



MADURAI KAMARAJ UNIVERSITY
University with Potential for Excellence
Accredited by NAAC with 'A⁺⁺' grade in the 4th cycle
Palkalai Nagar, Madurai – 625 021



Applications in the prescribed form (8 copies) are invited from the eligible candidates for the following posts.

Sl.No.	Advertisement No.	Post
1.	R/70/MKU/2023	Registrar
2.	R/71/MKU/2023	Controller of Examinations

Application form, required qualifications, general instructions and other details are available at the University Website: <https://mkuniversity.ac.in>

Last date for the receipt of filled in applications is: **10.07.2023**. Late and incomplete applications will not be considered.

Place: Madurai -625 021

Date : 15.06.2023

Registrar i/c

REGISTRAR

Essential Qualifications:

- a. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.*
- b. At least 15 years of service as Assistant Professor in the Academic Level 11 in the Pay Matrix or equivalent and above or with 8 years of service in the Academic Level 12 in the Pay Matrix or equivalent and above including as Associate Professor along with experience in educational administration

OR

- c. Comparable experience in research establishment and / or other institutions of higher education,

OR

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

Desirable :

- i) Ph.D. degree
- ii) Experience in Personnel Administration, Legal, Financial and Establishment matters.

Note:

Tenure : The appointment will be on a tenure basis for a period of THREE Years.
The appointee shall not continue to hold office after the attainment of sixty years.

Pay : Academic Level - 14 in the Pay Matrix (Rs.1,44,200-2,18,200)

* Relaxation of 5% shall be allowed as provided in GO.(Ms) No 5, Higher Education (H1) Department, Government of Tamil Nadu dt 11.2.2021.

CONTROLLER OF EXAMINATIONS

Essential Qualifications:

- a. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.*
- b. At least 15 years of service as Assistant Professor in the Academic Level 11 in the Pay Matrix or equivalent and above or with 8 years of service in the Academic Level 12 in the Pay Matrix or equivalent and above including as Associate Professor along with experience in educational administration
OR
- c. Comparable experience in research establishment and / or other institutions of higher education,
OR
- d. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

* Relaxation of 5% shall be allowed as provided in GO.(Ms) No 5, Higher Education (H1) Department, Government of Tamil Nadu dt 11.2.2021.

Desirable :

- i. Ph.D. degree
- ii. Experience on the conduct of examination and matters relating thereto in University/ College

Note:

Tenure : The appointment will be on a tenure basis for a period of THREE Years.
The appointee shall not continue to hold office after the attainment of sixty years.

Pay : Academic Level - 14 in the Pay Matrix (Rs.1,44,200-2,18,200)

INSTRUCTIONS TO CANDIDATES

1. Prescribed application form downloaded from the University website (mkuniversity.ac.in) should be accompanied by a SBI i-collect for Rs.590/- (including GST) towards the cost of application, paid in the account of **“Madurai Kamaraj University - REGISTRAR”**. In the case of SC/ST candidates, the cost of application will be Rs.295/- (including GST) on production of attested Xerox copy of community certificate.
2. Candidates are advised to ensure / satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement and ensure that they fulfil all the eligibility norms and the applications, which do not meet are liable to be summarily rejected.
3. Application for the post of Registrar shall be addressed to the Vice Chancellor, Madurai Kamaraj University, Madurai - 625 021 (Name should not be mentioned).
4. Application for the other posts shall be addressed to the Registrar, Madurai Kamaraj University, Madurai - 625 021 (Name should not be mentioned).
5. Applicants are required to forward their applications (8 copies) in the prescribed format with full particulars.
6. Xerox copies of the following should be sent along with the duly filled in application.
 - I. Proof of age with an attested copy of the SSLC/first of page of SSLC Book.
 - II. Degrees (with year of passing and University in which the degrees were taken)
 - III. Evidences for Teaching & Administrative experiences
 - IV. Other academic distinctions, publications, if any;
7. Wherever grading system is followed, the candidate shall enclose certificate / proof of conversion of the grade to percentage.
8. Certificate in support of experience should be in the proper format i.e., it should be on the organization's letter head, bear the date of issue, specific period of

work, salary certificate, name and designation of the issuing authority along with his signature.

9. Every page of the application and annexure as well as certificates must be self-attested.
10. The emoluments and conditions of service shall be prescribed by the University/ UGC / Government of Tamil Nadu, as amended from time to time.
11. Applications from candidates who are employed will be considered only if, they are forwarded through proper channel. Advance copies may, however be sent directly by the candidate, but their candidature will be considered only if consent/No objection Certificate from the employer is produced at the time of interview.
12. A certificate from the employer that there are no criminal/departmental proceedings pending/ contemplated against the applicant is to be produced at the time of interview.
13. The University shall verify the documents submitted by a candidate at any time, at the time of appointment or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents / background and has suppressed the said information, his services shall be terminated without prejudice to any other action initiated by the University.
14. In case of any inadvertent mistake in the process of selection which may be detected at any later stage even after the issue of appointment letter, the University reserves the right to modify / withdraw / cancel any communication made to the candidates.
15. Applicants who attempt influencing/canvassing in any manner shall be disqualified.
16. The filled in application shall reach the undersigned on or before 5.45 pm on **10.07.2023**. The application along with enclosures received after the last date and / or with incomplete particulars & / or without attaching proof of payment of application fee, will be rejected, without any notice.
17. The Syndicate reserves the right to fill or not to fill up the post without assigning any reasons 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 circumstance.

18. Any dispute with regard to the selection / recruitment process will be subject to Hon'ble Court having jurisdiction over Madurai Bench of Madras High Court, Madurai.

REGISTRAR i/c