

**IMPORTANT INFORMATIONS AND INSTRUCTIONS**

**(Please read carefully)**

**PRELIMINARY**

1. The Applicant must ensure that he/she fulfills the eligibility conditions for the post as stipulated in the UGC guidelines/University Advertisement.
2. Candidates with requisite qualifications acquired from recognized University/Institutions need only apply.
3. List of Forms:
  - i) Application Form
  - ii) Pro-forma for certificate verification –Annexure I
  - iii) PBAS Format - Annexure -II
  - iv) Minimum eligibility criteria – Annexure III
  - v) General instructions – Annexure IV

**ELIGIBILITY AND RELAXATION**

4. All degrees and research work must be in the discipline/area of specialization for which the post is advertised.
5. The Minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor and other Academic posts will be those as prescribed by the UGC Regulations and as prescribed in the University Advertisement.
6. The minimum requirements of a good academic record, 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's level and qualifying in the National Eligibility Test (NET), or similar test at National level accredited by the UGC shall remain for the appointment of Assistant Professor or equivalent posts.
7. A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors or other equivalent Academic posts.
8. A relaxation of 5% may be provided at the Graduate and Master's level for the Scheduled Caste/Scheduled Tribe/Differently-abled (Physically and Visually Differently-abled) categories for the purpose of eligibility and for assessing good academic record during direct recruitment to teaching positions. The eligibility limit 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 marks procedures.

9. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. Degree holders who have passed their Master's Degree prior to 19<sup>th</sup> September 1991.
10. Relevant grade which is regarded as equivalent of 55% wherever the grading system is followed by a recognized University shall also be considered eligible
11. The Ph.D Degree shall be a mandatory qualification for the appointment of Professors & Associate Professors.
12. The period of time taken by the candidates to acquire M.Phil and/or Ph.D Degree shall not be considered as teaching/research experience to be claimed for appointment to the teaching positions.
13. Excellent academic background, high quality publications, potential to get research funding from Government agencies and industries, appropriate academic professional activities undertaken and a good innovative teaching record will be some of the important criteria for the selection of faculty members.
14. Ability to carry out interdisciplinary teaching and research will be considered a plus point.
15. Applicants who have experience in developing e-content courses may be given preference.
16. The University may provide reasonable seed money to the appointed teachers to encourage initiation of research in their fields at Pondicherry University.
17. Appointed teachers may be assigned other academic or administrative responsibilities in addition to their regular teaching and research including development of Distance Education courses, etc.,
18. Percentage equivalence of Grade Points for a Seven Points scale as per the UGC Guidelines dated 30.06.2010 as follows:
19. It is hereby clarified that where the University/College/Institution declare results in grade points which is on scale of seven, the following yardstick shall be adopted to determine equivalent marks in percentage.

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



20. **Good Academic Record :**

A Good Academic Record means a minimum of 50% Marks in each of the public examinations beginning 12<sup>th</sup> grade.

21. Experience & Qualifications will be reckoned as on the closing date prescribed for receipt of application

22. Candidates may note that the qualification as amended by the UGC from time to time shall be applicable.

23. Candidates are advised to check UGC website ([www.ugc.ac.in](http://www.ugc.ac.in)) for updated information.

**SUBMISSION OF APPLICATION**

**General**

24. Application for each post must be placed in a **SEPARATE COVER**. The name of the post applied for must be **super-scribed** on the envelope without fail.

25. The University shall not be responsible for any misplacement, omission etc. if two or more applications are put in one cover by the candidate.

26. If the cover containing an application is not marked properly as per the information given above, it is likely to be misplaced. The University does not take any responsibility of such misplaced applications.

27. Candidates already in service in India should send their application through proper channel. An advance copy may be sent directly. 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.

28. 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.

29. Application or CV/Bio-Data sent through e-mail will not be considered under any circumstances, unless followed by hard copy with signature within the prescribed last date.

30. 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

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

32. Candidates are urged to give as much details of their academic accomplishments as possible by attaching certificates, testimonials, brief write up on awards/their research highlights, citations index on their publications, awards and honors received etc.

33. No correspondence/queries will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.

34. Candidates should submit the application form in the prescribed format along with the necessary enclosures as mentioned above.
35. Application other than the prescribed format will not be entertained.
36. The Code Number of the post indicated in the Annexure IV should be mentioned in the appropriate box provided in the Application Form without fail.
37. It is not possible to send individual acknowledgements. Those who want acknowledgement may send their applications by registered post with acknowledgement due.
38. It is again emphasized that if an application is not strictly prepared as per instructions given above, the application will be summarily rejected.

#### Enclosures

39. Submission of proof is mandatory with reference to the information given in the application, wherever required and also for the information provided in the Annexure-II/ PBAS Proforma.
40. Applicants should send their application duly filled in along with their bio-data with the evidence of ***single copy of All publications as books and/or research/policy papers***
42. Enclose a copy of all publications failing which the candidate may not be called for interview due to lack of the minimum requirement of API score as per the norms.
43. Candidates must enclose not more than two pages (typewritten) giving details of their professional ambitions, *research* they would like to carry out in next five years, minimum requirements to initiate research work in the area of their current interest.
44. Candidates should enclose self attested copies of certificates towards the evidence of Age, Educational Qualifications, Community, Physical Disability, Experience, etc. Do not enclose originals along with applications as the University will not be responsible for their loss.
45. Do not enclose copies of papers which have been submitted or which have not yet been published or have not been accepted for publication. These will not be counted to assess the API Score.
46. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head bearing the date of issue, specified period of work, name and designation of the issuing authority along with its signature.

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47. The University shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has undesirable clandestine antecedents/ background and has suppressed the said information, then his services shall be terminated

### MISCELLANEOUS

48. No accommodation will be provided in the University Guest House for attending the Interview.
49. Call letters to attend the interview will be sent only to the shortlisted candidates by E-mail or Speed Post or Registered Post or Courier Service. No Correspondence will be made with applicants who are not short-listed /not called for interview.
50. Regarding the points connected with standard publications and API score, the decision of the screening committee/University Authority is final.
51. List of Journals of all Schools/Departments/Centers are available in our University website under the menu "University Publications".
52. The University reserves the right to fill or not to fill any post. The University also reserves the right to offer temporary or contract appointments against the advertised posts.
53. The actual number of posts in a discipline may increase or decrease depending on the circumstances.
54. The University reserves the right to withdraw any advertised post(s) at any time without giving any reason. Any consequential vacancies arising at the time of interview may also be filled up from the available candidates. The number of positions is thus open to change
55. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview all the candidates and therefore, the University, at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience higher than the minimum prescribed in the advertisement after a screening process through a duly constituted committee.
56. It will be open to the University to consider names of suitable candidates who may not have applied. Nominations of highly qualified candidates from very well established Academics/Research Institutions, etc., will also be considered. The University also reserves the right to relax minimum qualifications marginally in case of otherwise highly qualified candidates.
57. Request for conduct of interview through Telephone/Video Conference/Skype etc., will not be normally considered.

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58. Wherever applicable, the University reserves the right to restrict the period of tenure prescribed.
59. 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
60. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final
61. 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.
62. The University reserves the right to consider the applications received after the last date, in exceptional cases.
63. New pension scheme in accordance with, Govt. of India norms as amended from time to time will be applicable to those appointed under this advertisement wherever required. In case any applicant is already covered by the GPF and Old Pension Scheme, it can be considered for extension subject to fulfillment of requisite conditions.
64. **Canvassing in any form will disqualify the candidates.**
65. Amendments/Changes, if any, in the advertisement will be published only on the University's Website
66. Weightage points for Academic Performance are given based on the marks obtained in UG & PG Degree. Therefore, the candidates must enclose a copy of all mark statements (UG& PG) failing which the points will be given based on the minimum marks applicable for the respective class as decided by the University.
67. All Certificates, Degrees, NOC and other documents must be produced in originals at the time of interview. Failure to produce these may result losing the chance of interview.
68. University will not be responsible for any postal delay at any stage.

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## **CHECK LIST**

69. Check & submit your applications in the following order:

- Filled in Application Form in prescribed format
- Filled Pro-forma for certificate verification –**Annexure I**
- Filled in PBAS Pro-forma for API score Annexure –II
- Copy of Birth Certificate/Age proof
- Copy of SC/ST/PH/OBC Certificate, if applicable.
- Copy of UGC/CSIR-NET/SLET (All India Level) or equivalent Certificate, if required.
  - Copy of all Academic Certificates and Degrees.
- Copy of all relevant Statement of Marks: a.
  - SSLC/CBSE/10<sup>th</sup>/Equivalent
  - b. PUC/PDC/Intermediate/HSC or Equivalent c.
  - Under Graduation
  - d. Post Graduation
  - e. Any other relevant Statement of Marks.
- NOC from the present employer, if applicable
- Latest proof for salary drawn
- Copy of service certificates indicating post and period of experience.
- Proof for research project undertaken
- Proof for Ph.D/M.Phil guidance/awarded.
- Copies of reprints of publications as mentioned in the instructions above.
- Copy of certificates relevant to training courses attended, seminars, conference etc,
- Any other document(s) as specified in the above notes/instructions.
- Any other additional documents to support your candidature.

70. Completed applications with all the required enclosures must reach the undersigned:

**The Registrar  
Pondicherry University  
R Venkataraman Nagar, Kalapet  
Puducherry – 605 014, India**

71. Last date for receiving the applications is **18.11.2016** by **05.00 PM**

**REGISTRAR (i/c)**



**PONDICHERRY UNIVERSITY**

(A Central University)

([www.pondiuni.edu.in](http://www.pondiuni.edu.in))

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

**RECRUITMENT OF ADMINISTRATIVE POSITIONS**  
**(ON DEPUTATION BASIS)**

**POST CODE**

<i>Sl.No</i>	<i>Name of the Post</i>	<i>Post Code</i>
1	Director (Physical Education and Sports)	901
2	Placement Officer	902