

**MOTHER TERESA WOMEN'S UNIVERSITY, KODAIKANAL  
(A STATE UNIVERSITY)  
CENTRE FOR WOMEN'S STUDIES**



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**NOTIFICATION**

Applications are invited from eligible candidates for the following **Temporary Teaching / Non-teaching** positions in the Centre for Women's Studies.

Sl. No	Positions	No. of Vacancies
1.	Project Associate	1
2.	Office Assistant	1

For qualifications, please refer to the "Instructions to the Candidates" available in the University website: [www.mogetherteresawomenuniv.ac.in](http://www.mogetherteresawomenuniv.ac.in).

The last date for receipt of filled in application is **24.04.2015**

REGISTRAR

Date: 20.03.2015

**(A) DETAILS OF POSTS:**

1. Project Associate - Consolidated Pay : Rs.25, 000/-  
2..Office Assistant - Consolidated Pay : Rs.10,000//-

**(B) Essential Qualification:**

Sl. No	Position	Essential Qualification
1.	<b>Project Associate</b>	<b>Minimum Qualifications &amp; Experience :</b> (a) At least 55% marks at the Master's Degree level in the relevant subject in Women's Studies or Social Science/ Humanities subjects/ Law with research methodology and background. (b)A candidate must have M.Phil or Ph.D or NET/SET in the relevant subject in Women's Studies or Social Science/ Humanities subjects/ Law with experience of field work , project work and Report writing (c) Minimum two years teaching / research experience of handling Women's issues including the field work. (d) Proficiency in handling computers and online correspondence as prescribed by government from time to time or MS-CIT certificate.
2.	<b>Office Assistant</b>	<b>Minimum Qualifications :</b> (a) Any graduate of statutory university with fluency in English & Tamil writing. (b) Minimum 50 × 40 w.p.m. typing speed of English & Tamil respectively. (c) Proficiency in DTP work, computer handling with proven performance & MS-CIT certificate. d) A candidate having at least two years of working experience in any teaching or research institute / Government/Semi-Government organization would be given the preference.

**(C) TERMS & CONDITIONS:**

3. Since all the above posts are sanctioned by the University Grants Commission for Centre for Women's Studies of University during XIIth Plan period, the appointment will be purely on temporary & tenure basis for a period of maximum five years. (i.e. up to 31/03/2017 or till the closer of the Scheme, whichever is earlier).
4. The candidates will have no claim of permanency or right for Re appointment or regular appointment.

**(D) GENERAL INSTRUCTIONS TO THE CANDIDATES**

5. Candidates must read the instructions before filling the application form in. Candidates must ensure that no column is wrongly filled in Application form as the information furnished therein would be used for deciding the eligibility and suitability of the candidates for being called for the interview. Applications not filled in correctly, completely or as per the instructions are liable to be rejected and the onus of such rejection would be on the candidate himself/herself.

6. Applicants are advised to submit the applications to the University well in advance, without waiting till the last date, to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.

7. Copies of the certificates should be attached in support of information given in the form where necessary and serial No. of enclosure attached should be indicated in the respective column given in the form. Any information

contained in the attached certificates shall not be considered unless it is claimed in the application form.

8. Candidates should attach attested copies of caste validity certificate and non-creamy layer certificate wherever is applicable.

9. Applications incomplete in any respect will not receive any consideration at all.

10. Paste (do not staple/pin) a passport size colour photograph in the space provided on the right top portion of the application duly attested by the applicant in at least two application forms

11. The University will not be responsible for any postal delay at any stage in the recruitment process.

12. Experience and qualifications will be reckoned as on the preceding day to the date of employment notification (not the date of publication of the employment notification). Good and clear photocopies of all certificates must be attached to the application.

13. The right is reserved with the University to fill or not to fill the post or to modify/alter/cancel the advertisement.

14. Since applications received would be short listed, merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for an interview.

15. No correspondence will be made with applicants who are not short-listed/not called for interview.

16. No quarries or correspondence regarding issue of call letters for interview / selection of candidates for the jobs will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration for the appointment.

17. Applicant shall not be entitled for any reimbursement in terms of TA/DA towards attending the interview.

18. The University shall not be held responsible for postponement or cancellation of Scheduled interview for any unforeseen/ unavoidable reasons.

19. Applications which are received late, incomplete in any respect and not in the prescribed form will be rejected, and no information in this regard will be sent to the candidates.

20. Applications received by E-mail and Fax shall not be entertained.

21. Selection will be made on the basis of candidate's previous record and their performance in the interview. The University may also utilize seminar/colloquium and/or any other mode as a method of selection.

22. Prepare a set of application by filling prescribed application form either handwritten or neatly typed or computerized and enclose good copies (not originals) of all type of certificates/publications/pre-prints/reprints etc., to the application in proof of all information (date of birth, qualifications, experience, publications, etc.) furnished in the Application. Write 'Enclosure Sr. No. \_\_\_\_\_ ' (as mentioned/filled in the application) at the right top corner of each copy of the certificate/document enclosed to the application.

23. Eight copies of the application form for the post of Assistant Professor and Three copies for the post of Research Associate and Two copies of the application form for Research Assistant and Data Entry operator posts along with attested true copies of the relevant enclosures to all the submitted Copies shall be necessary along with copies of application form, failing which it will be treated as rejected. Attested copies or reprints of testimonials will not be returned. Original documents will have to be produced at the time of interview.

24. Finally, after attending to the requirements as mentioned above, send the filled-in application is to be sent to “*The Registrar Mother Teresa Women’s University, Kodaikanal- 624 101*”

25. Last date for receipt of filled-in application **24.04.2015**

Place: Kodaikanal

**REGISTRAR**

Date : 20.03.2015