

INSTRUCTIONS TO THE CANDIDATES

I. APPLICATION FORM

Application form can be downloaded from our College website www.sivet.in

Eligible Candidates are advised to apply in the prescribed format only.

Applications are to be submitted with all relevant enclosures, superscribing on the **envelope**
“Application for the Post of Assistant Professor, Reference CODE _____to:

The Secretary

S.I.V.E.T. College

Gowrivakkam

Chennai- 600 073

- The completed filled in application should reach on or before 31st August , 2026, 5.00 P.M either by post or in person

II. EDUCATIONAL QUALIFICATIONS: (As on the date of notification)

As per the UGC Regulations and Tamil Nadu Government Rules.

Assistant Professor: Eligibility (a) or (b):

(a) i) A Master's degree with a minimum of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) in a concerned subject from an Indian University, or an equivalent degree from an accredited foreign University.

A relaxation of 5% shall be allowed at the Master's level for the candidates belonging to Scheduled Caste / Scheduled Tribe / Most Backward Classes and Denotified Communities / Backward Classes / Backward Class Muslim/ Differently Abled (PwD) candidates for the purpose of eligibility and assessing good academic record for direct recruitment.

A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D.Degree holders who have obtained their Master's Degree prior to 19 September 1991.

ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M. Phil. / Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/ SLET/ SET.

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor in Colleges / Institutions subject to the fulfillment of the following conditions:

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;

e) The candidate has presented at least two papers based on his/her Ph.D. work in conferences / seminars sponsored / funded / supported by the UGC / ICSSR / CSIR or any similar agency.

(OR)

(b) The Ph. D degree has been obtained from a foreign university / institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following:

(i) Quacquarelli Symonds (QS), (ii) The Times Higher Education (THE) or (iii) The Academic Ranking of World Universities (ARWU) of Shanghai Jiao Tong University (Shanghai).

III. REFERENCE CODE

S.NO	Name of the Department	Community Rotation	Reference Code
1	Corporate Secretaryship	MBC & DNC Women	01CSP1
2	Corporate Secretaryship	BC(Other than BC Muslims)	02CSP2
3	Economics	GT	03ECO1
4	Commerce	SC Women	04COM1
5	Commerce	GT	05COM2
6	Commerce	MBC & DNC	06COM3
7	Commerce	GT Women	07COM4
8	Chemistry	BC(Other than BC Muslims) Women	08CHE1
9	History	GT	09HIS1
10	History	SC(A) Tamil Medium	10HIS2
11	Mathematics	MBC & DNC	11MAT1
12	Mathematics	BC(Other than BC Muslims)	12MAT2
13	Tamil	GT	13TAM1
14	English	SC	14ENG1
15	Zoology	MBC & DNC	15ZOO1
16	Zoology	BC(Other than BC Muslims)	16ZOO2
17	Zoology	GT Women(Tamil Medium)	17ZOO3
18	Physics	BC(Muslims) Women/DW	18PHY1
19	Physics	GT	19PHY2

II. Must enclose the Xerox copies of the following certificates with the application

1. 10th / SSLC Mark Sheet
2. 12th / HSC Mark Sheet
3. UG Certificates
 - 3.1 Consolidated Marks Sheet / Mark Sheets for all semesters
 - 3.2 Degree Certificate or Provisional Certificate
4. PG Certificates
 - 4.1 Consolidated Mark Sheet / Mark Sheets for all semesters
 - 4.2 Degree Certificate or Provisional Certificate
5. M.Phil. Certificates, if applicable
 - 5.1 Consolidated Mark Sheet
 - 5.2 Degree Certificate or Provisional Certificate
6. Ph.D. Certificates, if applicable
 - 6.1 Degree Certificate
 - 6.2 Viva Voce approval letter from university
7. NET / SLET/SET, etc., Certificate, if applicable
8. Community Certificate
 - 8.1 Community Certificate should be obtained from the following authorities of Government of Tamil Nadu for candidates claiming Communal reservation as the case may be:
 - SC/SCA – Tahsildar of native taluk of the candidate.
 - BC / MBC / DNC – Headquarters Deputy Tahsildar or Special Deputy Tahsildar.
 - 8.2 Community Certificate of married Woman candidate issued with her Father's/Mother's name alone shall be accepted.
 - 8.3 Community certificates issued by any other State or Union Territory Authorities will not be considered against vacancies reserved for 69% communal reservation.
9. Teaching Experience Certificates (As on the date of Notification)
 - 9.1 The teaching experience certificate shall be taken into account for the relevant subjects for which the candidate has opted for the calculation of weightage marks
 - 9.2 The teaching experience shall be calculated as on the date of notification.

(ANNEXURE III & IV).
10. Patent/Research Publication Details
11. Certificates of Extra Curricular Activities
12. Details of Awards & Appreciation
13. Person Studied in Tamil Medium (PSTM) Certificate (if applicable)

The candidates who claim reservation under PSTM (Persons Studied in Tamil Medium) category have to submit Tamil Medium Study Certificate in the prescribed format **(ANNEXURE I & II).**
14. Destitute Widow Certificate (if applicable)
15. Differently Abled (PwD) Certificate: (if applicable)

A candidate who wants to avail the benefits of reservation under Differently Abled (PwD) category would have to submit an Identity Card and Passbook with Disability Certificate issued by the Competent Authority under the Commissionerate for Differently abled, Government of Tamil Nadu.

16. **Employment Exchange Registration Card** with latest renewal issued by the Department of Employment and Training, Professional and Executive Employment Office , under the Government of Tamil Nadu.
17. No Objection Certificate from the Head of the Institution or Appointing Authority, (if applicable). **(ANNEXURE V)**. This may be produced at the time of interview.

SECRETARY