

Cost of Application: Rs.500/- (Others)  
Rs.250 (SC/ST)

Application No:



தமிழ்நாடு ஆசிரியர் கல்வியியல் பல்கலைக்கழகம்  
**TAMIL NADU TEACHERS EDUCATION UNIVERSITY**

Photo

**APPLICATION FORM FOR THE POST OF REGISTRAR**

1. Name in full [IN BLOCK LETTERS] :
2. Father's/Husband's Name :
3. Date of Birth & Age (Supported by Certificate evidence - Attested copy of the first page of SSLC book to be enclosed) :
4. Place of Birth (District and State)/Nationality :
5. Sex :
6. Religion/Community/Caste (to which the applicant belongs, OC/BC/MBC/SC/ST) (Enclose attested copy of Community Certificate) :
7. Present Address (to which communications should be sent) [Indicate the correct address with Pin-code, Dist, etc., Telephone number Cell Number and e-mail id] :
8. Mother Tongue :
9. Vernacular Language in School/College :
10. Other Languages known to read :  
to write :  
to speak :

11. Educational Qualification (University Education)  
(Attach attested copies of Certificates/Mark Sheets  
in support of each degree or diploma) :

S. No.	Institutions studied	Years of study	Part/full time	Degree or Diploma	Whether passed in one appearance	Class or grade/% of marks	Specialization

12. Experience regarding previous and present employment (Authenticated experience Certificates to be attached separately)\*

S.No.	Employer	Post held	Pay Drawn	Period of Employment				
				From	To	Y	M	D
Total								

\* Period spent on study for Master/Ph.D Degree should not be included except the part time study period (Attach a separate sheet if space is not sufficient).

13. Teaching and Research Experience :

**A. Teaching\***

S.No.	Classes	College in which taught	Duration					
			From	To	Y	M	D	
1.	Under Graduate							
2.	Post Graduate							
3.	Total Experience							

\* The period of teaching experience gained simultaneously for Under Graduate and Post Graduate courses.

**B. Research\*\***

Subject	Place of Work	Duration					Number of Students guided and degree awarded only	
		From	To	Y	M	D	M.Phil	Ph.D

\*\* The period spent on study for M.Phil/Ph.D degree should not be included except the Part-time study period.

## 14. Organizational activities:

Contributions to Teaching/Research and Institutional Development (Attach separate sheet one page under each heading)

## 15. Research Projects/Scheme completed/undertaken at present. Give the title, sponsor &amp; duration and cost of the project (Attach separate sheet, if necessary)

Title of Major Research Project	Sponsor	Duration of the Project	Total cost of the Project	Completed/ Undertaken



## 18. Administrative Experience

Sl. No.	Name of the Department	Government/ Private	Period of Experience	Expertise gained	Suitability for the post now applying for

## 19. Designation, Scale of Pay in the Present Post &amp; Basic Pay drawn as on date of the application

(a) Designation :

(b) Scale of Pay :

(c) Basic Pay :

## 20. Is there any commitment to serve any organization? :

If so give details :

## 21. Other countries visited, if any and the duration and the purpose of visit :

## 22. List three referees, well known about you, with their addresses, who can certify your Professional Competency :

## 23. Additional qualifications, Titles/Awards/ Fellowships/Scholarships :

## 24. IT/e-governance/Management Experience :

25. Administrative experience (General, Financial  
And Examination related) :
26. Development of softwares & IT modules for  
Teaching, Research, Administration &  
Vision Plan :
27. Names of Professional Societies in which  
you are member and position, if any :
28. Any other information regarding experience  
etc., in support of satisfying the rules  
prescribed for the post now applied for :

I certify that the information furnished above are true and correct to the best of my knowledge and belief. Should there be any incorrect or false information having been furnished or that may come to light in due course, I bind myself for such action as the University may decide.

Place:  
Date:

**SIGNATURE OF THE APPLICANT**

**Name & Designation**

**Note: Eight copies of the filled-in application shall be submitted; Otherwise application will not be considered.**

List of Enclosures:

- (1)
- (2)
- (3)
- (4)
- (5)

**RECOMMENDATION OF THE HEAD OF THE DEPARTMENT/OFFICE**

**Transmitted to the Vice-Chancellor, Tamil Nadu Teachers Education University,  
Chennai**

The particulars furnished were verified with Service Register and found correct.

**Head of the Department/Office**

**Note:**

While sending the application, the Head of Office is requested to send the confidential report of the candidate separately on the same day in a separate sealed cover, superscribed **as "FOR SELECTION TO THE POST OF REGISTRAR, TAMIL NADU TEACHERS EDUCATION UNIVERSITY, CHENNAI"**.

**TERMS AND CONDITIONS OF APPOINTMENT AND OTHER  
INSTRUCTIONS TO CANDIDATES**

**INFORMATION:**

1. Candidates must be Indian Nationals
2. Candidates who are abroad may apply on plain paper giving full particulars.
3. 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 interview at their own cost.
4. 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 candidate for 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.
5. It will be open to the University not to fill up any of the posts now advertised.
6. 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.
7. All teaching/technical posts of equivalent pay scales are interchangeable, at the discretion of the University.
8. The service conditions and other terms of appointment in the University shall be subject to the approval of the Syndicate of the Tamil Nadu Teachers Education University.
9. Candidates who are selected shall be liable for transfer to any other post within the jurisdiction of the University.
10. Selection of candidates already in employment will be subject to the employer's agreement to relieve them.
11. Video Conferencing will be arranged for foreign candidates for interview on payment of the cost by the candidates.



## **INSTRUCTIONS:**

1. The application form shall be filled in, complete in all respects, giving correct information. Defective and incomplete applications and those with wrong or false information will be rejected.
2. The Candidates can have the application forms in person from the Registrar i/c of this University with a Demand Draft for Rs.500/- towards the cost of application form. The candidate may also download the application forms from the University website [www.tnteu.in](http://www.tnteu.in) and apply to the Registrar i/c of the University by designation only. The Demand Draft shall be drawn in favour of "The Registrar, Tamil Nadu Teachers Education University, Lady Willingdon College Campus, payable at Chennai. The fee prescribed for the SC/ST candidates is Rs.250/- on production of photocopy of the Community Certificate.
3. The applications of the candidates with the following discrepancies will be rejected at the admission state itself.
  - (a) Incomplete and ineligible Applications, (b) Applications without eight copies and (c) Applications which are not forwarded through the respective employers (not lower than the Regional Joint Director of Collegiate Education or Registrars of Universities).
4. Persons who are already working in State or Central Government or any other organization 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 office of the Registrar i/c, Tamil Nadu Teachers Education University, Chennai-600 005**, within the prescribed time limit shall be entertained, provided the original application forwarded through proper channel reaches the Registrar i/c before the candidates are called for interview or the Screening Committee's verification.
5. Candidates may send copies of testimonials from persons well acquainted with his/her works and character and must also give name and address of three persons in India to whom references can be made. If he/she has been in employment he/she should either give his/her present or most recent employer or immediate superior, as a referee or submit a recent testimonial from him/her. He/she should also submit an attested copy of the entry relating to his/her date of birth, from the Matriculation or Secondary School Leaving Certificate, attested copies of his/her Degree Certificates or/and Diploma testimonials.
6. If a candidate desires to name as a referee any person residing outside India he/she should write to that person asking him to send a statement of his opinion concerning the candidate's character and suitability for the post directly to the Vice-Chancellor, Tamil Nadu Teachers Education University, Lady Willingdon College Campus, Chennai-600 005. The reply will be treated as confidential.
7. Evidence of Degree/Diploma certificate and testimonials should be brought in original at the time of interview.
8. Applicants for the post(s) are required to forward their applications (8 copies) in the prescribed format.
9. Applications from candidates who are in service will be considered only if forwarded through proper channel. In such cases, advance copies (7 numbers) or applications should be sent directly to the Registrar i/c by designation only so as to avoid delay. Applicants, if required, should prepare to come for an interview at Chennai at their own cost.
10. The photo affixed in the application is to be attested by a Gazetted Officer.
11. Applications should reach the office of the **Registrar i/c, Tamil Nadu Teachers Education University, Lady Willingdon College Campus, Chennai-600 005** on or before the time and date fixed.

**REGISTRAR i/c**