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

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| **State University** | **Accredited with “A” Grade by NAAC** | **Ranked 15th among Indian Universities by MoE - NIRF** |

# APPLICATION FOR THE POST OF

# DIRECTOR, SCHOOL OF DISTANCE EDUCATION

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| --- |
| Registration Fees Particulars Passport size Photograph Amount Rs. \_\_\_\_\_\_\_\_\_/-DD/Challan No.\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_Name of the Bank:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

1. Name (Block letters) :

2. Date of Birth and Age :

 as on 28.07.2022

: Y……….M……….D………

 (Evidence to be furnished

 Separately)

3. Sex : Male / Female

4. Nationality :

5. Community : FC / BC / BC (M)/MBC / DNC / SC / SC (A) / ST

 (Please enclose Xerox copy)

6. Present Post :

 Scale of Pay :

 Gross Salary :

 7. (a). Educational Qualification :

 (From First Degree)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Examination Passed(with main subject) | Month & Year | Marks/Grade/Class/Rank | Institution/University |
|  |  |  |  |  |

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(b) Knowledge in Tamil:

 Studied Tamil: SSLC /+ 2/Degree and above / Other Certificates/Diploma

(c) Training undergone

 (i) Academic :

 (ii) Administrative : (d) Information Technology & Management Expertise gained

 (i) Additional Exam. Passed/Qualifications obtained if any :

 (ii) Membership in Expert Committees :

 (e) Award/Prizes/Distinctions received (if any)

 (i) For Academic contributions :

 (ii) For Administrative contributions :

 (f) Membership or Fellowship in Professional bodies :

8. Academic and Research experience (University/College Level):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Post held with name ofthe Institution | Temporary/Permanent | Duration | Total No. of Years |
| From | To |
|  |  |  |  |  |

9. Administrative Experience (University / College level):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Post held with name ofthe Institution indicateTemporary / Permanent | Nature ofAssignment | Duration | Total No. of Years |
| From | To |
|  |  |  |  |  |

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10. Co-curricular / Extension and Professional development related activities:

 10.1 Student related Co-curricular activities:

|  |  |  |
| --- | --- | --- |
| Sl.No. | Institution | Period |
| From | To |
|  |  |  |  |

 10.2 Contributions to Corporate life / University Department / College:

 10.3 Professional Developmental Activities:

11. Research and Academic Contribution:

 11.1 Research Papers:

 11.2 Research Projects:

 11.3 Research Guidance:

 11.4 Training Courses, Conferences and Workshops:

12. Visits abroad: (Evidences to be enclosed)

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Countries Visited | Purpose / Assignment | Duration |
| From | To |
|  |  |  |  |  |

13. Workshops and Refresher programmes undergone in the area of Educational administration, Curriculum Development, Examination Reforms, e-governance & Office Automation: (Evidence to be enclosed)

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14. Mention your achievement in your Present Job (kindly indicate only those which are relevant to the post you applying for):

15. Have you been debarred or punished for adopting unfair means in your service or punished during your service any other charge? or filed any case against the University. If yes, please specify.

16. Are there any disciplinary proceedings initiated or pending against you in your places of services? If yes, please specify.

17. Names of the persons to whom reference can be made:

|  |  |
| --- | --- |
| (1) | (2) |
|  |  |

18. Any other information:

19. Address for communication:

 Contact No:

I DECLARE THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. NO DISCIPLINARY PROCEEDINGS IS PENDING AGAINST ME AND I UNDERTAKE THE RESPONSIBILITY FOR THE VERACITY OF ALL STATEMENTS MADE IN THIS APPLICATION.

Place:

Date :

  **SIGNATURE OF THE APPLICANT**

Forwarded with the remarks that this Institution/ Organization has ‘No Objection’ to the candidature being considered for the post applied for and also consent accorded on lien condition to relieve the applicant, if selected.

Place:

Date :

 **SIGNATURE WITH OFFICE SEAL**

 **Designation/ Address**

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GUIDELINES/GENERAL INSTRUCTIONS TO THE CANDIDATES APPLYING FOR THE POST OF **DIRECTOR, SCHOOL OF DISTANCE EDUCATION.**

1. **APPLICATIONS:**

1. 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 **25.08.2022**.
2. Candidates are requested to fill the application in all respects. Incomplete applications will be summarily rejected.
3. Ten copies (10) of application shall be submitted to the Registrar, Bharathiar University, Coimbatore- 641 046.

2. **PAY :** Professor Scale of pay / As per Primary Cadre

3. **AGE :** Should have completed 50 years but below 57 years at the time of notification.

4. **PERIOD** **:** Tenure of 3 years.

5. **QUALIFICATIONS:**

1. A Master’s Degree with at least 55% of the marks or its equivalent grade of ‘B’ in the UGC seven (7) point scale.
2. At least 15 years of experience as Assistant Professor / Assistant Professor with eight (8) years in the 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.

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**Note:**

1. The minimum requirement of 55% shall not be insisted upon for the post for the existing incumbent who are already in the University system.
2. A relaxation of 5% will be provided from 55% to 50% of the marks at the Master’s degree level for the SC/ST category.
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’s Degree prior to 19th September, 1991.
4. The age of superannuation for the post is 60 Years.

 The appointment will be on tenure basis for a period of 3 years in the first instance and the age of superannuation for the post is 60 years whichever is earlier.

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

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

1. Proof of age with an attested copy of the first page of SSLC Book
2. Qualifications, Degrees (With year / years of passing and University in which the degrees were taken)
3. Other academic distinctions, publications, if any
4. Present occupation and salary with scale of pay
5. Language with which the applicant is conversant, together with copies of recent testimonials
6. Names of two persons to whom a reference can be made.
7. No objection Certificate obtained from Appropriate Authority / Management shall be produced at the time of application.

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

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

8. Application from candidates, who are in service, should submit the form through proper channel. In case of any delay, they may send 04 advance copies to the Registrar. However, their application will be considered and they will be called for interview only if their applications are forwarded through proper channel and received in time. It shall be ensured that such applications are sent through proper channel well in advance before the date of interview.

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

10. The selection procedure will be as per Bharathiar University Act and Statutes and the decision of the Syndicate of Bharathiar University.

11. The selected candidates 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.

12. **The last date for submission of filled-in application is 25.08.2022. The applications received after the last date and applications with incomplete particulars will be summarily rejected.**

13. Enquires made over telephone or in person will not be entertained.

14. The Syndicate reserves the right to fill or not to fill up 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 **28.07.2022.**

(b) Last date for receipt of filled in application form **25.08.2022.**

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