



பாரதிதாசன் பல்கலைக்கழகம், திருச்சிராப்பள்ளி  
**BHARATHIDASAN UNIVERSITY**  
**TIRUCHIRAPPALLI – 620 024, TAMIL NADU, INDIA**

[Accredited with A+ Grade by NAAC in the Third Cycle & 36<sup>th</sup> Rank among the Indian Universities in NIRF – 2025]

([www.bdu.ac.in](http://www.bdu.ac.in) Ph. 0431-2407072, 2407045)

**APPLICATION FOR THE POST OF CONTROLLER OF EXAMINATIONS**

**Advertisement No:B5/2510/2025, Dated: 14-12-2025.**

Passport size  
Photograph

Demand Draft Particulars (To be attached)	
Bank and Branch	
D.D.No./Date	
Amount (Rs.)	
Attach the DD Securely	

**Application for the Post of -----**  
**( To be submitted in 8 Copies)**

01	Name in full, followed by Initial (In Block Letters)	TAMIL	
		ENGLISH	
02	Father's Name /Spouse's Name		
03	a	Present post held in the University/College (with address)	
	b	Present Basic Pay (Rs.) & Academic Level	
	c	Date of Next Increment	
	d	Date of appointment in the present post	
04	Gender (Male / Female / Transgender)		
05	Marital Status (Single/Married/Widow/Widower)		
06	Permanent Address with Pin Code		
07	Address for Communication with Pin Code  (Phone / Mobile No. and e-mail ID)		

<b>08.</b>	<b>a.</b>	Date of birth and age as on date of Notification. (extract of First Page of S.S.L.C Book to be attached)		<table border="1"> <tr> <td><b>DD</b></td> <td><b>MM</b></td> <td><b>YYYY</b></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>			<b>DD</b>	<b>MM</b>	<b>YYYY</b>			
	<b>DD</b>	<b>MM</b>	<b>YYYY</b>									
<b>b.</b>	Place of Birth											
<b>c.</b>	District and State											
<b>09</b>	<b>Nationality &amp; Religion</b>											
<b>10</b>	<b>Name of the Community &amp; Sub-caste and to state whether it is GT/BC/BCM/MBC/DNC/SC/ST/SC(A)</b>											
<b>11</b>	<b>If differently abled, give details</b>											
<b>12</b>	<b>a.</b>	<b>State your Mother Tongue:</b>										
	<b>b.</b>	<b>Proficiency in Languages (Please Tick appropriately)</b>										
		<b>Language</b>	<b>Read Only</b>	<b>Speak Only</b>	<b>Read and Speak</b>	<b>Read, Write and Speak</b>	<b>Examinations Passed if any SSLC/H.Sc./Degree Part I or II</b>					
		Tamil										
		English										
		Others Specify										
<b>13</b>	<b>(A) Particulars of Educational Qualifications:</b>											
	<b>Name of the Degrees / Diploma Programmes of Study</b>	<b>Name of the Institution and University Studied</b>	<b>Major Subject(s)</b>	<b>Regular /Part-Time/Distance Education / Open University</b>	<b>Division / Class Secured</b>	<b>Percentage of Marks / Grade</b>						
	Ph.D											
	M.Phil.											
	PG_____											
	UG_____											
	H.Sc.											
	S.S.L.C											
	Others, if any											
<b>(B) Details of Qualifying Examination</b>												
	<b>Name of Examination</b>	<b>Register No.</b>	<b>Subject</b>	<b>Month &amp; Year of Passing</b>	<b>Testing Institution / Agency</b>							
	CSIR / JRF / NET											
	SLET / SET											
<b>14</b>	<b>Title of the Thesis for the Research Degree(s):</b>											
	<b>Degree</b>	<b>Major Subject</b>	<b>Title</b>									
	M.Phil.											
	Ph.D.											
	Any other higher degree like D.Sc., D.Litt., etc.											

<b>15</b>	<b>Present Employment Details :</b>								
Name of the College / University/ Institution			Designation		Date of Joining		* Present Pay Scale/Academic Level of Pay in the Pay Matrix		
<b>*Service Certificate with Present Salary details to be enclosed</b>									
<b>16</b>	<b>Teaching Experience:</b>								
Sl. No.	Institution	Position	Teaching				Total period of Service		Pay Scale/Academic Level of Pay in the Pay Matrix
			UG		PG & above				
			Years	Months	Years	Months	Yrs.	Months	
Total Period of Teaching Experience									
<b>17</b>	<b>Administrative Experience, additional “in-charge” positions:</b>								
Duties / Responsibilities	Post held	Institution	Period				Pay Scale/Academic Level of Pay in the Pay Matrix		
			From	To	Years	Months			
Total Period of Administrative Experience									
<b>18</b>	<b>Research Experience (other than your M.Phil./Ph.D. Research period)</b>								
<b>a.</b>	Number of Years of Research Experience Including Post Doctoral:								
<b>b.</b>	Number of Candidates supervised / under supervision for Research								
Degree		Total No. of Scholars	Research Guidance						
			Awarded	Submitted	On-going				
(i)M.Phil.									
(ii) Ph.D.									
(iii)Post-Doctoral Level									

<b>3. List of Publications (Start from the recent one)</b> List only those that are already published only in Indexed Journals, (WOS/SCOPUS/CARE) Book Chapters, Text Books, Reference Books and Edited Books. (Annex Front Page of your Papers / Cover Page of Books)							
Sl. No.	Author Name	Title of the Papers / Books	<b>Papers:</b> Journal Title, Volume No., Issue No., Year & Impact factor / <b>Books:</b> Publisher, Year, Place.	UGC Journal No., & ISSN / ISBN.	No. of Citations (where applicable)		
<b>4. Research Projects undertaken, Give details with Proofs (If necessary an Annexure may be enclosed)</b>							
Sl. No.	Title of the Project	Amount Sanctioned Rs.	Name of the Funding Agency	National/ International	Period of Project		Month & Year of Completion MM/YYYY
					From MM/YYYY	To MM/YYYY	
<b>19</b>	<b>International Academic Exposure, if any.</b>						
Sl. No.	Post / Assignment	Subject Area of Assignment	Organisation / University	Duration		Total Duration	
				From DD/MM/YYYY	To DD/MM/YYYY	No. of Yrs.	No. of Months
<b>20</b>	<b>Details on special training undergone, additional skills acquired etc., (Other than refresher courses and orientation programmes)</b>						
Name of Programme		Training / Skills	Name of the Institution		Period	Remarks	
<b>21</b>	<b>Extension / Community / Out - Reach / Literary Activities / Programmes Organized by you. (Proof to be enclosed)</b>						
Sl. No.		Type of activity	Period of activity		Agency of Collaboration	No. of Attendees	

<b>22</b>	<b>Membership in Reputed Academic or Scientific Bodies:</b>					
	<b>Sl. No</b>	<b>Name of the Institution/ Organisation</b>	<b>Type of Membership and Register Number</b>	<b>Level: Global/National/State</b>	<b>From</b>	<b>To</b>
<b>23</b>	<b>Patents, Medals, Awards, Prizes, Special achievements, if any, and Fellowships Obtained</b>  <b>(For Patents Please State: Filed / Published / Granted)</b>					
<b>24</b>	<b>Travel Abroad:</b>					
Countries Visited Name & Continent		Duration of Visit	Month & Year	Purpose of Visit		
<b>25</b>	<b>Any other fact(s) you would like to present for consideration of your Candidature:</b>					
<b>26</b>	<b>(a) Any Court case is made / pending against you (Criminal cases / Disciplinary actions or equivalent etc., )</b> <div align="right"><b>Yes / No</b></div>					
	<b>(b) If yes, give brief account of the case like nature of complaint, action taken etc.</b>					
<b>27</b>	<b>If appointed, time required for joining duty:</b>					
<b>28</b>	<b>Testimonials: (Name, Designation and Address) Two testimonials from persons under whom, one has either studied or worked be enclosed.</b>					
	1.			2.		

<b>29</b>	<b>References: Persons in responsible positions who are well acquainted with the applicant's character and work (other than relatives) with Name, Designation, Address, Mobile Number and e-mail. (Other than those in Sl.No.28)</b>	
	1.	
	2.	
	3.	
<b>30</b>	<b>Enclosures (In the following order, please ensure that the enclosures are attached to each of the 8 copies of your applications)</b>	
	1.	First page of SSLC Book / Mark Statement
	2.	HSC Mark Statement
	3.	Degree Certificate starting from highest degree
	4.	Mark Statements for PG Degrees(s) / M.Phil.
	5.	CSIR/JRF/NET/SLET/SET Certificate(s)
	6.	Community Certificate, if applicable
	7.	Proof of Identity (Aadhaar / PAN)
	8.	Service Certificate from the present employer
	9.	Copies of certificate(s) for previous employment
	10.	List of Publications
	11.	Copies of Testimonials
	12.	Supportive documents / certificates for administrative experience claimed (Item17)
	13.	Separate 'No Objection Certificate' to be obtained from the Present Employer
	14.	Differently abled Certificate
	15.	Others. (Mention each)

**DECLARATION**

I ----- hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any of the information being found false or incorrect or any ineligibility being detected before or after the interview, my candidature is liable to be cancelled and action initiated against me.

Further, I declare that there are no criminal / departmental proceedings pending / contemplated against me.

Signature of the Applicant

Place:

Date:

**FORWARDING AUTHORITY**

Signature with official Seal

Place:

Date:



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**INSTRUCTIONS TO CANDIDATES FOR THE POST OF CONTROLLER OF EXAMINATIONS**  
( Advt. No. B5/2510/2025, Dated: 14-12-2025)

**1. QUALIFICATION AND ELIGIBILITY:**

Sl. No.	Name of the Post	Academic Qualifications and Experience (As per Bharathidasan University Statutes & UGC Guidelines)
1.	CONTROLLER OF EXAMINATIONS	<p><b>a. Essential Qualifications:</b></p> <ul style="list-style-type: none"><li>➤ The holder of the post of the Controller of Examinations shall be an academician not lower in rank than that of a Professor of an affiliated College.</li><li>➤ Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</li><li>➤ 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</li><li>➤ Comparable experience in research establishment and / or other institutions of higher education (or)</li><li>➤ 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</li></ul> <p><b>b. Tenure :</b></p> <ul style="list-style-type: none"><li>➤ Provided that the Controller of Examinations shall retire on attaining the 'age of 60' or on the expiry of the period specified by the Syndicate whichever is earlier.</li></ul> <p><b>c. Pay Matrix:</b></p> <ul style="list-style-type: none"><li>➤ Level 14 with rationalized entry pay of Rs.1,44,200/-</li></ul>

2. Candidates must furnish with their application a crossed Demand Draft (dated not earlier than 14-12-2025) for the cost of Registration and Application Form:

- For SC/SC(A)/ST :**Rs.1500/-** (On enclosure of attested Xerox copy of Community Certificate)
- For Others (GT/BC/BCM/MBC/DNC) : **Rs.3000/-**

The Demand Draft be drawn in favour of **"Bharathidasan University, Tiruchirappalli-620 024"** payable at **Tiruchirappalli-24**. The Registration / Application fee will not be refunded under any circumstance.

3. Applications from candidates who are employed will be considered **only if, the applications are forwarded through proper channel**. Advance copies may, however, be sent directly but the candidate will be considered only if consent/**No Objection Certificate** of the employer is furnished at the time of interview.
4. Applicants should be prepared to attend interview at their own cost.
5. Canvassing in any form will be a disqualification.
6. The last date for receipt of filled-in application is **12-01-2026 by 5.45 p.m.**
7. In addition to the Pay indicated, the post carries usual Allowances admissible as per the Rules in force except where otherwise mentioned specifically.
8.
  1. Interim correspondence in connection with the application will not be entertained.
  2. Originals of Degree Certificates, Age Certificate, Testimonials, etc., should not be sent. These need to be produced only at the time of Interview.
  3. Applications incomplete in any respect/or not accompanied with Registration fee or received after the due date will be summarily rejected.
  4. Applications from persons who do not satisfy the eligibility criteria prescribed for the post are liable to be rejected.
  5. The candidates will be short-listed for interview based on their credentials.
  6. The University reserves the right to call or not to call any applicant for the interview.
  7. Request for change of date of interview will not be considered.
  8. The decision of the University shall be final and no appeal or correspondence shall be entertained in this regard.
  9. An application received without required enclosures in each copy of the application is liable for rejection.
  10. The University reserves the right to fill or not to fill up the post without assigning any reason.
  11. Late applications will not be taken into consideration and the University will not be responsible for the delay in transit.
  12. The candidates are instructed to scrupulously ensure their eligibility for the post applied as per the prescribed qualifications before submitting their application.
  13. The candidates will be shortlisted for the interview based on higher qualification and accomplishments among the available applicants.
9. Completed applications should be addressed to **The Convener, Vice-Chancellor Committee, Vice-Chancellor Secretariat, Bharathidasan University, Palkalaiperur, Tiruchirappalli – 620 024** and should be superscribed on the left hand top corner of the envelope as **“Application for the Post of Controller of Examinations”** and be sent by Speed Post with Acknowledgement Due”.

**REGISTRAR [FAC]**

Palkalaiperur  
Tiruchirappalli – 620 024.





**BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI - 620 024.**

**DATA SHEET**

**Name of the post Applied for : CONTROLLER OF EXAMINATIONS**

01.	Name of the Applicant					
02.	Date of Birth :	Age:	Gender: Male / Female / Transgender			
03.	Community GT, BC, BCM, MBC, SC, SC (A), ST					
04.	<b>Qualification</b>					
	Name of the Degree	Major Subject	Year of Passing	Percentage of Marks / Class		
	PG					
	M.Phil.					
	Ph.D.					
05.	CSIR / JRF / NET / SLET					
06.	<b>Additional Qualification</b>					
	Name of the Degree	Description	Year			
	D.Sc.					
	Fellowship (PDF, etc.)					
	Titles / Awards					
07.	Teaching Experience	UG _____yrs		PG: _____yrs		
08.	Guidance (M.Phil./ Ph.D.)	Yrs. _____		Awarded	Submitted	In Progress (or) Ongoing
M.Phil.						
Ph.D.						

09.	Experience	Academic: _____years			Administration: _____ years				
10.	Post Doctoral Research Experience	National: _____years			International: _____ years				
11.	Publication Details	Journal Papers			Books				
					National		International		
		Scopus	WOS	Others	Text Book	Others	Text Book	Others	
	Numbers								
12.	Total Number of Conferences / Seminars / Workshops Organized	Jointly in the Department / Institution		Individually		Total			
		National	International	National	International	National	International		
13.	No. of Conferences, Seminars, Workshops participated:								
	Level	National			International		Total		
	Numbers								
14.	Total No. of Research Projects Carried out and Fund generated				Nos.	Rs. _____ Lakhs.			
15.	Total No. of Patents National or International								
	Stage	Level	Nos.	Stage	Level	Nos.	Stage	Level	Nos.
	Filed	National		Published	National		Granted	National	
		International			International			International	
16.	Number of Consultancies handled _____ Nos.					Fund Generated Rs. _____ Lakhs.			

17.	Present Position	
18.	Present Basic Pay / Academic Level	
19.	Address to which communication is to be sent with Phone No. / Mobile No. and E-mail ID:	
20. Declaration:  I declare that the details given above are correct and I stand responsible for their validity.   Date: <span style="float: right;">Signature of the Applicant</span>		
Note: This coding sheet should be filled-in, by the applicant and submitted along with application securely.		