01-2018

Application for the post of **REGISTRAR**

DD No.	Date:
Name of the Bank	Branch:
Amount Rs.	

**Affix recent Passport
Size Colour
Photograph with
Self-Attestation**

1. Name in BLOCK LETTERS :

2. Father's/Husband's Name:.....

3. Date of Birth:

DD	MM	YEAR

Age : Years
(completed)

4. a) Nationality:

Sex	
M	F

Marital Status	
Married	Unmarried

(strike out whichever is not applicable)

b) Mother Tongue : ----

5. Nativity.....District.....State.....

6. Postal Address (Address for Communication) in BLOCK LETTERS with Pin Code

7. Phone/Mobile No..... email ID.....
Permanent Address

Phone/Mobile No..... email ID.....

8. Do you belong to Scheduled Caste/Scheduled Tribe/BC/MBC? If so, state the name of Caste/Tribe. (Enclose the latest Community Certificate)

9. If differently abled, give details (Enclose an attested copy of the Certificate)

10. **Educational Qualifications** (Starting from the highest) :

(Please enclose the self attested Xerox copies of the Certificates)

S. No.	Examination Passed (Date on which degrees taken including Ph.D)	Subjects	Special ization	Year of Passing	% of Marks / Grade Class / Rank	Name of the Institution / College / University
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

11. **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 :

12. **Post Doctoral Work if any** :

(Any other higher degree like D.Sc., D.Litt., etc)

13. **Details of SLET/SET/NET** passed, conducted by UGC/CSIR or similar

Tests Accredited by the UGC

Name of the Eligibility Test	Subject	Month & Year of Passing

14.(a) **Teaching Experience** :
 (Please enclose the Xerox copies of the Service Certificates)

Sl. No.	Institution	Position	Temporary/ Permanent	Scale of Pay	Teaching		Duration		Total years of service
					UG	PG	From	To	
1.									
2.									
3.									
4.									
5.									
6.									

14. (b) **Research Experience** : (Other than Ph.D research period)

S. No.	Positions held	Name of the Institutions	Research Guidance (Degree Awarded) No.of Candidates		Post Doctoral Research
			M.Phil.	Ph.D.	
1.					
2.					
3.					
4.					
5.					
6.					
7.					

15. **Research Projects undertaken** :
 (Give details with proof)

S.No.	Title of the Project	Amount Sanctioned	Name of the Funding Agency		Period of Project	Year of completion
			National	International		
1.						
2.						
3.						

4.						
5.						

16. Administrative Experience :

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

17. Training undergone:

S. No.	Nature of Training (Academic / Administration)	Theme	Name of the Institutions	Duration	
				From	To
1.					
2.					
3.					
4.					
5.					

18. Other Academic Service:

S. No.	Nature of Service	Institution / University	Duration		Total years of experience
			From	To	
1.	Chairman/Member Board of Studies				
2.	Chairman/Member Question Paper setting Board				
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.	Position Held	Name of the Institution	Period		Years of experience
			From	To	
1.	ODL Experience				
2.	SLM Preparation				
3.	ODL Centre Management				
4.	Multi-media Content Preparation				
5.	Distance/Online Teaching				
6.	Deputations to Overseas, etc.				
7.	Dean/Director				

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

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

21. **Membership in Professional Bodies (excluding Serial No. 18):**

S.No.	Organization	Position	Duration
1.			
2.			
3.			
4.			

22. Publications

a) Books / Book Chapters

<i>S.No.</i>	<i>Title of the Book / Chapter</i>	<i>Publisher</i>	<i>ISSN/ISBN</i>
1.			
2.			
3.			
4.			

b) Research Papers in Journals:

<i>S.No.</i>	<i>Author(s)</i>	<i>Title of the Article</i>	<i>Name of the Journal</i>	<i>Volume, Issue & Page No.</i>	<i>Year of publication</i>	<i>ISSN</i>
1.						
2.						
3.						
4.						
5.						

(Enclose reprints of the papers published)

(Attach separate sheet, if space provided is insufficient)

23 (a) Papers presented in National / International Seminars, Symposia, Conferences and Workshops

(b) National/ International Seminars, Symposia, Conferences and Workshops Organized

24 (a) Details of Industrial Consultancy, if any : (Proof to be enclosed)
(b) Details of Patents, if any : (Proof to be enclosed)

25. Disciplinary Actions (If any) :

<i>S.No.</i>	<i>Type of action</i>	<i>Nature of Punishment</i>

26. Languages known * :

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

* Knowledge of Tamil to the extent of carrying out official correspondences and drafting reports is essential.

27. Other Skills :

S.No.	Type of Skills	Nature of Proficiency

28. Any other relevant information that the candidate wishes to furnish.

(a) MoUs entered for academic/research collaboration

(b) Significant Contribution (100 Words)

(c) Vision for the University (500 Words) etc.

29. If appointed, time required to join duty:

30. 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 serving / last served / studied)

1.

2.

31. Name and address of two responsible persons (not relatives) to whom reference regarding the applicants work and conduct can be vouched.

1.

2.

32. **Academic performance Indicator:** (API) Score below on Performance Based Appraisal System (PBAS) (to be enclosed separately)

33. Please provide a write - up of what you would achieve if you are selected for the position you have applied (not exceeding 150 words)

34. **Check List of enclosure: (Tick in the appropriate column)**

S. No.	Enclosure (Except D.D. attach attested xerox copies only)	Attached	Not Attached
1.	Demand Draft		
2.	Age Proof - Birth Certificate		
3.	SSLC First Page		
4.	Community Certificate		
5.	UG/PG/M.Phil./Ph.D Degree Certificates		
6.	NET/SLET/SET Certificate		
7.	No Objection Certificate if already employed		
8.	Service Certificate from Competent Authority		
9.	Last Pay Drawn Certificate if already employed		
10.	Testimonials		
11.	API Score Card, if applicable		

RECOMMENDATIONS OF THE HEAD OF THE DEPARTMENT/OFFICE

Transmitted to the Registrar, Tamil Nadu Open University, Chennai – 15.

The particulars were verified with Service Register and found correct.

Head of the Institution / Organization

EXPLANATION: While sending the applications, the confidential reports of the candidates may be sent separately on the same day. The cover containing the confidential reports may be superscribed as "For Selection to the Post of".

35. **Declaration :**

I, hereby declare that the entries in this form are true to the best of my knowledge and belief, that I have perused the copy of the general conditions of service in the University and that if selected I will abide by the same.

Place :

Date :

Signature of the Applicant

Note:

1. Attach separate sheets, if space provided in any column is not sufficient.
2. If employed, the filled in application should be forwarded through proper channel.

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**TAMIL NADU OPEN UNIVERSITY
GENERAL INSTRUCTIONS TO THE CANDIDATES – TEACHING POST**

Scale of Pay: As per UGC Norms.

Application form, details of qualifications and instructions to the candidates are available at (www.tnou.ac.in). Application forms can be obtained in person from the Registrar on requisition accompanied by a crossed Demand Draft to the value of Rs.1000/- and 500/- for SC/ST candidates (non-refundable) towards the cost of application fee. However, SC/ST applicants should produce a self-attested copy of the Community Certificate obtained from the competent authority to avail themselves of concession. Applications can be downloaded from www.tnou.ac.in and if the application is downloaded, a Demand Draft to the value of the above mentioned fees is to be sent along with the application form. All Demand Drafts should be taken on / after the date of advertisement in favour of “**The Registrar, Tamil Nadu Open University**” payable at **Chennai**.

1. Qualifications and other conditions are as prescribed and notified by the MHRD / UGC.
2. Contributory Pension Scheme will be applicable for the new entrants and also for the staff who were recruited on or after 1.4.2003 (G.O.Ms.No.439/Fin/2004, dated 6.8.2004).
3. Applications without application fee and self-attested copies of testimonials will be summarily rejected.
4. Persons who want to avail themselves of the benefit of reservation under the Differently abled category will have to submit the Disability Certificate issued by the Competent Authority in the prescribed format.
5. The prescribed qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.
6. The University reserves the right to shortlist the candidates by adopting conventional procedures and fill or not fill-up the post without assigning any reasons whatsoever.

7. The candidates already in service should submit their applications through proper channel. Otherwise they should produce No Objection Certificate obtained from the employer at the time of interview, failing which the applicant will not be interviewed.
8. The candidate should submit the Community Certificate issued by the Competent Authority.
9. The candidates should submit the Service Certificate with the breakup of Designation, Scale of Pay and period of service in each post issued by the Competent Authority.
10. Enquiries regarding the application shall not be entertained.
11. Qualification / Experience as on the last date of submission of the application will only be taken into consideration.
12. Request for Video Conferencing for interview will not be entertained.
13. Candidates must be Indian Nationals.
14. 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 an interview at their own cost.
15. 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 candidates for the 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.
16. It will be open to the University not to fill up any of the post now advertised.
17. 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.
18. The service conditions and other terms of appointment in the University shall be subject to the approval of the Syndicate of the Tamil Nadu Open University.

19. Candidates who are selected shall be liable for transfer to any other post within the jurisdiction of the University.
20. Persons who are already working in State or Central Government / University / Public Sector Undertakings 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, Tamil Nadu Open University, Chennai – 15 within the prescribed time limit shall be entertained, provided original application forwarded through the proper channel reaches the Registrar before the candidates are called for interview or the Screening Committee meets.
21. Evidence of Degree / Diploma Certificate and all the testimonials should be brought in original at the time of interview. Copies of Certificates, mark-sheets, testimonials, etc., should be attached with the application duly self-attested by the applicant and must be produced at the time of interview and at the time of joining, if selected. The selected candidates shall produce, in original, the Matriculation or equivalent certificate as proof of the date of birth. No other evidence will be accepted.
22. Applications received after the last date or without complete information will be rejected.
23. No interim queries regarding test / interview / selection will be entertained.
24. The decision of the University will be final.

The envelope containing the filled in application should carry the superscription **“Application for the post of Registrar at Tamil Nadu Open University”** on the left hand top corner. The applications should be sent to **“The Registrar, Tamil Nadu Open University, No.577, Anna Salai, Saidapet, Chennai-600 015, Tamil Nadu, India”** either by Registered Post or submitted in person, so as to reach the same to this Office on or before **31.01.2018 upto 5.00 pm**. Applications received after the last date will not be considered.

REGISTRAR