

# **ANNA UNIVERSITY**

**SARDAR PATEL ROAD, CHENNAI – 600 025**

**Advertisement No.001/RC/UCE&RC/2023, dated: 24.11.2023**

## **INFORMATION AND INSTRUCTIONS TO CANDIDATES**

**Date of online Registration Commencement: 29.11.2023 (10.00 Hours IST)**  
**Last date for submission of online application: 13.12.2023 (17.30 Hours IST)**  
**Last date for receipt of hardcopy of online application: 18.12.2023 (17.30 Hours IST)**

This advertisement has been issued for the recruitment of **‘ASSISTANT PROFESSORS’, ‘ASSISTANT LIBRARIANS’** and **‘ASSISTANT DIRECTORS (PHYSICAL EDUCATION)’** in various disciplines for the following University Colleges of Engineering and Regional Campuses of Anna University, Chennai.

1. University College of Engineering, Ariyalur
2. University College of Engineering, Arni
3. University College of Engineering, Dindigul
4. University College of Engineering, Kanchipuram
5. University College of Engineering, Nagercoil
6. University College of Engineering, Panruti
7. University College of Engineering, Pattukkottai
8. University College of Engineering, Ramanathapuram
9. University College of Engineering, Thirukkuvalai
10. University College of Engineering, Thoothukudi
11. University College of Engineering, Tindivanam
12. University College of Engineering, Tiruchirappalli
13. University College of Engineering, Villupuram
14. Regional Campus, Coimbatore
15. Regional Campus, Madurai
16. Regional Campus, Tirunelveli

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<b>Vacant Posts at University Colleges of Engineering and Regional Campuses</b>				
<b>Dept. Code No.</b>	<b>Department</b>	<b>No. of Vacancies</b>	<b>Roster</b>	<b>Vacancy</b>
2001	Automobile Engineering	4	GT	1
			SC(A) (W) (PSTM)	1
			MBC / DNC	1
			BC	1
2002	Civil Engineering	30	GT	5
			GT (Blindness & Low Vision)	1
			GT (PSTM)	2
			GT (W)	3
			SC (PSTM)	1
			SC (W)	1
			SC(A) (PSTM)	1
			SC(A) (W) (PSTM)	1
			SC(A) (W)	1
			MBC / DNC	4
			MBC / DNC (PSTM)	1
			MBC / DNC (W)	1
			BC	4
			BC (PSTM)	1
BC (W)	2			
BCM	1			
2003	Computer Science and Engineering / Information Technology	35	GT	5
			GT (Blindness & Low Vision)	1
			GT (PSTM)	2
			GT (W)	3
			SC	3

			SC (PSTM)	1
			SC (W)	2
			SC(A) (PSTM)	1
			SC(A) (W) (PSTM)	1
			MBC / DNC	6
			MBC / DNC (Locomotor Disability)	1
			MBC / DNC (PSTM)	1
			MBC / DNC (W)	2
			BC	3
			BC (PSTM)	1
			BC (W)	1
			BCM	1
2004	Electrical and Electronics Engineering	25	GT	3
			GT (Blindness & Low Vision)	1
			GT (PSTM)	1
			GT (W)	2
			SC	1
			SC (PSTM)	1
			SC (W)	1
			SC(A) (W) (PSTM)	1
			SC(A) (W)	2
			MBC / DNC	3
			MBC / DNC (PSTM)	1
			MBC / DNC (W)	2
			BC	3
			BC (PSTM)	1
			BC (W)	1

			BCM	1
2005	Electronics and Communication Engineering	51	GT	8
			GT (Blindness & Low Vision)	1
			GT (PSTM)	2
			GT (W)	4
			GT (W) (PSTM)	1
			SC	3
			SC (PSTM)	1
			SC (W)	3
			SC(A) (PSTM)	1
			SC(A) (W) (PSTM)	1
			ST (PSTM)	1
			MBC / DNC	5
			MBC / DNC (Locomotor Disability)	1
			MBC / DNC (PSTM)	1
			MBC / DNC (W)	3
			BC	7
			BC (PSTM)	2
			BC (W)	3
			BC (W) (PSTM)	1
			BCM	1
BCM (W)	1			
2006	Mechanical Engineering	29	GT	5
			GT (Blindness & Low Vision)	1
			GT (PSTM)	2
			GT (W)	3

			SC	3
			SC (PSTM)	1
			SC (W)	1
			SC(A) (PSTM)	1
			SC(A) (W) (PSTM)	1
			SC(A) (W)	1
			MBC / DNC (Locomotor Disability)	1
			MBC / DNC (PSTM)	1
			MBC / DNC (W)	2
			BC	1
			BC (PSTM)	1
			BC (W)	3
			BCM	1
2007	Mathematics	17	GT	1
			GT (PSTM)	1
			GT (W)	1
			SC	2
			SC (W)	1
			SC(A) (W) (PSTM)	1
			SC(A) (W)	2
			MBC / DNC	2
			MBC / DNC (PSTM)	1
			MBC / DNC (W)	1
			BC (PSTM)	1
			BC (W)	2

			BCM	1
2008	Management Sciences	11	GT	2
			GT (PSTM)	1
			GT (W)	1
			SC	1
			SC(A) (W) (PSTM)	1
			MBC / DNC	1
			MBC / DNC (W)	1
			BC	2
			BC (W)	1
2009	English	3	SC(A) (W) (PSTM)	1
			SC(A) (W)	2
<b>LIBRARY</b>				
2010	Assistant Librarian	14	GT	2
			GT (PSTM)	1
			GT (W)	1
			SC	1
			SC (W)	1
			SC(A) (W) (PSTM)	1
			MBC / DNC	2
			MBC / DNC (W)	1
			BC	2
			BC (PSTM)	1
			BC (W)	1
<b>PHYSICAL EDUCATION</b>				
2011	Assistant Director (Physical Education)	13	GT	2
			GT (PSTM)	1
			GT (W)	1
			SC	1

			SC (W)	1
			SC(A) (W) (PSTM)	1
			MBC / DNC	2
			MBC / DNC (W)	1
			BC	2
			BC (W)	1

## **Mandatory Qualifications for the Post of Assistant Professor**

### **(a) Engineering / Technology:**

B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent grade in a point scale in any one of the degrees from an Indian University recognized by UGC or an equivalent degree from an accredited foreign University. In respect of CGPA awarded to the candidates on a 10-Point Scale, the table of equivalence shall be provided by the university concerned followed for determining the % marks and class obtained by them. Specialization as prescribed in our Notification. If the University has not given degree classification, then, the candidate should have obtained not less than 70% in the relevant grade point scale based on the courses studied. Candidates who had completed their U.G. / P.G. degree from foreign Universities should upload the Equivalence Certificate issued by Association of Indian Universities (AIU), [www.aiu.ac.in](http://www.aiu.ac.in).

In case of M.S. (by Research), the candidate should have secured First Class or not less than 70 percentage in the appropriate Grade point scale in the relevant area of specialization.

### **(b) Science & Humanities**

- (i) The minimum requirements of good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's level and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test - SLET / SET conducted by the Government of Tamil Nadu), shall remain for the appointment of Assistant Professors.

- (ii) NET / SLET / SET shall remain the minimum eligibility condition for recruitment and appointment of Assistant Professors in Universities / Colleges / Institutions.

Provided that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil. / Ph.D. Degree) Regulations, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil. / Ph.D. Degree) Regulations, 2016 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor in any University, College or Institution.

- (iii) NET / SLET / SET shall not be required for such Master's Degree Programmes in disciplines for which NET / SLET / SET accredited test is not conducted. However, the applicant must possess Ph.D. in the respective discipline

### **(c) Management Studies**

Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

#### **NOTE:**

Candidates who have done Ph.D. after the Bachelor's Degree from institution of National importance with GATE/ GPAT/ CEED shall be eligible for the post of Assistant Professor.

### **Mandatory Qualifications for the Post of Assistant Librarian**

- (a) Master's Degree in Library Science/Information Science/ Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and with knowledge of computerization of library and a consistently good academic record with knowledge of computerization of library.
- (b) Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.

## **Mandatory Qualifications for the Post of Assistant Director of Physical Education**

- (a) Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/ Institute.
- (b) Record of having represented the University / College at the inter-University / Inter-collegiate competitions or the state and / or national championships;
- (c) Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.
- (d) Record of strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student / event management activities during college / University studies.
- (e) Record of organizing such events as student's convener or in later part of life.

### **NOTE:**

A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/ Differently abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

**AREA OF SPECIALIZATION FOR THE POSTS OF ASSISTANT PROFESSOR IN  
ENGINEERING / TECHNOLOGY AND SCIENCE & HUMANITIES, ASSISTANT LIBRARIAN  
IN LIBRARY AND ASSISTANT DIRECTOR OF PHYSICAL EDUCATION**

Code No.	Area of Specialization
<b>Name of the Post: Assistant Professor</b>	
<b>2001</b>	<b>Department: <i>AUTOMOBILE ENGINEERING</i></b>
	<p>B.E. / B.Tech. / B.S. (Automobile / Mechanical Engineering / Equivalent Branch of Study)</p> <p>M.E. / M.Tech. / M.S. (Automobile Engineering / Internal Combustion Engines / CAD / R&amp;AC / Equivalent Branch of Study) / M.S. (by Research) in any relevant area of Specialization in Automobile Engineering.</p> <p>Candidate must have Automobile Engineering specialization either at UG level or at PG level</p>
<b>2002</b>	<b>Department : <i>CIVIL ENGINEERING</i></b>
	<p>B.E. / B.Tech. / B.S. (Civil Engineering / Equivalent Branch of Study)</p> <p>M.E. / M.Tech. / M.S. (Any area of Specialization in the relevant branch of Civil Engineering) / M.S. (by Research) in any relevant area of Specialization in Civil Engineering</p>
<b>2003</b>	<b>Department: <i>COMPUTER SCIENCE AND ENGINEERING / INFORMATION TECHNOLOGY</i></b>
	<p>B.E./B.Tech. / B.S. (Computer Science and Engineering / Information Technology / Equivalent Branch of Study)</p> <p>M.E. / M.Tech. (Any area of Specialization in the branch of Computer Science and Engineering / Information Technology) / M.S. (by Research) in any relevant area of Specialization in Computer Science and Engineering / Information Technology</p>
<b>2004</b>	<b>Department: <i>ELECTRICAL AND ELECTRONICS ENGINEERING</i></b>
	<p>B.E./B.Tech. / B.S. (Electrical and Electronics Engineering / Equivalent Branch of Study)</p> <p>M.E./M.Tech. / M.S. (Any area of Specialization in the branch of Electrical and Electronics Engineering) / M.S. (by Research) in any relevant area of Specialization in Electrical and Electronics Engineering</p>
<b>2005</b>	<b>Department: <i>ELECTRONICS AND COMMUNICATION ENGINEERING</i></b>
	<p>B.E./B.Tech. / B.S. (Electronics and Communication Engineering / Equivalent Branch of Study)</p> <p>M.E. / M.Tech. (Any area of Specialization in the branch of Electronics and Communication Engineering) / M.S. (by Research) in any relevant area of Specialization in Electronics and Communication Engineering</p>

<b>2006</b>	<b>Department: <i>MECHANICAL ENGINEERING</i></b>
	B.E. / B.Tech. / B.S. (Mechanical Engineering / Equivalent Branch of Study)  M.E./ M.Tech. / M.S. (Any area of Specialization in the branch of Mechanical Engineering) / M.S. (by Research) in any relevant area of Specialization in Mechanical Engineering
<b>2007</b>	<b>Department: <i>MATHEMATICS</i></b>
	B.Sc. (Mathematics) / B.Sc. B.Ed. (4 year Integrated Programme with Mathematics as one of the specialization)  M.Sc. (Mathematics / Applied Mathematics)  Ph.D. in the relevant area of Mathematics / Applied Mathematics
<b>2008</b>	<b>Department: <i>MANAGEMENT STUDIES</i></b>
	UG Degree: Any recognized Bachelor's degree  Master's Degree in Business Administration / 2-year Post Graduate Diploma in Management
<b>2009</b>	<b>Department: <i>ENGLISH</i></b>
	B.A. (English Language & Literature) M.A. (English Language & Literature) Ph.D. in the relevant area of English Language & Literature
<b>2010</b>	<b><i>LIBRARY</i></b>
	<b>Name of the Post: Assistant Librarian</b>
	UG Degree: Any recognized Bachelor's degree  PG Degree: Library Science / Information Science / Documentation Science / Any equivalent Library Professional Degree
<b>2011</b>	<b><i>PHYSICAL EDUCATION</i></b>
	<b>Name of the Post: Assistant Director</b>
	UG Degree: Any recognized Bachelor's degree  PG Degree: Physical Education and Sports or Physical Education or Sports Science

**GENERAL INFORMATION AND INSTRUCTIONS:**

1. a. Candidates must be Indian Nationals only with excellent academic record and excellent commitment to quality in teaching and research and may file the online application from **29.11.2023 (10.00 Hours Indian Standard Time)**.
- b. Candidates should possess the required educational qualifications in relevant branch / specialization, experience and other requirements (if applicable) specified as on **24.11.2023**.

- c. Educational qualifications, experiences etc. mentioned in this Notification indicate the minimum eligibility.
2. a. Candidates who satisfy all the requirements should fill their applications only through online mode in the prescribed format.
- b. Separate application should be filed for each Department / Library / Physical Education.
- c. The last date for filing the application through online mode is **13.12.2023 (17:30 Hours, Indian Standard Time)**.
3. Candidates should pay a non-refundable application-processing fee for each Department / Centre / University Library through online as given below.

Rs. 400/- (Rupees Four hundred only) - For the candidates belonging to SC/SC(A)/ST category + 18% GST	<b>Rs.472/-</b>
Rs.1000/- (Rupees One thousand only) - For all the other candidates + 18% GST	<b>Rs.1,180/-</b>

4. a. After successful submission of the duly filled-in online application(s), the candidate shall download the same, affix signatures at appropriate places and send them along with all the relevant enclosures to the Registrar, Anna University, Chennai – 600 025 **only by Speed / Registered Post with acknowledgement due** so as to reach him on or before 18.12.2023 (17:30 Hours, Indian Standard Time). The envelope containing the application and enclosures should be superscribed on the left hand top corner as “Application for the post of \_\_\_\_\_ in the Department(s) of \_\_\_\_\_ and code No(s). \_\_\_\_\_.
- b. The self-attested photocopies of the documents have to be sent along with the hard copy of each application.
5. The hard copy of the duly filled-in online application(s) along with supporting documents received on or before the due date at the office of the Registrar, Anna University Chennai – 25 shall be considered for further processing. Hand written application shall not be accepted. The applications received after the last date will be summarily rejected.
6. Applications from candidates who are already employed in Government /

Government Aided Institutions shall be considered only if the applications are forwarded through proper channel (Head of the Institution / Organization) with a “No Objection Certificate” (as per **FORMAT-III**) from the present employer failing which the application is liable to be summarily rejected. **Advance copy of the application will not be accepted.**

7. Applications without satisfying educational qualifications in relevant branch / specialization & experience (if applicable) / Incomplete Applications / Applications without proper enclosures / Applications filled with discrepancy / **Applications which are not forwarded through proper channel** will be summarily rejected and no information will be sent to the candidate to this effect.
8. Reservation policy shall be as per Tamil Nadu Government Servants (Conditions of Service) Act, 2016.
9. Appointment on deputation basis will not be considered under any circumstances.
10. All the Original documents shall be produced at the time of Interview for verification.
11. Canvassing in any form shall be a disqualification.
12. The online applications / hard copy of applications of the candidates who are not selected will be retained only for six months from the date of completion of the recruitment process.
13. In case of any disputes, any suit or legal proceedings shall be filed within six months from the date of issue of appointment order to any cadre and the territorial Jurisdiction shall be Madras High Court, Chennai.
14. Candidates should necessarily fill in the information regarding pending court cases, criminal cases, disciplinary actions or equivalent etc. against him / her in the relevant column of the application form. Any changes in this information as and when takes place after the submission of application form till the completion of recruitment process shall be brought to the notice of the University by the candidate, failing which the University reserves the right to cancel the candidature and to debar the candidate from all selections at any point of time.

15. Candidates possessing equivalent U.G. / P.G. Degree as approved by the Higher Education Department, Government of Tamil Nadu are also eligible to apply.
16. The pay and other allowances shall be as per 7<sup>th</sup> Pay Commission for the candidates.
17. The selected candidates shall be governed by Contributory Pension Scheme as per the prevailing rules of Government of Tamil Nadu.
18. Age shall not be less than 24 years on 1<sup>st</sup> July 2023.
19. The selection process consists of
  - Written Test
  - Presentation before the Subject Experts and
  - Personal Interview with the Members of the Selection Committee
20. The candidates will be shortlisted for interview in the ratio of 1:5 based on the marks secured in the written test and number of vacancy positions. For example, if there is only one vacancy, 5 candidates will be shortlisted and in case of 'n' vacancies, '5 × n' candidates will be shortlisted. In case of a tie in mark of the last candidate (that is the '5n<sup>th</sup>' candidate), all candidates secured the same mark will be shortlisted.

In addition to the above shortlisted candidates, the University shall shortlist only the Teaching Fellows who continue to be engaged on the date of the written test and secures Marks  $\geq$  (Mark obtained by 5n<sup>th</sup> candidate – 5% of Mark obtained by 5n<sup>th</sup> candidate).

21. Evaluation Scheme for the recruitment for the post of Assistant Professor, Assistant Librarian and Assistant Director (Physical Education) is detailed below:

<b>S. No.</b>	<b>Evaluation Scheme</b>	<b>Max. Marks</b>
1	Written Test	<b>60</b>
2	Assessment of Domain Knowledge and Teaching Skills [Presentation on the subject of applicant's specialization to the Expert Committee]	<b>20</b>
3	Interview Performance [Personal Interview by Selection Committee]	<b>20</b>

**In the personal interview, persons who have been engaged as Teaching Fellows by the University, qualified in the written test and continue to be engaged on the date of the interview, shall be eligible for 1 mark for every year of engagement as a Teaching Fellow in the University, subject to a maximum of 5 marks in the interview process.**

22. No correspondence whatsoever will be entertained from candidates regarding reason for not being called for Written Test / Interview / outcome of Interview.

23. a. The date and time of Written Test, Presentation and Interview will be hosted in the Anna University website. In addition, communication will be sent to the registered e-mail ID.

b. Requests for change of date of Written Test, Presentation and Interview will not be entertained.

c. No TA / DA will be paid to the candidates for attending the Written Test, Presentation and Interview.

d. The Selection process may not be completed on the same day.

### **IMPORTANT INSTRUCTIONS**

- Candidates should have obtained Bachelor's Degree from a recognized University, under 10+2+4 / 10+3+3 / 10+2+3+3 / 10+2+2+3 / 10+3+3.5+2 / 10+3+3.5+3 / 10+2+4+3 system for Engineering & Technology, 10+2+3 / 10+2+4 system for Management, 10+2+3 / 10+2+4 system for Science & Humanities, Library and Physical Education.
- Application of the candidates who have completed U.G. / P.G. / Ph.D. in Engineering and Technology under Distance Mode shall not be considered.
- Application of the candidates who have completed M.Phil. and Ph.D. under Correspondence / Distance Education / Open University System from the academic year 2007-2008 shall not be considered as per G.O.(Ms) No.91, Higher Education (K2) Department, dated 03.04.2009.
- In any cadre, the roster-turn indicated as 'PSTM' means Persons Studied in Tamil Medium. For all the other roster turns the medium of instruction shall be only English.

- Medium (English / Tamil) of instruction means, school studies, under-graduate, post-graduate, and research degrees shall be in the same medium. Even if anyone of the above studies / Degrees has been completed with Tamil as the medium of instruction, then the medium of study of the candidate shall be considered as English and not as Tamil Medium.
- If a qualified and suitable candidate who has acquired relevant degrees including school studies in Tamil medium is not available for selection for appointment in the turn allotted for Tamil Medium candidate in the cycle, then, the turn so allotted shall be filled by a candidate studied in English Medium in the respective category in roster.
- If a qualified and suitable woman candidate belonging to Scheduled Castes, Scheduled Castes (Arunthathiyar), Backward Class Muslims, Backward Classes, Most Backward Classes / De-notified Communities and General Turn is not available for selection for appointment in the turn allotted for women in the cycle, then, the turn so allotted shall be filled by a male candidate in the same category in roster.
- Provided that if even after filling up of the required appointments or posts reserved for Arunthathiyars amongst the Scheduled Castes, if more number of qualified Arunthathiyars are available, such excess number of candidates of Arunthathiyars shall be entitled to compete with the other Scheduled Castes in the inter-se-merit among them and if any appointment or post reserved for Arunthathiyars remain unfilled for want of adequate number of qualified candidates, it shall be filled up by Scheduled Castes other than Arunthathiyars.
- **Reservation for differently abled:** - 4% of the posts are reserved for Differently Abled candidates as per G.O.(Ms.) No. 21, Welfare of Differently Abled Persons (DAP-3.2) Department dated: 30.05.2017. The details of disabilities suitable for the post of Assistant Professor as per G.O.(Ms) No.20, Welfare of Differently Abled Persons (DAP.3.2) Department, dated: 20.06.2018, are furnished in the Table shown below.

<b>ABBREVIATIONS</b>	
<b>Code</b>	<b>Physical Requirements</b>
<b>HI</b>	Hearing impaired
<b>HH</b>	Hard of Hearing (with Assistive Device)
<b>LD</b>	Loco-motor Disability (OA,OL,BL,BA,OAL,BLOA,BABL) <b><u>Functional Classification</u></b> OA - One Arm OL - One Leg BL - Both Legs BA - Both Arm OAL - One Arm One Leg BLOA - Both Leg One Arm BABL - Both Arm Both Leg
<b>LC</b>	Leprosy Cured
<b>DF</b>	Dwarfism
<b>AC</b>	Acid attack victims
<b>MD</b>	Multiple Disability, (except for those multiple disabilities which are individually excluded)

Such candidates have to upload the certificate obtained from the Medical Board of the District concerned certifying the nature and extent of disability in percentage.

- The candidate should upload the community certificate obtained from the competent authorities in Tamil Nadu as indicated in the table shown below.

<b>COMMUNITY</b>	<b>COMPETENT AUTHORITY NOT BELOW THE RANK OF</b>
ST	Revenue Divisional Officer / P.A. to Collector for candidates from the Metropolitan Cities
SC / SC(A)	Tahsildar of native Taluk of the candidate
BC / BCM / MBC / DNC	Head Quarter Deputy Tahsildar or Special Deputy Tahsildar

- Candidate(s) who have obtained Community Certificate other than authorities of Tamil Nadu and other State Candidate(s) shall compete under General Turn Category.
- Married women should possess Community Certificate issued in their father's name only.

**REGISTRAR**

**FORMAT – I**

**TEACHING EXPERIENCE CERTIFICATE**

**(Separate form should be used for each Institution)**

1. Name of the Candidate :
2. Name of the Institution with full Address and email-ID :
3. Details of Teaching Experience :

S. No.	Post(s) held	Scale of Pay	Period of service		Duration		
			From	To	Y	M	D
Total							

Certified that the above particulars have been verified against the records maintained in the Institution / College are found correct. It is also certified that a copy of this certificate issued along with records shall be maintained by this office for future reference.

Endorsement No.:

Dated :

**Principal / Head of the Institution  
(Office Seal & date)**

Place :

Date :

## FORMAT – II

**Tamil Medium:** Persons Studied in Tamil Medium (PSTM) have to produce evidence, such as Transfer Certificate, Provisional Certificate / Degree Certificate / Mark sheets received from the Board (or) University (or) from the Institution, with a recording that he / she studied the **prescribed educational Qualification in Tamil Medium**. If there is no mention about the medium of instructions as Tamil in the above certificates, then a certificate from the Head of the Institution as given below must be furnished:-

### **PSTM Certificate**

**(To be issued only by the Principal / Head of the Institution)**

This is to certify that \_\_\_\_\_ (Name) has studied \_\_\_\_\_ (course Name) during the years \_\_\_\_\_ to \_\_\_\_\_ in Tamil Medium. This certificate is issued after verifying the Statement of Marks / Transfer Certificate.

Endorsement No :

Dated :

**Principal / Head of the Institution  
(Office Seal & date)**

Place :

Date :

**FORMAT – III**

**NO OBJECTION CERTIFICATE BY THE PRESENT EMPLOYER**

1. Name of the candidate :
2. Name of the Post held :
3. Nature of Appointment (Part-Time / Full-Time) :
4. Period of Employment From (date): To (date) :
  - a. I have no objection to the candidate`s application being considered for the post(s).
  - b. Certified that \_\_\_\_\_ has the following punishment / has no punishment to his / her credit.
  - c. It is also certified that no charges and / or criminal case are / is pending against him / her. (If there is any case pending, copy of documents to be enclosed).

Endorsement No :

Dated :

**Principal / Head of the Institution**

(Office Seal & date)

Place :

Date :