



UNIVERSITY OF MADRAS
(Re-accredited by NAAC with "A" Grade)
Centenary Buildings, Chepauk,
Chennai - 600 005

APPOINTMENT NOTIFICATION

Applications are invited for the following post:

Sl. No.	Cadre	No. of Post
1.	Dean, College Development Council	1

The last date for submission of filled in application form 21.01.2019

NOTE:

The Syndicate reserves the right to fill or not to fill up the posts without assigning any reason whatsoever. In the matter of recruitment, the decision of the Syndicate is final and any representation against non-selection will not be entertained under any circumstances.

REGISTRAR

GENERAL ESSENTIAL QUALIFICATIONS:

The qualification and other criteria for the Dean-College Development Council is given hereunder.

- [i] A Master's degree in Arts/Science or Humanities with at least 55% of marks or its equivalent grade of "B" in the UGC seven point scale;
- [ii] Experience of at least 15 years in Teaching/Research or both of which at least 2 years as Head of a Department in a College/University/Director of Research Establishment or Principal of a recognized college.
- [iii] Preference may be given to candidates with proven ability in executing and implementing funded research projects/innovative programmes in teaching and research.
- [iv] Ph.D. qualification in the respective field.
- [v] Research publications are desirable.

TERM OF OFFICE:

Three years or a minimum period of two years on attaining the age of 60 years whichever is earlier.

AGE: Shall not exceed 58 years (Fifty Eight years) on the date of applying for the post.

SCALE OF PAY: Rs.1,44,200- Rs. 2,18,200/- (Level 14).

THOSE WHO HAD APPLIED EARLIER IN RESPONSE TO THE ADVERTISEMENT DATED 09-09-2018 FOR THE POST OF DEAN-COLLEGE DEVELOPMENT COUNCIL NEED NOT APPLY AGAIN. HOWEVER, THEY CAN SEND ANY NEW INFORMATION/DOCUMENTS TO BE ADDED TO THE ORIGINAL APPLICATION.

Fee details:

Candidates who satisfy the above requirements may download the application form from the University Website and apply to the Registrar of the University (by Designation only) with a Demand Draft for Rs.500/- towards the cost of application. The Demand Draft shall be drawn in favour of the 'The Registrar, University of Madras', payable at Chennai. The fee prescribed for SC/ST/DAP candidates is Rs.250/- on production of photocopy of the Community Certificate.

Those who claim experience in various teaching positions held in Self-financing/Private/ Govt. Aided institutions should get a certificate stating the post, scale of pay and period of service counter signed by RJD/DOTE of Government of Tamil Nadu.

Cost of Application: Rs.500/-[for SC/ST/DAP Rs.250/-]



UNIVERSITY OF MADRAS

Affix passport size
photograph here

APPLICATION FORM FOR THE POST OF:

1. Name of Applicant [IN BLOCK LETTERS] :

2. Name and Address of the Institution where the candidate is working :

3. Post held at present :
 - [a] Date of Appointment to the Post :
 - [b] Scale of Pay :
 - [c] Date of annual increment :

4. Address to which communications are to be sent:
[Indicate the correct address with Pin-code, Dist, etc., Telephone number and e-mail id]

5. Sex: Nationality & Religion:

6. Date of Birth and Age :
[Attested copy of the first page of SSLC book/ Plus 2 to be enclosed]

7. Name of the Community :
 - [a] Whether SC/SC-A/ST/MBC/DNC/BC/BCM
(Certificate from the Revenue Official concerned to be enclosed)
(Specify the Name of the Community in Block letters)

8. Academic Qualification [Enclose attested copies starting from Matriculation or SSLC to recent degree] :

Educational Level	Year of passing	Name of the Institution	Subject/ Major	Minor/ Ancillary	Class	Marks/ Grade	Rank, If any
S.S.L.C							
PUC/+2							
UG							
PG							
M.Phil.							
Ph.D.							
Others, specify							

NOTE: Must have undergone: 11 + 1 + 3 + 2 (SSLC, PUC, UG & PG) or 10 + 2 + 3 + 2 (SSLC, +2, UG & PG)

9. Title of the Thesis of the Research Degrees :

Degree	Subject
M.Phil.	
Ph.D.	
Any other higher degree like D.Sc., D.Litt., etc.,	

10. Membership /Fellowship titles in Professional

Societies/Academy like FNA,FRS,FNASC etc [Proof to be enclosed] :

11. Whether the Candidate has passed CSIR-UGC National

Level Test /SLET/SET of Government of Tamil Nadu :

(i) If so, particulars should be given [enclose Xerox copy of the pass certificate)

(ii) If not specify the reasons: and provide evidence of eligibility for the post of Assistant Professor :

12. Prizes, Medals, Awards, other Honours received :
 [to be categorized as Regional, National, International and proof to be enclosed]

13. Professional Experience [Service certificates to be provided] :
 [State from the present position and go in reverse, should
 account for all the years lapsed since Master's degree]

{a} Teaching and Research Experience			
Institution	Post Held	Duration of service (years and months)	Job description:UG&PG Teaching/Research/ Extension etc.
{b} Experience in Distance Education (Academic and Administrative Level)			
{c} Total Teaching Experience : Lecturer/Assistant Professor			
{d} Total Teaching Experience : Reader/Associate Professor/Professor			

14. Number of Publications :

Publications	Published (in number)	In Press [Proof to be attached] (in number)
With or Without Impact Factor in Articles- UGC Listed Journals		
Books-National		
Books-International		
Chapters in Books		

(b) List of Publications in the order of (i) with impact factor (ii) Reputed journals listed in UGC website without impact factor (iii) Books published by International publisher and National publisher and (iv) Chapters in Books (Do not include proceedings of Symposia/Unpublished Articles

(State clearly authors [underline your name] the title of the publication, name of the journals, year, volume, page numbers impact factor as per Scopus/Web of Science. If there are books, please indicate the name of the publishers, total number of pages and whether it is a text book or a reference book along with ISBN/ISSN numbers)

Please provide the citation index of the publication & the impact factor of the journal in which it is published:

15. Conferences/Seminars/Symposia/Workshops attended/papers presented
Regional/National & International in Chronological order of the year [proof to be enclosed] :

List the paper presentation in the order: author(s), title of the papers, name of conference /seminars etc., date(s), organizer & place.

16. Conferences/Seminars/Symposia/Workshop organized [Regional, National & International. [Proof to be enclosed] :

Sl. No.	Name of the event	Place/dates	Role as organizer

17. Visits abroad including post-doctoral training/fellowships.[Proof to be enclosed] :

Sl. No.	Countries/Institution visited	Duration	Purpose/Assignment

18. Establishment of Departments/Divisions/Laboratories etc.

[Proof to be enclosed] :

Sl. No.	Activity	Institution/Place	Dates

19. Patents/IPR Filed, granted and marketed [Proof to be enclosed] :

Sl. No.	Details of Inventions	Patents No.	Date & Countries	If marketed, details:

20. Knowledge of Language :

Languages	Ability to		
	Read	Speak	Write

21. a. Teaching Experience at College/ University level :

- i) Under Graduate :
- ii) Post Graduate :
- iii) M.Phil. :

b. Number of years of Research Experience:

c. Furnish details for supervision of candidates for Research :

Degree	Awarded (in number)	Under guidance (in number)
M.Phil.		
Ph.D.		
Post-doctoral candidates		

22. Have you received any research scheme sponsored or supported by Local (State) National (UGC, CSIR, ICAR, ICMR, DST etc.) International (UN, UNESCO, WHO, FAO, etc.) Agencies? Give details with proof :

Sl. No.	Title of the Project	Quantum of Support [Rupees in lakhs]	Funding Agency	Years of Project Operation

23. Have you handled any Consultancy Activity/Projects and /or Industry Interactions? [Proof to be enclosed] :

Sl. No.	Title of the Project	Agency/Industry	Duration of consultancy with date	Grants Received

24. Have you conducted any extension/community/literary activities in quantifiable terms? [Proof to be enclosed] :

Sl. No.	Type of activity	Period of activity	Agency of collaboration	Output

25. Name and address of not less than two persons (not related by blood or marriage) to whom confidential reference could be made. They should be in a position to evaluate your candidature for the suitability of the position you are seeking now :

26. Name and address of two persons [not related by blood or marriage] from whom you have obtained the enclosed testimonials. Two are needed of which one should be from the Head of the Institution last attended :

27. Any other information you would like to present for consideration :

I DECLARE THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND I STAND RESPONSIBLE FOR THEIR VALIDITY.

Place:

Date:

SIGNATURE OF THE APPLICANT

ANNEXURE - I

CODING SHEET

NAME OF POST APPLIED FOR:

Sl. No.	Particulars					
1	Name of the Applicant:					
2	Date of Birth:	Age:		Sex: M/F		
3	Community:	GT	BC/BC M	MB C	SC/SC- A/ST	
4	Qualification:					
	Name of the Degree		Year of Passing		Percentage of Marks/Class	
	PG					
	M.Phil.					
	Ph.D.					
5	NET/SLET/CSIR:				Year of Passing	
6	Additional Qualification:					
	Name of the Degree		Year of Passing		Percentage of Marks/Class	
	D.Sc.					
	Fellowship					
	Titles					
	Awards					
7	Teaching/Research exp.	UG: yrs	PG: yrs		Res. Guidance:	
	Guidance [M.Phil./Ph.D.]:				M.Phil.: Ph.D.:	
	Experience		Academic : Years		Administration : Years	
8	Post-Doctoral Research Experience:		National: Years		International: Years	
9	Publications:	Articles in Journals	National publisher - Books	International publisher - Books	Chapters in Books	
	API Score: nos nos nos 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	Scale of Pay/salary:	
16	Address to which communication is to be sent with Tel. No. and Email ID:	
<p>I declare that the details given above are correct and I stand responsible for their validity.</p> <p>Date: _____ Signature of the Applicant</p>		
Note: This coding sheet should be filled in by the applicant without fail.		
For office use only		
Verified.		Comments, if any.
ASO/SO		A.R.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Application shall be addressed to the Registrar [by designation only]. University of Madras, Chennai – 600 005.
2. Applicants are required to forward their applications [8 copies] in the prescribed form with full particulars viz.,
 - a. Proof of age with an attested copy of the first page of SSLC Book.
 - b. Qualifications degrees [with year/years of passing and University in which the degrees were taken]
 - c. Other academic distinctions, publications, if any;
 - d. Present occupation and salary with scale of pay;
 - e. Languages with which the applicant is conversant together with copies of recent testimonials;
 - f. Name of two persons to whom a reference can be made.
[Candidates are advised to take Xerox copy of the application form. Self-designed application formats shall not be entertained]
3. Applications from candidates, who are in service, shall be sent through proper channel. If they anticipate any delay, they may send 7 copies in advance to the Registrar. However, their applications will be considered and they will be called for interview only if their applications forwarded through proper channel are received in time. Therefore, it shall be ensured that the applications sent through proper channel are received in time.
4. The enclosures to be appended are [i] attested true copy of the first page of SSLC book in evidence of date of birth and age; [ii] reprints of available papers; [iii] a list of papers published by the applicants [iv] attested true copies of certificates of credentials of educational qualifications and Academic distinctions.
5. Applicants who attempt to canvass or bring influence in any manner shall be disqualified.
6. If 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.
7. The last date for submission of filled in application is 21.01.2019. The applications received after the last date and applications with incomplete particulars shall be summarily rejected, without any notice.
8. Enquiries through telephones or in person shall not be entertained.
9. If a person is willing to apply for more than one post, separate application has to be submitted.
10. The Syndicate reserves the right to fill or not to fill up the post without assigning any reasons whatsoever.
11. Candidates should invariably fill in the information regarding court cases pending, criminal cases, disciplinary actions or equivalent etc. in the relevant column of the application form. Any changes in this information as and when occurred 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. Pay protection will be given to teachers from Government and Government Aided Institutions and for others the pay will be fixed at the minimum of the assigned scale of pay.

REGISTRAR