



# MADURAI KAMARAJ UNIVERSITY

*University with Potential for Excellence*  
*Re-Accredited by NAAC with 'A' grade in the 3<sup>rd</sup> cycle*  
*(QS India Rankings 2020 – Band 86-90)*  
**Palkalai Nagar, Madurai – 625 021**



## **Notification No. R/53/MKU/2020**

Applications in the prescribed form (8 copies) are invited from the eligible candidates for the post of Registrar, so as to be received by the Vice Chancellor, Madurai Kamaraj University, superscribing the envelope with **“Application for the post of Registrar”**.

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: **03.07.2020**. Late and incomplete applications will not be considered.

Place: Madurai -625 021  
Date : 10.06.2020

Prof. Sankar Natesan  
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. A relaxation of 5% will be provided for the SC/ST category and to the Ph.D. Degree holders, who have passed their Master's degree prior to 19<sup>th</sup> September 1991.
- b) At least 15 years of continuous 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.

Ph.D. qualification is desirable.

### **Note:**

- Tenure** : The appointment will be on a tenure basis for a period of THREE Years. The appointment is initially for a period of one year and will be extended year by year.
- Age** : The Registrar shall not continue to hold office after the attainment of 58 years as per the Statutes of Madurai Kamaraj University.
- 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 Demand Draft for Rs.590/- (including GST) towards the cost of application, drawn in favour of "The Registrar, Madurai Kamaraj University", payable at Madurai. 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. Application shall be addressed to the Vice-Chancellor, Madurai Kamaraj University, Madurai - 625 021 (Name should not be mentioned).
3. Applicants are required to forward their applications (8 copies) in the prescribed format with full particulars.
4. Xerox copies of the following should be sent along with the duly filled in application.
  - a. Proof of age with an attested copy of the SSLC/ first of page of SSLC Book.
  - b. Degrees (with year of passing and University in which the degrees were taken)
  - c. Other academic distinctions, publications, if any;
  - d. Name and address of two persons from whom a reference letter can be made.
  - e. A self-declaration stating there is no criminal case pending against the applicant.
5. 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.
6. The appointment is initially for a period of one year and will be extended year by year.
7. The Registrar shall not continue to hold office after the attainment of 58 years of age.
8. Pay protection will be applicable to those who are in regular service in the Government Institutions or Government Aided Institutions.
9. Applicants who attempt influencing/canvassing in any manner shall be disqualified.
10. The filled in application shall reach the Vice-Chancellor on or before 5.45 pm on **03.07.2020**. The application along with enclosures received after the last date and / or with incomplete particulars will be rejected, without any notice.

11. 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.
12. 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**



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Palkalai Nagar, Madurai – 625 021  
Tamil Nadu, India



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

Affix a recent  
Passport size  
Photograph with  
Signature

## Application for the post of Registrar

(To be submitted in Eight Copies)

1. Name in full (in Block Letters)	TAMIL	
	ENGLISH	
2. Father's Name/Spouse's Name		
3. a) Present post held and Academic Level of Pay in Pay matrix b) Present Basic Pay (Rs.) c) Date of Next increment d) Date of appointment in the present post		
4. Sex		
5. Marital Status		
6. Permanent Address with Pin Code		
7. Address for Communication with Pin Code  (Phone No. and e-mail address, if any)		

8. a) Date of birth and age (extract of first page of S.S.L.C book to be attached)				
b) Place of Birth				
c) District and State				
9. Nationality & Religion				
10. Name of the Community and Sub-caste (Attach Proof)				
11. If differently abled, give details				
12. Proficiency in Languages (Please underline your mother tongue):				
Read Only	Speak Only	Read and Speak	Read, Write and Speak	Examination Passed, if any

13. Particulars of Educational Qualifications : (SSLC/HSC onwards)				
Examination Passed (Date on which degrees taken including Ph.D.)	Subjects/ Subjects with specialization	Name of the School, College and University	Year of Passing	Percentage of Marks/ Grade

14. Title of the Thesis for the Research Degree(s):	
<b>Degree</b>	<b>Subject</b>
M.Phil.	
Ph.D.	
Any other higher degree like D.Sc., D.Litt., etc.,	

15. Teaching Experience:								
Sl No	Institution	Position	Temporary/ Permanent	Teaching		Duration		Total Years of Service
				UG	PG	From	To	

16. Research Experience (other than Ph.D. research period)			
i. Number of Years of Research Experience Including Post Doctoral :			
ii. Number of candidates supervised / under supervision for Research :			
<b>Degree</b>	<b>Total No. of Students</b>	<b>Guided and Awarded</b>	<b>Under Supervision</b>
(i) M.Phil.,			
(ii) Ph.D.,			
(iii) Post-Doctoral Level			

iii. List of Publications: (Start from the recent one.)  
List only those that are already published only in UGC Index Journals, Book chapters, Text Book, Reference Books and Edited Books.  
(If necessary an Annexure may be enclosed)

Sl. No.	Author Names	Title of the Paper	Journal Title, Volume No, Issue No, year & Impact factor	UGC Journal No & ISSN	No. of Citations (where applicable) with h-index

iv. Papers presented in National / International Seminars, Symposia, Conferences and Workshops (If necessary an Annexure may be enclosed)

v. Research Projects undertaken:  
Give details with proofs:  
(If necessary an Annexure may be enclosed)

Sl. No.	Title of the Project	Amount Sanctioned	Name of the Funding Agency		Period of Project	Year of Completion
			National	International		

17. Have you got research scheme(s) sponsored or supported by Local (State), National and International level? If yes provide details:

Sl. No	Granting Agency	Sanction Number	Title	Amount	other Particulars



18. Travel and Study Abroad: (State When, Where, What for and What did you achieve?)			
<b>Country Visited</b>	<b>From</b>	<b>To</b>	<b>Purpose of Visit</b>

19. Administrative Experience:

Office/ Inst. / Orgn.	Post Held	Period of Service		Pay Scale / Academic Level of Pay in the Pay matrix Salary (p.m.) / Last Drawn	Description of Work Done
		From	To		

(Total No. of Years of Administrative Experience \_\_\_\_\_)

20. Professional Experience (Start from the present position. Please also include here any special training undergone, additional skills acquired etc.)

Period		No. of years & months	Post held with Scale of pay / Academic Level of Pay in the Pay matrix	Name of the Institution	Nature of Duties
From	To				

21. Membership in Academic or Scientific Bodies:

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22. Patents, Medals, Awards and Fellowships Obtained


23. Experience in Extension Service  
(Proof to be enclosed)

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24. Any other fact(s) you would like to present for consideration of your Candidature, (additional qualification, other experience, exposure, computer skills etc.)

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25. Have you ever been censured, suspended or dismissed by any School, College or University authority and / or any employer? If yes, provide details. Yes / No

26. List the sports, games and extra-curricular activities participated.

27. If appointed, time required for joining duty

28. Testimonials:

(Name, Designation and Address)

Two testimonials from persons under whom one has either studied or worked be enclosed.

1.

2.

29. References: Persons in responsible positions who are well acquainted with the applicant's character and work (other than relatives) with Name, Designation, Address, Phone Number and e.mail.

1.

2.

3.

30. List of enclosures: (Please ensure that the enclosures are attached with all the eight copies of applicants)

1. Attested copy of Date of Birth Proof
2. Attested copies of Academic Qualifications
3. Attested copy of Community Certificate
4. Pay Certificate
5. Service Certificate
6. Demand Draft for Rs. 590/- for General Category or Rs.295/- for SC/ST Candidates drawn in favour of **"The Registrar, Madurai Kamaraj University, Madurai - 625 021"**.
7. Any other (Specify)

**Declaration**

I, \_\_\_\_\_ hereby declare that I have never been convicted for any offence and there are no criminal/departmental proceedings pending/contemplated against me.

Signature of the Applicant

I \_\_\_\_\_ hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the interview, my candidature is liable to be cancelled and action initiated against me.

Signature of the Applicant

Place:

Date:

N.B.: 1) Attach separate sheets, if space provided in any column is not sufficient

2) If employed, the filled in application should be forwarded through proper channel.

Signature of the forwarding authority  
with official seal and date