



**UNIVERSITY OF MADRAS**  
(Re-accredited by NAAC with "A" Grade  
and University with Potential of Excellence)  
Centenary Buildings, Chepauk,  
Chennai - 600 005

**APPOINTMENT NOTIFICATION**

Applications (8 copies) are invited from the eligible candidates for filling up of the following posts at the University Libraries situated in the various campuses of the University.

Sl. No.	Name of the Post	No. of Posts
1.	Librarian	1
2.	Deputy Librarian	2
3.	Assistant Librarian	8

Details of post, Application form, prescribed qualification, general instructions and other details are available in the University Website: <http://www.unom.ac.in>.

The last date for receipt of filled in applications is **05-10-2015**.

**NOTE:**

The Syndicate reserves the right to fill or not to fill up the posts without assigning any reason whatsoever. In the matter of recruitment, the decision of the Syndicate is final and any representation against non-selection will not be entertained under any circumstances.

**REGISTRAR**



**UNIVERSITY OF MADRAS**  
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Centenary Buildings, Chepauk,  
Chennai - 600 005

**APPOINTMENT NOTIFICATION**

Applications (8 copies) are invited from the eligible candidates for the following posts situated in various campuses of the University in conformity with 200 Point Roster System.

Sl. No.	Name of the Post	No. of Posts	Community Earmarked
1.	Librarian, Chepauk campus	1	NR - 1
2.	Deputy Librarian, Guindy and Taramani campuses	2	GT - 1 SC-A (W)(T) - 1
3.	Assistant Librarian, Chepauk, Marina, Guindy and Taramani campuses	8	GT - 1 SC-A(W)(T) - 1 MBC & DNC - 1 BC (other than Muslim) - 1 GT(W) - 1 SC - 1 MBC& DNC(W) - 1 BC(W) (other than Muslim) - 1

GT- General Turn, SC-A - Arunthathiar on preferential basis  
SC - Scheduled Caste, MBC - Most Backward Class  
BC - Backward Class other than Muslims DNC - Denotified Community  
NR - No Reservation W - Women  
T - Tamil Medium on Preferential basis

If suitable and qualified candidates of Arunthathiar community (preferentially women) are not available for selection and appointment in the turn allotted to them, the turn so allotted shall go to other S.C. candidates within that category on merit basis as per G.O. (Ms.) No. 61 Adi Dravidar and Tribal Welfare (TD2) Department, dated 29.05.2009.

For all other details visit University Website: <http://www.unom.ac.in>.

**The last date for submission of filled in application form:  
05-10-2015.**

**NOTE:**

The Syndicate reserves the right to fill or not to fill up the posts without assigning any reason whatsoever. In the matter of recruitment, the decision of the Syndicate is final and any representation against non-selection will not be entertained under any circumstances.

**REGISTRAR**

## **GENERAL ESSENTIAL QUALIFICATIONS**

As per UGC Regulations on minimum qualification for appointment of Teachers and other Academic Staff in Universities and Colleges and measures for the maintenance of standards of Higher Education 2010

### **LIBRARIAN**

- i. A Masters Degree in Library Science / Information Science / Documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.
- ii. At least thirteen years as a Deputy Librarian in a University Library or eighteen years experience as a College Librarian.
- iii. Evidence of innovative library service and organization of published work.
- iv. Desirable: M.Phil./Ph.D. Degree in Library Science / Information Science / Documentation / Archives and Manuscript keeping.

### **DEPUTY LIBRARIAN**

- i. A Masters Degree in Library Science / Information Science / Documentation with at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.
- ii. Five years experience as an Assistant University Librarian / College Librarian.
- iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.
- iv. Desirable: M.Phil./Ph.D. Degree in Library Science / Information Science / Documentation / Archives and Manuscript keeping / computerization of Library.

### **ASSISTANT LIBRARIAN**

- i. A Masters Degree in Library Science / Information Science / Documentation or an equivalent professional degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic record with knowledge of computerization of Library.
- ii. Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii. However, candidates, who are, or have been awarded Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Librarian.

**PERCENTAGE EQUIVALENCE OF GRADE POINTS FOR UGC SEVEN POINT SCALE:**

It is hereby clarified that wherever the University/College/Institution declares results in grade points on a scale of seven, the following mechanism shall be referred to ascertain equivalent marks in percentage:

<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	0-0.49	0-24

For avoidance of doubt, it is hereby clarified that:

1. If Class or Division is not declared at the Bachelor's or Master's Degree levels, an aggregate of  $\geq 60\%$  or equivalent Cumulative Grade Point Average (CGPA) is to be considered as equivalent to First Class.
2. In respect of CGPA awarded to the candidates on a 10-Point Scale, the Table of equivalence shall be provided by the university concerned followed for determining the Class obtained by them as per (1) cited above.

**SCALE OF PAY:**

Librarian	: Rs.37400-67000 with AGP of Rs.10000.
Deputy Librarian	: Rs.15600-39100 with AGP of Rs.8000.
Assistant Librarian	: Rs.15600-39100 with AGP of Rs.6000.

Candidates who satisfy the above requirements may download the application form from the University Website and apply to the Registrar of the University (by Designation only) with a Demand Draft for Rs.500/- towards the cost of application. The Demand Draft shall be drawn in favour of the 'The Registrar, University of Madras', payable at Chennai. The fee prescribed for SC/ST/Differently Abled Person is Rs.250/-.

The University Website address: [www.unom.ac.in](http://www.unom.ac.in).

**The last date for submission of filled in application form: 05-10-2015.**

**Contributory Pension Scheme:**

As per G.O.Ms.395 Finance [Education] Department, dated 16<sup>th</sup> September 2003 adopted by the Syndicate at its meeting held on 13<sup>th</sup> November 2003 for its employees and amendments/rules and regulations issued/amended by the Government of Tamil Nadu from time to time Contributory Pension Scheme shall be applicable to the newly recruited teachers of the University.

**SPECIAL INSTRUCTIONS:**

**A candidate should have obtained a Bachelor's Degree from a recognised University, under 10+ 2 + 3 system.**

**If the candidate is applying for more than one post he / she have to submit separate application for each post.**

**The period of time taken by the candidates to acquire M.Phil. and/or Ph.D. shall not be considered as teaching / research experience to be claimed for appointment to the teaching positions.**

**RELAXATION**

1. A relaxation of 5% shall be provided from 55% to 50% of the marks, at the Masters level for the SC/ST categories, and differently-abled categories (physically, visually and other differently-abled) for the purpose of eligibility and for assessing good academic record.
2. A relaxation of 5% shall be provided from 55% to 50% of the marks to the Ph.D. degree holders who have passed their Masters degree prior to 19<sup>th</sup> September 1991.

**Community Certificate:**

Permanent Community Card Certificate obtained from the under mentioned authorities on or before the last date for submission of Application Form is necessary for candidates claiming reservation benefits.

- |                |   |
|----------------|---|
| ST             | - Revenue Divisional Officer                                |
| SC/SC-A        | - Tashildar of native taluk of the candidate                |
| BC/BCM/MBC/DNC | - Headquarters Deputy Tashildar or Special Deputy Tashildar |

**NOTE:**

1. The Syndicate reserves the right to fill or not to fill up the posts without assigning any reason whatsoever although recommended by the Selection Committee. In the matter of recruitment the decision of the Syndicate is final and any representation against non selection will not be entertained under any circumstances.
2. Applications (8 copies) should be submitted only in the format prescribed by the University.
3. Outstation candidates are instructed to ensure that the filled in applications should reach before the last date prescribed.
4. Candidates sending the application by Post/Speed Post/Courier should see that the application reaches this University on or before the last date prescribed.
5. Applications received after the last date will be summarily rejected.
6. Enquiries on the above subject will not be entertained.
7. Canvassing in any form will lead to cancellation of candidature.
8. Wherever specialization is not specified core discipline requirement shall suffice.
9. Educational qualification, experience etc. mentioned in this advt. /notification indicate the minimum eligibility for the relevant posts. However, if the number of prima facie eligible candidates applied for the post is disproportionately large in comparison to the number of posts available, suitable criteria may be adopted for shortlisting candidates for interview. For adopting criteria candidates having higher qualifications and/or experience will be considered. Criteria so adopted will depend upon the circumstances prevailing on each occasion of recruitment.
10. Number of posts advertised may increase/decrease depending upon the vacancies available at the time of interview.
11. Applications must be accompanied by copies of certificates regarding educational qualifications, prescribed experience and age, failing which it will be treated as incomplete and liable to be summarily rejected.
12. The candidates should possess the required educational qualification, age and experience as on the date of this notification.
13. Candidates should invariably fill in the information regarding court cases pending, criminal cases, disciplinary actions or equivalent etc. in the relevant column of the application form. Any changes in this information as and when occurred after the submission of application form till the completion of recruitment process should 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 him/her from all selections.

REGISTRAR

**Cost of Application: Rs.500/-  
[Rs.250/- for SC/ST/DAP]**



Affix passport  
size photograph  
here

## **UNIVERSITY OF MADRAS**

**(Application for the Post of Librarian, Deputy Librarian & Assistant Librarian)**

**NAME OF THE POST APPLIED FOR** :

1. Name [IN BLOCK LETTERS] :

2. Name of the Institution where the candidate is working :

3. Post held at present :  
[a] Date of Appointment to the Post :  
[b] Scale of Pay :  
[c] Date of annual increment :

4. Address to which communications are to be sent:  
[Indicate the correct address with Pin-code, Dist, etc.,  
Telephone number and e-mail id]

5. Sex: Nationality & Religion:

6. Date of Birth and Age :  
[Attested copy of the first page of SSLC book/ Plus 2 to be enclosed]

7. Name of the Community :  
[a] Whether SC/SC-A/ST/MBC/DNC/BC/BCM  
(Certificate from the Revenue Official concerned to be enclosed)  
(Specify the Name of the Community in Block letters)

[b] Whether Differently Abled Person :  
(Specify the mode of Disability  
with percentage along with proof)

8. Academic Qualification [Enclose attested copies starting from Matriculation or SSLC to recent degree] :

Degree / Certificate	Year	Name of the Institution	Major	Minor/ Ancillary	Class	Marks/ Grade	Rank, If any

9. Title of the Thesis of the Research Degrees :

Degree	Subject
M.Phil.	
Ph.D.	
Any other higher degree like D.Sc., D.Litt., etc.,	

10. Membership /Fellowship titles in Professional Societies/Academy like FNA,FRS,FNASC etc [Proof to be enclosed] :

11. Whether the Candidate has passed CSIR-UGC National Level Test /SLET/SET of Government of Tamil Nadu :  
(i) If so, particulars should be given [enclose Xerox copy of the pass certificate)  
(ii) If not specify the reasons: and provide evidence of eligibility for the post of Assistant Professor :

12. Prizes,Medals,Awards, other Honours received :  
[to be categorized as Regional, National, International and proof to be enclosed]



**13. Professional Experience [Service certificates to be provided] :**

[state from the present position and go in reverse, should account for all the years lapsed since Masters degree]

Institution	Post Held	Duration of service	Job description:UG&PG Teaching/Research/ Extension etc.

**14.Number of Publications :**

Publications	Published (in number)	In Press [Proof to be attached] (in number)
Articles-Regional		
Articles-National		
Articles-International		
Books		

(b) List of Publications (Do not include Symposia proceedings; if necessary, give them in the form of an appendix)

(State clearly the title of the publication, authors [underline your name] name of the journals, year, volume, page numbers and co-authors if any. If there are books, please indicate the name of the publishers, total number of pages and whether it is a text book or a reference book along with ISBN/ISSN numbers)

Please provide the citation index of the publication & the impact factor of the journal in which it is published :

**15. Conferences/Seminars/Symposia/Workshops attended/papers presented**

Regional/National & International [proof to be enclosed] :

Sl. No.	Name of the event	Place/dates	Title of paper presented

16. Conferences/Seminars/Symposia/Workshop organized [Regional, National & International]. [Proof to be enclosed] :

Sl. No.	Name of the event	Place/dates	Role as organizer

17. Visits abroad including post-doctoral training/fellowships. [Proof to be enclosed] :

Sl. No.	Countries/Institution visited	Duration	Purpose/Assignment

18. Establishment of Departments/Divisions/Laboratories etc. [Proof to be enclosed] :

Sl. No.	Activity	Institution/Place	Dates

19. Patents/IPR Filed, granted and marketed [Provide proofs] :

Sl. No.	Details of Inventions	Patents No.	Date & Countries	If marketed, details:

20. Knowledge of Language :

Languages	Ability to		
	Read	Speak	Write

21. a. Teaching Experience College / University :

- i) Under Graduate :
- ii) Post Graduate :
- iii) M.Phil :

b. Number of years of Research Experience:

c. Supervision of candidates for Research :

Degree	Awarded (in number)	Under guidance (in number)
M.Phil.		
Ph.D.		
Post doctoral candidates		

22. Have you received any research scheme sponsored or supported by Local (State) National (UGC, CSIR, ICAR, ICMR, DST etc.) International (UN, UNESCO, WHO, FAO, etc.) Agencies? Give details with proof :

Sl. No.	Title of the Project	Quantum of Support [Rupees in lakhs]	Funding Agency	Years of Project Operation

23. Have you handled any Consultancy Activity/Projects and /or Industry Interactions?

[Proof to be enclosed] :

Sl. No.	Title of the Project	Agency/Industry	Duration of consultancy with date	Grants Received

24. Have you conducted any extension/community/literary activities in quantifiable terms?

[Proof to be enclosed] :

Sl. No.	Type of activity	Period of activity	Agency of collaboration	Output

25. Name and address of not less than two persons (not related by blood or marriage) to whom confidential reference could be made. They should be in a position to evaluate your candidature for the suitability of the position you are seeking now :

26. Name and address of two persons [not related by blood or marriage] from whom you have obtained the enclosed testimonials. Two are needed of which one should be from the Head of the Institution last attended :
27. Any court case is made/pending against you (Criminal cases/Disciplinary actions). Give brief account of the case like nature of complaint, action taken etc.
28. Any other information you would like to present for consideration :

I DECLARE THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE  
AND I STAND RESPONSIBLE FOR THEIR VALIDITY.

Place:  
Date:

**SIGNATURE OF THE APPLICANT**

## GENERAL INSTRUCTIONS

1. Application should be addressed to the Registrar (by designation only), University of Madras, Centenary Buildings, Chepauk, Chennai - 600 005.
2. Applicants are required to forward their applications (8 copies with enclosures) in the prescribed form containing full particulars Viz.,
  - (i) Proof of age with an attested copy of the first page of SSLC Book;
  - (ii) Qualifications, degrees (with year/years of passing and University in which the degrees were taken);
  - (iii) Other academic distinctions, publications, if any;
  - (iv) Present occupation and salary with scale of pay;
  - (v) Languages with which the applicant is conversant together with copies of recent testimonials;
  - (vi) Names of two persons to whom a reference can be made.
  - (vii) All other enclosures/like publications reprints, certificates etc as indicated in the application as attested copies.

[candidates are advised to take photo copy of the application form. Self designed application formats will not be entertained]
3. All columns in the applications must be filled up fully as indicated with out leaving any of them blank since the candidate's credentials would be evaluated based on the details provided with proofs.
4. Applications from candidates, who are in service, should be sent through proper channel. If they anticipate any delay, they may send 7 advance copies to the Registrar. However, their application will be considered and they will be called for interview only if their applications forwarded through proper channel are received in time. It shall be ensured that such applications are sent through proper channel well in advance before the date of interview.
5. Applicants should be prepared to come for an interview at Chennai at their own cost. Applicants who attempt to canvas or bring influence in any manner will be disqualified.
6. The selected candidates will be required to join duty immediately and enter into an agreement, with the University in accordance with the laws of the University on joining the post.
7. Applicants are required to submit separate form for each post / department.
8. Candidates in service are informed that pay protection in any manner will not be guaranteed on selection to any of the posts concerned.
9. Enquires through telephone or in person will not be entertained and will be a disqualification.
10. **The last date for submission of filled-in application is 05-10-2015.** The applications received after the last date and applications with incomplete particulars will be summarily rejected.

I HEREBY DECLARE THAT I READ THROUGH THE ABOVE INSTRUCTIONS AND ABIDE WITH THE ABOVE INSTRUCTIONS.

Place:

Date:

SIGNATURE OF THE APPLICANT

## CODING SHEET

### (LIBRARIAN / DEPUTY LIBRARIAN / ASSISTANT LIBRARIAN)

Name of the post applied for:

Department:

S.No.	Particulars				
1	Name of the Applicant:				
2	Date of Birth:	Age:	Sex: M/F		
3	Community:	GT	BC/BC M	MBC	SC/SC- A/ST
4	<b>Qualification:</b>				
	<b>Name of the Degree</b>		<b>Year of Passing</b>	<b>Percentage of Marks/Class</b>	
	PG				
	M.Phil.				
	Ph.D.				
5	NET/SLET/CSIR:		Year of Passing		
6	<b>Additional Qualification:</b>				
	<b>Name of the Degree</b>		<b>Year of Passing</b>	<b>Percentage of Marks/Class</b>	
	D.Sc.				
	Fellowship				
	Titles				
	Awards				
7	Teaching/Research exp.	UG: ..... yrs	PG: ..... yrs	Res. Guidance:	
	Guidance [M.Phil./Ph.D.]:			M.Phil.: ..... Ph.D.: .....	
8	Post Doctoral Research experience:		National: ..... yrs	International: ..... yrs	
9	<b>Publications:</b>	Regional Journals/Books	National Journal/Books	International Journal/Books	
		..... nos	..... nos	..... nos	
10	<b>Organisation of Depts./Conference:</b>				
	Labs/Depts.: ..... nos			Conference: ..... nos	
11	<b>Conference, Seminar, Workshop participated:</b>				
	Regional: ..... nos		National: ..... nos	International: ..... nos	
12	Research Project conducted and Fund generated in Rs.:				
13	Patents granted: ..... nos		Consultancies handled: ..... nos		
14	Present Position:				
15	Scale of Pay/salary:				
16	Address to which communication is to be sent with Tel. No. and E.mail ID:				
I declare that the details given above are correct and I stand responsible for their validity.					
<b>Date:</b>			<b>Signature of the Applicant</b>		
<b>Note: This coding sheet should be filled in by the applicant without fail.</b>					





## CODING SHEET (ASSISTANT LIBRARIAN)

Name of the Department:

S.No.	Particulars					
1	Name of the Applicant:					
2	Date of Birth:		Age:		Sex: M/F	
3	Community:		GT	BC/BCM	MBC	SC/SC-A/ST
4	<b>Qualification:</b>					
	<b>Name of the Degree</b>		<b>Year of Passing</b>		<b>Percentage of Marks/Class</b>	
	PG					
5	NET/SLET/CSIR:				Year of Passing	
6	<b>Additional Qualification:</b>					
	<b>Name of the Degree</b>		<b>Year of Passing</b>		<b>Percentage of Marks/Class</b>	
	M.Phil.					
	Ph.D.					
Other Diplomas:						
7	Teaching experience:		UG: ..... yrs		PG: ..... yrs	
8	Post Doctoral Research experience:		National: ..... yrs		International: ..... yrs	
9	<b>Publications:</b>	Regional Journals/Books	National Journal/Books	International Journal/Books		
		..... nos	..... nos	..... nos		
10	<b>Organisation of Conference/ Seminars:</b>					
	Regional: ..... nos		National: ..... nos		International: ..... nos	
11	<b>Conference, Seminar, Workshop participated:</b>					
	Regional: ..... nos		National: ..... nos		International: ..... nos	
12	Present Position:					
13	Scale of Pay/consolidated:					
14	Address to which communication is to be sent with Tel. No. and E.mail ID:					
I declare that the details given above are correct and I stand responsible for their validity.						
<b>Date:</b>				<b>Signature of the Applicant</b>		
<b>Note: This coding sheet should be filled in by the applicant without fail.</b>						