MOTHER TERESA WOMEN'S UNIVERSITY, KODAIKANAL
(Estt. Under the Act of Tamil Nadu 1984)

Notification No. 401

Applications along with Bio-data (**8 copies**) are invited from suitable ***women*** candidates for the post of **Registrar and Controller of Examinations** for Mother Teresa Women's University, Attuvampatty, Kodaikanal-624 101, Dindigul District, Tamilnadu**.**

Last date of receipt of filled in application: 05.12.2026

Qualification:

1. The holder of the post of **Registrar and Controller of Examinations** shall be an academician not lower than that of a University Professor.

2. A Master Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale.

3. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs.8000 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 as Deputy Registrar or an equivalent post**.**

Age: The age of superannuation for the post of Registrar and Controller of Examinations is 58 years.

Tenure: The term of appointment shall be for a period of 3 years at a time.

Pay matrix level: 14 plus admissible under the rules of the University.

Candidates can download the application from the website of Mother Teresa Women's University (**www.motherteresawomenuniv.ac.in)**

Registrar i/c

Affix recent passport size photo

MOTHER TERESA WOMEN'S UNIVERSITY

KODAIKANAL

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

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.	**Academic Qualification (Enclose attested copies start from the most recent degree up to Matriculation of S.S.L.C)**

University/Institution Location	Year of Passing	Degree	Major	Class	Marks/ Grade

10.	Knowledge of Languages 1. 2. 3.	ABILITY TO: Speak Write Both
11.	Prizes, Medals and other honors received	
12.	The subject of the thesis for the research degrees	

13.	**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)**

The post held	Institution	Period	Nature of work	Last pay drawn

14.	Research Guidance: M.Phil.: Ph.D.:	Completed	On going
15.	Have you got research schemes / Projects sponsored or supported by any funding agency		
16.	**Research papers in Peer-Reviewed or UGC listed Journals/Scopus / Web of Science /Elsvier journals**		

Title of the paper with Journal's name, year of publication, Vol.No., Page Nos., etc.	**ISBN/ISSN No.**	**Impact Factor, if any**	**Authorship**

	i) Total H-index (if any) _____ ii) Total i-10 index (if any) _____
17	Publications (other than research papers)

Publication type	**Title of the Book Chapter/Book/Conference Proceeding, with year of publication and other publication details**	**ISBN/ISSN No.**	**Level International/ National**	**Authorship**

18.	Details of training / orientation/refresher programmes, Conference / Workshops/ Special courses attended / organized	
19.	Memberships in professional bodies	
20.	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 :

Important Instructions

1. Candidates should send their filled-in applications **in Eight Copies** (Three copies with complete enclosures and five copies without enclosures).
2. This University reserves its right to shortlist the candidates.
3. Candidates already in service should send their application through proper channel or they should produce "**No Objection Certificate**" from the employer.
4. Knowledge of Tamil is essential (written and spoken)
5. Qualification relaxable in exceptional cases.
6. Candidates should enclose the **attested photo copies** of the certificates for the proof of their age, educational qualifications, experience etc.
7. The University reserves the right to fill-up or not to fill-up the post notified.
8. Canvassing in any form will be a disqualification.
9. **Cost of Application**

   General - ₹ 1000/-
   SC/SCA/ST - ₹ 500/-
10. Candidates can download the application form Such downloaded filled-in Applications should accompany the prescribed Application Fee in the form of SBI demand draft drawn in favour of **"The Registrar, Mother Teresa Women's University"** payable at **Kodaikanal.**
11. The application fee once paid will not be refunded under any circumstances.
12. The filled-in applications which are not in the prescribed format will be rejected and no intimation in this regard will be sent to the candidates.
13. Late applications will not be taken into consideration and the University will not be responsible for the delay in transit.
14. The candidates are instructed to ensure their eligibility for the post applied as per the UGC prescribed qualifications before submitting their application.
15. The M.Phil. and Ph.D. degrees obtained through the Correspondence/ Distance Education/Open University System are ineligible for Government appointments.
16. Candidates called for the interview will not be paid any TA/DA.
17. Last date for receipt of filled-in application : **05.12.2026**

Registrar i/c

Date : 06.11.2026
Place: Kodaikanal