



U.P. RAJARSHI TANDON OPEN UNIVERSITY
University Campus, Shantipuram (Sector-F), Phaphamau
Allahabad - 211021

Adv. No. : 12/2018

Dated : 27-08-2018

Applications are invited for the post of **Controller of Examination**.

General Conditions : (1) Prescribed application form along with qualifications, pay scales & other necessary general information's are available on University website www.uprtou.ac.in
(2) Duly completed application form along with self attested required enclosures & requisite D.D. must reach by **Registered Post/Speed Post only** on or before dated 01-10-2018.

Registrar

U.P. Rajarshi Tandon Open University, Allahabad

Advt. No. : 12/2018

Dated : 27-08-2018

Applications are invited for the post of Controller of Examination.

Particulars of Advertisement

Sl. No.	Name of Post	No. of Posts	Reservation Category	Pay Scale (in Rs.)
1.	Controller of Examination	01	UR	15600-39100 (Grade Pay Rs. 7600/-)

Qualifications

Controller of Examination :

- (a) A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale.
- (b) Nine years' experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration.

or

Comparable experience in research establishment and/or other institutions of higher education.

or

Five years' of administrative experience as Assistant Registrar/Assistant Controller of Examination or in an equivalent post in Rs. 15600-39100 (PB-3) + Grade Pay of Rs. 5400.

- (c) Teachers appointed to the post of Controller of Examination shall be entitled to appropriate Grade Pay for this post and shall not retain Academic Grade Pay of the teaching post held.

Note :

1. Those who are in service should apply through proper channel.
2. The D.D. of Rs. 400/- for unreserved category, Rs. 300/- for OBC category, Rs. 200/- for SC/ST category and disabled candidate will be made in favour of the **Finance Officer, U.P. Rajarshi Tandon Open University, Allahabad.**
3. The duly completed application forms for the above posts should reach the University latest by 01-10-2018 **through Registered Post/Speed Post only.** The application received after due date will not be considered.

4. Age and Reservation will be as per State Govt. rules.
5. Candidate belonging to S.C./S.T. and O.B.C. category of Uttar Pradesh must attach attested copy of their caste certificate along with the application form as per reservation policy of the Uttar Pradesh Government. The OBC certificate must not be older than six months on the last date of application.
6. The eligibility of candidate will be determined as on date of advertisement.
7. Preference will be given to the applicants possessing experience of working in the Open and Distance Education System.
8. The fresh appointees shall be governed by new pension scheme.
9. No T.A./D.A. shall be given for attending the interview.
10. The University reserves the right not to fill any of the advertised post without assigning any reason.
11. Subject to the provisions of University Act and Statute, Examination Controller shall be appointed for a term of 5 years. Provided the State Govt. may renew the appointment for further term of 5 years each on the recommendation of Executive Council.
12. **The candidates who had applied against to our earlier advt. No. 12/2016 dated 29-12-2016 for the post of Controller of Examination have to apply afresh (not required to pay application fees).**

Registrar

Incomplete Form will not be accepted

Application Fee :

<u>UR</u>	<u>OBC</u>	<u>SC/ST</u>	<u>Disabled</u>
400/-	300/-	200/-	200/-



U.P. RAJARSHI TANDON OPEN UNIVERSITY
University Campus, Shantipuram (Sector - F), Phaphamau, Allahabad - 211021

Application Form for Appointment of Controller of Examination Post

Advt. No. Dated

Post applied for

Fee Detail : Bank Draft No. Dated

Amount..... Issuing Bank

Latest
Passport
Size Self
Attested
Photograph

- Name in Full (Block Letters) Miss/Mrs/Mr/Dr./Prof.
- (a) Father's Name
(b) Mother's Name (c) Marital Status
- Permanent Address
.....Pin Code
- Address for Correspondence
.....Pin Code
Telephone (with STD Code) Mobile E-mail
- Social Category : SC/ST/OBC/GEN : (Please attach relevant certificate)
(a) Please mention sub caste in case of reserved category
- Date and Place of Birth :
- Details of Academic Career (from High School or equivalent examination onwards)

Sl.N o.	Exam Passed	Board/University	Institution	Roll No.	Year of Passing	Div. & %age of Marks	Subjects
i	High School						
ii	Intermediate						
iii	B.A./B.Sc./B.Com.						
iv	M.A./M.Sc./M.Com.						
v	B.Ed./L.L.B.						
vi	M.Ed./L.L.M.						
vii	Ph.D./D.Phil./L.L.D. /D.Sc./D.Litt.						
viii	Any Other Academic/Technical/ Professional Qualification (Please specify)						

8. Technical/Professional Job Experience (Give details below) :

Sl. No.	Name of Institution	Post Whether Adhoc/Temp./Perm.	Nature of Duties : Teaching (UG/PG, Research)	Date of Joining	Date of Leaving	Duration	Pay Scale & Basic Salary	Remarks (if any)
1								
2								
3								
4								
5								
6								

9. Teaching Experience, if any : (Give details below) :

Sl. No.	Name of Institution	Name of Post	Nature of Job	Date of Joining	Date of Leaving	Duration	Pay Scale & Basic Salary	Remarks (if any)
1								
2								
3								
4								

10. Training, Orientation, Refresher and other specialized Courses attended

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11. (a) Present Post, Pay Scale and Basic Salary (Please attach certificate)

(b) Minimum basic salary acceptable

12. Academic Attainments, if any :

(a) No. of Doctorate Degree awarded (b) No. of Ph.D. students registered

(c) No. of Research Schemes/Projects completed (d) Awards and Fellowships

(e) No. of Conferences/Seminars Attended : (i) International (ii) National

(f) Publications :

(i) Books (ii) Monographs (iii) Articles (iv) Research Papers

13. Administrative Experience (Please give details and attach list) :

14. Any other information in support of your candidature (please attach separate sheet, if necessary)

15. Endorsement/NOC of the employer, if employed.

16. **If the candidate has applied to our earlier advt. No. 12/2016 dated 29-12-2016 for the post of Controller of Examination, enclose evidence herewith.**

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17. Details of certificate attached (Please enclose self attested photocopy of all relevant certificates/mark sheets etc.)

1. 5. 9.

2. 6. 10.

3. 7. 11.

4. 8. 12.

I hereby certify that the information given above are correct to the best of my knowledge and belief.

Date :

Place :

(Signature of the Applicant in full)