



PONDICHERRY UNIVERSITY

A Central University

(www.pondiuni.edu.in)

Dr. B.R. Ambedkar Administrative Building ,
R. Venkataraman Nagar, Kalapet , Puducherry – 14

APPLICATION FOR ADMINISTRATIVE POSITIONS

Advertisement No: RC/2018-19/33

Advt. Date: 15.10.2018

Note: Candidates are advised to study the eligibility criteria, Instructions carefully and then fill up the application in all respects. No column should be left blank. Incomplete application will be rejected. Attach additional sheets, if required. However, information given must be precise to the point.

1) Fee Remittance

Bank / Place : _____ DD No/Date _____ Amount _____
If exempted, reason thereof _____

2) Name of applicant : _____
(in full capitals)

POST CODE

3) Post Applied for : _____
(Use separate application for each post)

4) Father's name : _____

5) Mother's name : _____

6) Age : Years ____ Months ____ Days ____
(As on the last date of receipt of application)

7) Date of Birth : [Day][Month][Year]

(Affix recent passport size photo duly signed by you)

8) Nationality : _____

9) Religion : _____

10) Gender : Male [] Female []

11) Marital Status : _____

12) Address

Table with 2 columns: For Communication, Permanent. Rows for State and Pin.

Phone: (L) _____ Email : _____

Mobile : _____

Signature of the Applicant

13) Category : SC* OBC*
(Put/ mark) ST* Gen Ex. Servicemen
(*Attach a certificate from the competent authority prescribed by the Government of India)

14) Whether Physically Challenged Yes* No (Put / mark)

*If yes A B C D (Put/ mark)

A (a) - Blindness & Low Vision; B (b) - Deaf & Hard of hearing

C (c) - Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims & muscular dystrophy

D (d) - autism, intellectual disability, specific learning disability and mental illness;

D (e) - multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

(*Attach a certificate from the competent authority as prescribed under government rules)

15) Educational Qualification (10th Std onwards) (Attach Proof)

<i>Examination</i>	<i>Board</i>	<i>Month & Year of passing</i>	<i>Marks Obtained</i>	<i>Overall percentage</i>	<i>Class Division</i>
SSLC/Matric or equivalent					
PUC/+2(HSC) or equivalent					
Diploma, if any					

16) Educational Qualification (UG Degree onwards) (Attach Proof including statement of marks)

<i>Sl. No</i>	<i>Degree</i>	<i>Subject</i>	<i>University/ Institute</i>	<i>Percentage of marks</i>	<i>Year of Passing</i>
1.					
2.					
3.					
4.					

17) Experience (Attach Proof)

<i>Sl. No</i>	<i>Post Held</i>	<i>Name of the Organization</i>	<i>Nature of Responsibility</i>	<i>Length of Service</i>			<i>Reason for quitting the Job</i>
				<i>Y</i>	<i>M</i>	<i>D</i>	
1							
2							
3							
4							
5							
Total							

Signature of the Applicant

18) Present employment (Attach Proof)

- a) Name of the Organization : _____
- b) Post Held : _____
- c) Pay Band : _____
- d) Date of Appointment : _____
- e) Whether Permanent /
Temporary/ or on Probation : _____
- f) Whether State / Central
Government / PSU /Private : _____

DECLARATION

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that all entries in this form, as well as, in attached sheets are true to the best of my knowledge and belief. At any stage if any of the information furnished by me is found to be false or incorrect, suitable action may be taken against me. If selected, I promise to abide by the rules and regulations of the Pondicherry University.

Date :

Signature of the applicant

Endorsement of the present employer
(if already employed)

Signature of the Employer

Office seal with date:

Name:

Designation:

**PONDICHERRY UNIVERSITY
PUDUCHERRY**

PROFORMA FOR CERTIFICATE VERIFICATION

INTERVIEW FOR THE POST OF: _____

1. Name in Block Letters :
 2. Gender :
 3. Address for Communication :
 4. Date of birth and age :
 5. Whether Belongs to SC/ST/PH/OBC/PwD :
 6. Nationality :
 7. Religion :
 6. Educational Qualifications :

*(Affix recent
passport size
photo duly
signed by you)*

POST CODE

Sl. No.	Courses Studied	Name of the Board/ University	Reg. No. & Year of Passing	Grade/ Percentage of Marks	Class
1					
2					
3					
4					
5					

7. Technical Qualification (Typewriting, Computer, etc.):

8. Experience:

Sl. No.	Name of the Employer	Designation	Length of Service			Salary Drawn	Reasons for Leaving
			Y	M	D		
1							
2							
3							
4							
5							

DECLARATION

The information given above are true to the best of my knowledge.

1) SIGNATURE OF THE CANDIDATE

**2) SIGNATURE OF THE CANDIDATE
(during interview, if called for)**

SIGNATURE OF THE SCRUTINY OFFICER

PONDICHERY UNIVERSITY
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PAY SCALES, MINIMUM QUALIFICATIONS AND EXPERIENCE

Name of the post: DEPUTY REGISTRAR

Number of Post	<i>08 (SC-1,ST-1, OBC-2, UR-3, Tenure-1*)</i>
Level in pay matrix	Level -12 (Rs.15,600 – 39,100 + GP Rs.7,600/- as per 6 th CPC)
Mode of Selection	By Direct Recruitment / Deputation
Age Limit	<i>Maximum 50 years for Direct Recruitment</i> <i>Maximum 56 years for Deputation</i> <i>Age Relaxation as per GOI norms is applicable for in-service candidates</i>
Educational Qualification & Other Requirements	<p><u>Direct:</u> <i>i) A Master's Degree with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale.</i> <i>(And)</i> <i>ii) Nine years of experience as Lecturer /Assistant Professor with AGP of Rs. 6000 and above with experience in Educaitional Administration.</i> <i>(or)</i> <i>Comparable experience in Research Establishment and / or other Institutions of Higher Education.</i> <i>(or)</i> <i>Five years of Administrative experience as Assistant Registrar or in an equivalent post</i></p> <p><u>Deputation /Absorption:</u> <i>Officers with atleast 5 years of Regular service in the scale of Assistant Registrar/Equivalent in any recognized University/Autonmous Body/Govt. Department or Organization/Public Sector Undertaking</i> <i>And</i> <i>Possessing the qualifications prescribed for Direct Recruitment.</i></p>
Other conditions	The Qualifications and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the MHRD/UGC from time to time

*(*on contract for a period of two years)*

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PAY SCALES, MINIMUM QUALIFICATIONS AND EXPERIENCE

Name of the post: ASSISTANT REGISTRAR

Number of Post	05 (OBC-2, UR-2, UR-1(PWBD#))
Level in pay matrix	Level – 10 (Rs.15,600 – 39,100 + GP Rs.5,400/- as per 6th CPC)
Mode of Selection	Direct Recruitment / Deputation
Age Limit	<i>Maximum 35 years for Direct Recruitment</i> <i>Maximum 56 years for Deputation</i> <i>Age Relaxation as per GOI norms is applicable for in-service candidates</i>
Educational Qualification & Other Requirements	<u>Direct:</u> <i>i) A Master's Degree with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale</i> <i>ii) 5 years experience in an Educational Institution/ Government/Public Sector Undertaking/Autonomous bodies.</i> <u>Deputation/Absorption:</u> <i>Officers with atleast 5 years of regular service in the level of Section Officer/ Equivalent in any recognized University/ Autonomous Body/ Govt Department or Organization/ Public Sector Undertaking and possessing the qualifications prescribed for direct recruitment</i>
Other conditions	The Qualifications and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the MHRD/UGC from time to time

to be filled by (C) *Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims & muscular dystrophy*

GENERAL INSTRUCTIONS

1. The Candidate must ensure that he/she fulfills the eligibility conditions for the post on or before the closing date.
2. Candidates with requisite qualifications acquired from recognized University/Institutions need only apply.
3. Candidates already in service in India should send their application through proper channel. In such cases an advance copy should be sent directly, along with the original demand draft meant for application fee within the stipulated time. However, in such cases the candidates called for interview will have to produce **No Objection Certificate** or original applications duly forwarded by the competent authority of their institutions, failing which he/she shall not be allowed to appear before the Selection Committee.
4. Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for interview. The University has a right to decide the mode of screening and testing the applicant for shortlisting and selection.
5. In case the Screening Committee recommends to restrict the number of candidates to be called for interview by applying any other criteria/benchmark in addition to the required essentials and desirable qualifications, the same will be followed for calling applicants for interview.
6. The eligibility limit of 55% marks at the Master's level (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5 % to the categories of Scheduled Caste / Scheduled Tribe / Differently-abled (Physically and Visually) are permissible, based on only the qualifying marks without including any grace marks procedures as per GOI norms.
7. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a UGC recognized University shall also be considered eligible
8. Percentage equivalence of Grade Points for a Seven Points scale as per the UGC Guidelines dated 30.06.2010 is as follows:
It is hereby clarified that where the University/College/Institution declare results in grade points which is on scale of seven, the following yardstick shall be adopted to determine equivalent marks in percentage.

Grade	Grade Point	Percentage Equivalent
'O' – Outstanding	5.50 - 6.00	75 -100
'A' – Very Good	4.50 - 5.49	65 - 74
'B' – Good	3.50 - 4.49	55 - 64
'C' – Average	2.50 - 3.49	45 - 54
'D' – Below Average	1.50 - 2.49	35 - 44
'E' – Poor	0.50 - 1.49	25 - 34
'F' – Fail	0 - 0.49	0 - 24

9. Candidates may note that the qualification as amended by the UGC/MHRD from time to time shall be applicable for the respective posts.
10. Age limit will be taken into account as on the closing date mentioned for receipt of applications. Age relaxation for SC/ST, OBC, PwD candidates will be considered for the respective category of posts as per GOI norms.
11. Experience & Qualifications will be reckoned as on the closing date prescribed for receipt of application.
12. The University reserves the right to withdraw any advertised post(s) at any time without giving any reason.
13. It will be open to the University to consider names of suitable candidates who may not have applied. Nominations of highly qualified candidates from very well established Academics/Research Institutions, etc., will also be considered. The University also reserves the right to relax minimum qualifications marginally in case of otherwise highly qualified candidates.

14. Call letters to attend the interview will be sent only to the shortlisted candidates by E-mail or Speed Post or Registered Post. No Correspondence will be made with applicants who are not short-listed /not called for interview.
15. Candidates should enclose self-attested copies of certificates towards the evidence of Age, Educational Qualifications, Community, Physical Disability, Experience, etc. Do not enclose originals along with applications as the University will not be responsible for their loss.
16. All Certificates, Degrees, NOC and other documents must be produced in originals at the time of interview, if called for the same. Failure to produce these, may result in ineligibility to appear for the interview.
17. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/ cancel any communication made to the candidate.
18. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
- 19. Canvassing in any form will disqualify the candidates**
20. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has undesirable clandestine antecedents/ background and has suppressed the said information, then his services shall be terminated.

MISCELLANEOUS

21. No TA / DA will be paid for attending the interview.
22. The University reserves the right to fill or not to fill the post.
23. No correspondence/queries will be entertained from candidates regarding, conduct and result of interview and reasons for not being called for interview
24. No accommodation will be provided in the University Guest House
25. The University reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of applications
26. Amendments/Changes, if any, in the advertisement will be published only on the University's Website.
27. University will not be responsible for any postal delay at any stage.
28. No request for conduct of interview through Telephone/Video Conference/Skype etc., will be considered

APPLICATION (DOWNLOADABLE)

29. The prescribed Application Form, Proforma for certificate verification and the details of the advertisement can be downloaded from the university website www.pondiuni.edu.in.

APPLICATION FEE

30. SC/ST/PWD/Ex-Servicemen and all the Women Candidates are exempted from payment of application fee.
31. As regard to Persons With Disabilities, the exemption will be considered in respect of candidates having the percentage of disability 40% and above only.

32. All other candidates shall submit a Demand Draft for **Rs. 500/- (Five Hundred only)** drawn from any Nationalized bank in favour of **Finance Officer, Pondicherry University** payable at Puducherry. The DD should be drawn on or after the date of advertisement but before the last date prescribed for the receipt of the applications.
33. Local candidates may remit the application fee in University A/C (**New saving A/C No.:6659344508** ; old No. 201) through Challan at Indian Bank, Pondicherry University Branch
34. Candidate shall write his/her Name and Post Applied on the reverse side of the Demand Draft without fail.
35. Candidates who are desirous of applying for more than one post will have to submit a separate application form for each post with requisite application fee for each position, if applicable.

36. Application fee is non-refundable under any circumstances.

APPLICATION (SUBMISSION)

37. Application for each post must be placed in a **SEPARATE COVER**. The name of the post applied for must be **superscribed** on the envelope without fail.
38. The University shall not be responsible for any misplacement, omission etc. if two or more applications are put in one cover by the candidate.
39. If the cover containing an application is not marked properly as per the information given above, it is likely to be misplaced. The University does not take any responsibility of such misplaced applications.
40. If an application is not strictly prepared as per advertised format then the application will be summarily rejected
41. Receipt of filled in Application Form without self attested copies of all relevant certificates will be rejected.
42. Applications received after the stipulated date or incomplete in any respect or not readable will not be entertained and no further correspondence will be made in this regard
43. Application or CV/Bio-Data sent through e-mail will not be considered under any circumstances, unless followed by hard copy with signature within the prescribed last date.
44. It is not possible to give individual acknowledgement. Those who want acknowledgment may send their applications by registered post with acknowledgement due.
45. Application submitted for a particular post is not transferable to any other post.
46. The University reserves the right to consider the applications received after the last date, in exceptional cases
47. Candidate, who has applied earlier informally and sent his/her bio-data/academic vitae earlier to the Vice-Chancellor or any other competent authority of the University, must apply following the above procedures.
48. Submission of proof is mandatory with reference to the information given in the application, wherever required.
49. Certificates in support of experience should be in proper format i.e. it should be on the organization's letter head bearing the date of issue, specified period of work, name and designation of the issuing authority along with signature.

50. A completed application form should have:

- i) Duly filled in Application Form and Proforma for Certificate Verification.
- ii) A Demand Draft for **Rs. 500/-(five hundred only)** except (*SC/ST/PwD/Ex-Servicemen and all the Women Candidates*) drawn from any Nationalized Bank payable at Puducherry in favour of **“Finance Officer, Pondicherry University”**.

iii) **Self Attested copies of :**

- a) Age proof
- b) SSLC/Matric or equivalent certificate
- c) HSC/PUC/or equivalent certificate
- d) Diploma/Degree Certificates
- e) SC/ST/OBC/PwD certificate in appropriate format, if applicable,
- f) Experience certificate, if any
- g) NOC from the employer, if applicable
- h) Recent proof for salary drawn, if any
- i) Publications/event records/relvant documents, etc.
- j) Any other relevant documents.

51. Completed application with all the required enclosures must reach :

*The Deputy Registrar
Recruitment Cell
Pondicherry University
R.V.Nagar, Kalapet,
Puducherry – 605 014*

Last date for receipt of filled in application is **15th November 2018 by 05.00 pm**

REGISTRAR



PONDICHERRY UNIVERSITY
(A Central University)
Dr. B.R. Ambedkar Admn. Building
R.V.Nagar, Kalapet, Puducherry - 14

Advt No:RC/2018-19/33

Dated: 15.10.2018

RECRUITMENT OF ADMINISTRATIVE POSITIONS

POST CODE

Sl.No	Name of the Post	Post Code
1	<i>Deputy Registrar</i>	18-01
2	<i>Assistant Registrar</i>	18-02