



MADURAI KAMARAJ UNIVERSITY

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



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

| Sl.No. | Advertisement No. | Post |
|--------|-------------------|---|
| 1. | R/56/MKU/2020 | Controller of Examinations |
| 2. | R/57/MKU/2020 | Dean (College Development Council) |
| 3. | R/58/MKU/2020 | Director, Directorate of Distance Education |
| 4. | R/59/MKU/2020 | Additional 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: **20.11.2020**. Late and incomplete applications will not be considered.

Place: Madurai -625 021
Date : 30.10.2020

Prof. V.S. Vasantha
Registrar i/c

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. 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 19th 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 Controller of Examinations 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)

ADDITIONAL 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. 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 19th 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 Additional Controller of Examinations 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)

DIRECTOR, DIRECTORATE OF DISTANCE EDUCATION

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 19th September 1991.
- a) 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,
- b) Out of the 15 years of teaching & research experience applicants shall have 5 years of administrative experience in University/ College/ Distance Education.
- c) Expertise in on-line Education / Web-based Education/Mobile Technology in Education.

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 age of retirement of the office of the Director of Distance Education with prospective effect and with the condition that at no circumstances the extension beyond the superannuation prescribed to the cadre of the incumbent should be allowed as per statutes 3A of Chapter XXXII.
- Pay** : Academic Level - 14 in the Pay Matrix (Rs.1,44,200-2,18,200)

DEAN (COLLEGE DEVELOPMENT COUNCIL)

Essential Qualifications:

1. A Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale with Ph.D Qualification in the respective field.
A relaxation of 5% will be provided from 55% to 50% of the marks at the Master's level for the SC/ST category. A relaxation of 5% from 55% to 50% of the marks will be provided to the Ph.D. Degree holders, who have passed their Master's degree prior to 19th September 1991.
2. At least 15 years of experience in teaching / research (or) both.
3. Preference may be given to candidates with proved ability in executing and implementing funded research projects/innovative programmes in teaching and research.
4. Research publications are desirable.
5. Administrative Experience is desirable.

Or

An eminent scholar with established reputation in the relevant field who has made significant contributions to knowledge, in the concerned / relevant discipline, to be substantiated by documents.

Note:

Tenure: The appointment will be on tenure basis for a period of THREE Years.

Age: The age of the applicant shall not exceed 62 years of age as on the last date notified for submission of filled in application. (as per Madurai Kamaraj University Statutes-Chapter XXVI–College Development Council)

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 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.
Payment link: <https://www.onlinesbi.com/sbicollect/icollethome.htm?corpID=166247>
2. Application shall be addressed to the Registrar, 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 documents 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. Proof for Educational Qualifications (with year of passing and University in which the degrees were taken)
 - c. Proof for Other academic Distinctions, Publications, Awards, Professional Experience, Extension 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 upto maximum of three years.
7. The qualifications, emoluments and conditions of service, including age of superannuation shall be prescribed by the University / UGC / Government of Tamil Nadu, as amended from time to time.

8. Candidates are advised to ensure themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement and fulfil all the eligibility norms.
9. Wherever grading system is followed, the candidate shall enclose certificate / proof of conversion of the grade to percentage.
10. Applications, which do not meet the criteria given in this advertisement & or received after the last date & / or incomplete in any respect & / or sending enclosures after closing date & / or without attaching proof of payment of application fee, are liable to be summarily rejected.
11. Every page of the application and annexure as well as certificates must be self-attested.
12. 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, period of work, salary, name and designation of the issuing authority along with his signature and seal.
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 candidate 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 candidate.
15. Pay protection will be applicable to those who are in regular service in the Government Institutions or Government Aided Institutions.
16. Applicant who attempt influencing/canvassing in any manner shall be disqualified.
17. The filled in application shall reach the undersigned on or before 5.45 pm on **20.11.2020**. The application along with enclosures received after the last date and / or with incomplete particulars will be rejected, without any notice.
18. 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.

19. 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



MADURAI KAMARAJ UNIVERSITY

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Re-accredited by NAAC with 'A' Grade in the 3rd Cycle

(QS India Rankings 2020 – Band 86-90)

Palkalai Nagar, Madurai – 625 021

Tamil Nadu, India



| SBI Collect Fee Receipt Particulars | |
|-------------------------------------|--|
| Bank and Branch | |
| Reference No. | |
| Amount | |
| Date | |

**Affix a Recent
Passport Size
Photograph with
Signature**

Application for the Post of _____

(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 |
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| 13. Particulars of Educational Qualifications : (SSLC/HSC onwards) | | | | |
|--|---|---|---------------------------------|-----------------------------|
| Examination Passed | Subjects / Subjects with specialization | Name of the School / College / University | Date, Month and Year of Passing | Percentage of Marks / Grade |
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| 14. Research Degree(s): | |
| Degree | Subject and Title |
| 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 | |
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| 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 : | | | |
| Degree | Awarded | Under Supervision | Total No. of Students |
| (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. (Annexure may be enclosed, if necessary) | | | | | |
|---|--------------|--------------------|--|---------------------------------------|------------------|
| Sl. No. | Author Names | Title of the Paper | Journal Title, Volume No, Issue No, & year | UGC Journal No & ISSN / Impact factor | No. of Citations |
| | | | | | |
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| iv. H-index v. Papers presented in National / International Seminars, Symposia, Conferences and Workshops (Annexure may be enclosed, if necessary) | | | | | | |
|--|----------------------|-------------------|----------------------------|---------------|-------------------|--------------------|
| vi. Research Projects Undertaken: Give Details with Proofs: (Annexure may be enclosed, if necessary) | | | | | | |
| Sl. No. | Title of the Project | Amount Sanctioned | Name of the Funding Agency | | Period of Project | Year of Completion |
| | | | National | International | | |
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17. Have you got Research Scheme(s) sponsored or supported by State, National and International level? If yes provide details:

| Sl. No. | Name of the Funding Agency | Sanction Number | Title of the Scheme | Duration | Amount |
|---------|----------------------------|-----------------|---------------------|----------|--------|
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| 18. Travel and Study Abroad: (Provide details with proof) | | | |
|---|------|----|----------------------|
| Country Visited | From | To | Purpose of the Visit |
| | | | |
| | | | |

| 19. Administrative Experience: (Provide Proof) | | | | | |
|--|-----------|-------------------|----|--|--------------------------|
| 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 | | |
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(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.) (Provide Proof)

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

(Total No. of Years of Professional Experience _____)

21. Membership in Academic or Scientific Bodies: (Provide Proof)

22. Patents, Medals, Awards and
Fellowships Obtained
(Provide Proof)

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| 22. Patents, Medals, Awards and Fellowships Obtained (Provide Proof) | |
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23. Experience in Extension Service
(Proof to be enclosed)

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

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. (Proof to be attached)

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 to 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, Mobile Number and e.mail. Id.

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. SBI Collect receipt for Rs. 590/- for General Category or Rs.295/- for SC/ST Candidates paid in the account of "**Madurai Kamaraj University - Registrar**".
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