



**MADURAI KAMARAJ UNIVERSITY**  
(University with Potential for Excellence)  
Accredited by NAAC with 'A++' Grade in the 4<sup>th</sup> Cycle  
Palkalai Nagar, Madurai – 625 021  
Tamil Nadu, India



For Remittance Particulars	
SBI Reference No.	DU
Date	
Amount (Rs.)	

**Affix a recent  
Passport size  
Photograph with  
Signature**

**Application for the post of.....**  
**(To be submitted in Eight Copies)**

1. Name in full (in Block Letters)	TAMIL	
	ENGLISH	
2. Father's Name/Spouse's Name		
3. a) Present post held and Academic Level of Pay in Pay matrix b) Present Basic Pay(Rs.) c) Date of Next increment d) Date of appointment in the present post		
4. Sex		
5. Marital Status		
6. Permanent Address with Pin Code		
7. Address for Communication with Pin Code  (Phone No. and e-mail address, if any)		
8. a) Date of birth and age as on closing date of application.		

(extract of first page of S.S.L.C book to be attached)				
b) Place of Birth				
c) District and State				
9. Nationality & Religion				
10. Name of the Community and Sub-caste (Attach Proof)				
11. If differently abled, give details				
12. Proficiency in Languages (Please underline your mother tongue):				
Read Only	Speak Only	Read and Speak	Read, Write and Speak	Examination Passed, if any

13. Particulars of Educational Qualifications: (SSLC/HSC onwards)				
Examination Passed (Date on which degrees taken including Ph.D.)	Subjects / Subjects with specialization	Name of the School, College and University	Year of Passing	Percentage of Marks / Grade
14. Title of the Thesis for the Research Degree(s):				
Degree	Subject			
M.Phil.				
Ph.D.				
Any other higher degree like D.Sc., D.Litt., etc.,				

15. Teaching Experience:								
Sl No	Institution	Position	Teaching		Duration		Total Years of Service	Pay Scale / Academic Level of Pay in the Pay matrix
			UG	PG	From	To		

16. Administrative Experience:					
Duties/responsibilities	Post held	Institution	Period		Pay Scale / Academic Level of Pay in the Pay matrix
			From	To	
Personnel Administration					
Legal					
Finance					
Establishment					
Examination and related process					
On-line Education / Web-based Education/Mobile Technology in Education.					
Total number of years of administrative experience					

17. Research Experience (other than Ph.D. research period)						
i. Number of Years of Research Experience Including Post Doctoral :						
ii. Number of candidates supervised / under supervision for Research :						
Degree		Total No. of Students		Guided and Awarded		Under Supervision
(i) M.Phil.,						
(ii) Ph.D.,						
(iii) Post-Doctoral Level						
iii. List of Publications: (Start from the recent one.) List only those that are already published only in UGC Index Journals, Book chapters, Text Book, Reference Books and Edited Books. (If necessary an Annexure may be enclosed)						
Sl. No.	Author Names	Title of the Paper	Journal Title, Volume No, Issue No, year & Impact factor	UGC Journal No & ISSN	No. of Citations (where applicable) with h-index	
iv. Research Projects undertaken: Give details with proofs: (If necessary an Annexure may be enclosed)						
Sl. No.	Title of the Project	Amount Sanctioned	Name of the Funding Agency		Period of Project	Year of Completion
			National	International		
18. International academic Exposure, if any						
S.No.	Post / Assignment	Organisation / University	Area of Assignment	Duration		In Years & Months
				From	To	

19. Details on special training undergone, additional skills acquired etc., (*Other than refresher courses and orientation programmes*)

Name of programme	Training / Skills	Name of the Institution	Period	Remarks

20. Experience in Extension Service  
(Proof to be enclosed)

21. Membership in Academic or Scientific Bodies:

22. Patents, Medals, Awards and Fellowships Obtained

23. Any other fact(s) you would like to present for consideration of your Candidature:

24. Have you ever been censured, suspended or dismissed by any School, College or University authority and / or any employer? If yes, provide details. Yes / No

25. If appointed, time required for joining duty	
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27. Testimonials: (Name, Designation and Address) Two testimonials from persons under whom one has either studied or worked be enclosed.  1.  2.
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28. References: Persons in responsible positions who are well acquainted with the applicant's character and work (other than relatives) with Name, Designation, Address, Phone Number and e.mail.  1.  2.  3.
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29. List of enclosures: (Please ensure that the enclosures are attached with all the eight copies of applicants)

1. Attested copy of Date of Birth Proof
2. Attested copies of Academic Qualifications
3. Attested copy of Community Certificate
4. Pay Certificate
5. Service Certificate
6. Online SBI i-collect Fee Receipt for Rs. 590/- for General Category or Rs.295/- for SC/ST Candidates drawn in account of **“Madurai Kamaraj University - REGISTRAR”**
7. Any other (Specify)

**Declaration**

I \_\_\_\_\_ hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the interview, my candidature is liable to be cancelled and action initiated against me.

Further I declare that there are no criminal/departmental proceedings pending/contemplated against me.

Signature of the Applicant

Place:

Date:

Signature of the forwarding authority  
with official seal and date

- N.B.: 1) Attach separate sheets, if space provided in any column is not sufficient  
2) If employed, the filled in application should be forwarded through proper channel.

## **INSTRUCTIONS TO CANDIDATES**

1. Prescribed application form downloaded from the University website (mkuniversity.ac.in) should be accompanied by a SBI i-collect for Rs.590/- (including GST) towards the cost of application, paid in the account of **“Madurai Kamaraj University - REGISTRAR”**. In the case of SC/ST candidates, the cost of application will be Rs.295/- (including GST) on production of attested Xerox copy of community certificate.
2. Candidates are advised to ensure / satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement and ensure that they fulfill all the eligibility norms and the applications, which do not meet are liable to be summarily rejected.
3. Application for the post of Registrar shall be addressed to the Vice Chancellor, Madurai Kamaraj University, Madurai - 625 021 (Name should not be mentioned).
4. Application for the other posts shall be addressed to the Registrar, Madurai Kamaraj University, Madurai - 625 021 (Name should not be mentioned).
5. Applicants are required to forward their applications (8 copies) in the prescribed format with full particulars.
6. Xerox copies of the following should be sent along with the duly filled in application.
  - I. Proof of age with an attested copy of the SSLC/first of page of SSLC Book.
  - II. Degrees (with year of passing and University in which the degrees were taken)
  - III. Evidences for Teaching & Administrative experiences
  - IV. Other academic distinctions, publications, if any;
7. Wherever grading system is followed, the candidate shall enclose certificate / proof of conversion of the grade to percentage.
8. Certificate in support of experience should be in the proper format i.e., it should be on the organization's letter head, bear the date of issue, specific period of work, salary certificate, name and designation of the issuing authority along with his signature.



9. Every page of the application and annexure as well as certificates must be self-attested.
10. The emoluments and conditions of service shall be prescribed by the University/ UGC / Government of Tamil Nadu, as amended from time to time.
11. Applications from candidates who are employed will be considered only if, they are forwarded through proper channel. Advance copies may, however be sent directly by the candidate, but their candidature will be considered only if consent/No objection Certificate from the employer is produced at the time of interview.
12. A certificate from the employer that there are no criminal/departmental proceedings pending/ contemplated against the applicant is to be produced at the time of interview.
13. The University shall verify the documents submitted by a candidate at any time, at the time of appointment or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents / background and has suppressed the said information, his services shall be terminated without prejudice to any other action initiated by the University.
14. In case of any inadvertent mistake in the process of selection which may be detected at any later stage even after the issue of appointment letter, the University reserves the right to modify / withdraw / cancel any communication made to the candidates.
15. Applicants who attempt influencing/canvassing in any manner shall be disqualified.
16. The filled in application shall reach the undersigned on or before 5.45 pm on **10.07.2023**. The application along with enclosures received after the last date and / or with incomplete particulars & / or without attaching proof of payment of application fee, will be rejected, without any notice.
17. The Syndicate reserves the right to fill or not to fill up the post without assigning any reasons whatsoever. In the matter of recruitment, the decision of the Syndicate is final and any representation against non-selection will not be entertained under any circumstance.
18. Any dispute with regard to the selection / recruitment process will be subject to Hon'ble Court having jurisdiction over Madurai Bench of Madras High Court, Madurai.

**REGISTRAR i/c**