



மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்
MANONMANIAM SUNDARANAR UNIVERSITY
Reaccredited with "A" Grade by NAAC
Abishekapatti, Tirunelveli -627 012
Phone:0462-2338632, Fax:0462-2334363
e_mail: registrar@msuniv.ac.in, Website: www.msuniv.ac.in

Ref No.MSU/R/Estt/Admn/Advt/2023

Date: 27.08.2023

Applications (in 5 copies) in the prescribed format are invited for the following post:

CONTROLLER OF EXAMINATIONS

Application form, prescribed qualifications, general instructions and other details are available at the University Website www.msuniv.ac.in. The filled in application should be sent along with a Demand Draft for Rs.3000/-

Last Date for receipt of filled in application form is 26.09.2023 upto 5.45 pm.

Prof. J. Sacratees
REGISTRAR



மனோமணியம் சந்திரனார் பல்கலைக்கழகம்
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Ref. No. MSU/R/Estt/Admn/Advt/2023

Date : 27.08.2023

Applications (in 5 Copies) are invited in the prescribed format for the following post

Name of the Post : **CONTROLLER OF EXAMINATIONS**

Qualification (as per Statute of Manonmaniam Sundaranar University, Tirunelveli)	<ol style="list-style-type: none">1. An academican not lower in rank than that of a Associate Professor in the University or in the affiliated Colleges with 15 years of teaching experience.2. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports.3. Five years of administrative experience is desirable.
Age	Should be between 45 Years and 55 Years at the time of sending application. (The age restriction for the above posts shall be reckoned as on 1st July, 2024)
Term of Appointment	The term of appointment shall be for a period of three years
Pay Matrix	Level 14 with rationalized entry pay of Rs.1,44,200

General Instructions for the above post:

1. The application form and other details can be downloaded from the University website: www.msuniv.ac.in
2. The filled in application should be accompanied with a Demand Draft for Rs.3000/- towards the application fee, drawn in favour of the Registrar, Manonmaniam Sundaranar University and payable at Tirunelveli. Money order / Postal order / Cheque/Cash will not be accepted.
3. The filled in application (5 copies) along with attested copies of educational qualifications, experience, etc., should be sent to the Registrar, Manonmaniam Sundaranar University, Tirunelveli, Tamil Nadu, India on or before **26.09.2023 upto 5.45 pm.** and should be superscribed on the left hand corner of the envelope "Application for the post of "Controller of Examinations".
4. Applicants should be prepared to come for an interview to be held at Abishekapatti, Tirunelveli - 627 012 at their own cost.

5. Applicants are requested to submit their applications in the prescribed form in five copies, containing full particulars of age, qualifications, service details, community, degree(s) acquired with marks or grade(s), etc. In the application, the number of years of previous teaching experience as Associate Professor at undergraduate and postgraduate level and other academic distinctions, publications (one set to be sent which will not be returned), present occupation, salary certificate (basic pay and other allowances) along with any other certificates / documents substantiating your competency of the above post.
6. Applicants are in service should send their applications through proper channel along with 'No Objection Certificate' obtained from their employer concerned.
7. Applicants who attempt to canvass or bring influence in any manner shall be disqualified.
8. Selected candidates shall be required to join duty immediately and enter into an agreement, with the University in accordance with the laws of the University.
9. The University reserves the right to accept or reject any application.
10. Service rules are as per the Act and Statutes of this University / rules of Government of Tamil Nadu.
11. Candidates should invariably fill in the information regarding court cases pending, criminal cases, disciplinary actions etc., in the relevant column of the application form. Any changes in the information furnished after the submission of application form till the completion of recruitment process should be brought to the notice of the University by the candidate, failing which the University reserves the right to cancel the candidature and to debar him/her from all selections.
12. The University reserves all the rights to fill or not to fill up the post without assigning any reason whatsoever.

Last Date for receipt of filled in application form is 26.09.2023 upto 5.45. p.m.

Appl. No. 

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

Affix a recent
 Passport size
 Photograph with
 Signature

Application for the Post of Controller of Examinations

(To be submitted in 5 Copies)

01	Name in full (in Block Letters)	TAMIL	
		ENGLISH	
02	Father's Name		
03	Gender		
04	Marital Status		
05	Address for Communication with Pin Code (Phone No and e-mail ID)		
06	a) Age and Date of Birth (Christian Era)		
	b) Place of Birth		
	c) District and State		
07	Nationality & Religion		
08	Name of the Community and Sub-caste and to state whether it is GT/BC/BCM/MBC/DNC/SC/ST/ SC(A)		

09	If differently abled, give details						
10	Proficiency in Languages (Please underline the mother tongue)						
	Language	Read Only	Speak Only	Read and Speak	Read, Write and Speak	Examination Passed, if any	
	Tamil						
	English						
	Others Specify						
11	a) Particulars of Educational Qualifications						
	Programme of Study	Name of the Institution/ University	Major Subject(s)	Regular / Part Time / Distance Education / OUS	Month & Year of Passing	Class	% of Marks
	D.SC.						
	Ph.D.						
	M. Phil.						
	PG _____						
	UG _____						
	HSC						
	SSLC						
	Others, if any						
	(b) Details of Qualifying Level Test						
	Name of the Qualifying Level Test	Name of the Institution	Subject	Month & Year of passing			
	NET						
	SLET / SET						
12.	Membership / Fellowship titles in Professional Societies / Academy like FNA, FRS, FNASC etc (Proof to be enclosed)						

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	Employment details			
Name of the University /College / Institution	Designation held	Date of Joining	Date of Leaving	*Salary details pay with (Pay Matrix)
* Service Certificate with present Salary details to be enclosed				
15	Teaching Experience	i) Graduate Level <input style="width: 50px; height: 20px;" type="text"/> years ii) Post Graduate Level <input style="width: 50px; height: 20px;" type="text"/> years iii) Others (specify) <input style="width: 50px; height: 20px;" type="text"/> years		

16	Research Experience	Total No of Years _____			
(a)	Research Guidance	Ph.D. Completed	<input type="text"/>	On going	<input type="text"/>
(b)	Research Projects (details to be enclosed)	Completed	<input type="text"/>	On going	<input type="text"/>
(c)	No. of Research Publications / Books (copies to be enclosed including ISBN / ISSN Nos.)				
(d)	Papers presented in National / International Seminars, Symposia, Conference and Workshops (copies to be enclosed)				
17	Administrative Experience including Syndicate, Senate, Board of Studies	<input type="text"/>	Years		
Office / Institution Organization	Post Held	Period of Service		Monthly Pay Scale & Salary Last Drawn	Description of Work Done
		From	To		
18	Any other experience that can be counted				
19	Participation in extra-curricular and sports or athletic activities during your educational career				
20	Establishment of Departments / Divisions/Laboratories etc., (Proof to be enclosed)				
Sl.No.	Activity	Institution / Place		Dates	

21.	Patent / IPR Filed, granted and marketed (proof to be enclosed)			
Sl. No.	Details of Inventions	Patent No.	Date & Countries If marketed, details:	
22.	Have you handled any Consultancy Activity / Project and / or Industry Interactions (Proof to be enclosed):			
Sl. No.	Title of the Project	Agency / Industry	Duration of consultancy with date	Grants Received
23.	Have you conducted any extension / community/ Literacy activities in quantifiable terms? (Proof to be enclosed)			
Sl. No.	Type of activity	Period of activity	Agency of collaboration	Outcome
24	Travel Abroad			
	Countries Visited	Duration of Visit	Month & Year	Purpose of Visit

25	Prizes, Awards, Special Achievements, if any	
26	The period of time required to join the duty, if the post is offered	
27.	References (Should be persons in responsible positions who are intimately acquainted with the applicant's character and work, but not relative)	
	Name	Designation
		Address with E-mail and Phone No.

28. Any court case is made / pending against you (Criminal cases/ Disciplinary actions or equivalent etc.), Give brief account of the case like nature of complaint, action taken etc.,

29. Enclosures (in the following order):

- i) First page of SSLC Book / Mark statement
- ii) HSC Mark Statement
- iii) Community Certificate, if applicable
- iv) Degree Certificates starting from highest degree
- v) Mark Statements starting from highest degree.
- vi) NET/ SLET/ SET Certificate(s)
- vii) Service Certificate from the present employer
- viii) Copies of certificate(s) for previous employment
- ix) List of Publications / Seminar Presentations / Research Projects / Patents
- x) Copies of Testimonials
- xi) Salary Certificates
- xii) Pension certificate, if being pensioner
- xiii) Supportive documents / certificates for administrative experience claimed (Item 17)
- xiv) Separate No Objection Certificate obtained from the present employer
- xv) Others

DECLARATION

I, _____ declare that the facts stated above are true to the best of my knowledge and belief and in the event of any defects or mistakes being found out in the above said informations of mine, my application is liable to be rejected.

I do hereby agree that disputes of any nature arising out of the consideration of application or matters connected therewith shall be redressed by arbitration in accordance with Arbitration and Conciliation Act 1996 as amended from time to time. Such arbitration shall be prescribed over by a sole arbitrator to be nominated by the University. The decision of the arbitrator shall be final and binding on the applicants.

Place:

Date:

Signature of Applicant

REMARKS OF FORWARDING AUTHORITY:

Place:

Date :

Signature with Seal

DATA SHEET

Name of Post Applied For : **CONTROLLER OF EXAMINATIONS**

01.	Name of the Applicant			
02.	Date of Birth :	Age:	Sex: Male / Female	
03.	Community	GT, BC, BCM,MBC,DNC,SC,ST,SC(A)		
04.	Qualification			
	Name of the Degree	Year of Passing	Percentage of Marks / Class	
	PG			
	M.Phil.			
	Ph.D.			
05	NET / SLET/ CSIR			
06.	Additional Qualification			
	Name of the Degree	Year of Passing	Percentage of Marks / Class	
	D.Sc.			
	Fellowship			
	Titles			
	Awards			
07.	Teaching / Research exp.	UG _____ yrs PG: _____ yrs	Res. Guidance:	
	Guidance (M.Phil /Ph.D.)		M.Phil:	
			Ph.D.	
	Experience	Academic: _____ years	Administration _____ years	
08.	Post Doctoral Research Experience	National : _____ years	International _____ years	
09.	Publications:	Regional Journals/ Books _____ Nos.	National Journal / Books _____ Nos.	International Journal/books _____ Nos.
10.	Organization of Depts/Conference :			
	Labs / Depts. _____ Nos.		Conference _____ Nos.	
11.	Conference, Seminar, Workshop participated:			
	Regional _____ Nos.	National _____ Nos.	International _____ Nos.	

12.	Research Project conducted and Fund generated in Rs.
13.	Patents granted _____ Nos. Consultancies handled _____ Nos.
14.	Present Position
15.	Pay / Pay Matrix
16.	Address to which communication is to be sent with Phone No. and E.mail ID:
I declare that the details given above are correct and I stand responsible for their validity.	
Date:	Signature of the Applicant
Note: This coding sheet should be filled in by the applicant and submit along with application without fail.	
For Office use only	
Verified	Comments, if any
Asst./Superintendent	Assistant Registrar