



MADURAI KAMARAJ UNIVERSITY
(University with Potential for Excellence)
Palkalai Nagar, Madurai – 625 021
Tamil Nadu, India



Application (8 Copies) in the prescribed format are invited for the post of **Controller of Examinations** so as to be received by the Registrar (with a copy to the Vice-Chancellor) superscribing on the envelope “**Application for the post of Controller of Examinations.**”

Application form, prescribed qualification, general instructions and other details are available in the University Website: www.mkuniversity.org

The last date for receipt of filled-in application is 09.01.2014. Applications received after the last date will not be considered.

Place: Madurai - 625 021

Date: 20.12.2013

REGISTRAR i/c.

CONTROLLER OF EXAMINATIONS

QUALIFICATIONS:

i. Good academic record with at least 55% of the mark or its equivalent grade of B in the 7 point scale with letter grades O, A, B, C, D, E, and F where grading system is practiced at the Master's degree level in a relevant subject from an Indian University or an equivalent degree from a foreign University and at least 15 years of experience as Assistant Professor or with 8 years of service as Associate Professor.

Or

ii. Comparable experience in research establishment and/or other institutions of higher education.

Or

iii. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent, post.

Note:

i) A relaxation of 5% will be provided from 55% to 50% of the marks at the Master's level for SC/ST category.

ii) A relaxation of 5% from 55% to 50% of the marks will be provided to the Ph.D. Degree holders, who have passed their Master's degree prior to 19th September 1991.

iii) **Tenure:** The appointment will be on tenure basis for a period of THREE Years.

iv) **Age:** The applicant should not have crossed 55 years of age as on the last date of submission of filled in application.

v) **Scale of Pay:** Rs.37400-67000 with a Grade Pay of Rs.10,000/-.

INSTRUCTIONS TO CANDIDATES

1. Prescribed application form downloaded from the University website (mkuniversity.org) should be accompanied by a Demand Draft for Rs.500/- drawn in favour of the Registrar, Madurai Kamaraj University, Madurai 625 021 and a self-addressed envelope of 27x12 cms. size stamped to the value of Rs.27/-. In the case of SC/ST candidates, the cost of application will be Rs.250/- only on production of attested Xerox copy of community certificate. Money Orders/ Bank Chalans / Postal Orders/ Cheques /Cash will not be accepted.
2. Application shall be addressed to the Registrar, Madurai Kamaraj University, Palkalai Nagar, Madurai – 625 021. With a copy to the Vice-Chancellor (by designation only).
3. Applicants are required to forward their applications (8 copies) in the prescribed form with full particulars viz., Xerox copies of the following should be sent along with the application.
 - a. Proof of age with an attested copy of the first of page of SSLC Book.
 - b. Degrees (with year/years of passing and University in which the degrees were taken)
 - c. Other academic distinctions, publications, if any;
 - d. Name of two persons to whom a reference can be made.
4. Applications from candidates who are employed will be considered only if, they are forwarded through proper channel. Advance copies may, however, be sent directly but the candidate and will be considered only if consent/No objection Certificate of the employer is furnished at the time of interview.
5. Applicants who attempt to bring influence in any manner shall be disqualified.
6. The last date for submission of filled in application is **09.01.2014 before 5.45pm**. The applications received after the last date and applications with incomplete particulars shall be rejected, without any notice.
7. Pay will be fixed with reference to the last pay drawn in the primary cadre of the applicant.
8. The Syndicate reserves the right to fill or not to fill up the post without assigning any reasons whatsoever.

REGISTRAR i/c.



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Palkalai Nagar, Madurai – 625 021
Tamil Nadu, India



Demand Draft Particulars	
Bank and Branch	
D.D. No.	
Amount	

**Affix a recent
Passport size
Photograph with
Signature**

Application for the post of _____

(To be submitted in Eight Copies)

1. Name in full (in Block Letters)	TAMIL	
	ENGLISH	
2. Father's Name		
3. Sex		
4. Marital Status		
5. Permanent Address with Pin Code		
6. Address for Communication with Pin Code (Phone No. and e-mail address, if any)		
7. a) Age and Date of Birth (Christian Era)		
b) Place of Birth		
c) District and State		
8. Nationality & Religion		
9. Name of the Community and Sub-caste (Attach Proof)		
10. If differently abled, give details		

11. Proficiency in Languages (Please underline your mother tongue):				
Read Only	Speak Only	Read and Speak	Read, Write and Speak	Examination Passed, if any

12. Particulars of Educational Qualifications				
Examination Passed (Date on which degrees taken including Ph.D.)	Subjects / Subjects with specialization	Year of Passing	Percentage of Marks / Grade	Name of the College and University

13. Title of the Thesis for the Research Degree(s):	
Degree	Subject
M.Phil.	
Ph.D.	
Any other higher degree like D.Sc., D.Litt., etc.,	

14. Teaching Experience:								
Sl No	Institution	Position	Temporary/ Permanent	Teaching		Duration		Total Years of Service
				UG	PG	From	To	

15. Research Experience (other than Ph.D. research period)						
i. Number of Years of Research Experience Including Post Doctoral :						
ii. Number of candidates supervised / under supervision for Research :						
Degree		Total No. of Students	Guided and Awarded	Under Supervision		
(i) M.Phil.,						
(ii) Ph.D.,						
(iii) Post-Doctoral Level						
iii. List of Publications: (Start from the recent one.) List only those that are already published only in Professional Journals, Text Books, Reference Books and Edited Books. (If necessary an Annexure may be enclosed)						
iv. Papers presented in National / International Seminars, Symposia, Conferences and Workshops (If necessary an Annexure may be enclosed)						
v. Research Projects undertaken: Give details with proofs: (If necessary an Annexure may be enclosed)						
Sl. No.	Title of the Project	Amount Sanctioned	Name of the Funding Agency		Period of Project	Year of Completion
			National	International		

16. Travel and Study Abroad: (State When, Where, What for and What did you achieve?)			
Country Visited	From	To	Purpose of Visit

17. Administrative Experience:					
Office/ Instt. / Orgn.	Post Held	Period of Service		Pay Scale & Salary (p.m.) / Last Drawn	Description of Work Done
		From	To		
(Total No. of Years of Administrative Experience _____)					

18. Membership in Academic or Scientific Bodies:

19. Patents, Medals, Awards and Fellowships Obtained	

20. Experience in Extension Service
(Proof to be enclosed)

21. Any additional information that the applicant may wish to be considered

22. If appointed, time required for joining duty	
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23. Testimonials:
(Name, Designation and Address)
Two testimonials from persons under whom one has either studied or worked be enclosed.

- 1.

- 2.

24. References: Persons in responsible positions who are well acquainted with the applicant's character and work (other than relatives) with Name, Designation and Address.

1.

2.

3.

25. Item wise enclosures	1
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I _____ hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the interview, my candidature is liable to be cancelled and action initiated against me.

Signature of the Applicant

Place:

Date:

N.B.: 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.

Signature of the forwarding authority
with official seal and date