



**MOTHER TERESA WOMEN'S UNIVERSITY**  
**KODAIKANAL**

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**Application Form for Post of Registrar / Controller of Examinations**  
(Please read the instructions given in the Advertisement carefully)

1.	Name of Applicant	
2.	Date of Birth and Age (as per S.S.L.C)	
3.	Nationality and Religion	
4.	Category SC/SC(A)/ ST/ BC/ BC(M)/ MBC/DNC/ PwD/ GENERAL	
5.	Particulars of Persons with Disabilities	
6.	Present post held and the scale of pay and allowances drawn  (a) Date of appointment to the present post	
7.	Address to which communications are to be sent with Mobile Number and email-id	

8.	Permanent Address					
9.	<b>Academic Qualification (Enclose attested copies start from the most recent degree up to Matriculation of S.S.L.C)</b>					
	University/Institution Location	Year of Passing	Degree	Major	Class	Marks/Grade
10	Knowledge of Languages			<b>ABILITY TO:</b> Speak Write Both		
11	Prizes, Medals and other honors received					
12	The subject of the thesis for the research degrees					

13	<b>Teaching Experience (Start from the present position and go in reverse. You should account for all the years elapsed since you have taken Master's degree)</b>				
	The post held	Institution	Period	Nature of work	Last pay drawn
14.	Research Guidance:		Completed	Ongoing	
	M.Phil.:				
	Ph.D.:				
15.	Have you got research schemes / Projects sponsored or supported by any funding agency				
16.	<b>Research papers in Peer-Reviewed or UGC listed Journals/Scopus / Web of Science /elsevier journals</b>				
	<b>Title of the paper with Journal's name, year of publication, Vol.No., Page Nos., etc.</b>	<b>ISBN/ISSN No.</b>	<b>Impact Factor, if any</b>	<b>Authorship</b>	
	i) Total H-index (if any) _____				
	ii) Total i-10 index (if any) _____				
17	Publications (other than research papers)				
	<b>Publication type</b>	<b>Title of the Book Chapter/Book/Conference Proceeding, with year of publication and other publication details</b>	<b>ISBN/ISSN No.</b>	<b>Level International/ National</b>	<b>Authorship</b>
18.	Details of training / orientation/refresher programmes, Conference / Workshops/ Special courses attended / organized				
19.	Memberships in professional bodies				

0.	Travel of study abroad (State when, where, what for and what did you achieved)				
21.	Name and address of not less than two Persons (not related by blood or marriage) to whom confidential reference could be made.				
22.	Name and address of two persons from whom you have enclosed your testimonials. Two are needed of which one should be from the Head of the Institution last attended.				
23.	Any other fact(s) you would like to present for consideration of your employer				
24.	What period of time would you require to join duty in the post if offered				
25.	Any vigilance /Disciplinary /Legal case is pending against you? If yes please furnish the details	YES / NO			
26.	Administrative Experience (Proofs to be submitted)				
27.	Details of fee Submitted	Name of Bank	DD No.	Amount	Date
28.	Applicants are asked to write down their current and future University plans in about 200 words. (if required separate sheet may be enclosed).				

## **DECLARATION**

I hereby declare that the particulars given in this application are true to the best of my Knowledge and belief, I understand that if any time it is found that any information given in this application is false / in correct my Candidature / appointment will be cancelled.

**Signature of the Applicant**

**Station :**

**Date :**