



ANNA UNIVERSITY
SARDAR PATEL ROAD, CHENNAI – 600 025.

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: 044 – 22359404
Fax : 91-44-22351956
Web : www.annauniv.edu

Advt.No.001/PR31/2013, Dated : 18.12.2013.

Applications are invited for the post of Deputy Registrar in the Pay Band of 15600-39100 with the Grade Pay of Rs.7600/- at various University Departments of Anna University, Chennai 600 025.

Prescribed application form, together with information and instructions to the candidates, containing the details of qualifications, experience etc. can be downloaded from the Web Site <http://www.annauniv.edu>. The candidates shall send the application duly enclosing a Demand Draft for Rs.500/- for General category and Rs.250/- for Tamilnadu SC/ST candidates dated not earlier than 20.12.2013 along with the required enclosures to the Registrar, Anna University, Chennai-25.

Last date for the receipt of completed application is 10.01.2014 by 5.00 p.m.

REGISTRAR i/c

INFORMATION AND INSTRUCTIONS TO CANDIDATES

Advertisement No.001/PR31/2013, Dated: 18.12.2013

Last date for receipt of completed application is 10.01.2014 by 5.00 p.m.

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1. VACANCY POSITION:

DEPUTY REGISTRAR	
Vacancy	Roster
6	GT / SC(A) / MBC / D.C / B.C / GT(W) & (DW) / SC (W) & (DW)

2. QUALIFICATIONS AND EXPERIENCE

Eligibility Criteria	By Direct Recruitment
Qualification	A Master's degree with atleast 55% marks or its equivalent grade of 'B' in the UGC seven point scale.
Experience	Five years of experience as a Lecturer in a College or a University with experience in educational administration.

3. PAYBAND + GRADE PAY:

Deputy Registrar : Rs.15600-39100 + Rs.7600/- Grade Pay

The Pay carries DA, HRA, CCA and Medical Allowance as admissible at the rates in force from time to time.

Appointees will be governed by the CPS only. However, the candidates already in GPF Scheme will be governed by GPF Scheme.

4. GENERAL INFORMATION AND INSTRUCTIONS

1. The applicants should possess the qualifications and experience as on **01.07.2013**. Completed applications along with a Demand Draft for Rs.500/- for General Category and Rs.250/- for SC/ST category drawn in favour of the Registrar, Anna University, Chennai and dated not earlier than **20.12.2013** should be sent to the REGISTRAR, ANNA UNIVERSITY, CHENNAI - 600 025 by Registered Post with Acknowledgement Due or by Courier Mail and the envelope containing the application should be superscribed on the left hand top corner as "Application for the post of **DEPUTY REGISTRAR**. The last date for the receipt of the completed application is **10.01.2014** by 5.00 p.m.
2. The University is not responsible for any postal delay / loss in transit of the application.
3. The completed application may also be dropped in the box at the Tapal Section at the Administrative Building of the University.
4. Applications from candidates who are employed will be considered only if forwarded through proper channel or a "No Objection Certificate" from the employer is produced at the time of interview.
5. Candidates are required to forward their applications in the prescribed form, accompanied by copies of degree certificates, and other academic and technical qualifications, evidence of age, professional experience, present position, and salary drawn etc.
6. Candidates with educational pattern 10 + 2 + 3 / 10 + 3 + 2 / 10 + 3 + 3 / 11 + 1 + 3 / 11 + 2 + 3 only will be considered.
7. If a qualified and suitable woman candidate belonging to SC, ST, MBC, BC or GT is not available for selection for appointment against the vacancy reserved for women in the

advertisement it shall go to a male candidate within the respective category, who is eligible and found suitable for the post by the selection committee.

If no qualified and suitable destitute widow is available, the turn so set apart for destitute widow shall go to the women (other than destitute widow) belonging to the respective category.

8. If no qualified and suitable candidates belonging to SC (Arunthathiyar) are available the seat reserved for SC(A) will be filled up by other SC members on merit basis.
9. Applications incomplete in any respect and those received after the due date will be rejected.
10. Applications from persons who do not possess the minimum prescribed qualification for the post will be summarily rejected.
11. Interim correspondence in connection with the application will not be entertained.
12. Appointment on deputation basis will not be considered under any circumstances.
13. In case, the number of applications received is 5 times more than the number of vacancies, a test will be conducted, to shortlist the candidates.
14. Applicants should be prepared to come for a test and interview / interview at Chennai at their own cost.
15. Requests for change of date of test / interview will not be considered.
16. The University reserves rights to fill or not to fill the vacant posts.
17. The candidate should be able to read and write in Tamil.
18. The decision of the Syndicate on the recommendation of the Selection Committee shall be final and no appeal or correspondence shall be entertained in this regard.
19. If the interview for the post notified above could not be conducted by the University for any reasons, the cost of application shall be refunded to the candidates concerned.
20. Canvassing in any form will be a disqualification.

REGISTRAR i/c]



ANNA UNIVERSITY
SARDAR PATEL ROAD, CHENNAI – 600 025.

Affix your
passport size
photograph
and get it duly
attested

APPLICATION FOR THE POST OF DEPUTY REGISTRAR

Advt.No.001/PR31/2013, Dated : .12.2013

- 1 Name of the post :
2. Name of the applicant in full with initials at the end : Dr. / Thiru.
Tmt. / Selvi.
(in Block Letters)
3. Name of Father / Husband :
- 4 Address for communication :

Pin code

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Telephone No.

(with STD Code)

:

Mobile No.

:

Fax No. (with STD Code)

:

E-mail I.D.

:

4.1 Permanent Address :

Pin code :

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Telephone No./Mobile No. :

(with STD Code)

5. Date of Birth :

Day	Month	Year								
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6. Community :

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SC	SC(A)	SC(W) &(DW)	MBC/ DC	BC	OC

(please tick)

7. Nationality (please tick) :

<input type="checkbox"/> Indian	<input type="checkbox"/> Foreigner
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8. **Details of qualifications** :

General Educational Qualification:
(Start from the most recent degree and list up to SSLC)

Degree	Branch	Class	Marks/ CGPA	Year of Passing	University / Board

9. **Details of experience (Evidence to be enclosed)**

(Start from the most recent experience)

Name & address of the Institution/ Organisation	Post held	Scale of Pay / Pay Band	Period of service		Duration		
			From	To	Y	M	D
Total							

10. **Publications**

10.1 No. of publications in : National International
referred National and International Journals

10.2 Details of publications as per the given order (to be given in a separate sheet)
Authors, title, year, Name of the Journal, Vol.No., Page Numbers

11. Prizes, Medals and other Honours received,
if any (Attach separate sheet) :

12. Languages known :

Language	Speak	Read and write	Speak, read & write

13. Any other information you would like to present for consideration in support of your candidature (Use separate sheet, if necessary) :

14. Details of Demand Draft

D.D.No. & Date	Amount in Rs.	Name of Bank & Branch (Any Nationalised Bank)

15. List of enclosures :

I hereby declare that all the information given in this application are true to the best of my knowledge and belief.

Place :

Date :

Signature