



PONDICHERRY UNIVERSITY

Central University
Directorate of Distance Education

R.Venkatraman Nagar, Kalapet, Pondicherry 605 014

Ref: PUDDE/ Lect. Rec./ Re-Advt.-1/2007

Date:22.02.2008

Applications are invited from eligible candidates for the post of 'Lecturer' in Directorate of Distance Education of Pondicherry University, Puducherry.

Sl. No. & Post	Essential Qualifications	Desirable Qualifications	Area of Specialisation	Tasks & Responsibilities
1. Lecturer – Management (HRM)	For Sl. No. 1 to 4: MBA degree with 55% and above, with specialization in Finance, HRM, Marketing, International Business and fulfilling other conditions as per UGC norms (Any added qualification in these fields will be an advantage)	a)Experience in Distance Education / Correspondence mode of Education / Open Learning System	<u>For Sl.No.1.</u> Human Resource Management	a) Teaching activity at University Campus and Personal Contact Programme (PCP) Centres, located throughout the Country. b) Writing Lessons for the Study Material c) Coordinating with the Lesson writers and PCP Centres d) Arranging PCP classes at various centres located across the country.
2. Lecturer – Management (Marketing)		b)M.A., (Distance Education) / PG Diploma in Distance Education	<u>For Sl.No.2.</u> Marketing	
3.Lecturer – Management (International Business)		c)Ph.D., Degree	<u>For Sl. No. 3</u> International Business	
4. Lecturer – Management (Finance)		d)Lesson / Study Material Writing work experience	<u>For Sl. No.4.</u> Finance	
5.Lecturer – Computer Science	For Sl. No.5 MCA / M.Sc., Computer Science / M.Tech., Computer Science with 55% and above For Sl. No. 1 to 5: Besides fulfilling the above qualification, candidates should have	-- do --	<u>For Sl. No.5.</u> Computer Science / Computer Applications / Information Technology	-- do --

	cleared the NET for Lecturers conducted by UGC/CSIR OR Ph.D in the relevant subject If no NET examination is held in the subject exemption will be granted.			
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NOTE: Those already applied need not apply again

Age: Not above 45

Term of Appointment: Initially for a period of 3 – years on contractual appointment and renewable as per performance

Reservation: One post reserved for OBC

Scale of Pay: Rs.8,000 – 275 – 13500 and other allowances at the rates admissible under and subject to the conditions laid down in rules and orders governing the grant of such allowances in force, from time to time as decided by the UGC and Executive Council of this University will be payable.

Application can be had from the Registrar on requisition accompanied by a crossed DD to the value of Rs.500/- (non-refundable) drawn in favour of ‘ **The Finance Officer, Pondicherry University**’, payable at ‘**Puducherry**’ in person or by post, by sending a self-addressed envelop.

Application form can also be downloaded from www.pondiuni.org. If it is downloaded, the filled –in application be sent along with a DD of Rs.500/- . All the filled-in application should reach the undersigned on or before **10.04.2008**.

Applicants in service should send their applications through their employer concerned with NOC.

Puducherry- 605 014.
22.02.2008

Dr. S. Bhaskaran
Director

MINIMUM QUALIFICATIONS AND EXPERIENCE**LECTURER**

Good academic record with at least 55% of marks or an equivalent grade of 'B' in the UGC 7 point scale with letter grades O, A, B, C, D, E & F at the Master's degree level in the relevant subject from an Indian University, or an equivalent degree from a foreign University.

Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility Test (NET) for Lecturers conducted by UGC/CSIR **OR** Ph.D in the relevant subject. If no NET examination is held in the subject exemption will be granted.

For Lecturer post in Computer Science, applicants having M.Tech Degree are exempted from NET.

Salaries etc:**Scale of Pay -**

Lecturer: Rs.8000-275-13500

- Plus admissible Central Govt. allowances. Higher basic salary may be offered to highly qualified candidates.
- Four and two advance increments will be admissible to those who hold Ph.D and M.Phil degrees respectively, at the time of recruitment as Lecturers.
- One increment will be admissible to those teachers with M.Phil who acquire Ph.D., with in two years of recruitment.

NOTES

(Please read carefully)

Note 1: All degrees and research work must be in the area for which the post is advertised.

- Note 2:
- (i) A relaxation of 5% is provided, from 55% to 50% of marks at the Master's level for the SC/ST category, for appointment as Lecturers.
 - (ii) A relaxation of 5% is provided from 55% to 50% of the marks to the Ph.D Degree holders who have passed their Master's Degree prior to 19th September 1991.
 - (iii) "B" in the UGC-7 point scale with letter grades, O,A,B,C,D,E & F at the Master's level shall be regarded as equivalent of 55% wherever the grading system is followed.
 - (iv) A relaxation of 5% (from 55% to 50%) of marks at the Master's level to the physically and visually handicapped persons.
 - (v) A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Lecturer may be provided to the candidates who have cleared the JRF examination conducted by UGC/CSIR only, prior to 1989, when the minimum marks required to appear for JRF exam were 50%.

- Note 3: Excellent academic background, **high quality** publications, potential to get research funding from Government agencies and industries, appropriate academic professional activities undertaken and a good innovative teaching record will be some of the important criteria for the selection of faculty members.
- Note 4: Ability to carry out interdisciplinary teaching and research will be considered a plus point.
- Note 5: **Applicants who have experience in developing e-content courses may be given preference.**
- Note 6: The University will provide reasonable seed money to the appointed teachers to encourage initiation of research in their fields at Pondicherry University.
- Note 7: Appointed teachers may be assigned other academic or administrative responsibilities in addition to their regular teaching and research including development of Distance Education course material etc.
- Note: 8 **Teachers should also be prepared to teach all the basic courses in their subject and related areas which may not be necessarily in their specialization.**

OTHER IMPORTANT INFORMATION
(Please read carefully)

* Prescribed application form, Annexure I and Annexure II can be down loaded from the University website (www.pondiuni.org). Duly filled application forms etc. along with a Bank draft of **Rs. 500 (Rs. Five hundred only)** drawn in favour of the **Finance Officer (UDF), Pondicherry University** payable at **Pondicherry**. are to be sent to the Director, Directorate of Distance Education, Pondicherry University, R.V. Nagar, Kalapet, Pondicherry – 605 014. The SC/ST and Physically handicapped candidates are to enclose Rs. 125/- only along with the application etc. towards the application fee.

* Candidates from abroad must enclose a Bank draft of USA\$ 15.00 drawn in favour of the **Finance Officer, Pondicherry University (UDF) payable at Pondicherry, India along with application and other documents.**

* Candidates are urged to give as much details of their academic accomplishments as possible by attaching certificates, testimonials, brief write up on awards/their research highlights, citations index on their publications, awards and honours received etc.

* Candidates **must enclose** not more than two pages (typewritten) to give details of their professional ambitions, research they would like to carry out in next five years, minimum requirements to initiate research work in the area of their current interest, etc.,

* **Candidates who are desirous of applying for more than one post will have to submit a separate prescribed application form for each post with separate application fee for each application.**

Application for each post must be placed in a SEPARATE COVER with clearly written name of the post on the cover. The University shall not be responsible for any misplacement, omission etc. if two or more applications are put in one cover by the candidate.

* Candidates should enclose attested copies of certificates towards the evidence of age, educational qualifications, experience etc.

- * **Candidates already in service in India should send their application through proper channel.** An advance copy may be sent directly, if necessary. However, in such cases the candidates called for interview will have to produce **No Objection Certificate** or original applications duly forwarded by the competent authority of their institutions, failing which he/she shall not be allowed to appear before the selection committee.
- * The University reserves the right to fill or not to fill any post. The University also reserves the right to offer temporary or contract appointments against the advertised posts.
- * The University reserves the right to offer a lower rank position against a higher rank position depending on the suitability of the candidate.
- * The actual number of posts in a discipline may increase or decrease depending on the requirements.
- * The prescribed qualifications and experience are minimum and the fact that a candidate possesses the same will not necessarily entitle him/her for being called for interview.

The University reserves the right to restrict the number of candidates to be called for interview.

- It will be open to the University to consider names of suitable candidates who may not have applied. Nominations of highly qualified candidates from very well established academics will also be considered. *The University reserves the right to relax minimum qualifications **marginally** in case of otherwise highly qualified candidates.*
- ***For SC/ST candidates relaxations will be given as per the GOI norms.***
- Wherever considered necessary, the University reserves the right to restrict the period of tenure prescribed.
- A candidate, who has applied earlier **informally** and sent his/her bio-data/academic vita earlier to the Director or any other competent authority of the University, **must apply following the above procedures.**
- No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
- * Applications received after the stipulated date or incomplete in any respect or not readable easily will not be entertained and no further correspondence will be made in this regard.
- * TA will be paid to candidates called for interview (Sleeper II Class railway (SL) fare by the shortest route on production of the journey proof) who will be traveling beyond 500 km from Pondicherry. All SC/ST/PH candidates will be paid TA regardless of distance for Sleeper II class Train fare. **No DA will be paid** to any one. The University may provide Guest House accommodation to the candidates called for interview subject to the availability of the same in double bedded A/c rooms. The rate of charge for it is Rs. 300 per bed per day (or a fraction of a day).

- * **Canvassing in any form will disqualify the candidates.**
- * The name of the post applied for shall be superscribed on the envelope.
- * **Candidates should submit original + 1 copy of the application form, one copy of the detailed Academic Vita (Annexure I) and 8 copies of Annexure II along with the necessary enclosures as mentioned above.**

Do not enclose copies of papers which have been submitted but have not yet been published or have not been accepted for publication. These will not be counted.

- * It may be noted that there is a scarcity of accommodation on the University campus. The University is not obligated to provide accommodation on the campus. The University will, of course, try to extend help in securing accommodation outside the campus.
- * **Completed applications with all the required enclosures must reach**

**The Director
Directorate of Distance Education
Pondicherry University
R Venkataraman Nagar, Kalapet
Pondicherry – 605 014, India.**

by 17:00 hrs on 10th April 2008.

A completed application should have;

1. Duly filled application form in original which is to be downloaded from the University website.
2. One original copy of duly filled Annexure I. **plus** one separate list of all publications.
3. One original + 8 copies of duly filled Annexure II
4. One copy of NOC from the employer, if employed in India.
5. One true copy of the Birth Certificate.
6. One true copy of SC/ST/PH Certificate, if applicable.
7. One true copy of NET/GATE or equivalent Certificate, if required.
8. One true copy of all academic Certificates and Degrees.
9. One true copy of all certificates indicating extent and duration of professional experience.
10. One true copy of any other supporting documents.
11. Copies of reprints of publications as mentioned in the instructions above.
12. A set of 3 to 5 names of referees along with their postal address, email address, fax number, office and residence telephone numbers, if available.
12. Any other document or documents as specified in the above notes/instructions.
13. Any additional documents to support the candidature.

All Certificates, Degrees, NOC and other documents must be produced in originals at the time of interview, if called for the same. Failure to produce the same, may result in not being interviewed.

- If the cover containing an application is not marked properly as per the information given above, it is likely to be misplaced. **The University does not take any responsibility of such misplaced applications.**
- **It is not possible to send individual acknowledgements. Those who want acknowledgement may send their applications by registered post with acknowledgement due.**
- **It is again emphasized that if an application is not strictly prepared as per instructions given above, the application will be summarily rejected.**

Date: 22 Feb. 2008

DIRECTOR

ANNEXURE I

(Please sign on each page of Annexure I and also on the attached documents)

Detailed Academic Vita

Name:

Postal Address:

Telephone No.:

Email:

Fax No.

Mobile:

Present Designation, if employed:

Date of birth:

School and/or Department, if employed:

Present salary, if employed:

Whether SC/ST/PH:

Sex: Male/Female

Educational qualifications:

Certificate/ degree	Year	School/College/ University with address	% of marks & Division	Subjects taken	Remarks, if any

Passed NET:

Yes/No.

If yes, when?

01. Research publications in:

- (a) Refereed international journals, and
- (b) Refereed National Journals
- (c) Publications in refereed conference proceedings
- (d) Publications in non-refereed conference proceedings
- (e) Edited books by you as the only editor.
- (f) Books by you as the only author.
- (f) Books coauthored with others
- (g) Edited books with other editors
- (h) Other publications.

Please give names of the authors in the order as these appear in a publication (do not write "with"), name of the journal in italic, volume, page numbers and the year of publication clearly. A publication means a full length paper not an abstract.

02. Conference presentations/attendance:

- (a) Plenary lectures
- (b) Invited talks
- (c) Contributed **oral** presentations
- (d) Poster presentations.
- (e) Only attendance.

03. Seminars etc. delivered at other institutions on invitation.
04. Give details of various workshops etc. where you were **a resource person**. Give names of institutions, titles and duration of your lectures, presentations etc.
05. List of various courses taught : (a) PG
(b) UG

Please name universities/colleges where you taught these courses and the text books used. Please list the academic year along with the courses.

06. Academic honours/distinctions/awards received. (1) National and (2) International.

07. **Ph.D. students:** (a) number of students presently enrolled.
(b) number of students finished in the last three years.

Please mark in your list of publications which are published from Ph.D. theses of your students.

08. **M.Phil students:** (a) number of students presently enrolled.
(b) number finished in the last three years.

Did any publications result from any of M.Phil theses of your students? If yes, please mark the same on your publication list.

09. Projects guided for Master's students: (a) number of students presently enrolled.
(b) number finished in period (b) only.

Did any publications result from any of these projects? If yes, please mark the same on your publication list.

Note: Please give titles of the theses/projects for each degree, students name and the year of the award of the degree.

10. Research projects: Give title of each project, name of the funding agency and approx. figures for non-recurring and recurring grants. Please give names of Co-PIs, if any.
11. Any foreign visits under exchange or any other programmes: Please list these, if any, with brief details.
12. Received any National fellowships/awards/recognitions. If yes, give brief details.
13. Received any prestigious foreign fellowships like Fullbright, Humboldt, JSPS, Commonwealth etc or awards/recognitions. If yes, give brief details for each fellowship Obtained.
14. **Contributions to teaching:** Contributions in developing courses, academic programmes, innovative teaching methods, work leading to better teaching, research and/or management in the School/Department or any other.

15. List overall **contributions to improve/strengthen the academic environment** of your School/Department/University/Institution where you have worked or working.
16. Administrative positions (with period) held in the University or any other place: If yes, give brief details.
17. If you have been a teacher, have you attended **any** Orientation and refresher courses?
18. Please list your **contributions**, if any, in making the University/Institution Corporate Life better where you have been working or worked previously.
- 19. Any experience with Distance Education? If yes, give brief details.**
- 20. Any experience in developing “e-content” for courses in your discipline or any other area.**
21. Any other academic, professional, administrative or any other information you would like to bring to the attention of the Selection Committee. If yes, please list these briefly.
22. Give at least names of **five** references, who would be willing to assess your academic career/achievements and write recommendation letters. The postal address must be given in full. There should be no abbreviations. The zip/pin postal code must be given clearly. Email addresses, telephone and fax numbers must be typed or very clearly written.

Please make sure that you have received consent from these persons to give their names as referees for you.

21. **Your own postal address, email address, telephone and fax numbers must be very clearly typed or written very clear so that there is no difficulty in reading it.**

Certificate:

This is to certify that the information and other details provided above are true to the best of my knowledge.

Further, I undertake to teach any basic courses in my discipline and closely related subjects in M.Sc., M.Phil and 5-year Integrated M.Sc. programmes.

I further undertake to cooperate with the Department and the University in every aspect of its functioning.

I also clearly understand that I am subjected to the University rules and regulations in force from time to time. In case of violation of the same, I fully understand that I may be subjected to the disciplinary action by the University.

Signature with date.

ANNEXURE II

Name: _____ **Whether:** Male/Female **Age:** _____

Post applied for: _____

Whether SC/ST/PH: _____

Educational qualifications: Give total % marks in bracket.

High School (), 10+2 (), Bachelor's () Master's ()

M.Phil thesis title & marks in%: _____

Supervisor and his/her affiliation: _____

Ph.D. Thesis title: _____

Supervisor and his/her affiliation: _____

Publications out of Ph.D. thesis: _____

Experience:

1. Postdoc experience(years): In India () Abroad ()

2. Teaching (Give years): UG (), PG ()

3. Other experience (give no. of yrs only): _____

4. M.Phil thesis guidance: How many completed? No. of years of experience: _____

5. Ph.D. thesis guidance: How many completed? No. of years of guiding Ph.D.: _____

Publications:

Books: How many so far?: Edited () Non-edited ones () Text Books ()

Research:

1. Peer reviewed journals in India ()

2. Peer reviewed journals abroad ()

3. Conference proceedings in India ()

4. Conference proceedings abroad ()

5. Other publications (Magazines, newspapers etc.): ()

Research projects: How many so far completed? How many on-hand? _____

Honours/awards/Peer recognition: _____

Present employment, salary scale and present basic salary: _____

Date: _____

Signature _____