

**CENTRAL UNIVERSITY OF TAMIL NADU**  
(Established by an Act of Parliament 2009)  
**Thanjavur Road, Thiruvarur – 610 004**  
**Phone: 04366-220311 Fax: 04366 225312**

**VACANCIES FOR NON-TEACHING POSITIONS**

**NOTIFICATION No:01/CUTN/NT/2012**

The Central University of Tamil Nadu, an Institution established by an Act of Parliament, invites applications for the following Non-Teaching posts:

<b>S.No</b>	<b>Name of the post</b>	<b>Pay band &amp; Grade Pay</b>	<b>No. of posts</b>
1	Librarian	Rs. 37,400 – 67,000 (Grade Pay: Rs.10,000/-)	1 UR
2	Assistant Librarian	Rs. 15,600 – 39,100 (Academic Grade Pay: Rs.6,000/-)	1 UR
3	Private Secretary	Rs. 9,300 – 34,800 (Grade Pay: Rs.4,600/-)	1 UR*
4	Section Officer	Rs. 9,300 – 34,800 (Grade Pay: Rs.4,600/-)	2 UR*
5	# Assistant	Rs. 9,300 – 34,800 (Grade Pay: Rs.4,200/-)	3 UR * 1 OBC*
6	Hindi Translator	Rs. 9,300 – 34,800 (Grade Pay: Rs.4,200/-)	1 UR*
7	Hindi Typist	Rs. 5,200 – 20,200 (Grade Pay: Rs.1,900/-)	1 UR
8	Internal Audit Officer	Rs. 15,600 – 39,100 ( Grade Pay: Rs.7,600/-)	On Deputation.
9	Junior Engineer(Civil)	Rs. 9,300 – 34,800 (Grade Pay: Rs.4,200/-)	On Deputation.

**Note:**

**\*Of the positions at Sl.No.3, 4, 5 & 6, one position is reserved for PWD.**

**# Anticipated Vacancies.**

For further details and application procedure, please see enclosed instructions.

Last date for receipt of application is **24.03.2012**.

**Date:07.02.2012**

**Sd/-**  
**Registrar**

<b>DIRECT RECRUITMENT</b>				
<b>Name of the Post</b>	<b>Pay Band</b>	<b>No of Post</b>	<b>Essential Qualifications and Experience</b>	<b>Age Limit &amp; DD Details</b>
<b>1.Librarian</b>	Rs. 37,400 – 67,000 Grade Pay: Rs.10,000/-	1 (UR)	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>i. Master's degree in Library Science/Information Science/Documentation Science with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale with consistently Good Academic Record.</li> <li>ii. At least 13 years as Deputy Librarian in a University library or 18 years experience as College librarian.</li> <li>iii. Evidence of innovative work in library science and organization of published work.</li> <li>iv. A minimum score as stipulated in the Academic Performance Indicator (API), based Performance Based Appraisal System (PBAS), set out in the <b>UGC Regulation, 2010.</b></li> </ol> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>- M.Phil/Ph.D. degree Science /Library Science/Information Science/Documentation Science.</li> <li>- Strong evaluative, assessment, analytical and leadership skills. Strong, positive and effective communication (verbal and written), interpersonal and motivational skills.</li> <li>- Strong commitment to service and capacity to collaborate and communicate with diverse communities – university faculty, students, staff and outside institutions</li> <li>- Knowledge of principles of management, marketing and implementation of services using Information Technology tools.</li> <li>- Years of experience in collection development, organization and administration.</li> <li>- Worked in the State-of-the-Art Information Technology Environment managing the acquisition of and administration of services to respective clientele of the University.</li> <li>- Awareness of external resources to effectively implement resource sharing.</li> </ul>	Age limit 55 Years DD for Rs. 300/-

<p><b>2. Assistant Librarian</b></p>	<p>Rs. 15,600 – 39,100 Academic Grade Pay: Rs.6,000/-</p>	<p>1 (UR)</p>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>i. Master's degree in Library Science / Information Science/documentation Science or an equivalent professional Degree with at least 55% marks (or an equivalent grade in the UGC point scale whenever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</li> <li>ii. Qualifying in the national level test (NET) conducted for the purpose by the UGC or any other agency approved by UGC is mandatory. However, candidates, who have been awarded PhD degree in accordance with "University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree), Regulations 2009", shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>(i) PG Diploma in Library Automation/Computerization or Networking;</li> <li>(ii) Atleast 3 years working experience in library computerization, digital library and/or Networking.</li> <li>(iii) Effective communication and interpersonal skills with friendly user orientation.</li> </ol>	<p>Age limit 35 Years DD for Rs. 300/-</p>
<p><b>3.Private Secretary</b></p>	<p>Rs. 9,300 – 34,800 Grade Pay: Rs.4,600/-</p>	<p>1 (UR*)</p>	<p><b>Essential:</b></p> <p>Graduate degree in any discipline with proficiency in English. Stenography Speed of 100 WPM; Typing Speed 40 WPM. Good knowledge of Computers with three years experience as Personal Assistant.</p> <p><b>Desirable:</b> Experience of working in a University/Educational Institution.</p>	<p>Age limit 35 Years DD for Rs. 200/-</p>
<p><b>4. Section Officer</b></p>	<p>Rs. 9,300 – 34,800 (Grade Pay: Rs.4,600/-)</p>	<p>2* (UR)</p>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>(i) Graduate Degree in any discipline.</li> <li>(ii) Five Years' Experience as Upper Division Clerk/Three years as Assistant in University System / Central Educational Institution/Research Institution/ National Institutions under Govt. of India or in a university recognized by the University Grants Commission.</li> </ol> <p><b>Desirable:</b></p> <p>Capacity to work in a fully computerized environment.</p>	<p>Age limit 35 Years DD for Rs. 200/-</p>

5. # Assistant	Rs. 9,300 – 34,800 (Grade Pay: Rs.4,200/-)	3*(UR) 1*(OBC)	<p><b>Essential:</b></p> <p>i) Graduate degree of a recognized University with working knowledge of Computer applications.</p> <p>ii) Three years experience as Upper Division Clerk/Equivalent posts in University System or comparable experience.</p> <p><b>Desirable:</b></p> <p>Capacity to work in a fully computerized environment.</p>	Age limit 35 Years DD for Rs. 100/-
6.Hindi Translator	Rs. 9,300 – 34,800 Grade Pay: Rs.4,200/-	1* (UR)	<p><b>Essential:</b></p> <p>i. Master's degree in Hindi or equivalent from any recognized University with English/Hindi as one of the compulsory/optional subject at Degree level.</p> <p>ii. Diploma/certificate course in translation from English to Hindi and vice-versa.</p> <p style="text-align: center;"><b>OR</b></p> <p>2(two) years work experience in translation work in any Central Government/ University / or Autonomous institutions.</p> <p><b>Desirable:</b></p> <p>Working knowledge of computers.</p>	Age limit 30 Years DD for Rs. 100/-
7.Hindi Typist	Rs. 5,200 – 20,200 Grade Pay: Rs.1,900/-	1 (UR)	<p><b>Essential:</b></p> <p>i. Passing of 12<sup>th</sup> Examination of any recognized Board.</p> <p>ii. Certificate/Diploma from a recognized Institution in Hindi Typing with minimum speed of 25 W.P.M. and working knowledge of computers.</p> <p><b>Desirable:</b> Multitasking with experience in Hindi Typing.</p>	Age limit 27 Years DD for Rs. 100/-

**\*Of the positions at Sl.No.3, 4, 5 & 6, one position is reserved for PWD.**

**# Anticipated Vacancies.**

**Note:** Candidates belonging to:

- SC/ST Category
- Persons with Disabilities

} Subject to production of proof

and

Women candidates are EXEMPT from paying application fees

<b>ON DEPUTATION</b>				
<b>6. Internal Audit Officer</b>	Rs. 15,600 – 39,100 ( Grade Pay: Rs.7,600/-)	On Deputa tion	<p><b>Essential:</b></p> <p>(i). Officers of the Central/State/Statutory or Autonomous organization holding analogous post on regular basis</p> <p style="text-align: center;">OR</p> <p>With five years service in the pay scale of Rs.15600-39100/- with GP – Rs.5400/- or equivalent.</p> <p>(ii). Good knowledge of computer applications.</p> <p><b>Desirable:</b></p> <p>i) Possessing experience of handling Administrative, Financial Budget/Account matter in a responsible capacity.</p>	Age Limit Not exceeding 56 Years.
<b>7. Junior Engineer (Civil)</b>	Rs. 9,300 – 34,800 (Grade Pay: Rs.4,200/-)	On Deputa tion	<p><b>Essential:</b></p> <p>i) A degree in Civil Engineering with at least three years of experience</p> <p>ii) Experience in supervision of erection/maintenance of Civil Works in a Government/CPWD/University establishment.</p>	Age Limit 35 Years



**CENTRAL UNIVERSITY OF TAMIL NADU  
THANJAVUR ROAD  
THIRUVARUR - 610 004**

APPLICATION FORMAT FOR NON TEACHING POST  
Use separate format for each post

(Please read carefully the instructions and eligibility criteria before filling up the application form)

1. Employment Notification No: 01/CUTN/NT/2012

Paste a  
recent stamp  
size  
Photograph

2. Post applied for :

3. Fees paid: Rs: \_\_\_\_\_ DD No \_\_\_\_\_  
(Please write your name, address & post applied for on backside of DD)

4. a) Name in full (in capital letters) :

b) Father's / **Husband's Name** :

c) Whether belonging to: SC ( ) ST ( ) OBC ( ) PWD ( ) UR ( )  
(Please enclose attested copy of caste / disability proof certificate issued by the competent authority)

d) Religion:-

e) Place of birth: \_\_\_\_\_ f) Date of birth (Christian era): \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(DD / MM / YYYY)

g) Age (in years as on last date of receipt of application):

5.

(a) (1) Permanent address (with phone number and e-mail address) *	(b) Address for correspondence (with phone number and e-mail address)

\*Interview intimation will also be sent by e-mail and therefore candidates are advised to give the e-mail Id used by them regularly.

6. Educational Qualification (commencing with Matriculation). Attach self attested copies of Certificate (Originals to be produced when called for interview)

Sl. No	Examination passed	University/Board	Year	Class/ Division/ Grade	% of marks	Subject offered

7. Details of employment (details of present post at the beginning)

Office / Institution employed	Date of Joining	Date of leaving	Post held	Scale of pay with Grade Pay	Basic pay Rs.	Total Salary (Gross) Rs.	Job Description *

(Please enclose self attested copies of certificates/proof in support of employment, failing which the experience will not be counted)

(\*Attach separate sheet, if needed)

8. (a) Do you fulfill the essential qualifications and experience as specified in the eligibility criteria:  
Yes / No.

(b) Are you fulfilling the Job requirement meant for the post applied?  
Yes / No.

9. Any other relevant particulars not covered in the above columns, which you would like to mention.

10. Do you have any near relative among the staff of this University or employer of the University?  
If, so, state:

Name of the Person	Designation	Relationship with the candidate

11. Are you a member of any Professional body? If so, give details (attach separate Sheet if necessary)

12. Name & address of two referees (These should be persons resident in India and in case the candidate is in employment, he/she should give his/her most recent employer as one of the referee)

a) Name  
Occupation or Position:  
Address with Phone Number & e mail id

b) Name  
Occupation or Position:  
Address with Phone Number & e mail id



13. Time required for joining, if selected.

I hereby declare that all the statements made in this application form and enclosures are true to the best of my knowledge and belief. If any information is found incorrect/wrong, I shall be liable for action as decided by the University authority.

Place:  
Date:

Signature of the applicant  
Name:

**Forwarding by the present employer**

The applicant Sri/Smt/Dr..... is a permanent / temporary employee of this organization holding the post of .....w.e.f.\_\_\_\_/\_\_\_\_/\_\_\_\_\_ in the pay band of Rs.\_\_\_\_\_. He/She is drawing a Band pay of Rs.\_\_\_\_\_ with Academic Grade Pay/Grade Pay of Rs.\_\_\_\_\_. His/her next increment is due on \_\_\_\_\_. His/her application is forwarded for consideration and necessary action. If selected, he/she will be relieved within 6 weeks of his/her selection.

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant.

Place:  
Date:

Signature of forwarding authority  
Name\_\_\_\_\_   
Designation\_\_\_\_\_   
Office Seal.

## Instructions for filling up of applications form:-

### 1. Relaxation in Educational Qualification and Good Academic Record for reserved posts.

Note: Under the term 'Good Academic Record' the candidate must have obtained at least 50% marks in each of the two public examinations/degrees immediately preceding the Master's degree.

A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste / Scheduled Tribe/ Persons with Disabilities (Physical and/or visual disabilities) categories for the purpose of eligibility and for assessing good academic record in direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

### 2. SEVEN POINT SCALE

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0-0.49	0-24

**3. Application Form:** Download the prescribed application from { <http://www.cutn.ac.in> } Application has to be submitted in the prescribed application form only. Application partially filled up, without photographs will be summarily rejected.

### 4. Registration Fee:

Rs. 300/-for Group A  
Rs. 200/-for Group B  
Rs. 100/-for Group C

No Fee for SC/ST, PWD & Women Candidates.

A Crossed Demand Draft drawn on any Nationalized Bank drawn in favour of **CUTN, Thiruvarur**, payable at Thiruvarur should be sent with the application towards Registration Fee. Enclose the crossed Demand Draft with the application. The Demand Draft should be placed/tagged at the top of the application, with your name, address and post applied for written at the back of DD.

Applications not accompanied by the full prescribed fee will not be considered and summarily rejected. No representation against such rejection will be entertained.

### Important :

**The fee sent through Money Order, Indian Postal Orders, Crossed Cheques, Currency Notes and Treasury Challans will not be accepted by the University and such applications will be treated as without fee and will be summarily rejected.**

**Separate Demand Draft and filled Application Form along with enclosures have to be submitted for each post, in case a candidate wants to apply for more than one post.**

5. Candidates applying for the position of Librarian are required to fill up API Score sheet (Part – B of the application) as per the UGC Regulations 2010 in the prescribed format available on the website of the University. Application without API Score (Part – B) will be treated as incomplete and will be summarily rejected.

6. In accordance to the UGC regulations 2010, candidates applying for the post of Assistant Librarian must submit a certificate from the concerned University to the effect that their Ph.D degree is compliant of UGC Regulations 2009 for award of Ph.D degree, if they have not qualified in NET or equivalent eligibility test by the last date in the following format given below:

**TO WHOMSOEVER IT MAY CONCERN**

This is certify that Mr. \_\_\_\_\_ (Reg. No \_\_\_\_\_) has successfully completed Ph.D. programme in the Faculty of \_\_\_\_\_ University during the year \_\_\_\_\_. The Ph.D. degree awarded by this University is in compliance with UGC Regulation 2009 for the award of Ph.D. degree. As part of the Ph.D. degree, the following course work was done by the candidate.

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_

Please note the above certificate should be issued by Registrar of the concerned University. Certificates issued by departments will not be valid.

**7. Submission of Application Form:**

Application Form shall be filled-in by the applicant and sent to the University as under:	
7.1	Affix full signature on the Application – This is treated as original application.
7.2	Please write Name of the Post applied, candidates name and full postal address on the back of the Demand Draft without fail.
7.3	Paste (do not staple/pin) a passport size colour photograph in the space provided on the application. Application without photograph will be treated as incomplete.
7.4	Enclose good Photostat copies (not originals) of certificates to the application in proof of all information (date of birth, qualifications, experience, caste etc.) furnished in the Application. Write 'Enclosure Sl.No. ____' (as mentioned/filled in the application) at the right top corner of each copy of the certificate/document enclosed to the application.
7.5	<u>Persons already in service must submit their applications through proper channel. While forwarding applications of in-service candidates, Head of the Institutions should certify that the applicants are free from Administrative and Vigilance angle and that no vigilance proceedings</u>

	<p><u>are pending or contemplated.</u></p> <p><b><u>Get endorsement of your Employer on the last page of the application (in case the applicant is in service).</u></b></p> <p>However, above requirements shall not be insisted upon in case of candidates not working in regular positions (i.e. candidates working on ad-hoc/temporary/daily wages/hourly paid/contract basis.)</p>
7.6	<p>Finally, after attending to the requirements as mentioned from 7.1 to 7.5 above, send the Application in a good envelope [<b>Please write on the top-left side of the envelope the Name of the Post, reserved post or unreserved post etc.</b>] to the <b>Registrar, Central University of Tamil Nadu, Thanjavur Road, Thiruvavur – 610 004, TAMIL NADU, India</b> on or before the last date given in the advertisement.</p> <p>NOTE: In case the applicant is in service, and delay is expected in getting endorsement of the employer concerned on the original application and in sending it to the University, the applicant may submit Advance Copy of the application, with all enclosures, to the address given above directly (with or without employer's endorsement on the Advance Copy). In such cases, the Demand Draft towards registration fee should be enclosed to the Advance Copy. A Xerox copy of the Demand Draft may be enclosed to the original application being sent through proper channel/employer. If the original application through proper channel has not been received by the University by the last date mentioned in the employment notification, the candidate / applicant will have to submit 'NO OBJECTION CERTIFICATE' obtained from his / her employer to the University at the time of interview, if he/she is called for interview.</p>
7.7	<p>Separate Demand Draft and filled Application Form along with enclosures have to be submitted for each post, in case a candidate wants to apply for more than one post.</p>
7.8	<p><b>Last date</b> for receipt of application in the Central University of Tamil Nadu is <b>24.03.2012.</b></p>

APPLICATION FOR THE POST OF _____ CATEGORY _____	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">           Postage stamp         </div>
FROM: ----- ----- ----- -----	TO THE REGISTRAR, CENTRAL UNIVERSITY OF TAMILNADU, THANJAVUR ROAD, THIRUVAVUR – 610 004. TAMILNADU.
Phone No:	

**Instructions and additional information to candidates**

**1. Citizenship:**

A Candidate must be a citizen of India.

**2. Age Limit:**

The maximum age limit for the post(s) has been given in the advertisement. For certain age concessions admissible to various categories please go through Instructions No. 5 below. For others, age limit will be strictly adhered to save in exceptional circumstances. **Age will be reckoned as on last date for receipt of application.**

**3. Minimum Educational Qualifications:**

All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

NOTE-I: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for test / interview.

NOTE-II: Where the number of applications received in response to an advertisement is large and it will not be convenient or possible for the University to Test / Interview all the Candidates, the University, at their discretion, may restrict the number of Candidates to a reasonable limit by any one or more of the following methods as decided by a duly constituted Screening Committee:

- (a) On the basis of either qualifications or experience higher than the minimum prescribed in the advertisement;
- (b) On the basis of experience in the relevant field;
- (c) By counting experience before or after the acquisition of essential qualifications;
- (d) By holding a test.

The candidate should, therefore, mention all the qualifications and experience in the relevant field over and above the minimum qualifications and should attach attested/self certified copies of the Certificates including mark-sheets in support thereof.

Note-III: In regard to proof of Educational Qualifications, candidates should enclose copies of Mark Sheets as well pass/degree certificate.

#### **4. Caste Certificate**

The candidates applying should clearly state to which category they belong. They should also enclose a certificate issued by a Competent Authority in the prescribed format. For OBC Category, Candidates should submit the caste certificate in format given below:-

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD  
CLASSES APPLYING FOR APPOINTMENT OF POSTS UNDER THE  
GOVERNMENT OF INDIA.**

This is to certify that \_\_\_\_\_ son of \_\_\_\_\_ of  
Village\_\_\_\_\_ District/Division \_\_\_\_\_ in  
the\_\_\_\_\_State\_\_\_\_\_ belongs to the\_\_\_\_\_ community  
which is recognised as a backward class under the Government of India, Ministry of Welfare  
Resolution No. 12011/68/93-BCC(C), dated 10th September. 1993 published in the Gazette  
of India Extraordinary Part I Section I date 13th September 1993. Shri \_\_\_\_\_ and/or  
hsi family ordinarily reside(s) in the\_\_\_\_\_District/Division of the  
\_\_\_\_\_ State. This is also to certify that he/she does not belong to the  
persons/sections (creamy layer) mentioned in column 3 of the schedule to the Government of  
India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT), dated 8.9.93  
and modified vide DOPT's OM.No. 36033/3/24 – Estt (Res) dated 09/03/2004.

Dated

District Magistrate,  
Deputy Commissioner etc..

Seal

N.B

(a) The term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950

(b) Where the certificates are issued by Gazetted officers of the union Government or State Governments, they should be in the same form but counter signed by the District Magistrate or Deputy Commissioner (Certificates issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient)

*Candidate applying for the post(s) reserved for OBC, must submit an attested copy of certificate of Creamy Layer-exclusion in the prescribed form issued by Mandal Revenue Officer/Competent Authority, vide Column 3 of GOI, Deptt. Of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DOPT's O.M.No. 36033/3/204-Estt.(Res) dated 9.3.2004, and as amended from time to time.*

**Note:- If OBC Candidates do not enclose caste certificate in the prescribed format, their candidature will be considered against UR position, if otherwise found eligible.**

### **5. Age Relaxations:**

- (i) AGE RELAXATION FOR SCHEDULED CASTE / SCHEDULED TRIBE /OTHER BACKWARD CLASS/PWD FOR RESERVED POSTS AND EX-SERVICEMEN.
  - (a) The upper age limit is relaxable to the candidates belonging to the Scheduled Caste / Scheduled Tribe – 5 Years; b) Other Backward Class – 3 Years; & Physically Handicapped (PH) – 10 Yrs. (General category)
  - (b) In case the Persons with Disabilities belong to SC/ST/OBC category, such SC/ST-cum-PH candidates are eligible for 15 years' relaxation and OBC-cum-PH candidates are eligible for 13 years' relaxation in the upper age limit prescribed for General category. The persons claiming age relaxation under this sub-para should produce a certificate from the competent authority of Govt. Hospital/Medical Board in support of their claims. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual posts to be filled by Direct Recruitment.
  - (c) Candidates claiming benefits under the persons with Disability (PWD) category, the candidates relevant disability should not be less than 40 percent, proof to this effect, must be enclosed to the application without which the application will be treated under General Category(UR).
  - (d) Age relaxation for Ex-Servicemen will be as per norms prescribed by the Government of India.
6. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him / her for being called for test / interview. The University reserves the right to restrict the no. of candidates to be called for written test/interview on the basis of their qualifications and experience higher than the minimum prescribed as decided by the Competent Authority taking into consideration the recommendations of a duly constituted Screening Committee. Call letters for attending Test / Interview will be sent only to the short-listed candidates by Speed Post or Registered Post or Courier Service. No correspondence will be made with applicants who are not short-listed.
7. The University reserves the right to relax any of the qualifications and/or experience 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.
8. The number of vacancies of the post indicating in this employment notification is tentative. The University reserves the right to fill any consequential vacancies and to increase/decrease the number of posts at time of selection and make appointments accordingly. The University also reserves right to withdraw any of the posts from the recruitment process, if the circumstances so warrant.

9. Outstation SC/ST candidates called for test / Interview will be paid return single SECOND CLASS railway fare towards journey expenses within India, on production of tickets.
10. Canvassing in any form on behalf of any candidate will disqualify such candidate.
11. Candidates already in service should submit their application through proper channel.
12. Experience and qualifications will be reckoned as on the last date (for receipt of filled in application) as mentioned in the Employment Notification. Legible copies of all certificates must be attached to the application.
13. Incomplete applications will be summarily rejected.
14. The University will not be responsible for any postal delay at any stage.
15. Those who joined/joining University services on or after 1<sup>st</sup> January, 2004 are covered under new pension scheme 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.
16. The University may offer lower post to a candidate who may have applied for a higher post in case suitable candidates are not available for the advertised post.
17. It would be open to the University to consider the names of suitable persons who may not have applied, but recommended by experts in their respective fields.
18. In case of any disputes/suits or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts in Thiruvarur, which is the Headquarters of the University.
19. The appointment will be subject to the Provisions of the Central Universities Act, 2009 Statutes, Ordinances and other rules applicable to the University and Guidelines received from the Government of India.
20. Applicants are advised to submit the applications to the University well in advance, without waiting till the last date to avoid postal delay or any other unforeseen problems.
21. The University shall verify the antecedents or document submitted by a candidate at any time of appointment or during the tenure of service. In case it is found that the documents submitted by the candidates are fake, then his/ her services shall be terminated.

### **Deputation posts:**

22. **Candidates applying for deputation posts should apply through proper channel and arrange for copies of last three year's ACR. Initial period of deputation will be for 2 years.**

Sd/-  
**REGISTRAR**

Place: Thiruvarur  
Date: 07/02/2012