புதுவைப் பல்கலைக்கழகம்
PONDICHERRY UNIVERSITY
पाण्डिच्चेरी विश्वविद्यालय

GENERAL AND IMPORTANT INSTRUCTIONS TO APPLICANTS

1. Candidate must satisfy himself/herself that he/she fulfills the eligibility criteria and conditions for the post applied for. Candidate must apply only through online portal duly following the instructions.

2. Candidates with requisite educational qualifications from recognized University/Institutions who have pursued through the regular pattern (10+2+3+2) and experience acquired from recognized University/Institutions only need to apply.

3. Minimum eligibility for each Non-Teaching positions is governed by the Ministry of Education/UGC/Cadre Recruitment Rules of Pondicherry University in force and amended from time to time. Notification and eligibility conditions specific to individual positions are given at the portal **recruitment.pondiuni.edu.in.**

4. Age limit will be taken into account as on the closing date mentioned for receipt of applications. Age relaxation for SC/ST, OBC, PwBD candidates will be considered for the respective category of posts as per GOI norms.

5. Age and qualification relaxations are applicable only to the candidates working within the Pondicherry University.

6. Relaxations and concessions shall be applicable to the candidates belonging to the SC/ST/OBC (non-creamy layer)/PwBD 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.

7. Candidates belonging to OBC creamy layer category will not be entitled to the benefits of reservation.
The University follows the Central Government list in the case of OBCs. Candidates claiming OBC reservation should submit appropriate certificate in the prescribed format issued recently by the competent authority specifically with reference to Non-Creamy Layer. Those who fail to submit the OBC Non-Creamy Layer certificate will be treated as General Category, subject to fulfillment of other conditions and availability of vacancies in the respective position/post.

8. Candidates belonging to EWS shall submit the certificate as per the format prescribed by the Government of India.

9. The PwBD candidates with less than 40% of relevant disability shall not be considered in that category.

10. Any changes/corrigendum/amendments/updation/cancellation notice related to the recruitment process shall be published in the official website of Pondicherry University (**recruitment.pondiuni.edu.in.**) only and not in the newspapers. Therefore, candidates are advised to check the Website regularly.

11. Candidates are advised to fill up the online application carefully and provide the information as required.

12. The cut-off date for determining the eligibility of all candidates shall be the closing date for submission of the applications as prescribed in the notification.

13. The candidates must upload copies of all mark statements (UG & PG). 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.

14. 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 and seal clearly specifying the duration of work, whether on pay scale or consolidated pay, and last pay received if applicable.

15. Candidates must upload soft copies of all certificates and relevant documents in support of their claim in the online application form. Candidates must produce original certificates for verification when called for test/interview or when required by the University. Therefore, candidates are advised to prepare PDF files of each of the required documents before starting the online application process.

16. Only Matriculation/Secondary School/Higher Secondary School passing certificate 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.

17. Candidate who is already in service shall submit his application through proper channel along with vigilance clearance certificate from the competent authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he/she, should produce a "No Objection Certificate along with the Vigilance Clearance Certificate in a sealed cover" from the employer. Provided that if no objection certificate from the employer is not received till the date of interview, his candidature may be considered for direct recruitment as a fresh candidate, if otherwise eligible. Such candidates are required to submit an undertaking at the time of interview that:
   (i) No penalty has ever been imposed on him and he has never been convicted by any Court of Law.
   (ii) No disciplinary action/vigilance case is pending or contemplated against him.
   However, his joining on selection shall be accepted only on production of relieving order preceded by acceptance of resignation, failing which he shall not be allowed to join.

18. 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, his/her

services will be governed by the GoI instructions on deputation/foreign Service and norms of Pondicherry University.

19. All certificates, which are not in English or Hindi, need to be translated preferably to English and the same shall be self-attested.
20. Candidates are required to pay the prescribed application fee through online by using debit/credit card or net banking. Application fee is non-refundable under any circumstances.

21. Candidates who are desirous of applying for more than one post will have to submit separate application form for each post along with prescribed application fee.

22. 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 and the candidate alone would be responsible for consequences if any.

23. Application submitted for a particular post is not transferable to any other post.

24. 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.

25. Mere possession of eligibility conditions shall not entitle a candidate to be called for test/interview. The University may restrict the number of candidates to be called for 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.

26. The dates and mode of test/interviews 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.

27. **MODE OF SELECTION:** For the regular post mentioned in Sl.No.8 to 24 and Sl. No.3 in Contractual/Tenure basis, the University shall conduct written test at one or two stages,

    (i) A qualifying test (Paper I) consisting of the objective-type questions carrying 100 marks, and /or

    (ii) the Descriptive-type test (Paper II) carrying 100 marks.

    The minimum qualifying marks to be secured in Paper I shall be 40%, in case tests are conducted in two stages. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test, wherever applicable. The marks allocated for the skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit of the candidates shall be drawn based on the performance in Paper II (Descriptive test) only, subject to qualifying the skill test.

For the regular post at Sl.no. 1 to 7 and Sl. No.1 &2 in Contractual/Tenure basis, the University may hold written test if necessary, before interview.

   In case of two candidates scoring identical marks, the candidate older in age will be considered as higher in merit.

28. No TA/DA will be paid for attending test/interview.

29. The University shall verify the antecedents and documents submitted by candidates at the time of appointment or during the tenure of the service.

30. 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 test/interview due to various circumstances, his/her appointment shall be liable for termination forthwith without any notice.

31. The appointment of selected candidate will be governed by the provisions under Pondicherry University Act and Statutes and Ordinances / UGC regulations and GoI Rules and he/she should adhere to the said relevant provisions at all times and also the rules, regulations, working hours and practices followed by the Pondicherry University.

32. 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.

33. 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.

34. In case of any dispute, any suit or legal proceeding against the University, the territorial jurisdiction shall be Madras High Court, Chennai.

35. The University reserves the right to Revise/Reschedule/Cancel/Suspend/withdraw the recruitment process without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.

36. Canvassing in any form is prohibited and will be treated as a disqualification for the post.

37. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.

38. Candidates may send query if any,through email to recruitment@pondiuni.ac.in in case of any difficulty in filling and submission of application online. No phone call will be entertained in this regard.

39. Candidates should print and keep a copy of application along with fee submission receipt. Applicants are required to send a hard copy of the application with self attestation, without any enclosure/attachment(s) except the documents generated along with application on or before **26.10.2022.**

40. The candidates are advised to apply online as per the scheduled notified in the advertisement. Application received through any other mode would not be accepted and summarily rejected.

41. Incomplete application in any respect will not be considered and is summarily rejected.

42. **Address for Communication:**
    The Deputy Registrar (i/c)
    Recruitment Cell
    Pondicherry University
    Dr. B.R. Ambedkar Administrative Building
    R.V. Nagar, Kalapet
    Puducherry – 605 014.

    Phone No.0413 – 2654934/567
    E-mail: recruitment@pondiuni.ac.in