



TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY
MELAKOTTAIYUR (Po), CHENNAI-600127

**APPLICATION FOR THE POST OF CONTROLLER OF EXAMINATIONS
(TENURE POST – THREE YEARS)**

Ref / Advertisement No & Date :

Pay :

Application Fee Rs.

D.D. No:

Date:

Name of the Bank:

Branch:

Affix Recent
Passport size
colour Photograph

(READ THE INSTRUCTIONS TO THE CANDIDATES CAREFULLY BEFORE FILLING THE APPLICATION)

1.	Name in Full (in block letters)(as indicated in the Secondary School Certificate)	:	
2.	Date of Birth and Age (D/M/Y)	:	____Years
3.	Nationality	:	
4.	Category (OC/SC(A)/ SC/ST/MBC/DNC/BC/BC(M))	:	
5.	Sex	:	M / F / Transgender
6.	Marital Status	:	
7.	Father's Name / Husband's Name	:	
8.	Mother Tongue	:	
9.	Address for Correspondence (with email, phone & Mobile)	:	
10.	Permanent Address (with phone number)	:	

11. Academic & Professional Qualifications

(From S.S.L.C., onwards) (Attach Self Attested copies)

Exam Passed	University Board/ Institution	Month / Year of Passing	Subject In which Degree Awarded	Specialization if any	% of Marks	Division/ Scale	Rank/ Position

Note: Attach separate sheet if required

12. Professional and Administrative Experience (Attach proof)

Organization	Period		Area
	From	To	

13. Post Doctoral Research (Specify the Agencies Offered, Name of the Project, Year and Amount) (Attach proof)

Major Project Completed	Minor Project Completed

14. Affiliation to Professional Societies:

Academic Fellowships _____

Professional Body Memberships _____

15. Research Papers

International Journals	National Journals	Conferences/Seminars
No. of Papers	No. of Papers	No. of Papers

16. Books/ Monograph / Report Published (Please provide a list)

	No.	Title & Year
Books		
Monograph		
Reports		

17. Patents (Separately for India & Overseas)

Details	Year

18. Contribution to Technology / Process/System Development:

(a) As Individual :

(b) As Team member :

(c) As a Leader :

19. Sports / Games Participation/ Achievement Particulars (please specify the name and level of the game / sports with year and provide the list)

Inter University	Inter State	International

20. Examinations related experience / Pre-conduct / Post-conduct of University Examinations or other comparable examinations

Nature of Examinations	Responsibility	University / Colleges	Period	
			From	To

21. Knowledge and Curriculum Design & Development

Nature and Curriculum Design	Level			University / College
	UG.,	PG.,	M.Phil.,	

22. Working Knowledge of examinations software and result automation.

- a.
- b.
- c.
- d.

23. Awards/Honours (please specify the name of the awards with year and provide a list)

	No. of Awards/Honours	Years	Details
International			
National			
State			
Professional bodies			
Any other			

24. Computer Knowledge (Specify your computer proficiency):

- a.
- b.
- c.
- d.

25. Names of Two Reputed Referees :
(With full Address/Tel/Email)

1.

2.

26. Minimum Joining Time Required (if Selected) :

27. Any Other Special Information :

28. Check List of enclosure: (Tick in the appropriate column)

S.No	Enclosure (Except D.D. attach attested Xerox copies only)	Attached	Not Attached
1	Demand Draft		
2	Age Proof – Birth Certificates		
3	SSLC First Page		
4	Community Certificate		
5	UG/PG/M.Phil./Ph.D Degree Certificates		
6	Last Pay Drawn Certificate if already employed		

29. Declaration :

I hereby declare that all the information provided in this application including the annexure and enclosure are true, complete and correct to the best of my knowledge and belief. I also certify that I have not suppressed / hidden any of the details on the date of submission and in the event of any of the information being found false or incorrect at any stage, my candidature or appointment can be cancelled.

Signature of Candidate

Place:

Date:

30. Endorsement by the Employer (for candidates in employment only)

<u>To be signed and forwarded by the present employer</u>
<p><u>Forwarded to:</u></p> <p>The Registrar Tamil Nadu Physical Education and Sports University Melakottaiyur Po, Chennai – 600 0127.</p> <p>The applicant Shri / Smt / Dr/ Kum / _____ is a permanent / temporary Employees of the _____(Organization Name) holding the post of _____ (Post Name) w.e.f _____ in the Pay of Rs. _____.</p> <p>Certified that no disciplinary / Vigilance proceedings has been contemplated or is pending against the said applicant. It is certified that the integrity of Shri / Smt / Dr/ Kum / _____ is _____. We have no objection for his / her applicant being considered by the Tamil Nadu Physical Education and Sports University. The applicant will be relieved immediately on selection.</p> <p>_____</p> <p>(Signature of the forwarding authority)</p> <p>Name:</p> <p>Designation:</p> <p>Place:</p> <p>Date:</p> <p style="text-align: right;">Office Seal</p>

PART – II

Details of Academic Record

1. Educational Criteria:

	Under-Graduation	Post-Graduation	M.Phil
Percentage of Marks			

2. Qualified: Ph.D. /National /State level tests:

Tests/ Fellowship:	Ph.D.	NET with JRF	NET	SLET/ SET (Within Tamil Nadu)	GATE or OTHERS
Yes /No (With Year)					

3. Details of Post-doctoral and equivalent experience:

(Provide details of Institute/University where post doctoral position was held, Date of joining and Date of Relieving, Name and affiliation of the research supervisor; enclose self-attested relevant certificates)

4. Details of teaching experience:

(Provide details of Institute/University where teaching was carried out, Date of joining and Date of Relieving, Program handled and level of the Program (UG/PG, etc.); enclose self-attested relevant certificates)

ACADEMIC RECORD TO BE FILLED BY THE CANDIDATE

Academic Record		Score				Marks Claimed by candidate	For office use only
1	Graduation	80% Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% = 05		
2	Post- Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20			
3	M. Phil.	60% & Above = 07	55% to less than 60% = 05				
4	Ph.D.			30			
5	NET with JRF			7			
	NET			5			
	SLET/SET (only Tamil Nadu)			3			
6	Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)			10			
7	Teaching / Post- Doctoral Experience (2 marks for one year each)			10			

Note:

1. If the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately
2.

(i) M. Phil +Ph .D	Maximum - 30Marks
(ii) JRF/NET/SET(TN)/SLET(TN)	Maximum - 07Marks
(iii) In awards category	Maximum - 03 Marks.
3.

Academic Score -	80
Research Publications-	10
Teaching Experience-	10
Total	100
4. SLET(TN)/SET (TN) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions

As per the UGC Notification dated 18th July 2018

PART – III

Details of Academic / Research Score

1. Research Papers in Peer-Reviewed or UGC listed Journals:

S.No	Title of the paper, with Journal's name, Year of Publication, Vol. No., Page Nos., etc.	ISSN No.	Impact Factor, if any*	Authorship**	Marks Claimed by candidate	For office use only

* Impact Factor as per JCR-Thomson Reuter as on year 2019

** For Authorship: Kindly indicate whether you are (i) Single Author (ii) First and Principal/Corresponding author/Supervisor/Mentor or (iii) Other Author/Co-author.

2. Publications (other than Research papers):

(a) Books authored

S.No	Publication Type*	Title of the Book Chapter/ Book with details of publication.	ISBN/ ISSN No.	Level International/ National / Chapter in Edited Book / Editor of Book by International Publisher / Editor of Book by National Publisher	Authorship**	Marks Claimed by candidate	For office use only

(b) Translation works in Indian and Foreign languages by qualified faculties

S.No	Publication Type*	Title of the Book Chapter / Book with details of Publication	ISBN/ ISSN No.	Chapter or Research Paper / Book	Authorship**	Marks Claimed by candidate	For office use only

* For Publication Type: Kindly indicate whether the publication is (i) Text/Reference/Subject Books, (ii) Edited/Translated Books, (iii) Chapters in Books/Full Paper in Conference Proceedings. For Conference Proceedings only full Papers will be considered, abstracts will not be considered.

** For Authorship: Kindly indicate whether you are (i) Single Author/Editor/Translator, (ii) First and Principal/Corresponding author/supervisor/mentor, (iii) Other Author /Co-author, (iv) First Editor/translator or (v) Co-editor/Co-translator. This should be as per standard definition of the respective terms as applicable to the concerned discipline.

3. Creation of ICT mediated Teaching-Learning pedagogy and content development of new and innovative courses and curricula (provide annexure wherever applicable/required) :

(a) Development of Innovative pedagogy

S. No	Brief description	Organization for which it was developed	Level: (PG/UG)	Marks Claimed by candidate	For office use only

(b) Design of new curricula and courses

S. No	Brief description	Organization for which it was developed	Level: (PG/UG)	Marks Claimed by candidate	For office use only

(c) MOOCs

S. No	Brief description	Organization for which it was developed	Level: (PG/UG)	Marks Claimed by candidate	For office use only
(i)	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits, 5 marks/credit)				
(ii)	MOOCs (developed in 4 quadrant) per module/lecture				
(iii)	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)				
(iv)	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 2 marks/credit)				

(d) E-Content

S.No	Brief description	Organization for which it was developed	Level: (PG/UG)	Marks Claimed by candidate	For office use only
(i)	Development of e-Content in 4 quadrants for a complete course/e-book				
(ii)	e-Content (developed in 4 quadrants) per module				
(iii)	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)				
(iv)	Editor of e-content for complete course/paper/e-book				

4. Research Guidance/Research Projects**(a) Research Guidance****(i) Ph.D.**

S.No	Name of the Scholar	Thesis Title	Thesis Awarded / Submitted	Marks Claimed by candidate	For office use only

(ii) M.Phil.,

S.No	Name of the Scholar	Thesis Title	Thesis Awarded	Marks Claimed by candidate	For office use only

(iii) P.G., Level

S.No	Name of the Scholar	Thesis Title	Thesis Awarded	Marks Claimed by candidate	For office use only

(b) Research Projects Completed

S.No	Title of Research Project	Funding Agency	Period	PI/Co-PI/ Joint PI	Amount (In Lakh)	Marks Claimed by candidate	For office use only

(c) Research Projects Ongoing

S.No	Title of Research Project	Funding Agency	Period	PI/Co-PI/ Joint PI	Amount (In Lakh)	Marks Claimed by candidate	For office use only

(d) Consultancy

S.No	Title of Consultancy Project	Funding Agency	Period	Amount (In Lakh)	Marks Claimed by candidate	For office use only

5. Patents/Policy Document**(a) Patents**

S. No	Brief Description	Patent No.	Date of Award	Level: International/ National	Marks Claimed by candidate	For office use only

(b) Policy Document submitted to an International body/organization like UNO/ UNESCO/ World Bank/ International Monetary Fund etc. or Central Government or State Government

S. No	Title of Policy Document	Name of Body/ Organization	Date of Submission	Level: International/ National/State	Marks Claimed by candidate	For office use only

(c) Awards / Fellowships:

S. No	Name of Awards / Fellowships	Awarding Agency	Period		Level: International / National	Marks Claimed by candidate	For office use only
			From	To			

6. (a) Invited Lecture / Resource Person

S.No	Title of the Invited Lecture/Paper presented	Title of Conference/ Seminar etc.	Organised by	Date of Presentation	Level	Marks Claimed by candidate	For office use only

(b) Paper Presentation in Seminar / Conference

S.No	Title of the Paper Presentation	Organised by	Date of Presentation	Level	Marks Claimed by candidate	For office use only

(c) Full Paper Published in Conference / Seminar Proceedings (Should not be claim marks if it is claimed in 6 (b))

S.No	Title of the Paper Published	Organised by	Date	Level	Marks Claimed by candidate	For office use only

NOTE: Level shall be, International (Abroad)/ International (within India)/ National/State/ University

7. Future Plans (In approximately 150 words):

OTHER RELEVANT INFORMATION

(Attach self-certified evidence, wherever possible)

- (a) Academic awards and distinctions:
- (b) Membership/Fellowship of Learned bodies/Societies:
- (c) Literary, cultural or other activities(e.g. Attainment in sports etc.) in which the applicant is interested and distinctions obtained:
- (d) Please give details of any other credential, significant contributions, awards received, responsibilities, etc. not mentioned earlier:

I certify that the information provided in the duly filled proforma is correct as per records enclosed.

Date :

Place :

Signature of the Applicant

List of Documents to be Enclosed: Check List
(Must be enclosed along with the Application)

Document	Enclosed (Yes/No)
1. Original Demand Draft	
2. Application Part I & Part II.(3 copies of application and one soft copy in CD)	
3. Proof of age	
4. Community Certificate.	
5. Relevant certificates for educational qualification.	
6. Mark statements of UG, PG, and M.Phil, (if applicable) degrees.	
7. Certificate for NET with JRF/NET/SET/SLET/Ph.D.	
8. Teaching experience certificate from appropriate authority	
9. Research Guidance: Ph.D. – Proof for number of candidates awarded with the degree/thesis submitted/pursuing.	
10. Proof for Post Doctoral research	
11. Copies of the publications in refereed journals with front page	
12. Cover page of the books published	
13. First page of the chapters published in edited books.	
14. Copy of awards/fellowships letters (awards/fellowships given by International Organizations/Government of India/ Government of India recognized National Level Bodies/ State Government), if any.	
15. Proof for the patents approved /granted/published, if any.	
16. Copy of award letters of projects.	
17. Proof of Refresher Courses / Orientation Programme / Faculty Development Programmes / MOOCs attended.	
18. Employment certificate for each position held and the last pay drawn certificate, if applicable.	
19. Testimonials.	
20. Any other relevant documents in support of your application or claim for research score as per UGC Norms.	

Date :

Place :

Signature of the Applicant

APPENDIX - I

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.,.)

S.N.	Academic/Research Activity	Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed Journals	10 per paper
2.	Publications (other than Research papers)	
	(a) Books authored which are published by ;	
	International publishers	12
	National Publishers	10
	Chapter in Edited Book	05
	Editor of Book by International Publisher	10
	Editor of Book by National Publisher	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties	
	Chapter or Research paper	03
	Book	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula	
	(a) Development of Innovative pedagogy	05
	(b) Design of new curricula and courses	02 per curricula/course
	(c) MOOCs	
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20
	MOOCs (developed in 4 quadrant) per module/lecture	05

	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
	Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks / credit)	08
	(d) E-Content	
	Development of e-content in 4 quadrants for a complete course / e-book	12
	e-Content (developed in 4 quadrants) per module	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02
	Editor of e-content for complete course/ paper /e-book	10
4	(a) Research guidance	
	Ph.D.	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded
	(b) Research Projects Completed	
	More than 10 lakhs	10
	Less than 10 lakhs	05
	(c) Research Projects Ongoing :	
	More than 10 lakhs	05
	Less than 10 lakhs	02
	(d) Consultancy	03
5	(a) Patents	
	International	10
	National	07
	(b) Policy Document submitted to International body / organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)	
	International	10

	National	07
	State	04
	(c) Awards/Fellowship	
	International	07
	National	05
6.	*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)	
	International (Abroad)	07
	International (within country)	05
	National	03
	State/University	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

- i) Paper in refereed journals without impact factor - 5 Points
 - ii) Paper with impact factor less than 1 - 10 Points
 - iii) Paper with impact factor between 1 and 2 - 15 Points
 - iv) Paper with impact factor between 2 and 5 - 20 Points
 - v) Paper with impact factor between 5 and 10 - 25 Points
 - vi) Paper with impact factor >10 - 30 Points
- Two authors: 70% of total value of publication for each author.

More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

Paper presented if part of edited book or proceeding then it can be claimed only once.

For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co- supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.

*For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.

The research score shall be from the minimum of three categories out of six categories.

As per the UGC Notification dated 18 th July 2018
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