



TAMIL NADU OPEN UNIVERSITY
577, Anna Salai, Saidapet, Chennai- 600015
Tel. No: 044-2430 6644/645 Fax: 044-2430 6640
URL: www.tnou.ac.in

Advt. No. 4 / TNOU/Estt/Recruitment/ 2013

Date: 23-12-2013

NOTIFICATION

Applications in the prescribed format are invited from eligible candidates for the post of REGISTRAR.

(1) Qualifications:

- i) Good academic record with at least 55% of marks, or its equivalent grade of B in the UGC 7-point scale, where grading system is practised, at the Masters Degree level in a relevant subject from an Indian University or an equivalent degree from a foreign University. A relaxation of 5% will be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.
- ii) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7,000/- and above or 8 years of experience as Associate Professor in the AGP of Rs. 8,000/- and above or its equivalent cadre along with experience in educational administration (OR) Comparable experience in research establishment and/or other institutions of higher education (OR) 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.
- iii) Ph.D. Degree in any discipline obtained from a recognized University is desirable, and
- iv) Knowledge of Tamil to the extent of carrying out official correspondences and drafting reports is essential.

(2) Age: The applicant for the post should not be below 45 years of age and should not have completed 55 years of age in the case of a non-academician and 57 years of age in the case of an academician, on the date of notification inviting application for the post of Registrar.

(3) Scale of Pay: As per UGC Norms (Rs. 37,400 – 67,000 + AGP Rs. 10,000).

(4) Tenure: 3 years. Another term of 3 years is possible.

Application Forms can be obtained from the Office of the Registrar, Tamil Nadu Open University, 577 - Anna Salai, Saidapet, Chennai – 600 015 in person by submitting a Demand Draft for Rs. 500/- or by sending a requisition accompanied by a Demand Draft for Rs. 550/- drawn in favour of Tamil Nadu Open University payable at Chennai. Filled-in Application in the prescribed format along with all the enclosures should reach the University on or before 5 pm, 22.01.2014, superscribing the envelope "APPLICATION FOR THE POST OF REGISTRAR". Instructions to the candidates may be downloaded from the University website www.tnou.ac.in

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

REGISTRAR i/c

www.tnou.ac.in
INSTRUCTIONS TO CANDIDATES

1. Candidates must be Indian Nationals.
2. Candidates who are called for interview should be prepared to appear before the Selection Committee for interview at their own cost.
3. 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. Mere summoning of candidates for the interview does not guarantee selection for the post and/or acceptance of their conditions specified in the application, if any.
4. Any attempt by the candidates, either directly or indirectly, to influence the Selection Committee or other authorities of the University will disqualify them for the post.
5. Selection of candidates, already in employment, will be subject to the employer's agreement to relieve them.
6. The Application Form should be filled in, complete in all respects, giving correct information. Defective and incomplete applications and those found containing wrong or false information will be rejected.
7. Persons who are already working in State/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 Office of the Registrar, Tamil Nadu Open University, Saidapet, Chennai-600 015, within the prescribed time limit shall be entertained, provided the original application forwarded through proper channel reaches the Office of the Registrar before the Screening Committee meets .
8. Evidence of Degree/Diploma certificate and testimonials should be brought in original at the time of interview.
9. The photo affixed in the Application Form should be attested.
10. Applications should reach the Office of the Registrar, Tamil Nadu Open University, Saidapet, Chennai-600 015 on or before the time and date fixed.

Registrar i/c



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Advt. No. 5/TNOU/Estt/Recruitment/2013

Date : 23-12-2013

NOTIFICATION

Applications in the prescribed format are invited from eligible candidates for the post of **CONTROLLER OF EXAMINATIONS**

(1) Qualifications:

- i) Good academic record with at least 55% of marks, or its equivalent grade of B in the UGC 7-point scale, where grading system is practised, at the Masters Degree level in a relevant subject from an Indian University or an equivalent degree from a foreign University. A relaxation of 5% will be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.
 - ii) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7,000/- and above or 8 years of experience as Associate Professor in the AGP of Rs. 8,000/- and above or its equivalent cadre along with experience in educational administration (OR) Comparable experience in research establishment and/or other institutions of higher education (OR) 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.
 - iii) Ph.D. Degree in any discipline obtained from a recognized University is desirable, and
 - iv) Knowledge of Tamil to the extent of carrying out official correspondences and drafting reports is essential.
- (2) Age: The applicant for the post should not be below 45 years of age and should not have completed 55 years of age in the case of a non-academician and 57 years of age in the case of an academician, on the date of notification inviting application for the post of Controller of Examinations.
- (3) Scale of Pay: As per UGC Norms (Rs. 37,400 – 67,000 + AGP Rs. 10,000).
- (4) Tenure: 3 years. Another term of 3 years is possible.

Application Forms can be obtained from the Office of the Registrar, Tamil Nadu Open University, 577 - Anna Salai, Saidapet, Chennai – 600 015 in person by submitting a Demand Draft for Rs. 500/- or by sending a requisition accompanied by a Demand Draft for Rs. 550/- drawn in favour of Tamil Nadu Open University payable at Chennai. Filled-in Application in the prescribed format along with all the enclosures should reach the University on or before 5 pm, 22.01.2014, superscribing the envelope "APPLICATION FOR THE POST OF CONTROLLER OF EXAMINATIONS." Instructions to the Candidates may be downloaded from the University website www.tnou.ac.in

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

www.tnou.ac.in
INSTRUCTIONS TO CANDIDATES

1. Candidates must be Indian Nationals.
2. Candidates who are called for interview should be prepared to appear before the Selection Committee for interview at their own cost.
3. 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. Mere summoning of candidates for the interview does not guarantee selection for the post and/or acceptance of their conditions specified in the application, if any.
4. Any attempt by the candidates, either directly or indirectly, to influence the Selection Committee or other authorities of the University will disqualify them for the post.
5. Selection of candidates, already in employment, will be subject to the employer's agreement to relieve them.
6. The Application Form should be filled in, complete in all respects, giving correct information. Defective and incomplete applications and those found containing wrong or false information will be rejected.
7. Persons who are already working in State/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 Office of the Registrar, Tamil Nadu Open University, Saidapet, Chennai-600 015, within the prescribed time limit shall be entertained, provided the original application forwarded through proper channel reaches the Office of the Registrar before the Screening Committee meets .
8. Evidence of Degree/Diploma certificate and testimonials should be brought in original at the time of interview.
9. The photo affixed in the Application Form should be attested.
10. Applications should reach the Office of the Registrar, Tamil Nadu Open University, Saidapet, Chennai-600 015 on or before the time and date fixed.

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