



# தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

## TAMIL NADU OPEN UNIVERSITY

No.577, Anna Salai, Saidapet, Chennai – 600 015

Phone: (044) 2430 6645 / 6643

### APPLICATION FORM FOR THE POST OF REGISTRAR

Write in English and CAPITALS. Use only **Blue/Black Ball Point Pen**. Use of Green/Red Pen/Pencil is prohibited.

Before filling this application please read the instructions carefully. Filled-in application with copies of self attested certificates should be sent to Tamil Nadu Open University, before the due date indicating in the advertisement notification.

<b>DD No.</b>	<b>Date:</b>
<b>Name of the Bank</b>	<b>Branch:</b>
<b>Amount Rs.</b>	

<b>Please affix your recent passport size photograph (Self Attested)</b>
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1. GENERAL INFORMATION OF APPLICANT	
<b>Name (In Capital Letters)</b>	Mr./Mrs./Dr.
<b>Place and Date of Birth (Day/Month/Year)</b>	
<b>Age as on date of Advertisement (Year/Month/Day)</b>	
<b>Sex</b>	Male/Female/Transgender
<b>Father's/Husband's Name</b>	
<b>Nationality</b>	
<b>Community</b>	
<b>Mother Tongue</b>	
<b>Correspondence Address</b>	
<b>Permanent Address</b>	
<b>Contact No.</b>	<b>Mobile No.:</b>
	<b>Landline No.:</b>
<b>E-mail Address</b>	

**2. PRESENT POSITION**

a.	Designation	
b.	Organization	
c.	Pay Scale	
d.	Date of appointment to the present post	
e.	Total Experience (as on Date of advertisement, In Years and Months)	

**3. DETAILS OF EXPERIENCE (Enclose the Photostat Copies of the Service Certificates)**

S.No.	Post held	Pay Scale	Organization	Nature of duties	Experience (In Years and Months)

**4. EDUCATIONAL QUALIFICATIONS (IN CHRONOLOGICAL ORDER FROM LATEST TO GRADUATION LEVEL)**

S.No.	Qualification	University	Year	Subject / Topics	% Scored	Distinction Etc.

5. DETAILS OF Ph.D. DEGREE		
a.	Date of Submission of Ph.D Thesis	
b.	Month and year of Ph.D Degree awarded	
c.	Subject and Title of the Thesis	

6. (A) ACADEMIC/TEACHING EXPERIENCE & RESPONSIBILITIES (IN CHRONOLOGICAL ORDER FROM LATEST TO OLDEST)					
S.No.	Post	Organization/ University	Duration		Experience (In Years and Months)
			From (Date)	To (Date)	

(B) PARTICIPATIONS AND CONTRIBUTIONS IN RELEVANT AREAS IN HIGHER EDUCATION			
	Organisation	Area of specialization	Duration
Visiting Professor			
Resource Person			
Others (Specify)			

(C) INVOLVEMENT WITH FORMULATION OF ACADEMIC PROGRAMMES			
S.No.	Nomenclature of Innovative Academic Programmes formulated	Date of approval by Academic Council	Year of Introduction

**(D) IMPORTANT MOUS FORMULATED FOR ACADEMIC COLLABORATIONS**

S.No.	MoUs formulated	Name of Agencies/Departments involved	Date of MoU

**7. ADMINISTRATIVE EXPERIENCE/POST(S) & RESPONSIBILITIES HELD**

S.No.	Post	Organization/ University	Duration		Experience (In Years and Months)
			From (Date)	To (Date)	
1.	Head of the Department				
2.	Chairperson, Board of Studies				
3.	Member, Board of Studies				
4.	Dean of Faculty				
5.	Member of Academic Council				
6.	Member of Executive Council				
7.	Member of Professional/ Academic Bodies				
8.	Others (Specify)				

**8. INTERNATIONAL ACADEMIC EXPOSURE, IF ANY**

S.No.	Post/ Assignment	Organization / University	Area of Assignment	Duration		
				From	To	In Years & Months

**9. SCHOLARLY ACHIEVEMENTS**

**A. Contribution to Journals and Books:**

	Details
Books authored	
Editor in Chief	
Editorships	
Peer reviewer for	
Member of the International Advisory Board	
Others (Specify)	

**B. Publication:**

**B.I: Kindly provide list of scholarly publications in recognized professional and/or academic Journals.**

**Total Publications: .....**

S.No.	Date	Title	Name, Volume & Issue of Journal	Peer reviewed / UGC Listed / Refereed journals	Number of Citations

**B.II: List of articles in popular magazines or newspapers**

Total Articles: .....

S.No.	Date	Title	Name of Magazine / Newspaper

**C. Participations and scholarly presentations in conferences:****C.I: National**

S.No.	Date	Title of Conference and institution	Title/Subject of presentation (if made)

**C.II: International**

S.No.	Date	Title of Conference or Institution	Title/Subject of presentation (if made)

D. Participations and contributions at National/International Level in the area of your academic and professional expertise (Attach Proof)		
		Number(s)
Plenary Lectures/Invited Talks	International	
	National	
Congresses attended	International	
	National	
Assesement / Examinership etc.	International	
	National	
Others (Specify)	International	
	National	

10. RESEARCH PROJECTS				
S.No.	Client/Organisation's name	Nature of project	Duration of project	Amount of grant (Rupees)

11. CONSULTATION EXPERIENCE			
List out key consultation assignments undertaken:			
S.No.	Client/ Organisation's name	Nature of assignment	Duration of assignment

12. HONOURS / AWARDS & FELLOWSHIPS FOR OUTSTANDING WORK				
S. No.	Name of Award/Fellowship etc.	Elected/Honorary Fellow	Awarded by	Year of Award

**13. NO. OF RESEARCH SCHOLARS SUCCESSFULLY GUIDED AND AWARDED**

S.No.	Name of Programme	Specialisation	Awarded (No.) (Under-Progress not to be included)

**14. YOUR STRENGTHS (IN 100 WORDS)**

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**15. EXPERIENCE OF WORKING IN OPEN UNIVERSITY/DISTANCE EDUCATION SYSTEM**

S.No.	Position Held	Name of the Institution	Years of Experience		
			From	To	Total (In Years and Months)
1	ODL Experience				
2	SLM Preparation				
3	ODL Centre Management				
4	Multi-media Content Preparation				
5	Distance/Online Teaching				
6	Deputations to Overseas etc.				
7	Dean/Director				



**16. YOUR VISION FOR THE TNOU AS REGISTRAR (Maximum 500 WORDS)**

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**17. List of Testimonials: Name and address of two persons from whom you have enclosed your testimonials (One of which should be from the Employer / Head under whom the applicant serving / last served / studied)**

1.
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2.
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**18. Name and address of two responsible persons (not relatives) to whom reference regarding the applicant's work and conduct can be vouched.**

1.
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2.
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**19. Academic performance Indicator: (API) Score below on Performance**  
*Based Appraisal System (PBAS) (to be enclosed separately)*

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**20. Check List of enclosure (Tick in the appropriate column)**

S.No.	Enclosure (Except D.D attach attested Photo copies only)	Attached	Not Attached
1	Demand Draft		
2	Age Proof - Birth Certificate		
3	SSLC First Page		
4	Community Certificate		
5	UG/PG/M.Phil./Ph.D Degree Certificates		
6	NET/SLET/SET Certificate		
7	No Objection Certificate if already employed		
8	Service Certificate from Competent Authority		
9	Last Pay Drawn Certificate if already employed		
10	Testimonials		
11	API Score Card, if applicable		

**21. Bona fide Affidavit:**

I, hereby, declare that all the statements/particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage and even if I am already appointed, my services are liable to be terminated without any notice from the post of Registrar as per Act/Statutes etc., and other applicable rules.

**(Signature of the Applicant)**

**Declaration:**

I, \_\_\_\_\_ declare that no criminal case is neither pending nor contemplated against me.

**(Signature of the Applicant)**

Place:

Date:

Note: For those applicants who are currently employed and working in various educational and research institutions, it is mandatory that the applications should be forwarded through their respective employer of the organization without which the application will not be entertained.

**Remarks of forwarding authority:**

This is to certify that the information furnished above in S.No.1 to 17 by the applicant are verified and found correct with best of our knowledge as well as documents available in the Institution.

Place:

Name/Signature and Official Seal of

Date:

Head of the Institution/forwarding authority

**TAMIL NADU OPEN UNIVERSITY  
GENERAL INSTRUCTIONS**

Scale of Pay: Academic Level 14 with rationalized entry pay of Rs.1,44,200/-  
(Existing Pay: Rs.37,400 - 67,000+AGP Rs.10,000).

Application form, details of qualifications and instructions to the candidates are available at [www.tnou.ac.in](http://www.tnou.ac.in). Application forms can be obtained in person from the Registrar on requisition accompanied by a crossed Demand Draft to the value of Rs.1000/- and 500/- for SC/ST candidates (non-refundable) towards the cost of application fee. However, SC/ST applicant should produce a self-attested copy of the Community Certificate obtained from the competent authority to avail concession. Applications can be downloaded from [www.tnou.ac.in](http://www.tnou.ac.in) and if the application is downloaded, a Demand Draft to the value of the above mentioned fees is to be sent along with the application form. All Demand Drafts should be taken on / after the date of advertisement in favour of **“The Registrar, Tamil Nadu Open University”** payable at **Chennai**.

1. Qualifications and other conditions are as prescribed in the Statutes and Act of TNOU.
2. Applications without application fee and self-attested copies of testimonials will be summarily rejected.
3. Persons who want to avail themselves of the benefit of reservation under the Differently abled category will have to submit the Disability Certificate issued by the Competent Authority in the prescribed format.
4. The prescribed qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.
5. The University reserves the right to shortlist the candidates by adopting conventional procedures and fill or not fill-up the post without assigning any reasons whatsoever.
6. The candidates already in service should submit their applications through proper channel. Otherwise they should produce No Objection Certificate obtained from the employer at the time of interview, failing which the applicant will not be interviewed.
7. The candidate should submit the Community Certificate issued by the Competent Authority.
8. The candidates should submit the Service Certificate with the breakup of Designation, Scale of Pay and period of service in each post issued by the Competent Authority. Proof for the pay drawn in the prescribed scale, Form 16 issued by the Employer and Income Tax Return shall also be submitted.
9. Enquiries in any form, regarding the application shall not be entertained as it is self-explanatory.
10. Qualification / Experience as on the last date of submission of the application will only be taken into consideration.
11. Request for Video Conferencing for interview will not be entertained.

12. Candidates must be Indian Nationals.
13. Candidates who satisfy the conditions prescribed to the satisfaction of the University authorities should be prepared to appear before the University Staff Selection Committee for an interview at their own cost.
14. Candidates may be called for an interview as per the list prepared by the Screening Committee appointed for the purpose and approved by the Vice Chancellor. The summoning of the candidates for the interview merely indicates that it is felt that he / she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
15. It will be open to the University not to fill up the post now advertised.
16. Any attempt, by the candidate, either directly or indirectly to influence the Selection Committee or other authorities of the University will disqualify the candidate for the post.
17. The service conditions and other terms of appointment in the University shall be subject to the approval of the Syndicate of the Tamil Nadu Open University.
18. Soft Copy shall also be sent to the Registrar mail id [www.registrar@tnou.ac.in](mailto:www.registrar@tnou.ac.in).
19. Persons who are already working in State or Central Government / University / Public Sector Undertakings should send their applications through proper channel. Any delay in sending the applications through proper channel is not the responsibility of the University Advance copies of the applications reaching the Registrar, Tamil Nadu Open University, Chennai – 15 within the prescribed time limit (on or before 23.08.2023) shall be entertained, provided original application forwarded through proper channel should reach the Office of the Registrar on or before **30.08.2023 at 05.00 p.m**
20. Evidence of Degree / Diploma Certificate and all the testimonials should be brought in original at the time of interview. Copies of Certificates, mark-sheets, testimonials, etc., should be attached with the application duly self-attested by the applicant and must be produced at the time of interview and at the time of joining, if selected. The selected candidates shall produce, in original, the Matriculation or equivalent certificate as proof of the date of birth. No other evidence will be accepted.
21. Applications received after the last date or without complete information will be rejected.
22. No interim queries regarding test / interview / selection will be entertained.
23. The decision of the University will be final.

The envelope containing the filled in application should carry the superscription “**Application for the post of Registrar at Tamil Nadu Open University**” on the left hand top corner. The applications should be sent to “**The Registrar, Tamil Nadu Open University, No.577, Anna Salai, Saidapet, Chennai-600 015, Tamil Nadu, India**” either by Registered Post or submitted in person, so as to reach the same to this Office on or before **23.08.2023 upto 05.45 pm**. Applications received after the last date will not be considered.

**REGISTRAR (FAC)**