



**MANONMANIAM SUNDARANAR UNIVERSITY**

State University

Reaccredited with "A" Grade by NAAC (3<sup>rd</sup> Cycle)

Abishekapatti, Tirunelveli 627 012, Tamilnadu, India

Phone:0462-2338632, Fax:0462-2334363

e\_mail: [registrar@msuniv.ac.in](mailto:registrar@msuniv.ac.in), Website: [www.msuniv.ac.in](http://www.msuniv.ac.in)

Ref No.MSU/R/Estt/Admn/Advt-2/2021

Date: 27.06.2021

***Applications (in 5 copies) in the prescribed format are invited for the following posts***

1. REGISTRAR
2. CONTROLLER OF EXAMINATIONS

Application form, prescribed qualifications, general instructions and other details are available at the University Website [www.msuniv.ac.in](http://www.msuniv.ac.in). The filled in application should be sent along with a Demand Draft for Rs.1000.

**"Those who have already applied for the said posts need not submit fresh applications. However, they are free to submit additional details alongwith evidence to supplement their previous application".**

**Last Date for receipt of filled in application form is 19.07.2021 upto 5.00 pm.**

**Dr. R. MARUTHAKUTTI  
REGISTRAR i/c**



**MANONMANIAM SUNDARANAR UNIVERSITY**  
**State University**  
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**Abishekapatti, Tirunelveli 627 012, Tamilnadu, India**

Ref. No. MSU/R/Estt/Admn/ADVT - 2/2021

Date : 27.06.2021

Applications (in 5 Copies) are invited in the prescribed format for the following posts

Name of the Post : (1) REGISTRAR (2) CONTROLLER OF EXAMINATIONS

<b>Qualification</b> (as per Statute of Manonmaniam Sundaranar University, Tirunelveli)	1. An academican not lower in rank than that of a Associate Professor in the University or in the affiliated Colleges with 15 years of teaching experience. 2. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports. 3. 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 <b>1<sup>st</sup> June, 2021</b> )
<b>Term of Appointment</b>	The term of appointment shall be for a period of three years
<b>Pay Matrix</b>	Level 14 with rationalized entry pay of Rs.1,44,200

General Instructions to send the application for the above 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. Money order / Postal order / Cheque/Cash will not be accepted.
3. The filled in application (5 copies) along with attested copies of educational qualifications, experience, etc., should be sent to the Registrar, Manonmaniam Sundaranar University, Tirunelveli, Tamil Nadu, India on or before **19.07.2021 upto 5.00 pm.** and should be superscribed on the left hand corner of the envelope "Application for the post of \_\_\_\_\_".
4. Separate application should be sent for each post in a separate cover along with Demand Draft.
5. Applicants should be prepared to come for an interview to be held at Abishekapatti, Tirunelveli - 627 012 at their own cost.
6. Applicants for the post are required to submit their applications in the prescribed form in five copies, containing full particulars as age, qualifications, service details, community, degree(s) acquired with marks or grade(s), etc. In the application, the number or years of previous teaching experience as Reader / Associate Professor at undergraduate and postgraduate level (Certificate must be produced)

and other academic distinctions, publications (one set to be sent which will not be returned), present occupation, salary certificate (basic pay and other allowances), Languages with which the applicant is conversant, must be mentioned.

7. Applicants in service should send their applications through proper channel along with a 'No Objection Certificate' obtained from their employer concerned. Pay certificate obtained from the employer should be sent by those who are presently employed, along with application or should be brought at the time of interview, without fail.
8. Applicants who attempt to canvass or bring influence in any manner shall be disqualified.
9. 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.
10. The University reserves the right to accept or reject any application.
11. Service rules are as per the rules of Government of Tamil Nadu / University.
12. 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.
13. The University reserves the right to fill or not to fill up the post without assigning any reason what so ever.

***Last Date for receipt of filled in application form is 19.07.2021 upto 5.00. p.m.***

**Tirunelveli – 627 012**

**Dr. R. MARUTHAKUTTI**  
**REGISTRAR i/c**

Appl. No. 

**MANONMANIAM SUNDARANAR UNIVERSITY**  
**State University**  
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 Abishekapatti, Tirunelveli 627 012, Tamilnadu, India

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 5 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)		

... 2 ...

09	If differently abled, give details					
10	Proficiency in Languages (Please underline the mother tongue)					
Language	Read Only	Speak Only	Read and Speak	Read, Write and Speak	Examination Passed, if any	
Tamil						
English						
Others Specify						
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.	Membership / Fellowship titles in Professional Societies / Academy like FNA, FRS, FNASC etc (Proof to be enclosed)					

<b>13</b>	<b>Title of the Thesis for the Research Degree(s):</b>			
	<b>Degree</b>	<b>Subject</b>		
	M.Phil			
	Ph. D.			
	Any other higher degree like D.Sc., D.Litt., etc.,			
<b>14</b>	<b>Employment details</b>			
	<b>Name of the University /College / Institution</b>	<b>Designation held</b>	<b>Date of Joining</b>	<b>Date of Leaving</b>
				<b>*Salary details pay with (Pay Matrix)</b>
<b>* Service Certificate with present Salary details to be enclosed</b>				
<b>15</b>	<b>Teaching Experience</b>	i) Graduate Level <input type="text"/> years ii) Post Graduate Level <input type="text"/> years iii) Others (specify) <input type="text"/> years		

<b>16</b>	<b>Research Experience</b>	<b>Total No of Years</b> _____			
<b>(a)</b>	<b>Research Guidance</b>	<b>Ph.D. Completed</b>	<input type="text"/>	<b>On going</b>	<input type="text"/>
<b>(b)</b>	<b>Research Projects (details to be enclosed)</b>	<b>Completed</b>	<input type="text"/>	<b>On going</b>	<input type="text"/>
<b>(c)</b>	<b>No. of Research Publications / Books (details to be enclosed including ISBN / ISSN Nos.)</b>				
<b>(d)</b>	<b>Papers presented in National / International Seminars, Symposia, Conference and Workshops (Annexure may be enclosed)</b>				
<b>17</b>	<b>Administrative Experience</b>	<input type="text"/>	<b>Years</b>		
	<b>Office / Institution Organization</b>	<b>Post Held</b>	<b>Period of Service</b>		<b>Monthly Pay Scale &amp; Salary Last Drawn</b>
			<b>From</b>	<b>To</b>	<b>Description of Work Done</b>
<b>18</b>	<b>Any other experience that can be counted</b>				
<b>19</b>	<b>Participation in extra-curricular and sports or athletic activities during your educational career</b>				
<b>20</b>	<b>Establishment of Departments / Divisions/Laboratories etc., (Proof to be enclosed)</b>				
	<b>Sl.No.</b>	<b>Activity</b>	<b>Institution / Place</b>		<b>Dates</b>

<b>21.</b>	<b>Patents / IPR Filed, granted and marketed (proof to be enclosed)</b>			
<b>Sl. No.</b>	<b>Details of Inventions</b>	<b>Patents No.</b>	<b>Date &amp; Countries If marked, details:</b>	
<b>22.</b>	<b>Have you handled any Consultancy Activity / Project and / or Industry Interactions (Proof to be enclosed):</b>			
<b>Sl. No.</b>	<b>Title of the Project</b>	<b>Agency / Industry</b>	<b>Duration of consultancy with date</b>	<b>Grants Received</b>
<b>23.</b>	<b>Have you conducted any extension / community/ Literacy activities in quantifiable terms? (Proof to be enclosed)</b>			
<b>Sl. No.</b>	<b>Type of activity</b>	<b>Period of activity</b>	<b>Agency of collaboration</b>	<b>Outcome</b>
<b>24</b>	<b>Travel Abroad</b>			
	<b>Countries Visited</b>	<b>Duration of Visit</b>	<b>Month &amp; Year</b>	<b>Purpose of Visit</b>



25	Prizes, Awards, Special Achievements, if any	
26	The period of time required to join the duty, if the post is offered	
27.	References (Should be persons in responsible positions who are intimately acquainted with the applicant's character and work, but not relative)	
	<b>Name</b>	<b>Designation</b>
		<b>Address with E-mail and Phone No.</b>

28. Any court case is made / pending against you (Criminal cases/ Disciplinary actions or equivalent etc.,). Give brief account of the case like nature of compliant, action taken etc.,

29. Enclosures (in the following order):

- i) First page of SSLC Book / Transfer Certificate
- ii) HSC Mark Statement
- iii) Degree Certificates starting from highest degree
- iv) Mark Statements for PG Degree(s) / M.Phil.
- v) NET/ SLET/ SET Certificate(s)
- vi) Community Certificate, if applicable
- vii) Service Certificate from the present employer
- viii) Copies of certificate(s) for previous employment
- ix) List of Publications
- x) Copies of Testimonials
- xi) Pension certificate, if being pensioner
- xii) Supportive documents / certificates for administrative experience claimed (Item 17)
- xiii) 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**