

TAMIL NADU DR. J. JAYALALITHAA FISHERIES UNIVERSITY

APPLICATION FORM

(For Technical Posts Only)

Photo

Application
Number

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(For Office use Only)

Advertisement Number :

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Date :

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Application Fee Details :

DD No. :

Date :

Bank :

Amount (Rs.) :

Application for the Post of _____

In the discipline of _____

1	Name of the Applicant (In BLOCK LETTERS)	<table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																																														
2	Father's Name Mother's Name Spouse Name	<table border="1" style="width: 100%; height: 40px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																																														
3	Date of Birth Age (as on cut-off date) Enclose Attested Proof	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="width: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="width: 20px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> </tr> <tr> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="text-align: center;">Years</td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="text-align: center;">Months</td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="border: 1px solid black; width: 25px; height: 25px;"></td> <td style="text-align: center;">days</td> <td colspan="8"></td> </tr> </table>																																Years			Months			days								
		Years			Months			days																																								
4	Place of Birth and Nativity (District and State): Enclose Attested Proof																																															
5	Gender (✓ mark) Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>																																															

6	Nationality																		
7	Community (√ mark) Caste	<input type="checkbox"/> OC	<input type="checkbox"/> BC	<input type="checkbox"/> BCM	<input type="checkbox"/> MBC	<input type="checkbox"/> DNC	<input type="checkbox"/> SC	<input type="checkbox"/> SCA											
8	Marital Status (√ mark)	<input type="checkbox"/> Married	<input type="checkbox"/> Single																
9	Permanent Address (Door No., Street Name, Village/Town, District, State, Pin code)																		
10	Address for Correspondence (Door No., Street Name, Village/Town, District, State, Pin code)																		
	E-mail Address																		
	Mobile Number																		
11	Mother Tongue																		
12	Vernacular Language in School / College																		
13	Other Languages known																		
	To Read																		
	To Write To Speak																		
14	Name of the Qualification / Examination																		
	Name of the qualifying examination	Name of School/ College/ University	Period of study		Part time / Full time	Degree/ Diploma received	OGPA/ Marks/ Percent	Specialization											
			From	To															
	X or SSLC																		
	XII or HSC																		
	UG Degree																		
	PG Degree																		
	Ph.D. Degree																		

Note: Attach attested copies of certificates in support of each degree or diploma received

15	Details of NET passed (Attach Evidence) (√ mark) Yes <input type="checkbox"/> No <input type="checkbox"/>		Subject <input type="text"/>		Year of Pass <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
16	Details of previous and present employment							
If employed,								
a. Present designation								
b. Name and designation of the present employer								
Employer	Post Held	Pay Drawn	Period		Duration			Reason for leaving
			From	To	Y	M	D	
Note: Period spent on study for Master's /Ph.D. degree should not be included except the part time study period. Use a separate sheet if required.								
17	Experience Regarding Teaching / Research / Extension / Administration							
Experience in	Post Held	Place of work	Period		Duration			
			From	To	Y	M	D	
Teaching								
Research								
Extension								
Administration								
Note: Use a separate sheet if required								
18	Publication Details							
a	Research Paper		First Author		Co-Author			
	National		<input type="text"/>		<input type="text"/>			
	International		<input type="text"/>		<input type="text"/>			
	Thesis		<input type="text"/>		<input type="text"/>			
	Research Report/Lab/Field Research		<input type="text"/>		<input type="text"/>			
b	Short communication		<input type="text"/>		<input type="text"/>			
c	Abstracts		<input type="text"/>		<input type="text"/>			
d	Popular articles, published in Journal/ Magazine/ Newspaper Booklet, Pamphlets, etc., prepared		<input type="text"/>		<input type="text"/>			

e	List of Books / Book chapters/Manuals published				
	Title	Year	Author	Co-Author	Publisher
Note: Furnish only the number published for a to d, Enclose the list of publications with Author(s)/ Year/ Title / Journal/ Separately and use a separate sheet if required.					
19	Workshop / Seminar / Symposia / Summer Institute/ Refresh course Attended and conducted				
	Title	Attended		Conducted	
		From	To	From	To
	National				
	International				
Note: Use a separate sheet if required.					
20	Training Attended and Conducted				
	Title	Attended		Conducted	
		From	To	From	To
	National				
	International				
Note: Use a separate sheet if required.					
21	Guidance of research scholars as Chairman of the Advisory Committee (Enclose Certificate page of Thesis)				
	Degree	Awarded	Submitted	In-Progress	
	Ph.D.				
	M.E., / M.Tech.,				
	Others				
22	Medals/Awards won				
	Name of the award (Indicate)	Year	Award given by (Organization)	Award given for (Purpose of award)	
	International				
	National				
	State				
	University				
	Society				
	Others				
Note: Use a separate sheet if required.					

23	Funds mobilized				
	Position	Name of the Research Scheme	Funding agency	Duration	Amount
	PI				
	Co-PI				
	Others				
24	Patent / Innovation / Technology Transferred				
	Name of the patent/ Innovation / Technology	Year	Beneficiary	Utility	
25	Extracurricular Achievements (NCC/NSS/Sports and Games)				
	Activity	Period		Level	
		From	To		
Note: Use a separate sheet if required.					
26	Details of Passing ASRR Examination: (For TNJFU candidates)				
27	Special Additional Assignments undertaken a. Co-operative stores, Cafeteria, Warden Deputy Warden, b. College / University Committees (Complete details to be furnished)				
28	Scale of Pay in the Present Post and Basic pay drawn				
29	Are you willing to accept the basic pay in the scale applicable for the post? If No, what is the minimum pay you request for? Give reason in support of the request.				
30	Is there any commitment to serve any organization? Yes / No If yes, furnish details.				
31	Countries visited, if any and the duration and purpose of visit				
	Country visited	Duration		Purpose of visit	
Note: Use a separate sheet if required.					

32	List three referees known to you who can certify your professional competency	
	Name	Address with Phone number
Note: Testimonial from referees to be produced at the time of interview		
33	Any Other Information regarding experience, etc., in support of satisfying the eligibility conditions prescribed for the post now applied for. Note: Use a separate sheet if required.	
34	List of Professional Societies in which you are member and position, if any	
	Professional Society	Position
Note: Evidence to be produced at the time of interview		

35. DECLARATION

<ul style="list-style-type: none"> • I solemnly and sincerely affirm that all information furnished in the application are true and correct to be best of my knowledge and belief. • Should there be any incorrect or false information having been furnished that may come to light in due course, I find myself for such action as the University may decide. • I understand that I am liable for criminal prosecution and the University has the right to cancel my candidature / selection as the case may be and I would forego my selection and the application fee. • I further undertake to submit all the required originals at the time of interview process, as per the Tamil Nadu Dr. J. Jayalalithaa Fisheries University rules, failing which I would forego my interview.
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Place:

Date:

Signature of the Candidate

TAMIL NADU Dr. J. JAYALALITHAA FISHERIES UNIVERSITY
PERFORMANCE APPRAISAL FOR THE RECRUITMENT OF UNIVERSITY OFFICER

1. Name :
2. Designation :
3. Date of birth :
4. Date of retirement :
5. Qualification :
6. Total No. of years of Service in the University
 - i) Assistant Professor :
 - ii) Associate Professor :
 - iii) Professor :
 - iv) Other services :
7. No. of Research papers published during last three years
 - i) International Journals :
 - ii) National Journals :
8. No. of Text books/Practical manuals published :
9. Experience
 - i) Teaching :
 - ii) Research :
 - iii) Extension :
 - iv) Administration :
 - a) Budget Operated :

.2.

- b) Administrative reforms introduced :
- c) Creation of new sections in the Department :
- d) Development of New Department / New courses :
- e) New Land / Properties / buildings constructed for the development of the University :

10. No. of Projects obtained from External Funding Agencies:

Sl.No.	Name of the Scheme / Project	Name of the Funding Agency	Duration	Funds obtained

- 11. Project leader for Schemes funded by external agencies :
- 12. No. of Summer Institute/ Workshop / Seminar etc. (indicate separately) Symposia / organized :
- 13. Training programmes organised :
- 14. Acted as Chairman / Member in University Committees :
- 15. Students guided
 - a) Ph.D.
 - b) M.E., / M.Tech.,

.3.

16. Additional workload as Warden / Vice-President / Cafeteria / Co.Ordinator / NSS / NCC/ Co.OP. Stores / Off Campus Programme / Library / Editor etc. (details with period of service) :
17. Patent / New strains/ Fishery Products/ new Techniques / Vaccines etc. developed :
18. Medals / Prizes / Fellowships received :
19. Investigation on alarming incidences such as disease outbreaks/ pollution problem/ red tides/mass mortality of fishes/rejection of export products etc. :
20. Notable guest lectures :
21. Name of the Foreign Countries visited on invitation and purpose :
22. Member in Scientific / Professional bodies :
23. Charges / Punishment if any :
24. Future plan of action proposed for the post applied :
25. Outstanding contribution in Teaching / Research / Extension / Management including Innovation / New ideas :
26. Any other matter :

SIGNATURE

INSTRUCTIONS:

1. The application form shall be filled in, complete in all respects, giving correct information. Defective and incomplete applications and those with wrong or false information will be rejected.
2. The application form along with a crossed Demand Draft for Rs.500/- and in the case of SC/ST Rs.250/- drawn in favour of the Finance Officer, Tamil Nadu Dr. J. Jayalalithaa Fisheries University, Nagapattinam should be sent so as to reach the Registrar of the University before the prescribed time and date. Application unaccompanied by the Demand Draft will be rejected. TNJFU employees are exempted from payment of Registration fees.
3. Persons who are already working in State or Central Government or any other organization should send their applications through proper channel / Employer. Any delay in sending the applications through proper channel / Employer is not the responsibility of this University. Advance copies of the applications reaching Registrar, Tamil Nadu Dr. J. Jayalalithaa Fisheries University, Vetter River View Campus, Nagapattinam-611 002, within the prescribed time limit shall be entertained. However, in such cases the candidates called for interview shall have to produce no objection certificate or original application duly forwarded by the competent authority, failing which he/she shall not be allowed to appear before the selection committee.
4. Candidates may send copies of testimonials from persons intimately acquainted with his/ her work and character and must also give name and address of three persons to whom references can be made. If he/she has been in employment he should either give his present or more recent employer or immediate superior as a referee or submit a recent testimonial from him. He/She should also submit an attested copy of the entry relating to his / her date of birth, from the Matriculation or Secondary School Leaving Certificate and attested copies of his/her Degree Certificate or / and Diploma testimonials.
5. If a candidate desires to name as a referee any person residing outside India he/she should write to that person asking him to send direct to the Registrar, Tamil Nadu Dr. J. Jayalalithaa Fisheries University, Vettar River View Campus, Nagapattinam, Tamil Nadu, India, a statement of his opinion concerning the candidate's character and suitability for the post. The reply will be treated as confidential.
6. Evidence of Degree/Diploma Certificates and testimonials should be brought in original only at the time of interview.
7. Applications should reach the Office of the Registrar, Tamil Nadu Dr. J. Jayalalithaa Fisheries University, Vettar River View Campus, Nagapattinam-611 002, before the time and date fixed. Applications received after the last date shall stand rejected automatically.
8. Candidates who apply for the post in the prescribed format as notified in the circular which is mandatory.
9. Candidates who apply for Engineering / Technology posts, the eligibility criteria shall be as per AICTE and UGC from time to time.

10. Eligible candidates will be informed about the date and place of interview through intimation. However, University will not take any responsibility for non-receipt or delayed receipt of the intimation by a candidate.
11. Period mentioned in the columns viz., Teaching/ Research/ Extension/ Administration should tally with the total period of experience committed.

**TERMS AND CONDITIONS OF APPOINTMENT AND OTHER INSTRUCTIONS
TO CANDIDATES**

INFORMATION:

1. Candidates must be Indian Nationals
2. Candidates who are in abroad may apply together with an International Money Order to cover the Registration fee of Rs.500/-
3. Candidates who satisfy the conditions prescribed to the satisfaction of the University authorities should be prepared to appear before the University Staff Selection Committee for an Interview at their own cost.
4. Candidates may be called for interview as per the list prepared by the Screening Committee appointed for the purpose and approved by the Vice-Chancellor. The summoning of the candidate for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his / her conditions specified in the application will be accepted.
5. It will be open to the University not to fill up any of the posts now advertised.
6. The University reserves the right to fill up larger number of posts than the number advertised.
7. Any attempt by the candidates, either directly or indirectly to influence the Selection Committee or other authorities of the University will disqualify the candidate for the post.
8. All technical posts of equivalent pay scales are interchangeable, within the broad disciplines / departments, at the discretion of the University.
9. The service conditions and other terms of appointment in the University shall be subject to the approval of the Board of Management of the Tamil Nadu Dr. J. Jayalalithaa Fisheries University.
10. Candidates selected for the posts shall be liable for transfer to any other post in that category within the jurisdiction of the University.
11. Selection of candidates already in employment will be subject to the employer's agreement to relieve them.
12. The age of retirement is sixty years.