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### NOTIFICATION

Applications are invited by the Search Committee from retired Professors with atleast 10 years experience for the selection of Ombudsman on part-time basis in APJ Abdul Kalam Technological University, Thiruvananthapuram.

Under Section 3 of AICTE Notification dated 25/05/2012,

1. i) Each Technical University shall appoint an Ombudsman for redressal of grievances of students under these regulations.

ii) The Ombudsman shall not, at the time of appointment, during one year before appointment, or in the course of his tenure as ombudsman, be in a conflict of interest with the University where his personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement towards the university.

iii) The Ombudsman, or any member of his immediate family shall not:

a) hold or have held at any point in the past, any post, employment in office of profit in the university,

b) have any significant relationship including personal, family, professional or financial, with the University,

c)hold any university position, called by whatever name, under the administration or governance structure of the University.

iv)The Ombudsman shall be a part time officer appointed for a period of three years or till 70 years of age whichever is earlier from the date he resumes the office and may be reappointed for another one term in the same university.

v)The Ombudsman may be removed on charges of proven misconduct or misbehaviour by the concerned appointing authority.

vi)Provided that no order of removal shall be passed except after an inquiry made in this regard by a person not below the rank of High Court Judge in which such Ombudsman has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges.

A consolidated fees will be provided on a monthly basis considering the maximum number of hearings that can be conducted in a month.

If the number of application is more than 25, the selection of the candidates for the panel shall be based on a screening test.

Signed applications in hard and soft copies with bio data, proof of experience, qualification etc in the prescribed proforma should reach the Principal Secretary to Government, Higher Education Department,

Government Secretariat (Annex II), Thiruvananthapuram- 695 001 on or before 5 pm on 30/09/2019 For more details visit [www.kerala.gov.in](http://www.kerala.gov.in) / [www.highereducation.kerala.gov.in](http://www.highereducation.kerala.gov.in) / [www.ktu.edu.in](http://www.ktu.edu.in).

Sd/-  
Principal Secretary to Government  
Higher Education Department  
Government of Kerala

**FORMAT OF APPLICATION FOR THE POST OF OMBUDSMAN**

**Affix the  
latest passport  
size photo.**

**(Applicant is requested to type the information in the following format and can add more lines in the format wherever required)**

**1. General Information of Applicant**

Name  
(in Capital Letters)

Date of Birth  
(Day/Month/Year)

Correspondence Address

Phone No.

Mobile No.

Landline No.

E-mail

**2. Details of experience possessed as per eligibility criteria**

Sl.No.	Post held	Pay Scale	Organisation	Nature of Duties	Experience (In years and Months)
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**3. Educational Qualification (In chronological order from latest to Graduation level)**

Sl. No.	Qualification	University	Year	Subject(s)/ Topic(s)	% Achieved	Distinctions etc
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4. Administrative Experience/Post (s) & responsibilities held

Sl. No.	Post	Organisation/ University	Duration		Experience (In Years and Months)
			From (Date)	To (Date)	
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5. Academic/Teaching Experience & responsibilities. (In chronological order from latest to oldest).

Sl. No.	Post	Organisation/ University	Duration		Experience (In Years and Months)
			From (Date)	To (Date)	
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6. Honours/Awards & Fellowships for Outstanding Work:

Sl. No.	Name of Award/Fellowship etc.	Elected/Honorary Fellow	Awarded by	Year of Award
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7. Strength (in 100 words)

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8. Your vision as an Ombudsman for the University (upto 500 words)

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9. Details of Referees, if any,

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Sl. No.	Name of Referee	Post Held by Referee	E-mail	Phone No.	Mobile
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I, hereby, declare that all the statement/particulars made / furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application / candidature is liable to be summarily rejected at any stage and if I am already appointed, my services are liable to be terminated without any notice from the post of Ombudsman of APJ Abdul Kalam Technological University.

Place:

Date:

(Signature of the Applicant)

**Note: Total No. of Pages (A4 size of the application should not exceed 10 pages)**