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 **BHARATHIAR UNIVERSITY**

 **COIMBATORE – 641 046, TAMILNADU, INDIA**

**| State University | Accredited With A++ Grade - 3.63 CGPA by NAAC |26th Rank among Indian Universities by MoE-NIRF**

GUIDELINES / GENERAL INSTRUCTIONS TO THE CANDIDATES APPLYING FOR THE POST OF **CONTROLLER OF EXAMINATIONS**, BHARATHIAR UNIVERSITY, COIMBATORE-46.

**1. APPLICATIONS:** i. Filled in application together with Registration fee including application fee of Rs.600/- for general category and Rs.300/- for OBC/SC/ST in the form of a Demand Draft drawn in favour of the Registrar, Bharathiar University, Coimbatore should be sent on or before **12.09.2024**.

 ii. Candidates are requested to fill the application in all respects.

 iii. **Ten copies (10)** of application shall be submitted to the Registrar, Bharathiar University, Coimbatore- 641 046.

**2. TENURE:** Three years, in the first instance of which the first year shall be on probation. Only on satisfactory completion of the probation, the incumbent will be permitted to continue for the rest of the term by the Syndicate.

**3. AGE :** Shall not exceed **55** years at the time of notification.

**4. REVISED PAY :** As per the Primary Cadre.

**5. QUALIFICATIONS:**

1. A Master’s Degree with at least 55% of marks or its equivalent grade of
B in the UGC seven point scale.
2. At least 15 years of experience as Lecturer (Sr. Scale) / Lecturer (Assistant Professor) with eight years in Reader’s (Associate Professor) grade with experience in educational administration.

 (or)

Comparable experience in research establishment and / or other institutions of Higher Education.

(or)

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

 The appointment will be on tenure basis for a period of 3 years in the first instance.

 Knowledge of Tamil to the extent of carrying out official correspondence and drafting reports.

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**Note:**

1. A relaxation of 5% will be provided from 55% to 50% of the marks at the Master’s level for the SC/ST category.
2. ‘B’ in the seven point scale with UGC letter grade O,A,B,C,D,E & F will be regarded as equivalent of 55% whenever the grading system is followed.
3. A relaxation of 5% will be provided from 55% to 50% of the marks to the
Ph.D. degree holders who have passed their Master Degree prior to
19th September 1991.
4. The minimum requirement of 55% marks at Master’s level will not be insisted upon for Principals, Professors, Readers (Associate Professors), Registrars, Deputy Registrars, Librarians, Deputy Librarians and Director/Deputy Directors of Physical Education for the existing incumbents who are already in the University system. The minimum requirement in their case shall be at least 50% of marks at Master’s level. However, the 55% of marks at Master’s level will be insisted upon for those entering the system from outside and those at the entry point of Lecturers (Assistant Professors), Assistant Registrars, Assistant Librarians and Assistant Directors of Physical Education.

 Other details are available in the application form. No column in the application is to be left blank since consideration is given for each of the particulars provided in these columns.

**6.** Filled in Applications **(10 Copies)** along with copies of the following required particulars should be submitted to the Registrar.

(i) Proof of age with an attested copy of the first page of SSLC Book;

(ii) Qualifications, degrees (With year / years of passing and University in which the degrees were taken);

(iii) Other academic distinctions, publications, if any;

(iv) Present occupation and salary with scale of pay;

(v) Language with which the applicant is conversant, together with copies of recent testimonials;

(vi) Names of two persons to whom a reference can be made.

(Candidates are advised to download or make photocopies of the application form. Self designed application formats will not be entertained)

**7.** Application should be addressed to the Registrar i/c (by designation only), Bharathiar University, Coimbatore – 641 046.

**8.** Application from candidates, who are in service, should be sent through proper channel. If they anticipate any delay, they may send **FIVE (5)** advance copies to the Registrar i/c. However, their application will be considered and they will be called for interview only if their applications forwarded through proper channel are received in time. It shall be ensured that such applications are sent through proper channel well in advance before the date of interview.

**9.** Applicants should be prepared to come for an interview at Coimbatore at their own cost. Applicants who attempt to canvas or bring influences in any manner will be disqualified.

**10.** The selection procedure will be as per Bharathiar University Act and Statutes.

**11.** The selected candidate will be required to join duty immediately and enter into an agreement with the University in accordance with the laws of the University on joining the post.

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**12.** The last date for submission of filled-in application is **12.09.2024**. The applications received after the last date and applications with incomplete particulars will be summarily rejected.

**13.**  Enquires through telephone or in person will not be entertained.

**14.**  The syndicate reserves the right to fill or not to fillup the post without assigning any reason whatsoever.

**15.**  Application fee including registration fee is non-refundable under any circumstances.

1. Incumbents under OBC category are requested to avail concession on registration fee only if they possess current valid OBC-certificate.
2. After Notification and until the publication of result, no information will be furnished under Right to Information Act.
3. The University will not be responsible for any delay in receipt of the application on or before the last date due to public holiday/strike/any other unforeseen reason and the applications are liable to be rejected.

**19.****DATES TO BE REMEMBERED:**

1. Date of commencement of downloading the application form : 24.08.2024.

(b) Last date for receipt of filled in application form : **12.09.2024.**

**REGISTRAR i/c.**

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