



PERIYAR UNIVERSITY

NAAC **A++** Grade –State University - NIRF Rank 94- State Public University
Rank 40-
SDG Institutions Rank band 11-50
SALEM-636 011

Advertisement No. PU/R/ R6/COE/Advt./03/2026

Applications are invited in **Four Copies** in the prescribed format for the post of **Controller of Examinations** from suitable candidates.

Qualifications

1. An academican not lower in rank than that of a Professor of a College / University.

(or)

At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or Comparable experience in research establishment and/ or other Institutions of higher education, or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

2. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
3. Age : Should have completed 50 years but not more than 57 years as on the last date prescribed for the receipt of the applications.
4. Knowledge in Tamil to the extent of carrying out official correspondences and drafting reports.
5. Scale of Pay : Rs.144200-218200 (Level 14)
6. Tenure : 3 years.

The prescribed application form along with the instructions to the candidates can be downloaded from the University website www.periyaruniversity.ac.in. All the candidates should submit a crossed Demand Draft for **Rs.2000/-** (Rs. 1695/- + Rs. 305/- (GST 18%)) (**for SC/ST Rs. 1000/-** (Rs. 847/- + Rs. 153/-(GST 18%)) drawn in favour of the Registrar, Periyar University, payable at Salem.

The envelope containing the filled-in application superscribed "**Application for the Post of Controller of Examinations**" on the top left hand corner should be sent to *The Registrar, Periyar University, Salem-636 011, Tamil Nadu, India* either in person or by Registered Post so as to be received by this office on or before **29.06.2026** upto **5.15 p.m.** Applications received after the last date will not be considered.

NOTE:The University reserves the right to shortlist the candidates as per the prevailing norms and also fill up or not to fill up the post without assigning any reason whatsoever.

REGISTRAR

Place: Salem-636 011
Date : 29.05.2026

Application No.



பெரியார் பல்கலைக்கழகம்
PERIYAR UNIVERSITY

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University Rank 40 - SDG Institutions Rank band 11-50
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www.periyaruniversity.ac.in

Affix a
passport size
photograph
duly signed
by the
candidate

APPLICATION FOR THE POST OF CONTROLLER OF EXAMINATIONS
Advertisement No PU/R/R6/COE/Advt./03/2026

01.	Full Name (in CAPITAL LETTERS)									
02.	Father's/Mother's/Husband's Name									
03.	(a) Date of Birth (b) Age (as on last date prescribed for the receipt of the applications) <i>(Attach S.S.L.C. certificate as Annexure I)</i> (c) Gender (✓ appropriate)	Male / Female / Others								
04.	Place of Birth and Nativity (a) Place (b) District (c) State									
05.	(a) Nationality (b) Religion (c) Mother Tongue (d) Community <i>(Attach self-attested copy of the community certificate as Annexure II)</i> (✓ appropriate)	<table border="1"><tr><td>OC</td><td>BC</td><td>BC(M)</td><td>MBC</td></tr><tr><td>DNC</td><td>SC</td><td>SC(A)</td><td>ST</td></tr></table>	OC	BC	BC(M)	MBC	DNC	SC	SC(A)	ST
OC	BC	BC(M)	MBC							
DNC	SC	SC(A)	ST							
06.	(a)Address for communication (b) E-mail (including alternate, if any) (c) Mobile No. (including alternate, if any) (d) Aadhar No.									

07.	Vernacular language studied (✓ appropriate)		Study	Tamil	English
			SSLC		
			HSC		
			UG		
			PG		
08.	Other languages known	to speak			
		to read			
		to write			
09.	Present position and pay level				
10.	Date of appointment in the present position				

11. (a) Educational Qualifications (from highest degree)

(Attach self-attested copy of certificates as Annexure III)

S.No.	Degree/ Diploma	Discipline	Institution / University Studied	Year of passing	Regular/ Part time/ Distance / OUS	% of Marks/ CGPA

(OUS - Open University System)

(b) Other examinations passed, if any

(Attach self-attested copy of certificates as Annexure IV)

S.No.	Name of the examination qualified	Institutions Studied	Year of passing

12. Experience in previous and present employment (including PDF)

S. No.	Employer	Position	Pay drawn	Period of employment				
				From	To	Y	M	D
Total								

(Attach service certificates with salary details as Annexure V)

13. Administrative Experiences (Registrar/CoE/Principal/Dean/Director/HoD/Co-ordinator/etc.)

S. No.	Institution	Position	Duration					
			From	To	Y	M	D	
Total								

(Attach supporting documents as Annexure VI)

14. (a) Member in Academic bodies (Syndicate/Senate/Academic Council/BoS/Selection committee/etc.)

S.No	Name of the Body	Position	Institution	Duration				
				From	To	Y	M	D
Total								

(Attach supporting documents as Annexure VII)

(b) Co-curricular services (Co-ordinator/Officer - NSS / NCC / YRC/etc.)

S.No	Name of service	Position	Institution	Duration				
				From	To	Y	M	D
Total								

(Attach supporting documents as Annexure VIII)

15. Research Contributions

(a) Research guidance

Degree	Awarded	Submitted
Ph.D.		
M. Phil.		

(Attach award letters as Annexure IX)

(b) Projects obtained

S. No.	Title	Funding agency	PI / Co-PI	Amount Sanctioned	Duration (in year)	Completed / Ongoing

(Attach sanction orders/UCs as Annexure IX)

(c) Institution /Department projects Associated (SAP/FIST/RUSA/etc.)

S. No.	Scheme	Funding agency	Institution/ Department	Amount received	Duration (in year)	Completed / Ongoing

(Attach sanction orders as Annexure IX)

(d) Intellectual Property Rights (Patents/Copyrights etc.)

S. No.	Title of the IPR	Type and Number	Date of award/publication

(Attach sanction orders as Annexure IX)

16. Research Publications

(a) Original Articles (Nos. only) (UGC CARE – Group I and II Journals only)

National	International

UGC-CARE Publication (Group I)	SCI/SCI-E/SSCI (Group II)	h-index (Scopus)	Total Citations (Scopus)	i10 index (Google Scholar)	Cumulative impact factor

(Provide list of publications in national and international journals separately along with article first page which includes indexing details also as Annexure X in the format provided)

(b) Books authored

S. No.	Author(s)	Title	Year of Publication	Name of the Publisher	ISBN

(Pages pertaining to ISBN and author's name to be enclosed as Annexure XI)

(c) Books edited

S.No	Editors	Title	Year of Publication	Name of the Publisher	ISBN

(Pages pertaining to ISBN and author's name to be enclosed as Annexure XI)

(d) Book chapters

S.No	Author(s)	Title	Name of the Book	Page No. & Year	Publisher	ISBN

(Cover page and chapter first page starting from recent to be enclosed as Annexure XI)

17. Events participated/organized

a) Presentations made in Seminars/Symposium/Conferences/Workshops

S.No.	Particulars	National (in Nos)	International (in Nos)
i.	Invited talks/lead papers		
ii.	Papers presented by the applicant		

(Provide list in the given format and attach certificates as Annexure XII)

(b) Conference/ Workshop/ Seminar/ Symposium organized (as Organising Secretary /Convener/Joint Secretary)

(Provide list in the given format and attach supporting documents as Annexure XIII)

- i. International level (Nos.) :
- ii. National level (Nos.) :
- iii. State level (Nos.) :

(c) Training undergone (other than refresher/orientation programmes)

S. No.	Title	Institution & Location	Period		Sponsor	Knowledge Gained
			From	To		

(Attach supporting documents as Annexure XIV)

(d) Training organized (as Organising Secretary/Convener/Joint secretary only)

S.No	Title	Institution & Location	Period		Sponsor	Amount received	Knowledg imparted
			From	To			

(Attach supporting documents as Annexure XIV)

18. Country visited for academic purpose only

S. No.	Country	Period		Purpose	Funding Agency	Amount
		From	To			

(Attach supporting documents as Annexure XV)

19. Achievements

(a) Awards/Medals

S. No.	Name of the award/medal	Year	University/ State/ National/ International

(Attach supporting documents as Annexure XV)

(b) Fellowships

S. No.	Name	Institution	Funding agency	Amount	Period	
					From	To

(Attach sanction orders as Annexure XVI)

20. Membership and position held if any in professional societies

S. No.	Name of the Professional body	Member/ Position	Period	
			From	To

(Attach supporting documents as Annexure XVII)

21. Contributions to Teaching /Research / Administration and development of the Institution. *(not more than 500 words)*

22. Is there any commitment to serve in any organization? If so, give details.

23. Whether any disciplinary/court cases pending (if yes, provide details)?

24. If appointed for the post, time required for joining the duty.

25. List three referees intimately known to you with their address, e-mail and mobile number who can certify your professional competency (Relatives should not be included).

S.No.	Name of Referee and Designation	Address for Communication	E-mail	Mobile/Landline
1.				
2.				
3.				

26. Particulars of application fee paid

Demand Draft No. & Date	
Name of the Bank & Branch	
Amount (in Rs.)	

I _____, hereby declare that the information furnished above are true and correct to the best of my knowledge and belief. If there is any incorrect or false information furnished or that may come to light in due course, I bind myself for such action as the University may decide.

Place:

Signature:

Date:

Name and Designation:

RECOMMENDATIONS OF THE HEAD OF THE INSTITUTION

This application is forwarded to the Registrar, Periyar University, Salem and the undersigned has no objection whatsoever. The particulars were verified with Service Register and found correct.

***Signature with seal
Head of the Institution / Organisation***

NOTE: The confidential report of the candidate may be sent separately by forwarding authority on the same day in a separate cover. The cover containing the confidential report may be superscribed as "Confidential report of _____(name) applied for the post of Controller of Examinations".



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SALEM – 636 011

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DATA SHEET FOR THE POST OF CONTROLLER OF EXAMINATIONS
(to be filled by the candidate)

Name of the Candidate				
Address for Communication with e-mail id and mobile number				
Educational Qualification				
Date of Birth		Year	Month	For Office use only
Age (as on last date prescribed for the receipt of the applications)				
1.	Total Teaching Experience (as on last date of application)			
2.	Administrative Experience	Principal/Head/Director		
		Registrar/COE/Dean		
		Co-ordinator/Warden		
		Syndicate Member		
3.	Research Publications (UGC CARE Group I and II)	Numbers Only		For Office use only
		National		
		International		
4.	Conference/ Seminar etc. (Presented/Invited talk)	National		
		International		
		Invited talk		
5.	Conference/ Seminar/ Workshop / Training Organized (as Org. Secretary/ Joint Secretary/Convener)	3 day and above		
		Less than 3 day		

6.	Country visited for academic purpose only	Conference/Workshop			
		Training / Visiting Professor not less than five days			
7.	Projects	Funding Agency	PI/Co-PI	Amount (in Lakhs)	For Office use only
		Total			
	Associated in obtaining funds like DST-FIST, UGC-SAP, RUSA etc.	No. of Projects associated			
		Amount mobilized (in lakh)			
8.	Research Guidance (in Nos)			Numbers only	For Office use only
		Ph.D. Awarded			
		M.Phil Awarded			
9.	Book(s)	Authored/Co-authored			
		Edited/Co-edited			
		Chapters as one of the author			
10	IPR	Patents/Copyright			
	Awards from Govt./Govt. Recognized Bodies	State/National/International (UGC/DST/INSA/AICTE/DBT / ICSSR/ICMR/CSIR/NBHM/D RDO etc.)			
11.	Co-curricular activities	NSS/YRC/RRC/NCC/Nodal officer/etc.			
	Membership in professional bodies	Officer bearer			
		Member			

Evidences for the above details are to be produced at the time of interview

I certify that the information furnished above are true and correct to the best of my knowledge and belief. If there is 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.

Signature of the Candidate

Name:

CHECK LIST

(Please ensure that the enclosures are attached in order in all copies of application)

S.No.	Attachment	Particulars/Supporting documents	Page No.
1.		<i>Duly filled-in application with demand draft</i>	
2.		<i>Duly filled-in data sheet</i>	
3.	<i>Annexure I</i>	<i>S.S.L.C certificate (Proof of date of birth)</i>	
4.	<i>Annexure I</i>	<i>H.S.C Mark statement</i>	
5.	<i>Annexure II</i>	<i>Community certificate</i>	
6.	<i>Annexure III</i>	<i>Educational qualifications from highest degree</i>	
7.	<i>Annexure IV</i>	<i>Other examinations passed</i>	
8.	<i>Annexure V</i>	<i>Experience in previous and present employment</i>	
9.	<i>Annexure VI</i>	<i>Administrative experiences</i>	
10.	<i>Annexure VII</i>	<i>Member in academic bodies</i>	
11.	<i>Annexure VIII</i>	<i>Co-curricular services</i>	
12.	<i>Annexure IX</i>	<i>Research contributions</i>	
13.	<i>Annexure X</i>	<i>Original articles</i>	
14.	<i>Annexure XI</i>	<i>Books Authored, Edited and Chapters</i>	
15.	<i>Annexure XII</i>	<i>Invited talks / Lead papers / Presented papers</i>	
16.	<i>Annexure XIII</i>	<i>Seminars/conferences/workshops/ etc.</i>	
17.	<i>Annexure XIV</i>	<i>Training undergone/organized</i>	
18.	<i>Annexure XV</i>	<i>Country visited & Awards/Medals</i>	
19.	<i>Annexure XVI</i>	<i>Fellowships</i>	
20.	<i>Annexure XVII</i>	<i>Membership and position held in professional societies</i>	

ANNEXURE FORMATS

ANNEXURE X - ORIGINAL ARTICLES (Recent first)

Provide list of publications in national and international journals separately along with article first page in the following format:

Authors, Title of the paper, Journal Name, Vol. (Year) Page No. (Impact Factor if any)

Annexure XII – Invited Talks / Lead Papers Delivered (Recent First)

S.No.	Title of the talk	Name of the event	National/ International	Date & Venue

Paper Presented by the Applicant (Recent First)

S.No	Title of the presentation	Name of the event	National/ International	Date & Venue

Annexure XIII – Conferences / Seminars/Training Organised (Recent First)

S.No	Title of the event	Institution & Location	Period		National/ International	Sponsor	Amount received
			From	To			

GENERAL TERMS AND CONDITIONS

1. *Candidate must be an Indian National.*
2. *Candidates having the following eligibility need to apply for the post of Controller of Examinations:*
 1. An academican not lower in rank than that of a Professor of a College / University.

(or)

At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or Comparable experience in research establishment and/ or other Institutions of higher education, or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

 2. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
 3. Age : Should have completed 50 years but not more than 57 years as on the last date prescribed for the receipt of the applications
 4. Knowledge in Tamil to the extent of carrying out official correspondences and drafting reports.
 5. Scale of Pay : Rs.144200-218200 (Level 14)
 6. Tenure : 3 years.
3. *Candidate in abroad may also apply, together with International Money Transfer to cover the application fee.*
4. *The Screening Committee constituted and approved by the Vice-Chancellor will shortlist the candidate for further interview.*
5. *Candidates who satisfy the conditions prescribed should appear for interview before the University selection committee at their own cost.*
6. *Interview through Video Conference is not entertained.*
7. *The University reserves the right to fill up the post or reject it.*
8. *Any attempt by the candidate, either directly or indirectly to influence the Selection Committee or other authorities of the University will be disqualified for the post.*
9. *The service conditions and other terms of appointment in the University shall be subject to the approval of the Syndicate of the Periyar University.*
10. *Candidates already in employment should send the application through proper channel.*
11. *The position is only a tenure post for a period of three years and will be under the purview of lien service norms.*

GENERAL INSTRUCTIONS

1. *The application form shall be filled in, complete in all respects, giving correct information. Incomplete application and those with wrong or false information will be rejected.*
2. *Four copies of the application form, duly filled in, along with a crossed Demand Draft for*
Rs.2000/- (Rs. 1695/- + Rs. 305/- (GST 18%)) **(for SC/ST Rs. 1000/-** (Rs. 847/- + Rs. 153/- (GST 18%)) **drawn in favour of "The Registrar, Periyar University" payable at Salem,** should be sent so as to reach the Registrar of the University before the prescribed time and date. Applications without Demand Draft will be rejected.
3. *Advance copies of the applications reaching the Registrar, Periyar University, Salem, within the prescribed time limit shall be entertained provided the original application forwarded through proper channel shall be received within 7 day from the last date of application. Any delay in receiving the applications through proper channel is not the responsibility of the University.*
4. *Employed candidates should either give their present or most recent employer or immediate superior, as a referee.*
5. *Candidates should submit self-attested copies for proof of date of birth, Degree certificate, Diploma and other certificates.*
6. *The selection is based on the academic credentials, administrative experience and performance in the interview.*
7. *Evidence of Degree/Diploma certificates along with necessary supporting documents as claimed in the application should be brought in original at the time of interview for verification.*
8. *A certificate from the employer that there are no criminal/departmental proceedings pending / contemplated against the applicant is to be produced at the time of interview.*
9. **Wherever applicable the prescribed format for the annexure is to be strictly followed.**