



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

For Communication	Permanent
State : _____ Pin: _____	State: _____ 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
PUDUCHERRY

PAY SCALES, MINIMUM QUALIFICATIONS AND EXPERIENCE

Name of the post: DEPUTY REGISTRAR

Number of Post	08 (SC-1,ST-1, OBC-2, UR-3, Tenure-1*)
Level in pay matrix	Level -12 (Rs.15,600 – 39,100 + GP Rs.7,600/- as per 6th 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)

PONDICHERY UNIVERSITY
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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



PONDICHERY 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
<i>1</i>	<i>Deputy Registrar</i>	18-01
<i>2</i>	<i>Assistant Registrar</i>	18-02