

(A Central University)

Dr. B.R. Ambedkar Administrative Building,
R. Venkataraman Nagar, Kalapet, Puducherry – 605 014

Advt No: PU/RC/NT/2026/51

Dated: 07-03-2026

Pondicherry University, a Central University established by an Act of Parliament in the year 1985, invites online Applications from eligible candidates for appointment to various Non-Teaching positions (Group A and B) on Direct Recruitment/ Deputation basis.

I. Details of Posts:

(a) Direct Recruitment (Regular)

Sl. No.	NAME OF THE POST	PAY LEVEL	NO. OF POSTS
1.	Deputy Registrar	12	03 (SC:1,OBC:1,UR:1)
2.	Assistant Registrar	10	03 (ST:1,OBC:1,UR:1)
3.	Public Relation Officer	10	01 (UR)
4.	Section Officer	7	08 (SC:1,OBC:2,UR:5)*
5.	Private Secretary	7	02 (UR)
TOTAL			

* one post earmarked for PwBD under horizontal reservation

[For a (LV), b(HH) & c (OA, BA, OL, BL, OAL, LC, Dw, AAV)]

(b) Deputation

Sl. No.	NAME OF THE POST	PAY LEVEL	NO. OF POSTS
1.	Deputy Registrar	12	1

II. Link and Timeline for submission of application

Candidates must apply only through online portal <https://pondiunint.samarth.edu.in/index.php/site/login> duly following instructions.

Opening of online application portal : 10.03.2026 (10.00 hrs)

Closing of online application portal : 10.04.2026 (17.00 hrs)

Submission of Hard copy of Application : 20.04.2026

The candidates are advised to apply online as per the schedule notified in the advertisement. Application received through any other mode would not be accepted and summarily rejected. Incomplete application in any respect will not be considered and is summarily rejected. The candidates are further advised to send hard copy of application to the University within the stipulated date

III. Eligibility Criteria

1. DEPUTY REGISTRAR

(a) Direct Recruitment

1.	Name of Post	Deputy Registrar
2.	Number of Posts (s)	03 (SC:1,OBC:1,UR:1)
3.	Classification	Group – A
4.	Pay Level	Level 12
5.	Age Limit for Direct Recruits	50 Years
6.	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. (ii) Five years of experience as Assistant Registrar or in equivalent post in the Pay Level 10 and above.

(b) Deputation:

Officers holding analogous posts on regular basis or with five years regular service in Pay Level 11 or with eight years regular service in Pay Level 10 in the Central/State Government, Universities and other autonomous organisations.

2. ASSISTANT REGISTRAR

1.	Name of Post	Assistant Registrar
2.	Number of Post (s)	03 (ST:1,OBC:1,UR:1)
3.	Classification	Group – A
4.	Pay Level	Level 10
5.	Age Limit for Direct Recruits	40 Years
6.	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. (ii) The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview.

3. PUBLIC RELATION OFFICER

1.	Name of Post	Public Relation Officer
2.	Number of Post (s)	01 (UR)
3.	Classification	Group – A
4.	Pay Level	Level 10
5.	Age Limit for Direct Recruits	40 Years
6.	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognised University / Institute. (ii) At least Five years experience in the editorial department/ Centre of any Central / State Govt. department / PSU / Central / State Educational Institutions established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language. Desirable: Good working knowledge of computer applications.

4. SECTION OFFICER

1.	Name of Post	Section Officer
2.	Number of Post (s)	08 (SC:1,OBC:2,UR:5)*
3.	Classification	Group – B
4.	Pay Level	Level 7
5.	Age Limit for Direct Recruits	35 Years
6.	Educational and other qualifications required for direct recruits	Essential Qualifications: (i) A Bachelor's Degree in any discipline from any recognised Institute/ University. (ii) Three Years' Experience as Senior Assistant in the Level 6 or eight years as Assistant/UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more. (iii) Proficiency in Computer Operation, noting and drafting.

* one post earmarked for PwBD under horizontal reservation.

5. PRIVATE SECRETARY

1.	Name of Post	Private Secretary
2.	Number of Posts (s)	02 (UR)
3.	Classification	Group – B
4.	Pay Level	Level 7
5.	Age Limit for Direct Recruits	35 Years
6.	Educational and other qualifications required for direct recruits	<p>Qualifications:</p> <p>(i) A Bachelor's Degree from a recognized University/Institute.</p> <p>(ii) At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.</p> <p>(iii) English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi</p> <p>(iv) English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m. in Hindi.</p> <p>(v) Knowledge of computer applications.</p> <p>Skill Test Norms on Computer:</p> <p>Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi</p> <p>Transcription: 50 minutes (English)/ 60 minutes (Hindi)</p> <p>Desirable:</p> <p>Proficiency in English & good communication skills.</p>

Note: No age relaxation in upper age limit is admissible for OBC/SC/ST candidates applying for posts under UR category.

IV GENERAL AND IMPORTANT INSTRUCTIONS TO APPLICANTS

A. BENEFITS UNDER THE UNIVERSITY:

1. The post carries usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA) (in case not allotted the quarters), Transport Allowance (TA) etc. as applicable to the University by UGC / MOE from time to time.
2. In addition to the above benefits such as applicability of New Pension Scheme 2004 (introduced by Government of India vide G.I., M.F, (CGA,) O.M. No 1(7)(2)/2003/TA/11 dated 07-01-2004 read with O.M. No. 1(7)(2)/2003/TA/67- 74

dated 04-02-2004 as amended from time to time), reimbursements of Medical Expenses and Leave Travel Concession as per University rules.

B. TERMS & CONDITIONS:

1. The applicants must be a citizen of India and fulfilling the eligibility criteria prescribed against each post as on the last date for receipt of applications.
2. Minimum eligibility for non-teaching position is governed by the Pondicherry University Cadre Recruitment Rules, 2025, and amended from time to time. Notification and eligibility conditions specific to individual positions are given at the Samarth portal <https://pondiunint.samarth.edu.in/index.php/site/login>
3. The candidates are advised to satisfy themselves that they possess at least the essential qualifications laid down for the post. Candidates with requisite educational qualifications from recognized University/Institutions who have pursued through the regular pattern (10+2+3) and experience acquired from recognized University/Institutions only need to apply.
4. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle to candidates to be called for written test/skill test and/or interview. The candidate should therefore, indicate all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents. It is the responsibility of the candidate to check his eligibility before applying to the post. Further, it may be noted that post qualification experience will only be considered wherever experience is mentioned in the essential qualification.
5. The number of vacancies of the post indicating in this notification is tentative. The University reserves the right to decrease the number of posts at the time of selection and make appointments accordingly. The University also reserves the right to withdraw any of the posts from the recruitment process, if the circumstances so warrant. The decision of the competent authority will be final in this regard.
6. No interim correspondence will be entertained from any candidate. Any changes/corrigendum/amendments/updation/cancellation notice related to the recruitment process shall be published in the official website of Pondicherry

University (pondiuni.edu.in)/Samarth portal only. Therefore, candidates are advised to check the website regularly.

7. Candidates are advised to fill up the online application carefully and provide/upload the information as required. The candidates must upload copies of all mark statements. Wherever CGPA is awarded in UG/PG degree, percentage equivalent of CGPA should be provided and the conversion formula approved by the University/Institution should be uploaded as a supporting document. Therefore, candidates are advised to prepare PDF files of each of the required documents before starting the online application process.
8. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head bearing the name and designation of the issuing authority along with signature and date of issue, clearly specifying the duration of work, whether on pay scale or consolidated pay, and last pay received if applicable. Candidates must produce original certificates for verification when called for test/interview or when required by the University.
9. The candidates having disability level 40% and above, duly certified by the Medical Board, shall be considered under PwBD category and the following shall be taken into account:
 - i. Disabilities categorized as "likely to improve" are not eligible for reservation;
 - ii. Disabilities categorized as progressive, non-progressive, or not likely to improve are eligible for reservation.

Note: The abbreviation of PwBD

1st Category:

- (a) B=Blind, LV=Low Vision

2nd Category:

- (b) D=Deaf, HH=Hard of Hearing

3rd Category:

- (c) OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, DW=Dwarfism, AAV=Acid Attack Victims
MDy=Muscular Dystrophy

4th Category:

- (d) ASD=Autism Spectrum Disorder (M=Mild, MoD=Moderate), ID=Intellectual Disability, SLD=Specific Learning Disability
MI=Mental Illness
(e) MD=Multiple Disabilities

10. Relaxations and concessions shall be applicable to the candidates belonging to the SC/ST/OBC (non-creamy layer) categories as per the notification of Govt of India/UGC guidelines. A certificate towards proof of respective categories issued recently by the competent authority as per the proforma of Govt. of India should be uploaded with the application form. If the relevant certificates in case of respective reserved categories are not attached with the application, the application shall be rejected and no appeal will be entertained.

11. Candidate applying for the post(s) reserved for OBC, must submit a self-attested copy of caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India, issued by competent authority, vide Column 3 of G.O.I. Dept. of Personnel and Training O.M.No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DOPT's O.M.No.36033/3/2004-Estt.(Res) dated 9.3.2004, and revised vide O.M. No.36033/3/2004-Estt.(Res) dated 14.10.2008, and subsequent amendments without which applications will not be considered. Certificate should have been issued on or after 01-04-2025.

12. The relaxation in age shall also be given in respect of the following categories as mentioned against each:

Sl. No.	Category of Persons	Extent of age relaxation
1.	Regular Employees of the Central Govt/State Govt./Central Universities/UGC maintained deemed to be Universities/other Central/State autonomous bodies/ organisations /institutions.	As per Government of India rules.
2.	Ex-Servicemen	

13. Only Matriculation/Secondary School/Higher Secondary School passing certificates issued by the concerned educational board will be considered as proof of date of birth. No other document will be accepted in support of date of birth.

14. Candidate who is already in service shall submit her/his application through proper channel along with Vigilance Clearance Certificate from the Competent Authority. However, She/he may send an advance copy of her/his application and in case her/his application is not forwarded due to whatever reasons till the time of written

test/skill test and/or interview as the case may be, she/he, should produce a "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the employer at the time of interview. In the absence of No objection certificate, the candidates will not be considered for interview / written examination.

15. The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs)/ACR for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority. If a candidate is appointed on deputation basis, her/his services will be governed by the GoI instructions on deputation/foreign Service and norms of Pondicherry University.
16. All certificates, which are not in English or Hindi, need to be translated preferably to English and the same shall be self-attested.
17. Candidates are required to pay the prescribed application fee through online by using debit/credit card or net banking. The details of fee payable by the candidates is as under:

APPLICATION FEE

Post / Pay Level	General, OBC, EWS (Rs.)	SC, ST, PwBD, Ex-servicemen	Women	Indian National applying from abroad
Level 7 to 12	2000	1000	Exempted	INR 4200/-

18. Candidate desirous to apply for more than one post should submit separate application for each post along with requisite application fee. Application fee is non-refundable under any circumstances.
19. The University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or inclusion, the responsibility and liability shall lie solely with the candidate.
20. Applications will be scrutinized by a Scrutiny Committee and a list of eligible/ineligible candidates will be prepared on the basis of stipulated guidelines/criteria as decided by the University.

21. The scrutiny committee may restrict the number of candidates to be called for written test/skill test and/or interview on the basis of higher norms than the minimum prescribed qualification and experience or adopt measures to short list applications such as holding written test.
22. The University reserves the right to relax any of the conditions governing qualification and/or experience/Age in exceptional cases, or in the case of persons already holding analogous positions in a University/research institution or in the case of person having direct relevant qualification and some relevant experience in the similar/feeder cadre positions in Central Universities or Institutions of National Importance. The candidates shall not claim it as a matter of right.
23. The decision of the University relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or their representative.
24. The selection will be based on written test/skill test and/or interview. The dates and mode of written test/skill test/interview will be communicated through email only to the shortlisted candidates. The mode of interview may be either personal interview in a venue fixed by the University or through online mode which will be at the discretion of the University.
25. The Syllabus and Scheme of Examinations for the Written / Skill test will be notified separately on the University website. No TA/DA will be paid for attending test/interview.
26. The University shall verify the antecedents and documents submitted by candidates at the time of appointment or during the tenure of the service.
27. Suppression of factual information, production of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his/her candidature. In case, any defect/discrepancy is detected at any point of time in future even after appointment that the candidate is not eligible as per the prescribed qualification, experience, etc. which could not be detected at the time of written test/skill test and/or interviews due to various circumstances, his/her appointment shall be liable for termination forthwith without any notice.

28. The appointment of selected candidate will be governed by the provisions under Pondicherry University Act and Statutes and Ordinances in force amended from time to time and she/he should adhere to the said relevant provisions at all times and also the rules, regulations, working hours and practices followed by the Pondicherry University. The University reserve its rights to appoint and /or transfer the appointed candidates to its campuses located at Karaikal/Mahe/Yanam/Andaman & Nicobar or any other places on account of exigency of work.
29. The service of selected candidate is liable to be terminated without any notice for any act of indiscipline, inefficiency, misconduct, disloyalty and/or commission of an act involving moral turpitude.
30. Pondicherry University will not be responsible for any loss of e-mail, loss of any communication due to wrong address provided by the candidate, unsuccessful transaction by Payment Gateway etc.
31. In case of any dispute, any suit or legal proceeding against the University, the territorial jurisdiction shall be Madras High Court, Chennai.
32. The University reserves the right to Revise / Reschedule / Cancel/Suspend/withdraw the recruitment process without assigning any reason(s), thereof. The decision of the University shall be final and no appeal in this regard shall be entertained.
33. Canvassing in any form is prohibited and will be treated as a disqualification for the post. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final. No application under RTI Act, 2005 shall be entertained during the entire recruitment process.
34. Candidates may send query through email to recruitment@pondiuni.ac.in in case of difficulty in filling and submission of application online. No phone call will be entertained in this regard.
35. The candidates are advised to send a hard copy of application to the University within the stipulated date and also keep a copy of application along with fee submission receipt for their record.

The hard copy of application shall be submitted to:

**The Assistant Registrar
Recruitment Cell
Pondicherry University
Dr. B.R. Ambedkar Administrative Building
R.Venkataraman Nagar, Kalapet
Puducherry – 605 014.
Phone No.0413 – 2654567,**

E-mail: recruitment@pondiuni.ac.in

Sd/-

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