

GENERAL INSTRUCTIONS

- 1) The Applicant must ensure that whether he/she fulfills the eligibility conditions for the post.
- 2) The prescribed Application Form and the details of the advertisement can be downloaded from the university website www.pondiuni.edu.in.
- 3) The name of the post applied for shall be superscribed on the envelope without fail. If the cover containing an application is not marked properly as per the information given, it is likely to be misplaced. The University does not take any responsibility of such misplaced application.
- 4) It is not possible to send individual acknowledgement. Those who want acknowledgment may send their applications by registered post with A/D.
- 5) If an application is not strictly prepared as per the given instructions, the application will be summarily rejected.
- 6) *SC/ST/PWD/Ex-servicemen and all Women candidates are exempted from payment of application fee.*
- 7) All other candidates must enclose a Demand Draft of Rs.300/- (**Three Hundred only**) drawn from any Nationalized bank in favour of the Finance Officer, Pondicherry University payable at Puducherry shall be enclosed.
- 8) The DD should be drawn on or after the date of advertisement but before the last date prescribed for the receipt of the applications.
- 9) All certificates, Degrees, NOC and other documents must be produced when selected.
- 10) Candidates should be prepared to do the physical work of shifting of books and maintenance of book stacks, etc.
- 11) Candidates claiming OBC should submit appropriate Certificate in the prescribed format. BC/MBC/SEBC certificates will not be considered as equivalent to OBC. Those who have failed to submit the required OBC Certificate will be treated as General Category, subject to fulfillment of other conditions.
- 12) Maximum age limit will be taken into account as on the closing date mentioned for receipt of applications.
- 13) The reservation and the percentage thereof, for Physically Handicapped/Ex-servicemen will be as per current Central Govt. Orders. 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. The University follows the Central Government list in the case of OBCs.
- 14) The relaxation and concessions to the candidates applying for the reserved category exists as per Govt of India Rules.
- 15) The University may conduct Written and/or Practical Tests.
- 16) No correspondence whatsoever will be entertained from candidates regarding conduct of written test.

- 17)The University reserves the right to fill or not to fill the post.
18)The actual number of position may increase or decrease depending on the circumstances.
19)The University reserves the right to relax minimum qualifications experience and age limit marginally in case of otherwise highly qualified candidates.

20) Canvassing in any form will disqualify the candidates.

21) A completed application should have:

1. Duly filled application form in original which is to be downloaded from the University website.
2. A Demand Draft for Rs.300/- (*SC/ST/PWD/Ex-servicemen and all Women candidates are exempted*) drawn from any Nationalized Bank payable at Pondicherry in favour of “**Finance Officer, Pondicherry University**”, payable at Puducherry.
3. Copies of :
 - a) Birth Proof
 - b) SSLC/Matric or equivalent certificate
 - c) HSC/PUC or equivalent certificate
 - d) Diploma/Degree Certificates
 - e) SC/ST/OBC/PH certificate, if applicable
 - f) Experience certificate, if applicable
 - g) Any other relevant documents.

22)Completed application with all the required enclosures must reach :

**The Registrar (i/c.)
Pondicherry University
R Venkataraman Nagar, Kalapet
Puducherry – 605 014, India**

**Phone : 0413-2654202
Email : registrar@pondiuni.edu.in
pu_registrar@yahoo.co.in**

Last date for receipt of filled in application is 08.12.2016 at 05.00 PM

Date : 08.11.2016

REGISTRAR (i/c)