

General Instructions

1. The Candidate must ensure that he/she fulfills the eligibility conditions for the position on or before the closing date.
2. Candidate with requisite qualifications acquired from recognized University/Institutions need only apply
3. The prescribed Application Form cum Proforma for Certificate Verification and the details of the advertisement can be downloaded from the University website www.pondiuni.edu.in.
4. Application must be placed in a **SEPARATE COVER** and clearly indicate the name of the position on the cover.
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 the 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 will not be entertained and no further correspondence will be made in this regard
9. Application submitted for a particular position is not transferable to any other position.
10. Women/SC/ST/Persons with Disabilities candidates/Ex-servicemen are exempted from payment of application fee. Rest of the candidates shall submit a Demand Draft for Rs. 100/- drawn from any Nationalised 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.
11. Local candidates can also remit the application fee in University A/C (New No.: 413264148 old No. 201) through Challan at Indian Bank, Pondicherry University Branch
12. Candidate shall write his/her Name and Position Applied on the reverse side of the Demand Draft without fail
13. All Certificates, Degrees and other documents must be produced in originals at the time of written test/interview, if called for the same. Failure to produce these, may result into ineligibility to appear for the written test/interview.
14. 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
15. Maximum age limit will be taken into account as on the closing date mentioned for receipt of applications
16. 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
17. The candidates applying against reserved position 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.
18. The relaxation and concessions to the candidates applying for the reserved category position exists as per Govt of India Rules. No relaxation will be applicable to reserved category candidates applying for unreserved position.
19. Outstation SC/ST Candidates called for interview will be paid Second Class Railway Fare from the place of duty/residence to Puducherry and back by the shortest route deducting fare for first 30 km each way on submission of journey proof.
20. Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for interview.
21. 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.
22. The University may conduct written and/or Practical Tests and only those candidates who qualify the said tests may be called for interview.

23. The University reserves the right to fill or not to fill the position.
24. Application fee once received by the University will not be returned back under any circumstances
25. The actual number of position may increase or decrease depending on the circumstances
26. No correspondence/queries will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview
27. No accommodation will be provided in the University Guest House
28. 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
29. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final
30. 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
31. The University reserves the right to consider the applications received after the last date, in exceptional cases
- 32. Canvassing in any form will disqualify the candidates**
33. A completed application should be arranged in the following order:

- i) Duly filled in Application Form and Proforma for Certificate Verification.
- ii) A Demand Draft for Rs. 100/- (Women/SC/ST/Persons with Disabilities candidates/Ex-Servicemen are exempted from payment of application fee) drawn from any Nationalised Bank payable at Puducherry 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/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) Any other relevant documents.

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

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

Phone : 0413-2654567

Email : purc@ymail.com

Last date for receipt of filled in application is **07.02.2014**

Date : 08.01.2014

REGISTRAR