

General Instructions: Administrative & Technical Positions A

1. The Applicant must ensure that whether 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. The prescribed Application Form and the details of the advertisement can be downloaded from the university website www.pondiuni.edu.in.
4. Application for each post must be placed in a **SEPARATE COVER** and clearly written the name of the post/post code on the cover. The University shall not be responsible for any misplacement, omission etc. if two or more applications are put in one cover by the candidate.
5. It is not possible to send individual acknowledgement. Those who want acknowledgment may send their applications by registered post with A/D
6. If an application is not strictly prepared as per advertised format then the application will be summarily rejected
7. Receipt of filled in Application Form without the attested copies of all relevant certificates will be rejected.
8. Applications received after the stipulated date or incomplete in any respect or not readable easily will not be entertained and no further correspondence will be made in this regard
9. Application submitted for a particular post is not transferable to any other post.
10. Candidates already in service in India should send their application through proper channel. An advance copy may be sent directly if necessary, along with original demand draft meant for application fee. 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
11. SC/ST/PH/Women Candidates are exempted from payment of application fee. Rest of the candidates shall submit a Demand Draft for Rs. 300/-drawn from any Nationalized bank in favour of **Finance Officer, Pondicherry University** payable at Pondicherry. The DD should be drawn on or after the date of advertisement but before the last date prescribed for the receipt of the applications.
12. Local candidates can also remit the application fee in University A/C (New No.: 413264148 old No. 201) through Chelan at Indian Bank, Pondicherry University Branch
13. Candidate shall write his/her Name, Post Code Post, Applied and Department on the reverse side of the Demand Draft without fail
14. All Certificates, Degrees, NOC and other documents must be produced in originals at the time of interview, if called for the same. Failure to do produce these, may result into ineligibility to appear for the interview.
15. The University follows the Central Government list in the case of OBCs. Candidates claiming OBC should submit appropriate Certificate in the prescribed format issued recently by the competent authority particularly with reference to Non-Creamy Layer. Those who have failed to submit the required OBC Certificate will be treated as General Category, subject to fulfillment of other conditions
16. Maximum age limit will be taken into account as on the closing date mentioned for receipt of applications
17. A 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
18. The candidates applying against reserved posts are required to attach the attested copies of relevant certificate issued by the Competent Authority in the proforma as prescribed by the Govt of India.
19. The relaxation and concessions to the candidates applying for the reserved category posts exists as per Govt of India Rules.
20. Outstation SC/ST Candidates called for interview will be paid Second Class Railway Fare from the place of duty/residence to Pondicherry and back by the shortest route deducting fare for first 30 km each way.
21. As the University has already fulfilled the reservation under PH category including the post advertised in this notification, reservation for PH category does not arise

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22. Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for interview.
23. In case the Scrutiny 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.
24. The University may conduct Written and/or Practical Tests and only those candidates who qualify the said tests will be called for interview.
25. The University reserves the right to fill or not to fill the post.
26. The University reserves the right to offer a lower rank position against a higher rank position depending on the suitability of the candidate
27. Application fee once received by the University will not be returned back under any circumstances
28. The actual number of posts may increase or decrease depending on the circumstances
29. No correspondence/queries will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview
30. No accommodation will be provided in the University Guest House
31. 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
32. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final
33. 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
34. The University reserves the right to consider the applications received after the last date, in exceptional cases
- 35. Canvassing in any form will disqualify the candidates**
36. A completed application should have:
 - i) Duly filled in Application Form, Proforma for Certificate Verification which are to be downloaded from the University website.
 - ii) A Demand Draft for Rs. 300/-(SC/ST/PH/Women Candidates are exempted from payment of application fee) drawn from any Nationalized Bank payable at Pondicherry in favour of “**Finance Officer, Pondicherry University**”.

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/PH 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) Any other relevant documents.
- iii) Completed application with all the required enclosures must reach :

**The Deputy Registrar(Admn)
Recruitment Cell
Pondicherry University
Puducherry – 605 014**

Phone : 0413-2654567

Email : sorc@pondiuni.edu.in

: purc@ymail.com

Last date for receipt of filled in application is **14.10.2011**

Date : 02.09.2011

REGISTRAR