

**GENERAL INSTRUCTIONS –
(for the post of Controller of Examinations)**

1. **Tenure of appointment:** Three years, and on satisfactory completion of the first year, the incumbent shall be considered for extension for further tenure of appointment.
2. **Scale of Pay:** Rs.37,400-67,000/- with Grade Pay of Rs.10000/Rs.9000
- 3.

Qualifications:

1. **An Academician not lower in rank than that of a Professor of a College/ University or that of an Associate Professor in a college/a University.**

(OR)

A Non-Academician is not below the rank of Deputy Registrar or its equivalent with a minimum experience of 20 years.

2. **Knowledge of Tamil to the extent of carrying official correspondence and drafting reports.**
3. **Age: Should have completed 45 years but not 50 years.**
4. **Minimum of 15 years of overall teaching and administrative experience in a college / a University.**

Important Instructions

1. Candidates must be Indian Nationals.
2. The candidates can download the prescribed application form along with the instructions from www.tnteu.ac.in the University website.
3. The candidates shall submit the application along with a crossed Demand Draft for Rs.500/-, and Rs.250/- for SC/ST and Differently-Abled Candidates enclosing a photocopy of the Community Certificate and Certificate issued by the District Disabled Rehabilitation Officer, as the case may be.
4. Candidates should send their filled-in applications in eight copies. The photo affixed should be signed by the candidate.
5. Candidates already in service should send their applications through proper channel.
6. Candidates should enclose the **self-attested photocopies** of the certificates for the proof of their age, educational qualifications, experience, etc.
7. A relaxation of 5% will be provided, from 55% to 50% of the marks, at the Master's Degree level for the SC/ST, Differently-abled (Physically and Visually differently-abled) and Other Backward Class (OBC) (Non-creamy layer) categories.
8. 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.
9. Minimum eligibility does not vest any right on the candidate to be called for interview. The candidates will be short-listed, based on higher qualifications/ accomplishments of the available applicants. Only such short-listed candidates will be called for interviews as recommended by the Scrutiny Committee.

10. The Syndicate reserves the right to fill up or not to fill up the post without assigning any reasons whatsoever.
11. The Demand Draft shall be drawn in favour of **The Registrar, Tamil Nadu Teachers Education University payable at Chennai**. The downloaded application form shall alone be accepted.
12. The applications without prescribed fee will be rejected and the fees once paid is not refundable under any circumstances.
13. Applicants shall be prepared to come for the interview at University, Chennai at their own cost.
14. The selected candidates shall be required to join duty immediately and enter into an agreement, with the University in accordance with the laws of the University.
15. 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.
16. All the certificates of educational qualifications and testimonials shall be submitted in original at the time of interview.
17. Service Certificates shall be obtained from the competent authority not less than Joint Director of Collegiate Education / Registrar of the University.
18. Pay protection will be applicable to those who are in regular service in the Government Institutions or Government Aided Institutions.
19. Applicants shall enclose the copies of following certificates, apart from other documents as required in the application form:
 - i. Present occupation and salary with scale of pay;
 - ii. Reprints of available papers;
 - iii. A list of papers published by the applicants;
 - iv. Other academic distinctions, publications, if any;
 - v. Copies of recent testimonials;
 - vi. Certificates of total Administrative experience
 - vii. Certificates of Total Teaching and Research experience
20. **The last date for submission of filled-in application addressed to the Registrar is 15.09.2025 upto 5.00 p.m** The applications received after the last date/time and applications with incomplete particulars shall be summarily rejected.

REGISTRAR i/c



TAMIL NADU TEACHERS EDUCATION UNIVERSITY

தமிழ்நாடு ஆசிரியர் கல்வியியல் பல்கலைக்கழகம்

(Established under the Act No.33 of 2008)

(With UGC 2(f) & 12(B) status and NAAC Accredited with 'A' grade in 1st cycle)

Gangaianman Koil Street, Karapakkam,

OMR Road, Chennai-600 097, Tamil Nadu, India.

Demand Draft	
Particulars: Bank and Branch	
D.D.No.	
Amount	

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

APPLICATION FOR THE POST OF CONTROLLER OF EXAMINATIONS

(To be submitted in eight copies)

1.	Name in full (in Block Letters)	TAMIL	
		ENGLISH	
2.	Father's Name/Husband's Name		
3.	Gender		
4.	Marital Status		
5.	Permanent Address with Pin Code		
6.	Address for Communication with Pin Code (with Phone No. and E-mail address)		

13.	Title of the Thesis for the Research Degree(s)		
	Degree	Subject	Title
	M.Phil		
	Ph.D		
	Any other higher degree like D.Sc., D.Litt., etc.		

14.	Teaching Experience (Enclose the self-attested photocopies)							
Sl. No.	Institution	Position	Temporary/ Permanent	Teaching		Duration		Total Years of Service
				UG	PG	From	To	
Total years of experience								

15.	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 Supervisions
(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 Professional Journals, Text Books, Reference Books and Edited Books with ISBN Nos.	
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a. Regional Journals

Authors' Name	Title	Year of Publication	Publisher's Name	Total Pages	Impact Factors

b. National Journals

Authors' Name	Title	Year of Publication	Publisher's Name	Total Pages	Impact Factors

c. International Journals

Authors' Name	Title	Year of Publication	Publisher's Name	Total Pages	Impact Factors

iv.	Books written	
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16.	Conference/Seminars/Symposia/Workshops participated/presented papers (Regional/ National/International) [Proof to be enclosed]
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a. Regional

Sl.No.	Name of the event	Place/dates	Title of paper presented

b. National

Sl.No.	Name of the event	Place/dates	Title of paper presented

c. International

Sl.No.	Name of the event	Place/dates	Title of paper presented

17.	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.	Travel and Study Abroad (State When, Where, What for and What did you achieve)			
Country Visited	From	To	Purpose of Visit	

19.	Administrative Experience					
Institution	Post Held	Period of Service		Pay Scale & Salary (p.m) / Last Drawn	Description of Work Done	
		From	To			
(Total No. of Years of Administrative Experience)						

20.	Membership in Academic or Scientific Bodies:

21.	Patents, Medals, Awards and Fellowships Obtained	

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

23.	Organizational activities: Contributions to Teaching/Research and Institutional Development (Attach separate sheet one page under each heading)

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24.	Training undergone (Academic/Administrative) attach separate sheet if necessary						
Sl. No.	Name	Place	Period	Sponsor	Field of Specialization	Expertise developed or learnt	Application of Training

25.	Designation, Scale of Pay in the present post and Basic Pay drawn as on date of the application	
	a. Designation	
	b. Scale of Pay	
	c. Basic Pay	

26.	Is there any commitment to serve any organization?	
	If so give details	
27.	IT/e-governance/Management Experience/Qualification, if any	
28.	Development of softwares & IT modules for Teaching, Research, Administration & Vision Plan	
29.	Names of Professional Societies in which you are member and position, if any.	

30.	Details of disciplinary action, if any	
31.	Any additional information that the applicant may wish to be considered	
32.	If appointed, time required for joining duty	
33.	<p><u>Testimonials:</u> (Name, Designation and Address, Contact No. & email-id). Two testimonials from persons under whom the candidate has either studied or worked be enclosed.</p>	
	<p>1.</p> <p>2.</p>	
34.	<p><u>References:</u> Three persons in responsible positions who are well acquainted with the applicant's character and work (other than relatives) with Name, Designation and Address with Contact No. & email-id.</p>	
	<p>1.</p> <p>2.</p> <p>3.</p>	

35.	Item-wise enclosures	1.
		2.
		3.
		4.
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		10.

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.

Place:

Signature of the Applicant

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.

RECOMMENDATION OF THE HEAD OF THE INSTITUTION / REGISTRAR

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

Head of the Institution / Registrar

Note: While sending 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 CONTROLLER OF EXAMINATIONS, TAMIL NADU TEACHERS EDUCATION UNIVERSITY, CHENNAI.**”

TAMIL NADU TEACHERS EDUCATION UNIVERSITY
CODING SHEET

Name of the post applied for :

S.No	Particulars					
1.	Name of the Applicant					
2.	Date of Birth :		Age :		Sex: M/F	
3.	Community :	GT	SC/ST	MBC	DNC	BC
4.	Qualifications :					
	Name of the Degree		Year of Passing		Percentage of Marks/Class	
	PG					
	M.Phil.					
	Ph.D.					
5.	NET /SLET/CSIR					
6.	Additional Qualifications:					
	Name of the Degree		Year of Passing		Percentage of Marks/Class	
	D.Sc.					
	Fellowship					
	Titles					
	Awards					
7.	Teaching/Research Experience if more than 10 years including Research, Guidance (M.Phil/Ph.D)		UG: yrs.	PG: yrs.	Res. Guidance M.Phil: Ph.D. :	
8.	Post Doctoral Research Experience:		National: Yrs		International : yrs	
9.	No.of Publications Total: <input style="width: 40px; height: 20px;" type="text"/>	Regional Journals/ Books <input style="width: 40px; height: 20px;" type="text"/>	National Journals/ Books <input style="width: 40px; height: 20px;" type="text"/>		International Journals/ Books <input style="width: 40px; height: 20px;" type="text"/>	

10.	Conference, Seminar, Workshop Participated:		
	Regional: nos.	National: nos.	International: nos.
11.	Research Projects conducted and Fund generated in Rs.		
12.	Present Position		
13.	Scale of Pay / Basic Pay:		
14.	Address to which communication is to be sent with Tel.No. Cell No. and E-mail ID:		
15.	Administrative experience in Government, Universities and Educational Institutions		
<p>I declare that the details given above are correct and I stand responsible for their validity</p> <p>Date: _____ Signature of the Applicant _____</p>			
Note: This coding sheet should be filled in by the applicant compulsorily.			
<p style="text-align: center;">For office use only</p> <p>Verified _____ Comments, if any _____</p> <p style="text-align: right;">REGISTRAR i/c</p>			