



**MANONMANIAM SUNDARANAR UNIVERSITY**  
**ABISHEKAPATTI, TIRUNELVELI – 627 012**  
**( Re-Accredited by NAAC with B Grade)**



Ref. No. MSU/R/Estt/Admn/ADVT-1/2017

Date : 04 .08.2017

Applications are invited in three copies from suitable candidates for the following posts.

**1) Name of the Post : Director, Directorate of Distance and Continuing Education**

<b>Qualification</b>	a) An academician not lower in rank than that of a Professor of the University(or) Associate Professor with four years experience in an affiliated college / University. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports. b) Ph.D. degree in any discipline.
<b>Experience</b>	Five Years of Administrative experience is desirable.
<b>Age</b>	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 1 <sup>st</sup> July 2017)
<b>Term of Appointment</b>	The term of appointment shall be for a period of three years
<b>Pay Band</b>	Rs.37400 - 67000 + AGP Rs.10000

**2) Name of the Post: Dean, College Development Council**

<b>Qualification</b>	a) An academician not lower in rank than that of a Professor of the University (or) Associate Professor with four years experience in an affiliated college / University. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports. b) Ph.D. degree in any discipline.
<b>Experience</b>	Five Years of Administrative Experience is desirable
<b>Age</b>	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 1 <sup>st</sup> July 2017)
<b>Term of Appointment</b>	The term of appointment shall be for a period of three years
<b>Pay Band</b>	Rs.37400 - 67000 + AGP Rs.10000

**General Instructions to send the application for both the posts:**

- 1) The application form and other details can be downloaded from the University Website: [www.msuniv.ac.in](http://www.msuniv.ac.in).
- 2) The filled in application should be accompanied with a Demand Draft for Rs.1000/- towards the application fee, drawn in favour of the "Registrar, Manonmaniam Sundaranar University and payable at Tirunelveli.
- 3) The Filled in application (3 copies) along with attested copies of educational qualifications, experience, etc. should reach the undersigned on or before 28.08.2017 upto 5.45 pm.
- 4) Separate application should be sent for each post in a separate cover alongwith Demand Draft.
- 5) The Leave Salary Contribution and Pension Contribution for the entire term in the case of deputation should be borne by the applicant.
- 6) While sending the application, the name of the post applied, should be superscribed on the cover itself.
- 7) Applicants in service should send their applications through proper channel along with a 'No Objection Certificate' obtained from their employer concerned.
- 8) Money Order / Postal Order / Cheque / Cash will not be accepted
- 9) The University reserves the right to accept or reject any application

**Last Date for receipt of filled in Application is 28.08.2017 upto 5.45 pm**

REGISTRAR

Appl. No.



மனோன்மணியம் சுந்தரனார் பல்கலைக்கழகம்  
**MANONMANIAM SUNDARANAR UNIVERSITY**  
(Re-Accredited with 'B' Grade by NAAC)  
ABISHEKAPATTI, TIRUNELVELI 627 012, TAMILNADU.

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

Affix a recent  
Passport size  
Photograph  
with Signature

**Application for the Post of .....**  
**(To be submitted in 3 Copies)**

01	Name in full (in Block Letters)	TAMIL	
		ENGLISH	
02	Father's Name		
03	Sex		
04	Marital Status		
05	Address for Communication with Pin Code  (Phone No and e-mail ID, if any)		
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 BC/FC/MBC/ BCM/SC/ST/SC(A)		

09	If differently abled, give details				
10	Proficiency in Languages (Please underline the mother tongue)				
	Read Only	Speak Only	Read and Speak	Read, Write and Speak	Examination Passed, if any

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
	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	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.,			

13	Employment details			
Name of the University/College/Institution	Designation held	Date of Joining	Date of Leaving	*Salary details (Basic Pay + GP)

\* Service Certificate with present Salary details to be enclosed

14	Teaching Experience	i) Graduate Level <input type="text"/> years  ii) Post Graduate Level <input type="text"/> years  iii) Others (specify) <input type="text"/> years			
15	Research Experience  (a) Research Guidance	Total No. of Years _____  M.Phil. Completed <input type="text"/> Ongoing <input type="text"/>  Ph.D. Completed <input type="text"/> Ongoing <input type="text"/>			
(b)	Research Projects (details to be enclosed)	Completed <input type="text"/> Ongoing <input type="text"/>			
(c)	No. of Research Publications / Books (details to be enclosed including ISBN/ISSN Nos)				
(d)	Papers presented in National / International Seminars, Symposia, Conferences and Workshops (Annexure may be enclosed)				
16	Administrative Experience	<input type="text"/> years			
	Office / Institution Organisation	Post Held	Period of Service	Monthly Pay Scale & Salary Last Drawn	Descripti on of Work Done
			From	To	

17	Any other experience that can be counted	
18	Participation in extra-curricular and sports or athletic activities during your educational career	

19	Travel Abroad		
	Countries Visited	Duration of Visit	Month & Year
			Purpose of Visit
20	Prizes, Awards, Special Achievements, if any		
21	The period of time required to join the duty, if the post is offered		
22	References (Should be persons in responsible positions who are intimately acquainted with the applicant's character and work, but not relation)		
	Name	Designation	Address
	1.		
	2.		
	3.		

23. Enclosures (**in the following order**):
1. First page of SSLC Book/Transfer Certificate
  2. HSC Mark Statement
  3. Degree Certificates starting from highest degree
  4. Mark Statements for PG Degree(s)/M.Phil.
  5. NET/ SLET/ SET Certificate(s)
  6. Community Certificate, if applicable
  7. Service Certificate from the present employer
  8. Copies of certificate(s) for previous employment
  9. List of Publications
  10. Copies of Testimonials
  11. Pension certificate, if being pensioner
  12. Others

DECLARATION

I, \_\_\_\_\_ hereby declare that the information given in this application form are true to the best of my knowledge and belief. I also understand that suppression of facts or deliberate furnishing wrong information will entail summary rejection of application and, if detected after appointment is made, lead to disciplinary action or termination of appointment.

Place:

Date:

Signature of Applicant

REMARKS OF FORWARDING AUTHORITY

Place:

Date :

Signature with Seal