



# BHARATHIDASAN UNIVERSITY

(Re-accredited with 'A' grade by NAAC)

**PALKALAIKERUR, TIRUCHIRAPPALLI – 620 024**

**TAMIL NADU, INDIA.**

Tel: 0431-2407072 Fax: 0431-2407045 www.bdu.ac.in

## **APPLICATION FOR THE POST OF INFORMATION SYSTEMS MANAGER AT THE UNIVERSITY INFORMATICS CENTRE**

Affix recent  
passport size  
colour photo

Notification Ref.No: B1/025570/2008, Dt: 17 - 07 - 2016

1. Name (in block letters) :
2. Father's Name and Address :
3. Address for Official Correspondence :  
(Include Phone No. and e-mail address)
4. Permanent Address :  
(Include Phone No. and e-mail address)
5. Personal Data:  
(Tick the correct box)

Sex		Date of Birth			Place of Birth		Transgender	Community			
M	F	Date	Month	Year	District	State		SC/ ST	BC	MBC	OC

Note: Proof for date of birth, nativity and community should be attached.

6. Academic qualifications starting from the highest degree(s) to Matriculation or its equivalent:

University/College/ Institute/ School Attended	Degree/ Diploma/ Certificate Awarded	Major Subjects of Study	Class/Division/ Cumulative Grade Point Average(CGPA)	Month & Year of Passing

Note : Attested photocopies of the transcripts must be enclosed along with the application.

7. Title of the Project / Dissertation/Thesis submitted  
for the award of degree :  
(M.Sc., B.E.,B.Tech.M.S.,M.Tech., M.C.A., M.B.A., Ph.D.)

8. Details of Diploma/ Certification in :  
Computer Networking

9. Professional Experience: (Start from the present position)

Period		Name of the Institution/Organisation /University	Position Held	Scale of Pay	Nature of Duties
From	To				

Note :Attested photocopies of certificates (including scale of pay) should be enclosed.

10. Experience in the required specialization (Start from the present position)

Specialization	Period		Remarks
	From	To	

Note: Certificates for the above experience mentioning the periods and also the level of specialization should be enclosed.

11. Languages known :

(Rate your Levels: Excellent, Very Good, Good, Fair)

Language	Read	Write	Speak

12. References :Give Name, Designation and address of three persons in responsible positions who are well acquainted with the applicant's character and work (other than relatives)

1	
2	

13. In case, you had been placed on extended probation, censured at any time of your service, suspended or dismissed by authorities of School / College / University /other Institutions and Organizations, during the period of your years study or profession explain the circumstances leading to action(s) of the authority.
14. If selected, whether you will be able to join the position immediately on receipt of the appointment order. If not, the time required to join the position.
15. Any other fact(s) you would like to present for consideration of your candidature.
16. Details of the Demand Draft enclosed (Name of the Bank and Branch and the Number and Date of issue of the Demand Draft)
17. List of enclosures :

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

Place :

Date :

SIGNATURE OF THE APPLICANT

Endorsement of the present employer, if applicable :

OFFICE SEAL

SIGNATURE OF THE FORWARDING AUTHORITY

NAME :

DESIGNATION :

\* \* \*

**Name of the Post: Information System Manager**

**Qualification :** Ph.D. in Computer Science /Information Technology.

**(OR)**

M.B.A. with M.Sc., ( Computer Science/Information Tehnology/Software Systems/Software Development/Cyber Technology)

**(OR)**

M.B.A. with M.C.A.

**Pay Band and Grade Pay** : Rs.15600-39100+ 5400 (Grade Pay)

**GENERAL INSTRUCTIONS**

1. The appointment to the post will be on probation for a period of two years.
2. Qualification, experience, age etc., as on **17.07.2016**, should be specified in the application.
3. Candidates are required to forward their applications 3 (Three) copies using the prescribed format) accompanied by evidence of the age and professional experience, academic qualification and distinctions, reprints of publications, present position and salary drawn and copies of recent testimonials from atleast two persons and names of two referees. All the 3 (Three) copies of application should be enclosed with all copies of documents.
4. Candidates must enclose with their application, a crossed Demand Draft (dated not earlier than **17.07.2016** to the value of **Rs.1000/- (For SC/ST candidates Rs.500/- only)** towards Registration Fee drawn from the State Bank of India or any nationalized bank in favour of the Bharathidasan University, Tiruchirappalli-620 024 and payable at Tiruchirappalli. The name and address must be written legibly on the reverse of the D.D.
5. Only the candidates, short-listed based on higher qualification, experience & accomplishments among the available applicants, will be called for personal interview.

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6. The registration fee **WILL NOT BE REFUNDED** under any circumstances (either to the short-listed or rejected candidates) . Cheque / Money Order / Postal Order / Cash will not be accepted towards payment of registration fee.
7. Application from candidates who are already employed will be considered only if they are forwarded through proper channel.
8. If required, applicants should be prepared to come for an interview at Trichy at their own cost.
9. Interview for candidates from abroad could be arranged through Video-conferencing upon request.
10. Canvassing in any form will be a disqualification.
11. Completed applications should be addressed to the **Registrar, Bharathidasan University, Palkalai Perur, Tiruchirappalli – 620 024, Tamil Nadu** and should be superscribed on the left hand top corner of the envelope with the details of the post applied.
12. The application should be sent by Registered Post with Acknowledgement Due.
13. Last date for receipt of filled-in application is **06-08-2016 by 5 p.m.**
14. Interim correspondence in connection with the application will not be entertained.
15. Originals of Degree Certificates, Community Certificate, Age Certificate, Testimonials , etc. should be produced only at the time of interview. (attested hotcopies only should be sent along with the application).
16. Applications incomplete in any respect or not accompanied by Demand Draft (registration fee) or received after the dead line ( 06 -08 -2016) will be rejected.
17. The University reserves the right to call or not to call any applicant for interview.
18. Request for change of date of interview will not be considered.
19. The decision of the University shall be final and no appeal or correspondence shall be entertained in this regard.
20. The University reserves the right to fill up or not to fill up the post.