

### **Important Instructions**

1. This University reserves its right to shortlist the candidates.
2. Candidates already in service should send their application through proper channel or they should produce “**No Objection Certificates**” from the employer.
3. Knowledge of Tamil is essential (written and spoken)
4. The staff recruited is covered under new **contributory pension scheme**.
5. Separate applications are to be submitted for each post.
6. Candidates applying for the post of **Assistant Professor/Associate Professor/Professor** should send their applications along with **8 copies of bio-data** and **8 copies of API Scores PBAS Proforma** duly filled-in. Otherwise the application will not be entertained.
7. Candidates should enclose the **attested photo copies** of the certificates for the proof of their age, educational qualifications, experience etc.
8. A relaxation of **5%** will be provided, from 55% to 50% of the marks, at the Master’s degree level for the **SC/ST/OBC (Non-creamy layer), Differently-abled** (Physically and visually differently-abled) categories.
9. A relaxation of **5%** will be provided, from 55% to 50% of the marks, to the Ph.D. degree holders who have passed their Master’s degree prior to **19<sup>th</sup> September 1991**.
10. The period of time taken by candidates to acquire M.Phil. and/or Ph.D. Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions, as per the UGC norms. Hence, for the purpose of calculation of years of teaching experience, the period between the Registration for Ph.D. and the date of submission of thesis will not be considered as teaching/research experience to be claimed for appointment to the teaching positions.
11. Minimum eligibility does not vest any right on the candidate to be called for interview. The candidates will be short-listed, based on higher qualifications/ accomplishments of the available applicants. Only such short-listed candidates will be called for interview.
12. The University reserves the right to fill-up or not to fill-up the posts notified.
13. Canvassing in any form will be a disqualification.
14. **Cost of Application**

General            -            ₹ 550/-

SC/SCA/ST       -            ₹ 350/-

15. Candidates can download the application form. Such downloaded filled-in Applications should accompany the prescribed Application Fee of ₹ 550/- (for general)/ ₹ 350/- (for SC/SCA/ST candidates) by means of SBI demand draft drawn in favour of “The Registrar, Mother Teresa Women’s University” payable at Kodaikanal.
16. The application fee once paid will not be refunded under any circumstances.
17. 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.
18. Late applications will not be taken into consideration and the University will not be responsible for the delay in transit.
19. The candidates are instructed to ensure their eligibility for the post applied as per the UGC prescribed qualifications before submitting their application.

**20. Guidelines regarding Counting of Past Services:**

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., shall be counted for direct recruitment of teaching staff and equivalent posts provided that:

- (a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.
- (b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer), Associate Professor (Reader) and Professor.
- (c) The candidate for direct recruitment has applied through proper channel only.
- (d) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- (e) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/ Concerned Institutions, for such appointments.
- (f) The previous appointment was not as guest lecturer for any duration, or an ad hoc or in a leave vacancy of less than one year duration. Ad hoc or temporary service of more than one year duration can be counted provided that:
  - (i) the period of service was of more than one year duration;
  - (ii) the incumbent was appointed on the recommendation of duly Constituted Selection Committee; and

- (iii) the incumbent was selected to the permanent post in continuation to the adhoc or temporary service, without any break.
- (g) No distinction should be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), and shall be considered for counting past services under this clause.

For the purpose of counting the past services, the candidates should submit the 'Experience Certificate' from the employer pertaining to their past service(s) clearly mentioning the post held, period of service, adhoc or temporary or permanent vacancy with scale of pay drawn and the post was filled on the recommendation of the duly constituted Selection Committee .

**21. Percentage equivalence of Grade points for a Seven points Scale:**

<b>Grade</b>	<b>Grade Point</b>	<b>Percentage Equivalent</b>
'O' – Outstanding	5.50 – 6.00	75 – 100
'A' – Very Good	4.50 – 5.49	65 – 74
'B' – Good	3.50 – 4.49	55 – 64
'C' – Average	2.50 – 3.49	45 – 54
'D' – Below Average	1.50 – 2.49	35 – 44
'E' – Poor	0.50 – 1.49	25 – 34
'F' – Fail	0.00 – 0.49	0 – 24

22. Excellent academic background, high quality publications, potential to get research funding from Government agencies and industries, appropriate academic professional activities undertaken and a good innovative teaching record will be some of the important criteria for the selection of faculty members.
23. The M.Phil. and Ph.D. degrees obtained through the Correspondence/ Distance Education/Open University System are ineligible for Government appointments and appointment as Lecturers/Assistant Professors in Colleges/Universities, as per the G.O. Ms. No.91, Higher Education (K2) Department, dated 3.4.2009.
24. The persons who are already in the Government Service, should have minimum 10 years of service to be completed in the superannuation
25. period of Mother Teresa Women's University.
26. Candidates called for the interview will not be paid any TA/DA.
27. Recruited candidates can work only in Kodaikanal, cannot work in other centres
28. Last date for receipt of filled-in applications 11.02.2022.

Date :11.01.2022.

Place:Kodaikanal

Registrar i/c.