



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

**TAMIL NADU OPEN UNIVERSITY**

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

Phone: (044) 2430 6645 / 6643

**APPLICATION FORM FOR THE POST OF CONTROLLER OF EXAMINATIONS**

Write in English and CAPITALS. Use only **Blue/Black Ball Point Pen**. Use of Green/Red Pen/Pencil is prohibited.

Before filling this application please read the instructions carefully. Filled-in application with copies of self attested certificates should be sent to Tamil Nadu Open University, before the due date indicating in the advertisement notification.

<b>DD No.</b>	<b>Date:</b>
<b>Name of the Bank</b>	<b>Branch:</b>
<b>Amount Rs.</b>	

**Please affix your recent passport size photograph (Self Attested)**

1. GENERAL INFORMATION OF APPLICANT	
<b>Name (In Capital Letters)</b>	Mr./Mrs./Dr.
<b>Place and Date of Birth (Day/Month/Year)</b>	
<b>Age as on date of Advertisement (Year/Month/Day)</b>	
<b>Sex</b>	Male/Female/Transgender
<b>Father's/Husband's Name</b>	
<b>Nationality</b>	
<b>Community</b>	
<b>Mother Tongue</b>	
<b>Correspondence Address</b>	
<b>Permanent Address</b>	
<b>Contact No.</b>	<b>Mobile No.:</b>
	<b>Landline No.:</b>
<b>E-mail Address</b>	

**2. PRESENT POSITION**

a.	Designation	
b.	Organization	
c.	Pay Scale	
d.	Date of appointment to the present post	
e.	Total Experience (as on Date of advertisement, In Years and Months)	

**3. DETAILS OF EXPERIENCE (Enclose the Photostat Copies of the Service Certificates)**

S.No.	Post held	Pay Scale	Organization	Nature of duties	Experience (In Years and Months)

**4. EDUCATIONAL QUALIFICATIONS (IN CHRONOLOGICAL ORDER FROM LATEST TO GRADUATION LEVEL)**

S.No.	Qualification	University	Year	Subject / Topics	% Scored	Distinction Etc.

**5. DETAILS OF Ph.D. DEGREE**

a.	Date of Submission of Ph.D Thesis	
b.	Month and year of Ph.D Degree awarded	
c.	Subject and Title of the Thesis	

**6. (A) ACADEMIC/TEACHING EXPERIENCE & RESPONSIBILITIES (IN CHRONOLOGICAL ORDER FROM LATEST TO OLDEST)**

S.No.	Post	Organization/ University	Duration		Experience (In Years and Months)
			From (Date)	To (Date)	

**(B) PARTICIPATIONS AND CONTRIBUTIONS IN RELEVANT AREAS IN HIGHER EDUCATION**

	Organisation	Area of specialization	Duration
Visiting Professor			
Resource Person			
Others (Specify)			

**(C) INVOLVEMENT WITH FORMULATION OF ACADEMIC PROGRAMMES**

S.No.	Nomenclature of Innovative Academic Programmes formulated	Date of approval by Academic Council	Year of Introduction

**(D) IMPORTANT MOUS FORMULATED FOR ACADEMIC COLLABORATIONS**

S.No.	MoUs formulated	Name of Agencies/Departments involved	Date of MoU

**7. ADMINISTRATIVE EXPERIENCE/POST(S) & RESPONSIBILITIES HELD**

S.No.	Post	Organization/ University	Duration		Experience (In Years and Months)
			From (Date)	To (Date)	
1.	Head of the Department				
2.	Chairperson, Board of Studies				
3.	Member, Board of Studies				
4.	Dean of Faculty				
5.	Member of Academic Council				
6.	Member of Executive Council				

7.	Member of Professional/ Academic Bodies				
8.	Others (Specify)				

8. INTERNATIONAL ACADEMIC EXPOSURE, IF ANY						
S.No.	Post/ Assignment	Organization / University	Area of Assignment	Duration		
				From	To	In Years & Months
9. SCHOLARLY ACHIEVEMENTS						
A. Contribution to Journals and Books:						
				Details		
	Books authored					
	Editor in Chief					
	Editorships					
	Peer reviewer for					
	Member of the International Advisory Board					
	Others (Specify)					

**B. Publication:****B.I: Kindly provide list of scholarly publications in recognized professional and/or academic Journals.**

Total Publications: .....

S.No.	Date	Title	Name, Volume & Issue of Journal	Peer reviewed / UGC Listed / Refereed journals	Number of Citations

**B.II: List of articles in popular magazines or newspapers**

Total Articles: .....

S.No.	Date	Title	Name of Magazine / Newspaper

**C. Participations and scholarly presentations in conferences:****C.I: National**

S.No.	Date	Title of Conference and institution	Title/Subject of presentation (if made)

<b>C.II: International</b>			
<b>S.No.</b>	<b>Date</b>	<b>Title of Conference or Institution</b>	<b>Title/Subject of presentation (if made)</b>

<b>D. Participations and contributions at National/International Level in the area of your academic and professional expertise (Attach Proof)</b>		
		<b>Number(s)</b>
<b>Plenary Lectures/Invited Talks</b>	<b>International</b>	
	<b>National</b>	
<b>Congresses attended</b>	<b>International</b>	
	<b>National</b>	
<b>Assesment / Examinership etc.</b>	<b>International</b>	
	<b>National</b>	
<b>Others (Specify)</b>	<b>International</b>	
	<b>National</b>	

<b>10. RESEARCH PROJECTS</b>				
<b>S.No.</b>	<b>Client/Organisation's name</b>	<b>Nature of project</b>	<b>Duration of project</b>	<b>Amount of grant (Rupees)</b>

**11. CONSULTATION EXPERIENCE**

List out key consultation assignments undertaken:

S.No.	Client/ Organisation's name	Nature of assignment	Duration of assignment

**12. HONOURS / AWARDS & FELLOWSHIPS FOR OUTSTANDING WORK**

S. No.	Name of Award/Fellowship etc.	Elected/Honorary Fellow	Awarded by	Year of Award

**13. NO. OF RESEARCH SCHOLARS SUCCESSFULLY GUIDED AND AWARDED**

S.No.	Name of Programme	Specialisation	Awarded (No.) (Under-Progress not to be included)

**14. YOUR STRENGTHS (IN 100 WORDS)**

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**15. EXPERIENCE OF WORKING IN OPEN UNIVERSITY/DISTANCE EDUCATION SYSTEM**

S.No.	Position Held	Name of the Institution	Years of Experience		
			From	To	Total (In Years and Months)
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				
8	Others				

**16. YOUR VISION FOR THE TNOU AS CONTROLLER OF EXAMINATIONS (Maximum 500 WORDS)**

**17. 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.

**18. Name and address of two responsible persons (not relatives) to whom reference regarding the applicant's work and conduct can be vouched.**

1.

2.

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

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

S.No.	Enclosure (Except D.D attach attested Photo 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		
12	Any Others		

**21. Bona fide Affidavit:**

I, hereby, declare that all the statements/particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage and even if I am already appointed, my services are liable to be terminated without any notice from the post of Controller of Examinations as per Act/Statutes etc., and other applicable rules.

**(Signature of the Applicant)**

**Declaration:**

I, \_\_\_\_\_ declare that no criminal case is neither pending nor contemplated against me.

**(Signature of the Applicant)**

Place:

Date:

Note: For those applicants who are currently employed and working in various educational and research institutions, it is mandatory that the applications should be forwarded through their respective employer of the organization without which the application will not be entertained.

**Remarks of forwarding authority:**

This is to certify that the information furnished above in S.No.1 to 17 by the applicant are verified and found correct with best of our knowledge as well as documents available in the Institution.

Place:

Name/Signature and Official Seal of

Date:

Head of the Institution/forwarding authority

## **TAMIL NADU OPEN UNIVERSITY**

### **GENERAL INSTRUCTIONS**

Application form, details of qualifications and instructions to the candidates are available at [www.tnou.ac.in](http://www.tnou.ac.in). Application forms can be obtained in person from the Registrar on requisition accompanied by a crossed Demand Draft for the value of Rs.1000/- and 500/- for SC/ST candidates (non-refundable) towards the cost of application fee. However, SC/ST applicant should produce a self-attested copy of the Community Certificate obtained from the competent authority to avail concession. Applications can be downloaded from [www.tnou.ac.in](http://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. Candidates must be Indian National.
2. Qualifications and other conditions are as prescribed and notified by the Act and Statutes of the University.
3. Applications without application fee and self-attested copies of testimonials will be summarily rejected.
4. The candidate should submit the Community Certificate issued by the Competent Authority.
5. The candidate should submit the Service Certificate issued by the Competent Authority.
6. Enquiries in any form, regarding the application shall not be entertained, as it is self-explanatory.
7. All certificates must be produced in original at the time of interview.
8. Qualification / Experience as on the last date of submission of the application will only be taken into consideration.
9. Request for Video Conferencing for interview will not be entertained
10. Candidates who are called for interview should be prepared to appear before the Selection Committee for interview at their own cost.
11. The prescribed qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. 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.
12. Candidates will 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 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.
13. 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.
14. 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.

15. Selection of candidates, already in employment, will be subject to the employer's agreement to relieve them.
16. 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 and after the last date will be rejected.
17. 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 (on or before 24.07.2023) shall be entertained, provided the original application forwarded through proper channel should reach the Office of the Registrar on or before **31.07.2023 at 05.00 p.m.**
18. 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., shall be attached with the application duly self-attested by the applicant and the same will be produced at the time of interview and at the time of joining, if selected. The selected candidates shall produce the Matriculation or equivalent certificate in original as proof for the date of birth. Copies of Income Tax Return or Form 16 issued by the parent organization shall be submitted for the salary proof. No other evidence will be accepted.
19. The photograph affixed in the Application Form should be recent one and self-attested.
20. Applications should reach the Office of the Registrar, Tamil Nadu Open University, Saidapet, Chennai – 600 015 on or before **24.07.2023 at 5:45 P.M.**

**REGISTRAR (FAC)**