

General Instructions

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 Qualifications and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the MHRD/UGC from time to time
4. The prescribed Application Form and General Instructions can be downloaded from the university website www.pondiuni.edu.in.
5. The University shall not be responsible for any misplacement, omission etc. if two or more applications are put in one cover by the candidate.
6. It is not possible to send individual acknowledgement. Those who want acknowledgment may send their applications by registered post with A/D
7. If an application is not strictly prepared as per advertised format then the application will be summarily rejected
8. Receipt of filled in Application Form without the attested copies of all relevant certificates will be rejected.
9. 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
10. Application submitted for a particular post is not transferable to any other post.
11. 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
12. 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.
13. 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
14. Candidate shall write his/her Name, Post Applied on the reverse side of the Demand Draft/Challan without fail.
15. 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.
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. 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.
19. Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for interview.
20. 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 essential and desirable qualifications, the same will be followed for calling applicants for interview.
21. The University may conduct Written Test or any kind of preliminary test and only those candidates who qualify the said tests will be called for interview.
22. The University reserves the right to fill or not to fill the post.
23. Application fee once received by the University will not be returned back under any circumstances
24. No correspondence/queries will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview

25. No accommodation will be provided in the University Guest House at the time of interview.
26. 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
27. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final
28. 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
29. The University reserves the right to consider the applications received after the last date, in exceptional cases
- 30. Canvassing in any form will disqualify the candidates**
31. 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**”

(And)

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
 - g) NOC from the employer, if applicable
 - h) Recent proof for salary drawn, if any
 - i) Academic Credentials
 - j) Any other relevant documents.
- iii) Filled in application with all the required enclosures in a sealed cover super scribing “Application for the post of Registrar” must reach:

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

Phone : 0413-2654567

Email : purc@ymail.com

sorc@pondiuni.edu.in

Last date for receipt of filled in application is **11.03.2013**

Date : 08.02.2013

REGISTRAR(i/c)