ANNA UNIVERSITY, CHENNAI

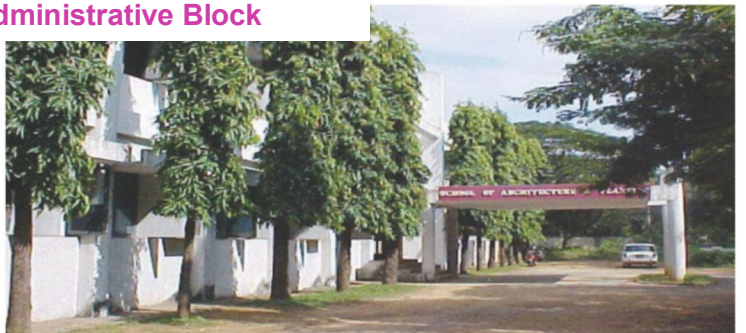**College of Engineering, Guindy Campus**

Alagappa College of Technology Campus

Anna University - Administrative Block

Madras Institute of Technology Campus

School of Architecture and Planning Campus

Direct Recruitment of

- **Associate Professors**
- **Deputy Librarian**
- **Deputy Director of Physical Education**

Information and Instructions to the Already Applied Candidates

Direct Recruitment for the posts of

Associate Professor, Deputy Librarian, & Deputy Director of Physical Education

INFORMATION AND INSTRUCTIONS TO THE ALREADY APPLIED CANDIDATES (DIRECT RECRUITMENT OF ASSOCIATE PROFESSORS IN VARIOUS UNIVERSITY DEPARTMENTS & CENTRES, DEPUTY LIBRARIAN IN UNIVERSITY LIBRARY AND DEPUTY DIRECTOR OF PHYSICAL EDUCATION IN ANNA UNIVERSITY SPORTS BOARD)

Last date for updating the application through online is 20.10.2021 (17.30 Hrs. IST)

Last date for the receipt of hard copy of the updated application with all the relevant enclosures is 27.10.2021 (17.30 Hrs. IST)

Candidates should possess the required educational qualifications in relevant branch / specialization, experience and other requirements specified as on 29.09.2020 only.

For updating online application(s), the candidate(s) shall use the URL

https://www.annauniv.edu

https://aurecruitment.annauniv.edu

IMPORTANT INFORMATION TO THE ALREADY APPLIED CANDIDATES

i. Candidates who had applied against the Notification No.001/RC/UD-FR/PR10&20/2020-2, dated 30.09.2020 may update their data already submitted via online, if they wish, by using their login credentials **without** paying the necessary application processing fee.

ii. Hard copy of the duly updated application form(s) along with the supporting documents should reach the Registrar, Anna University, Chennai-25 on or before the due date.

The following details are available in this Information and Instructions to the candidates:

1. Department-wise & Centre-wise Vacancy Positions along with Roster at the Level of Associate Professor, Deputy Librarian and Deputy Director of Physical Education.

2. Minimum Qualifications, Experience and other requirements for the Posts of Associate Professor in University Departments & Centres.

3. Minimum Qualifications, Experience and other requirements for the Post of Deputy Librarian in University Library.

4. Minimum Qualifications, Experience and other requirements for the Post of Deputy Director of Physical Education in Anna University Sports Board.

5. Methodology for calculating Academic / Research Score as presented in Table-A for faculty members of Faculty of Science & Humanities (excluding Library and Physical Education Personnel).

6. General Information and Instructions.

7. Important Instructions.

1. Department-wise & Centre-wise already notified Vacancy Positions along with Roster at the Level of Associate Professor, Deputy Librarian and Deputy Director of Physical Education

Sl. No.	Department / Centre Code No.	Name of the Department / Centre (Campus: CEG/ACT/MIT/SAP)	Total No. of Vacancies	Roster / Vacancies including Backlog Vacancies
A. Engineering & Technology				
1	**1001**	**Aerospace Engineering (MIT)**	1	**SC(A)(W) (PSTM)**
2	**1002**	**Applied Science and Technology (ACT)**	1	**GT**
3	**1003**	**Automobile Engineering (MIT)**	1	**SC(A)(W) (PSTM)**
4	**1005**	**Biotechnology (ACT)**	4	**SC(W)**
				SC(A)(W) (PSTM)
				MBC/DNC(W)
				BC (Other than Backward Class Muslims) (W)
5	**1006**	**Ceramic Technology (ACT)**	2	**SC(A)(W) (PSTM)**
				MBC/DNC
6	**1007**	**Chemical Engineering (ACT)**	5	**GT(PSTM)**
				SC(W)
				MBC/DNC
				BC (Other than Backward Class Muslims) (PSTM)
				BCM
7	**1008**	**Civil Engineering (CEG)**	9	**GT(W)**
				SC
				SC(W)
				MBC/DNC – 2 (Current Vacancy - 1, Backlog Vacancy - 1)
				MBC/DNC(PSTM)
				BC (Other than Backward Class Muslims) (PSTM)
				BC (Other than Backward Class Muslims) (W)
				BCM
8	**1009**	**Computer Centre (MIT)**	1	**GT**

9	1010	Computer Technology (MIT)	2	GT
				SC(A)(W) (PSTM)
10	1011	Computer Science and Engineering (CEG)	5	GT(PSTM)
				SC(W)
				MBC/DNC
				BC (Other than Backward Class Muslims)
				BC (Other than Backward Class Muslims) (PSTM)
11	1012	Electronics and Communication Engineering (CEG)	10	GT
				GT(PSTM)
				SC(W)
				SC(A)(W) (PSTM)
				MBC/DNC
				MBC/DNC(W)
				BC (Other than Backward Class Muslims)
				BC (Other than Backward Class Muslims) (PSTM)
				BC (Other than Backward Class Muslims) (W)
				BCM
12	1013	Electrical and Electronics Engineering (CEG)	5	GT(W)
				SC
				SC(A)(W) (PSTM)
				MBC/DNC
				BC (Other than Backward Class Muslims)
13	1014	Electronics Engineering (MIT)	4	GT(W)
				SC(A)(W) (PSTM)
				MBC/DNC
				BC (Other than Backward Class Muslims)
14	1015	Food Technology (ACT)	2	MBC/DNC
				BC (Other than Backward Class Muslims)
15	1017	Information Technology (MIT)	2	GT(W)
				SC
16	1018	Instrumentation Engineering (MIT)	1	MBC/DNC

17	1019	Information Science and Technology (CEG)	4	GT
				SC(A)(W) (PSTM)
				MBC/DNC
				BC (Other than Backward Class Muslims)
18	1021	Manufacturing Engineering (CEG)	2	SC(A)(W) (PSTM)
				MBC/DNC
19	1022	Mechanical Engineering (CEG)	10	GT
				GT(PSTM)
				GT(W)
				SC(W)
				SC(A)(W) (PSTM)
				MBC/DNC
				MBC/DNC(W)
				BC (Other than Backward Class Muslims) - 2
				BC (Other than Backward Class Muslims) (W)
20	1023	Mining Engineering (CEG)	2	GT
				SC(A)(W) (PSTM)
21	1025	Printing Technology (CEG)	1	SC(A)(W) (PSTM)
22	1026	Production Technology (MIT)	2	SC(A)(W) (PSTM)
				BC (Other than Backward Class Muslims)
23	1028	Rubber & Plastics Technology (MIT)	1	SC(A)(W) (PSTM)
24	1029	Textile Technology (ACT)	1	MBC/DNC – Backlog Vacancy
B. Management				
25	1030	Management Studies (CEG)	1	SC(A)(W) (PSTM)
C. Architecture				
26	1031	Architecture (SAP)	8 (Core Discipline-7, Allied Discipline-I - 1)	GT
				GT(W)
				SC
				SC(A)(W) (PSTM)
				MBC/DNC
				MBC/DNC(W)
				BC (Other than Backward Class Muslims)
				BC (Other than Backward Class Muslims) (W)

D. Science and Humanities				
27	1033	Chemistry (CEG)	2	SC(A)(W) (PSTM)
				MBC/DNC
28	1034	English (CEG)	2	English – 1 → GT
				Humanities – 1 → GT
29	1036	Mathematics (CEG)	6	GT
				GT(W)
				SC
				SC(A)(W) (PSTM)
				MBC/DNC(W)
				BC (Other than Backward Class Muslims) (W)
30	1037	Media Sciences (CEG)	1	GT
31	1038	Medical Physics (CEG)	1	GT
32	1039	Physics (CEG)	5	GT
				SC
				SC(A)(W) (PSTM)
				MBC/DNC(W)
				BC (Other than Backward Class Muslims)
E. University Library				
33	1040	University Library	1	GT
F. Anna University Sports Board				
34	1041	Anna University Sports Board	1	GT

Abbreviations:

CEG   –   **College of Engineering Guindy Campus**
ACT   –   **Alagappa College of Technology Campus**
MIT   –   **Madras Institute of Technology Campus**
SAP   –   **School of Architecture and Planning Campus**

A – Arunthathiyar, BC – Backward Class, BCM - Backward Class Muslims, GT – General Turn, MBC/DNC – Most Backward Class/De-Notified Communities, PSTM – Persons Studied in Tamil Medium, SC - Scheduled Caste, W – Women

2. Minimum Qualifications, Experience and Other Requirements for the Posts of Associate Professor in University Departments & Centres

Branch / Stream	Qualifications, Experience & other Requirements
A. Engineering & Technology	B.E. / B.Tech., M.E. / M.Tech. in relevant branch** of Engineering and Technology with First Class in U.G. and First Class in P.G. and Ph.D. in the relevant area of specialization** AND At least total of 6 research publications in SCI/SCIE journals at the level of Assistant Professor. AND Minimum of 8 years of experience at the level of Assistant Professor or higher with at least 2 years shall be Post Ph.D. experience. (OR) B.E. / B.Tech. in relevant branch** of Engineering and Technology with First Class in U.G. and M.S. (First Class or not less than 70 percentage[#&] in the appropriate Grade point scale) in the relevant area of specialization** and Ph.D. in the relevant area of specialization** AND At least total of 6 research publications in SCI/SCIE journals at the level of Assistant Professor. AND Minimum of 8 years of experience at the level of Assistant Professor or higher with at least 2 years shall be Post Ph.D. experience. (OR) B.E. / B.Tech. in relevant branch** of Engineering and Technology with First Class in U.G. and Direct Ph.D. in the relevant area of specialization** awarded by a recognized University following the process of registration, course work and evaluation as prescribed by UGC or awarded by the Institutes of national importance (i.e. IITs/IISc/NITs etc.), duly recognized by the MHRD. AND At least total of 6 research publications in SCI/SCIE journals at the level of Assistant Professor. AND Minimum of 8 years of experience at the level of Assistant Professor or higher with at least 2 years shall be Post Ph.D. experience.
B. Management	First Class Bachelor's Degree in any discipline and Master's Degree in Business Administration (First Class or not less than 70 percentage[#&] in the appropriate Grade point scale) / First Class in 2-year Post Graduate Diploma in Management and Ph.D. in the relevant area of specialization** AND At least total of 6 research publications in SCI/SCIE/SSCI journals at the level of Assistant Professor.

	AND
	Minimum of 8 years of experience at the level of Assistant Professor or higher with at least 2 years shall be Post Ph.D. experience.
	(OR)
	First Class Bachelor's Degree in any discipline and M.S. (First Class or not less than 70 percentage$^{\#\&}$ in the appropriate Grade point scale) in the relevant area of specialization** and Ph.D. in the relevant area of specialization**
	AND
	At least total of 6 research publications in SCI/SCIE/SSCI journals at the level of Assistant Professor.
	AND
	Minimum of 8 years of experience at the level of Assistant Professor or higher with at least 2 years shall be Post Ph.D. experience.
C. Architecture	**Core Discipline**
	First Class Bachelor's Degree in Architecture and Master's Degree in relevant specialization** (First Class or not less than 70 percentage$^{\#\&}$ in the appropriate Grade point scale) and Ph.D. in the relevant area of specialization**
	AND
	At least total of 6 research publications in SCI/SCIE/SSCI journals at the level of Assistant Professor.
	AND
	Minimum of 8 years of experience at the level of Assistant Professor or higher with at least 2 years shall be Post Ph.D. experience.
	Allied Discipline
	First Class Bachelor's Degree in Civil Engineering and First Class Master's Degree in Structural Engineering and Ph.D. in Structural Engineering.
	AND
	At least total of 6 research publications in SCI/SCIE/SSCI journals at the level of Assistant Professor.
	AND
	Minimum of 8 years of experience at the level of Assistant Professor or higher with at least 2 years shall be Post Ph.D. experience.

D. Science & Humanities	First Class both in Bachelor's Degree and Master's Degree in relevant branch** in Science & Humanities and Ph.D. in the relevant area of specialization**
	AND
	At least total of 8 research publications in SCI^/SCIE^/AHCI^^/SSCI^^^ journals at the level of Assistant Professor.
	AND
	Minimum of 8 years of experience at the level of Assistant Professor or higher with at least 3 years shall be Post Ph.D. experience.
	AND
	A total research score of seventy-five (75) as per criteria given in Table-A.
	(OR)
	First Class Integrated Master's Degree in relevant branch** in Science & Humanities and Ph.D. in the relevant area of specialization**
	AND
	At least total of 8 research publications in SCI^/SCIE^/AHCI^^/SSCI^^^ journals at the level of Assistant Professor.
	AND
	Minimum of 8 years of experience at the level of Assistant Professor or higher with at least 3 years shall be Post Ph.D. experience.
	AND
	A total research score of seventy-five (75) as per criteria given in Table-A.

^ - **By the candidates applying for faculty positions in the Department of Physics, Chemistry, Mathematics and Medical Physics**
^^ - **By the candidates applying for faculty positions in the Department of English including Humanities**
^^^ - **By the candidates applying for faculty positions in the Department of Media Sciences**

(**) – Department-wise & Centre-wise Branch & specialization are presented in Annexure – II

(#&) - Proof to be produced. If degree classification has not been given by the University, then, the candidate should have obtained not less than 70% in the relevant grade point scale based on the courses studied.

Abbreviations

SCI   - Science Citation Index
SCIE - Science Citation Index Expanded
SSCI - Social Sciences Citation Index
AHCI - Arts & Humanities Citation Index

3. Minimum Qualifications, Experience and Other Requirements for the Post of Deputy Librarian in University Library

Branch / Stream	Qualifications, Experience & other Requirements
E. University Library	First Class Bachelor's Degree in any discipline and First Class Master's Degree in Library Science / Information Science / Documentation Science / Any equivalent Library Professional Degree with knowledge of computerization of library and Ph.D. in relevant area of specialization[##] AND Minimum of 9 years of experience at the level of Assistant University Librarian Grade – I / Assistant University Librarian with at least 3 years shall be Post Ph.D. experience. AND Evidence of innovative library services including integration of ICT in library. (OR) First Class Bachelor's Degree in any discipline and First Class Master's Degree in Library Science / Information Science / Documentation Science/ Any equivalent Library Professional Degree with knowledge of computerization of library and Ph.D. in relevant area of specialization[##] AND Minimum of 11 years of experience at the level of College Librarian with at least 3 years shall be Post Ph.D. experience. AND Evidence of innovative library services including integration of ICT in library.

([##]) – Ph.D. specialization is presented in Annexure – II

4. Minimum Qualifications, Experience and Other Requirements for the Post of Deputy Director of Physical Education in Anna University Sports Board

Branch / Stream	Qualifications, Experience & other Requirements
F. Anna University Sports Board	First Class Bachelor's Degree in any discipline and First Class Master's Degree in Physical Education / Sports / Sports Science. AND Ph.D. in the relevant area of specialization[$$] AND Minimum of 9 years of experience at the level of Assistant Director of Physical Education/University Assistant Director of Physical Education & Sports with at least 2 years shall be Post Ph.D. experience. AND Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.

AND
Evidence of having produced good performance of teams/athletes for competitions like State/National/Inter-University/combined University, etc.
AND
Should pass the physical fitness test in accordance with UGC Regulations at the time of selection.
(OR)
First Class Bachelor's Degree in any discipline and First Class Master's Degree in Physical Education / Sports / Sports Science.
AND
Ph.D. in the relevant area of specialization$^{\$\$}$
AND
Minimum of 11 years of experience at the level of College Director of Physical Education and Sports with at least 3 years shall be Post Ph.D. experience.
AND
Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.
AND
Evidence of having produced good performance of teams/athletes for competitions like State/National/Inter-University/combined University, etc.
AND
Should pass the physical fitness test in accordance with UGC Regulations at the time of selection.

($$) – Ph.D. specialization is presented in Annexure – II

Note:

1. Those candidates who had completed their P.G. and / or Ph.D. degree(s) from foreign Universities should upload the Equivalence Certificate issued by Association of Indian Universities (AIU), www.aiu.ac.in

2. Incumbent faculty members with previous qualifications as specified in G.O.Ms.No.19 Higher Education (C2) Department dated 14.01.2020 clause 41(b) and with M.E. / M.Tech. and Ph.D. in the relevant Branch / Specialization along with all other conditions as specified in this notification are eligible to apply for the post of Associate Professor in the relevant University Departments / Centres.

5. Methodology for Calculating Academic / Research Score for Faculty Members of Faculty of Science & Humanities (excluding Library and Physical Education Personnel)

Table–A

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

Sl. No.	Academic / Research Activity	Faculty of Sciences & Humanities (excluding Library & Physical Education Personnel) - points
5.1.	Research Papers in SCI/SCIE/AHCI/SSCI journals	1. English & Humanities: 10 per paper 2. For others : 08 per paper
5.2.	Publications (other than Research papers)	
	(5.2a) Books authored which are published by;	
	International publishers	12
	National Publishers	10
	Chapter in Edited Book	05
	Editor of Book by International Publisher	10
	Editor of Book by National Publisher	08
	(5.2b)Translation works in Indian and Foreign Languages by qualified faculties	
	Chapter or Research paper	03
	Book	08
5.3.	Creation of ICT mediated Teaching Learning Pedagogy and content and development of new and innovative course and curricula	
	(5.3a) Development of Innovative pedagogy	05
	(5.3b) Design of new curricula and courses	02 per curricula / course
	(5.3c) MOOCs	
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05 marks/credit)	20
	MOOCs (developed in 4 quadrant) per module / lecture	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02
	Course coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08
	(5.3d) E-Content	
	Development of e-Content in 4 quadrants for a complete course/e-book	12
	e-Content (developed in 4 quadrants) per module	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02
	Editor of e-content for complete course/ paper /e-book	10
5.4	(5.4a) Research guidance	
	Ph.D.	10 per degree awarded 05 per degree submitted
	M.Phil. / P.G. dissertation	02 per degree awarded
	(5.4b) Research Projects Completed	
	More than 10 lakhs	10
	Less than 10 lakhs	05

	(5.4c) Research Projects Ongoing:	
	More than 10 lakhs	05
	Less than 10 lakhs	02
	(5.4d) Consultancy	03
5.5	(5.5a) Patents	
	International	10
	National	07
	(5.5b) *$Policy Document (Submitted to an International body / organisation like UNO / UNESCO / World Bank / International Monetary Fund etc. or Central Government or State Government)	
	International	10
	National	07
	State	04
	(5.5c) Awards / Fellowship	
	International	07
	National	05
5.6	*$Invited lectures / Resource Person/ paper presentation in Seminars/ conferences/full paper in Conference Proceedings (Paper presented in Seminar/Conferences and also published as full paper in Conference Proceedings will be counted only once)	
	International (Abroad)	07
	International (within country)	05
	National	03
	State/University	02

The Research score for research papers would be augmented as follows:

SCI/SCIE/AHCI/SSCI Journals (Impact factor to be determined as per Thomson Reuters list):

i) Paper with impact factor less than 1 - 10 Points

ii) Paper with impact factor between 1 and less than 2 - 15 Points

iii) Paper with impact factor between 2 and less than 5 - 20 Points

iv) Paper with impact factor between 5 and 10 - 25 Points

v) Paper with impact factor >10 - 30 Points

- Two authors: 70% of total points of publication for each author.

- More than two authors: 70% of total points of publication for the First/Principal/Corresponding author and 30% of total points of publication for each of the joint authors.

- Joint Projects: Principal Investigator and Co-investigator would get 50% each of total points.

Note:

- Paper presented, if it is part of edited book (or) proceeding then it can be claimed only once.

- *$For the purpose of calculating research score of the teacher, the combined research score from the categories of 5.5(b) and 5.6 shall have an upper cap of thirty percent of the total research score of the teacher concerned.

- The research score shall be from the minimum of three categories out of six categories (Sl.No.5.1 to 5.6)

- Candidates are requested to submit the proof for the data pertaining to Sl.No.5.1 to 5.6 along with hard copy of the application(s).

6. General Information and Instructions

6.1. a. Candidates must be Indian Nationals only with excellent academic record and excellent commitment to quality in teaching and research.

b. Candidates should possess the required educational qualifications in relevant branch / specialization, experience and other requirements specified as on 29.09.2020.

c. In addition to U.G. and P.G. Degrees, Ph.D. Degree shall also be a mandatory educational qualification for the appointment of Associate Professor, Deputy Librarian and Deputy Director of Physical Education in Anna University.

d. Educational qualifications, experiences etc. mentioned in this Notification indicate the minimum eligibility.

6.2. The last date for updating the application through online mode is 20.10.2021 (17.30 Hrs. IST).

6.3 a. After successful submission of the updated online application(s), the candidate shall download the same, affix signatures at appropriate places and send them along with all the relevant enclosures to the Registrar, Anna University, Chennai – 600 025 **only by Speed / Registered Post with acknowledgement due** so as to reach him on or before 27.10.2021 (17.30 Hrs. IST). The envelope containing the application and enclosures should be superscribed on the left hand top corner as "Application for the post of _____ in the Department(s) / Centre of _____ and code No(s). _____.

b. The self-attested photocopies of the documents (as given in **Annexure V**) have to be sent along with the hard copy of each application.

6.4 The candidates are requested to send the scanned copy of the Speed Post / Registered Post receipt to annauniversityrecruitmentcell@gmail.com immediately after sending the hard copy.

6.5. The hard copy of the updated online application(s) along with supporting documents received on or before the due date at the office of the Registrar, Anna University shall be considered for further processing. Hand written application shall not be accepted. The applications received after the last date will be summarily rejected.

6. 6. **Experience**

a. The Service rendered in regular Scale of Pay / Pay Band / Pay Matrix as per AICTE Regulations alone shall be considered as teaching experience.

b. Candidates who are teachers in regular scale of pay and obtained Ph.D. degree by pursuing research simultaneously with teaching assignment without availing Extra-ordinary Leave (EOL) on any grounds, and the candidates who pursued research and obtained degree by availing study leave in regular scale of pay shall be counted as teaching experience for the purpose of direct recruitment.

6.7. Applications from candidates who are already employed shall be considered only if the applications are forwarded through proper channel (Head of the Institution / Organization) with a "No Objection Certificate" (as per **FORMAT**-**III**) from the present employer failing which the application is liable to be summarily rejected. **Advance copy of the application will not be accepted.**

6.8. Applications without satisfying educational qualifications in relevant branch / specialization, experience, necessary publications and other requirements / Incomplete Applications / Applications without proper enclosures / Applications filled with discrepancy / **Applications which are not forwarded through proper channel** will be summarily rejected and no information will be sent to the candidate to this effect.

6.9 Reservation policy shall be as per Tamil Nadu Government Servants (Conditions of service) Act, 2016.

6.10. Appointment on deputation basis will not be considered under any circumstances.

6.11. Original documents as claimed in Sl.No.6.4b & 6.20 shall have to be produced at the time of interview for verification.

6.12. Canvassing in any form shall be a disqualification.

6.13. The online applications / hard copy of applications of the candidates who are not selected will be retained only for six months from the date of completion of the recruitment process.

6.14. In case of any disputes, any suit or legal proceedings shall be filed within six months from the date of issue of appointment order to any cadre and the territorial Jurisdiction shall be Madras High Court, Chennai.

6.15 Candidates should necessarily fill in the information regarding pending court cases, criminal cases, disciplinary actions or equivalent etc. against him / her in the relevant column of the application form. Any changes in this information as and when takes place after the submission of application form till the completion of recruitment process shall be brought to the notice of the University by the candidate, failing which the University reserves the right to cancel the candidature and to debar the candidate from all selections at any point of time.

6.16 Candidates possessing Ph.D. Degree in relevant specialization with all other requirements specified in this notification and having equivalent U.G. / P.G. Degree as approved by the Higher Education Department, Government of Tamil Nadu are also eligible to apply.

6.17 The pay and other allowances shall be as per 7th Pay Commission for the candidates.

6.18. The selected candidates shall be governed by Contributory Pension Scheme as per the prevailing rules of Government of Tamil Nadu.

6.19. Age shall not be less than 30 years on 1st July 2020.

6.20. Counting of past Services for Direct Recruitment of Associate Professor, Deputy Librarian & Deputy Director of Physical Education is as per clause 26 of G.O.(Ms) No.19, Higher Education (C2) Department, dated 14.01.2020. Candidates are requested to enclose the following documents (Institution-wise) in chronological order without fail, towards counting of past services while forwarding hard copy of application:

- Advertisement for Recruitment of post concerned indicating the qualifications and other requirements as per the norms of regulatory bodies,
- Interview / Call Letter,

- Appointment Letter,

- Joining Report,

- Salary Certificates issued by the Institution indicating the Scale of Pay / Pay Band / Pay Matrix for the Posts held

- Last Pay Drawn Certificates,

- Income Tax Returns for the period of service year-wise and

- Service Certificate at the time of relieving.

The past service shall be counted only based on the valid documents submitted by the candidates while screening the application and any request for relaxation to submit the above documents at a later date shall not be strictly entertained. Further, if any one of the above documents is not submitted along with hard copy of application, such application will be summarily rejected without any communication.

6.21. The selection process consists of

- Presentation before the Subject Experts and

- Personal Interview with the Members of the Selection Committee.

6.22. No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview / outcome of interview.

6.23 a. The date and time of Presentation and Interview will be hosted in the Anna University website. In addition, communication will be sent to the registered e-Mail id.

b. Requests for change of date of Presentation and Interview will not be entertained.

c. No TA/DA will be paid to the candidates for attending the Presentation and interview.

d. The Selection process may not be completed on the same day.

7. Important Instructions

- Candidates should have obtained Bachelor's Degree from a recognized University, under 10+2+4 / 10+3+3 / 10+2+3+3 / 10+2+2+3 system for Engineering & Technology, 10+2+3 / 10+2+4 system for Management, 10+2+5 / 10+3+5 system for Architecture (Core Discipline), 10+2+4 / 10+3+3 / 10+2+3+3 / 10+2+2+3 system for Architecture (Allied Discipline), 10+2+3 system for Science & Humanities, University Library and Anna University Sports Board.

- Application of the candidates who have completed U.G. / P.G. / Ph.D. in Engineering and Technology and Architecture under Distance Mode shall not be considered.

- Application of the candidates who have completed M.Phil. and Ph.D. under Correspondence / Distance Education / Open University System from the academic year 2007-2008 shall not be considered as per G.O.(Ms) No.91, Higher Education (K2) Department, dated 03.04.2009.

- Three years Post Ph.D. experience shall be considered only from the date of successful completion of Ph.D. (from the date of Ph.D. viva-voce examination) in relevant area of specialization for all the faculty positions in Science and Humanities.

- In any cadre, the roster-turn indicated as 'PSTM' means Persons Studied in Tamil Medium. For all the other roster turns the medium of instruction shall be only English.

- Medium (English /Tamil) of instruction means, school studies, under-graduate, post-graduate, and research degrees shall be in the same medium. Even if anyone of the above studies / Degrees has been completed with Tamil as the medium of instruction, then the medium of study of the candidate shall be considered as English and not as Tamil Medium.

- If a qualified and suitable candidate who has acquired relevant degrees including school studies in Tamil medium is not available for selection for appointment in the turn allotted for Tamil Medium candidate in the cycle, then, the turn so allotted shall be filled by a candidate studied in English Medium in the respective category in roster.

- If a qualified and suitable woman candidate belonging to Scheduled Castes, Scheduled Castes (Arunthathiyar), Backward Class Muslims, Backward Classes, Most Backward Classes (Vanniakula Kshatriya), Most Backward Classes and Denotified Communities, Most Backward Classes and General Turn is not available for selection for appointment in the turn allotted for women in the cycle, then, the turn so allotted shall be filled by a male candidate in the same category in roster.

- Provided that if even after filling up of the required appointments or posts reserved for Arunthathiyars amongst the Scheduled Castes, if more number of qualified Arunthathiyars are available, such excess number of candidates of Arunthathiyars shall be entitled to compete with the other Scheduled Castes in the inter-se-merit among them and if any appointment or post reserved for Arunthathiyars remain unfilled for want of adequate number of qualified candidates, it shall be filled up by Scheduled Castes other than Arunthathiyars.

- The candidate should upload the community certificate obtained from the competent authorities in Tamil Nadu as indicated in the table shown below.

COMMUNITY	COMPETENT AUTHORITY NOT BELOW THE RANK OF
ST	Revenue Divisional Officer / P.A. to Collector for candidates from the Metropolitan Cities
SC / SC(A)	Tahsildar of native Taluk of the candidate
BC / BCM / MBC/DNC	Head Quarter Deputy Tahsildar or Special Deputy Tahsildar

- Candidate(s) who have obtained Community Certificate other than authorities of Tamil Nadu and other State Candidate(s) shall compete under General Turn Category.

- Married women should possess Community Certificate issued in their father's name only.

For submission to
Anna University, Chennai –25.

FORMAT – I

TEACHING EXPERIENCE CERTIFICATE
(Separate form should be used for each Institution)

1. Name of the Candidate   :

2. Name of the Institution with full
   Address and email ID   :

3. Details of Teaching Experience   :

Sl. No.	Post(s) held	Scale of Pay	Period of service		Duration		
			From	To	Y	M	D
				Total			

     Certified that the above particulars have been verified against the records maintained in the Institution / College are found correct. It is also certified that a copy of this certificate issued along with records shall be maintained by this office for future reference.

Endorsement No :   Dated :

Place :   **Principal / Head of the Institution**

Date :

(Office Seal & date)

FORMAT – II

Tamil Medium: Persons Studied in Tamil Medium (PSTM) have to produce evidence, such as Transfer Certificate, Provisional Certificate / Degree Certificate / Mark sheets received from the Board (or) University (or) from the Institution, with a recording that he / she studied the **prescribed educational Qualification in Tamil Medium**. If there is no mention about the medium of instructions as Tamil in the above certificates, then a certificate from the Head of the Institution as given below must be furnished:-

<u>PSTM Certificate</u>

(To be issued only by the Principal / Head of the Institution)

This is to certify that Dr. _____ (Name)

has studied _____ (course Name) during the years _____ to _____

in Tamil Medium. This certificate is issued after verifying the Statement of Marks /

Transfer Certificate.

Endorsement No :   Dated :

Principal / Head of the Institution

Place   :

Date   :

(Office Seal & date)

FORMAT – III

NO OBJECTION CERTIFICATE BY THE PRESENT EMPLOYER

1. Name of the candidate   :

2. Name of the Post held   :

3. Nature of Appointment (Part-Time / Full-Time) :

4. Period of Employment From (date):   To (date) :

a. I have no objection to the candidate`s application being considered for the post(s).

b. Certified that Dr. _____ has the following punishment / has no punishment to his / her credit.

c. It is also certified that no charges and / or criminal case are / is pending against him / her. (If there is any case pending, copy of documents to be enclosed).

Endorsement No :   Dated :

Place :   **Principal / Head of the Institution**

Date :

(Office Seal & date)