



KERALA UNIVERSITY OF FISHERIES & OCEAN STUDIES

കേരള ഫിഷറീസ്-സമുദ്രപഠന സർവ്വകലാശാല

PANANGAD P.O., KOCHI 682 506, KERALA, INDIA

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GA5/9404/2022

Dated:05/11/2024

EMPLOYMENT RE- NOTIFICATION

Applications are invited in the prescribed format attached below from qualified candidates for appointment to the post of Controller of Examinations in this University.

Name of Post : Controller of Examinations

Number of Vacancy : 1 (ONE)

Period of appointment: Four Years from the date he/she assumes the office or till he/she attains the age of 56 years, whichever is earlier.

Emoluments: The Controller of Examinations shall receive such emoluments as may be determined by the University Governing Council which shall not be less than that of a University Professor. He/She is also eligible for Pension, PF and other benefits as may be prescribed by the University.

Essential Qualification: A Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale in Science disciplines and 50% for arts discipline with PhD from a recognised University. Minimum of 15 years experience as a teacher in a recognised College/University of which 5 years in the administrative capacity.

GENERAL INSTRUCTIONS

1. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received is large and/or where it will not be convenient or possible to interview all the candidates, the University at its discretion may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience prescribed in the advertisement.

2. The qualification prescribed shall be as on the last date for receipt of application.

3. Application fee: Rs. 3000/- (For Candidates other than SC/ST)

Rs.750 /- (For SC/ST Candidates)

4. Mode of remittance of fee: - Via Online to the account given below:-

Account No: 67149674791

Name: Finance Officer, KUFOS

Bank & Branch:-SBI,SARoad,Vyttila

IFSC:-SBIN0070517

5. How to apply: Interested candidates are requested to apply in the prescribed format with 2 set of application which could be downloaded from the University website www.kufos.ac.in (attached hereunder) along with biodata, supporting documents (self attested) and proof of remitting application fee.
6. Applications submitted not in the prescribed format, fee and without supporting documents will be summarily rejected.
7. Applications should reach at the below address **on or before 5.00 pm on 20.11.2024.**
THE REGISTRAR
KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES
PANANGAD P.O,
MADAVANA, KOCHI-682 506.
8. The University will not be responsible for any postal delay.
9. **Those candidates who had applied for the post of Controller of Examinations notified vide GA5/9404/2022 (1) dated 11.01.2023 need not submit application and can submit additional documents, if any.**
10. The envelope should be super-scribed with the advertisement number and the post applied for.
11. No interim queries regarding interview/selection will be entertained. Canvassing in any form will be a disqualification.
12. Employees who are working in Universities/Govt. Colleges/other State or Central Government Institutions and possessing the above qualifications are eligible to apply for the post. Interested Candidates shall submit their application through proper channel, with Biodata, and other documents. No Objection Certificate from the concerned authority should be attached with the application.
13. The Degrees/Diplomas awarded by UGC approved Universities or Institutions established through an act passed by Parliament/State Legislative Assembly in accordance with the conditions laid down in G.O.(M.S.) No. 526/PD dated 17.07.1965 are acceptable for appointment in this University.
14. All experience certificate shall be duly certified by the concerned controlling officer/Head of Office of the Govt/University/Institutions etc. The genuineness of the certificate shall be subjected to verification and legal action will be taken against those who issue and produce bogus certificate.

15. The University reserves the right to –

- a) not to fill up any or all posts advertised.
- b) draw reserve panels for appointment to possible future vacancies;


REGISTRAR i/c

To:

1. Programmer (For publishing in KUFOS web site)
2. Director PR&P (For publishing in news papers)
3. Notice Board/SF



KERALA UNIVERSITY OF FISHERIES & OCEAN STUDIES
PANANGAD P.O., KOCHI 682 506, KERALA, INDIA

APPLICATION FOR THE POST OF CONTROLLER OF EXAMINATIONS

Affix a recent
photograph
and self attest
the same

Notification No. and Date : _____

Name of the post applied for : _____

1.	Name (In English Block Letters)			
2.	Address for Communication			
3.	Permanent Address			
4.	Phone No .	Landline	Mobile	Email ID:

5	Name of Community/Caste/Tribe (where community claimed in the application is not proved by school records, certificates issued by Tahsildar or Muncipal Commissioner will be accepted as proper proof of community)	
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6	Date of Birth (In Figures and in words-attach proof) and age – age on the date of submitting application form to KUFOS	
7	Place of birth (Village,Taluk, District and State)	
8	Have you been debarred from appearing for any exam conducted from by KPSC or any Centre/State Government/Quasi Government bodies / Dismissed from service or convicted by a Court of Law.	
9	If yes, give details	
10	Educational Qualifications	
	Name of the Examination passed	Name of University
		Year of passing
		Class/ Rank etc.
	Subject of examination in the main and subsidiary subject in each part (Attach attested copies of mark lists)	
	a.Graduation	
	b. Post Graduation	
	c. Research Degree (Give full details with subject of specialization, Name of Institute or University and the Guide under whom you have undertaken Research Work done since taking the first research degree (add full details in a separate sheet if necessary).	
	d.Post Doctoral Degree (Give full details of post doctoral work, name of the Institution, etc.)	
11	Particulars of documents to prove age, qualification etc. (Enclose attested copies of documents mentioned)	
12	List of publications in approved journals (add a separate sheet if necessary, enclose one copy each of all reprints .	
13	Teaching Experience (Enclose attested copy of teaching Experience certificate issued by Principals of Colleges or Corporate Management or Director of Collegiate Education with split up period of UG & PG Teaching in each college.	
14	Details of Research / Externally aided projects implemented, funding agencies, funding support received, consultancies etc., Project administration, Technical & Financial details	
15	Presentation of paper in National/ International Seminar (Add a separate sheet listing the papers). Enclose attested copies of certificate showing the name of papers presented.	

16	What languages including Indian languages can you read write or speak? Give particulars and State examination passed in each.				
	Read Only	Speak only	Read and Speak	Read, Write and Speak	Examination Passed.
17	Research experience : Research Guidance-No. of M.Phil/MFSc./PhD. Produce details of titles/topics of Ph.D work and M.Phil dissertations.				
18	Administrative experience if any (give full details) Name of the institution, Nature of administrative work carried out, duration etc.				
19	Experience Details				
	Name of Employer	Date of Joining	Date of Leaving	Nature of Employment	Salary
20	(a) Present employer's full address (b) Has the consent of the employer been obtained for submitting this application? If yes, attach copy of the consent.				
21	Any additional Information which the candidate wishes to give in support of his application (attach copies of documents)				
22	List of enclosures				
23	Name of Books published (Enclose copies of Books published)				

24	Extra Curricular activities in School and College days (enclose attested copies of certificates) (i) Social service (ii) NCC (iii) Sports and Games (iv) Students Organization other than political (v) Any other Institutional Governance responsibilities carried out	
25.	Any other details	

I certify that the information given above is correct to the best of my knowledge and belief. I agree to bind myself to the conditions of service of Kerala University of Fisheries and Ocean Studies that may be drawn up from time to time under Section 37 of Act 5 of 2011 or any amendments thereto.

Place :
Date:

Signature of applicant:
Name in block letters :