

(A Central University)

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

Advt No: PU/RC/Administrative-NT/2022/42

Dated: 21-09-2022

Online Applications are invited from Indian citizens for Direct Recruitment for the following Administrative positions.

Sl. No.	NAME OF THE POST	LEVEL	NO. OF VACANT POSTS
1	Deputy Registrar	12	2 (OBC-1, GEN-1)
2	Public Relations Officer	12	1 (GEN)
3	Executive Engineer	11	1 (GEN)
4	Internal Audit Officer	11	1 (GEN)
5	Assistant Registrar	10	3 (ST-1, EWS-1, GEN-1)
6	Law Officer	10	1 (GEN)
7	Hindi Officer	10	1 (GEN)
8	Section Officer	7	13 { SC-1, ST-1, EWS-1, OBC-3, GEN-7 [ 1-PwBD(a/b) ] }
9	Private Secretary	7	3 (ST-1, GEN-2)
10	Nursing Officer	7	1(GEN)
11	Senior Assistant	6	5 (ST-1, OBC-1, GEN-3 (PwBD (a/b)-1)
12	Personal Assistant	6	6 { OBC-2, EWS-1, GEN-3}
13	Senior Technical Assistant (Networking/Computer)	6	1 (GEN)
14	Senior Technical Asst.(Science) Department: * Chemistry * Ecology	6	2 (GEN)
15	Professional Assistant	6	3(ST-1,OBC-1,GEN-1)
16	Instructor [Drama]	6	2 (OBC-1, GEN-1)
17	Hindi Translator	6	1(GEN)
18	Semi Professional Assistant	5	1 (GEN)
19	Pharmacist	5	1 (GEN)
20	Assistant	4	4 (OBC-1, GEN-3 (Ex-serviceman-1, Sportsperson-1))
21	Technician (Civil)	4	5 (OBC-2, GEN-3 (Ex-serviceman-1))
22	Lab Assistant Department: Physics	4	1 (GEN)
23	Junior Assistant	2	12 (SC-2, ST-2, EWS-2, GEN-6)
24	Hindi Typist	2	1(GEN)
<b>TOTAL</b>			<b>72</b>

**CONTRACTUAL/TENURE BASIS:**

Sl. No.	NAME OF THE POST	LEVEL	NO. OF VACANT POSTS
1	Director (DDE)	14	1 (GEN)
2	Technical Officer-I (contractual basis - 5 Years)	10	2(OBC-1, GEN-1)
3	Technician Grade-IV (contractual basis - 5 Years)	5	1 (GEN)
<b>TOTAL</b>			<b>4</b>

LINK FOR ONLINE & ELIGIBILITY CRITERIA

- ❖ Link for ONLINE application [recruitment.pondiuni.edu.in](http://recruitment.pondiuni.edu.in)
- ❖ The last date for submission of online application is **21.10.2022**
- ❖ Hard copy of application to be received on or before **26.10.2022**

APPLICATION FEE

Post / Pay Level	General, OBC, EWS (Rs.)	SC, ST, PwBD, Ex-serviceman	Women (SC, ST, OBC, EWS, GEN)	Indian National applying from abroad
Level 1 & 2 (Entry Level)	500	Exempted	Exempted	INR 3600/-
Level 3 to 6	1000	500	Exempted	
Level 7 to 14	2000	1000	Exempted	

- ❖ Candidate desirous to apply for more than one post should submit separate application for each post along with requisite application fee.
- ❖ **Application fee is non-refundable under any circumstances.**

For further details of online submission of Application Form, eligibility criteria, Terms & Conditions, Etc., please visit the University Website [recruitment.pondiuni.edu.in](http://recruitment.pondiuni.edu.in).

The Qualifications and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the MoE/UGC and other Statutory Bodies from time to time.

Abbreviations: GEN – General, SC – Scheduled Caste, ST – Scheduled Tribe, OBC – Other Backward Class (Non-Creamy Layer), EWS – Economically Weaker Section, PwBD(P (a) – blindness and low vision, PwBD(b) - deaf and hard of hearing, PwBD(c) - locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) autism, intellectual disability, specific learning disability and mental illness; (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf – blindness.

**REGISTRAR(i/c)**

**PONDICHERY UNIVERSITY**  
**PUDUCHERRY**

Date: 21/09/2022

**PRESCRIBED MINIMUM QUALIFICATION FOR VARIOUS NON-TEACHING**  
**POSITIONS**

**REGULAR/DEPUTATION BASIS:**

Sl. No.	POST	MINIMUM ELIGIBILITY
1.	Deputy Registrar	<p><b>Age limit:</b> 50 years for Direct Recruitment 56 years for Deputation</p> <p><b>Mode of Selection:</b> Direct Recruitment/Deputation</p> <p><b>Direct Recruitment:</b></p> <p>i) Master's Degree with atleast 55% of marks or its equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) Nine years of experience as Assistant Professor in the Academic Level-10 and above with experience in Educational Administration.</p> <p style="text-align: center;">(or)</p> <p>Comparable experience in Research Establishments and / or other Institutions of Higher Education.</p> <p style="text-align: center;">(or)</p> <p>Five years of administrative experience as Assistant Registrar or in an equivalent post.</p> <p style="text-align: center;">(or)</p> <p>Five years of administrative experience as Assistant Registrar or in an equivalent post in Govt./Autonomous/Banking / Deemed/ Defence Organization etc.</p> <p><b>Desirable:</b> i) Experience in the areas of Establishment / Examination / Academic / Finance/ Planning and Development.</p> <p>ii) Knowledge of Computer Applications</p>
		<p><b>Deputation:</b> Officers from the Central / State Government or Institutes of National Importance or Universities / University level institution or Public Sector Undertakings.</p> <p>a) Holding analogous posts or with three years regular service in Level – 11 or with eight years regular service in Level – 10.</p> <p>b) Experience in Administration, Establishment and Accounts.</p> <p>c) Possessing educational qualification as prescribed for Direct Recruitment.</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>
		<p><b>Other Conditions:</b></p> <p>The Qualification and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the MoE/UGC from time to time.</p>

2	Public Relation Officer	<p><b>Age limit:</b> 50 Years</p> <p><b><u>Essential Qualification:</u></b></p> <p>i) A Master's Degree with at least 55% of marks or its equivalent grade wherever applicable and a Degree/Diploma in Public Relations/ Journalism / Media relations or equivalent to relevant qualification.</p> <p>ii) 5 years of experience as an Officer in Public Relations in Educational Institutions/ Government Departments/ Public Sector Undertakings/ Autonomous bodies/reputed Private firms.</p> <p><b><u>Desirable:</u></b> Proficiency in Tamil / Hindi / any foreign languages</p> <p><b><u>Deputation:</u></b> Officers with at least 5 years of regular service in the scale of Assistant Registrar / Equivalent in any recognized University / Autonomous body / Govt. Department or organization / Public Sector Undertaking and possessing the qualifications prescribed for direct recruitment.</p>
3	Executive Engineer	<p><b>Age limit:</b> 40 Years</p> <p><b><u>Essential Qualification:</u></b></p> <p>i. M.E./M.Tech. (Civil/Electrical Engineering) with five years' experience as Assistant Engineer [OR]</p> <p>(1) A Bachelor's degree in Civil/Electrical Engineering relevant to the needs of the University with at least 10 years' of experience in the relevant field</p> <p>(2) At least 5 years' of experience as Assistant Engineer in the relevant field.</p> <p><b><u>Deputation:</u></b> Officers of the CPWD/ State Government PWD services or similar organized services/ Semi Government/ PSU/ Statutory or Autonomous organization/ University System holding analogous post;</p> <p style="text-align: center;"><b>OR</b></p> <p>with five years regular service as Assistant Engineer possessing a B.E. / B.Tech. degree in Civil / Electrical Engineering in the relevant area</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>
4	Internal Audit Officer	<p><b>Age Limit:</b> Preferably below 56 years</p> <p><b><u>Deputation:</u></b> Officers holding analogous post with 5 years' regular service in Level 10 from the office of AG/CAG or any other organisation for Audit &amp; Accounts Services,</p> <p style="text-align: center;"><b>OR</b></p> <p>with 5 years' regular service in Level 10 from Central/State Govt., Universities and other autonomous organisation with relevant experience.</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>

5	Assistant Registrar	<p><b>Age limit:</b> 40 years for Direct Recruitment 56 years for Deputation</p> <p><b>Mode of Selection:</b> Direct Recruitment/Deputation.</p> <p><b><u>Essential Qualification:</u></b></p> <p>Master's Degree from recognized University with at least 55% marks or its equivalent grade of B in the UGC seven point scale from a recognized University.</p> <p><b><u>Desirable:</u></b></p> <p>i. Five years' experience in Administration / Accounts / Examination as Section Officer or in an equivalent post in Govt. / Educational / Research Institution / Autonomous / Deemed / Defence Organisation etc.</p> <p>ii. Good Knowledge of Computer Application.</p> <p><b><u>Deputation:</u></b></p> <p>Officers holding analogous posts on regular basis or with 5 years' regular service in Level 7 / Level 8 in a government department / University / Educational or Research Institution / Teaching and / or Research experience along with proven administrative capabilities.</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p> <p><b><u>Other Conditions:</u></b></p> <p>The Qualification and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the MoE/UGC from time to time.</p>
6	Law Officer	<p><b>Age Limit:</b> 55 years</p> <p><b><u>Essential Qualification:</u></b></p> <p>A Master's Degree in Law with at least 55% of marks or its equivalent grade wherever grading system is followed (or) A Master's Degree with at least 55% of marks or its equivalent grade wherever grading system is followed with a Bachelor Degree in Law.</p> <p>ii) At least 5 years' experience in legal matters which will include defending court cases, being conversant with legal procedures, etc.</p> <p><b><u>Deputation:</u></b> Officers with at least 5 years' of regular service in the level of Section Officer / Equivalent in any recognized University/ Autonomous Body/Govt. Department or Organisation/ Public Sector Undertaking and Possessing the qualifications prescribed under direct recruitment.</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>

7	Hindi Officer	<b>Age limit:</b> 35 Years
		<b>Mode of Selection:</b> Direct Recruitment/Deputation.
		<p><b><u>Essential Qualification:</u></b></p> <p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p style="text-align: center;"><b>AND</b></p> <p>Three years' experience of using/ applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p> <p style="text-align: center;"><b>OR</b></p> <p>Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p> <p><b><u>Desirable:</u></b> Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized board.</p> <p><b><u>Deputation:</u></b> Officers from the Central Govt./ State Govt./University System or other similar organizations holding analogous posts;</p> <p style="text-align: center;"><b>OR</b></p> <p>with three years' service in posts in Level 7/8 or equivalent cadre</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>

8	Section Officer	<p><b>Age limit:</b> 35 Years</p> <p><b><u>Essential Qualification:</u></b></p> <p>i. A Bachelors Degree from a recognized University.  ii. At least two years of experience in administration / accounts / secretarial work at the level of Assistant in the Level 6 or five years experience as UDC and above in the Level 4/5 of any Central / State Govt./ University / Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent positions in the reputed private institution / corporate / bank.</p> <p><b><u>Desirable:</u></b>  Proficiency in noting, drafting and knowledge of computer operation.</p> <p><b><u>Deputation:</u></b> Individuals with a minimum 5 years of regular service in the level of Senior Assistant / Equivalent in Level-6 in any recognized University / Autonomous Body / Govt. Department or Organisation / Public Sector Undertaking and Possessing the qualification prescribed for direct recruitment.</p>
9	Private Secretary	<p><b>Age limit:</b> 35 Years</p> <p><b><u>Essential Qualification:</u></b></p> <p>i. A Bachelor's Degree from a recognized University / Institutions  ii. At least 2 years experience as Personal Assistant or 5 years experience as Stenographer in a University / Research establishment / Central / State Govt./ University / Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent positions in the reputed private institution / corporate / bank.  iii. English Stenography speed – English - 120 wpm  iv. Typewriting: Senior / Higher level in English</p> <p><b><u>Desirable:</u></b></p> <p>i) Knowledge of Computer applications.  ii) Proficiency in English and good communication skills.  iii) Hindi Stenography (55 wpm) and Typewriting (Higher or Senior Certificate).</p> <p><b><u>Deputation:</u></b> Individuals with a minimum 5 years of regular service in the level of Personal Assistant / Equivalent in Level-6 in any recognized University / Autonomous Body / Govt. Department or Organisation / Public Sector Undertaking and Possessing the qualification prescribed for direct recruitment.</p>
10	Nursing Officer	<p><b>Age limit:</b> 30 years</p> <p><b><u>Essential Qualification:</u></b></p> <p>i. B.Sc. Nursing from a recognized University/ Institution.  ii. Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council.  iii. Two years of experience in a recognized hospital with a minimum 50 beds</p> <p><b><u>Deputation/Absorption:</u></b></p> <p>From persons in equivalent grade/cadre in Central/State Govts. Public Sector Undertaking/University/ Local bodies, employed on regular basis and possessing the qualifications prescribed for direct recruitment.</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>

11	Senior Assistant	<b>Age limit:</b> 35 years
		<p><b>Essential Qualification:</b>  (1) A Bachelor Degree from recognized University/Institution  (2) Two years' experience in Administration / Accounts as UDC or equivalent posts in a University/ College / Government / Quasi Govt. / Autonomous / Public Sector Undertakings.</p> <p><b>Desirable:</b>  Proficiency in noting, drafting and knowledge of Computer Operations.</p>
12	Personal Assistant	<b>Age limit:</b> 30 years
		<p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"> <li>i. A Bachelor's degree from a recognized University / Institutions.</li> <li>ii. Proficiency in Stenography in English with minimum speed of 100 w.p.m.</li> <li>iii. Proficiency in Typewriting in English – Higher / Senior Certificate.</li> <li>iv. At least 2 years experience as Junior Grade Stenographer / Stenographer in Central / State / Quasi Govt. / University / Research Institution / Autonomous organization, etc.</li> <li>v. Skill test norms on Computer.</li> </ol> <p>Duration: 10 minutes at 100 wpm  Transcription: 40 minutes –English</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>i) Knowledge of Computer applications.</li> <li>ii) Proficiency in English and good communication skills.</li> <li>iii) Hindi Stenography (55 wpm) and Typewriting (Higher or Senior Certificate).</li> </ol>
13	Senior Technical Assistant (Networking/Computer)	<b>Age limit:</b> 30 Years
		<p><b>Essential Qualification:</b></p> <p>B.E./B.Tech. Computer Science &amp; Engineering / Information Technology / Equivalent from a recognized University with First class and with 3 years' relevant Experience.  [OR]  M.C.A. from a recognized University with First class having 2 years' relevant experience.  [OR]  M.Sc., Computer Science from a recognized University with First class having 3 years' relevant experience.</p> <p><b>Desirable:</b>  Cisco Certified Network Associate (CCNA) or equivalent certification with one year relevant experience.</p> <p><b>Deputation:</b>  From Technical Assistants (Network / Computer) with 5 years' of regular service in Level of 5 of Pay Matrix.</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>

14	<b>Senior Technical Assisnant (Science)</b> <b>Department:</b> * Chemistry * Ecology	<b>Age limit:</b> 30 years  <b><u>Essential Qualification:</u></b> M.Sc. in the relevant Science subjects (Chemistry/Ecology) with 55% of marks with 3 years' experience in relevant Science Laboratory. <b><u>Desirable:</u></b> i) Experience in handling laboratory equipment and computers. ii) Good communication skills in English and Hindi
15	<b>Professional Assistant</b>	<b>Age limit:</b> 30 years  <b><u>Essential Qualification:</u></b> Master's degree in Library & Information Science from a recognized University /Institution with two years' experience in the relevant field in a university/research establishment/Central/ State Govt./ PSU or autonomous bodies' library.  <b>OR</b> i. Bachelor's degree in Library/ Library & Information Sciences from a recognized University /Institution. ii. Three years experience in the relevant field in a university/research establishment /Central /State Govt./ PSU or autonomous bodies' library. iii. PG Diploma in Library Automation and Networking or PGDCA or equivalent.
16	<b>Instructor (Drama)</b>	<b>Age limit:</b> 30 years  <b><u>Essential Qualification:</u></b> Masters degree in Drama and Theatre Arts / Performing Arts or equivalent from a recognized university with 55 percent of marks and equivalent grade.  <b><u>Experience and Specialisation required:</u></b> Should have minimum two years teaching experience in the following field of specialization and have ability to handle practical classes.  <b><u>Post 1:</u></b> Should have teaching experience in technical subjects like Lighting, Setting , Costume, Makeup and Stage Management, Experience in designing lighting for Plays, Musical and Dance Programmes.  <b><u>Post 2:</u></b> Should have teaching experience in Theatre Games / Film Acting / Children's Theatre / Field Experience in Feature Films and Digital Film Making.

17	Hindi Translator	<p><b>Age limit:</b> 30 Years</p> <p><b><u>Essential Qualification:</u></b></p> <p>i. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p style="text-align: center;"><b>AND</b></p> <p>ii. Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p> <p><b><u>Desirable:</u></b> Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognised board.</p> <p><b><u>Deputation:</u></b> Officers from the Central Govt./ State Govt./University System or other similar organizations holding analogous posts;</p> <p style="text-align: center;"><b>OR</b></p> <p>with three years' service in posts in Level 5/ 4 or equivalent;</p> <p style="text-align: center;"><b>OR</b></p> <p>with eight years' service in posts in Level 2 or equivalent.</p> <p style="text-align: center;"><b>AND</b></p> <p>Possessing educational and other qualifications as prescribed for direct recruits.</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>
18	Semi Professional Assistant	<p><b>Age Limit:</b> 30 Years</p> <p><b><u>Essential Qualification:</u></b></p> <p>a. Any degree with Bachelor of Library and Information Science.</p> <p>b. Diploma in Library Automation and Networking or PGDCA or equivalent.</p> <p>c. Two years experience of working in Library</p>

19	Pharmacist	<p><b>Age limit:</b> 30 years</p> <p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"> <li>i. A Bachelor's degree in Pharmacy from a recognized University/Institution approved by the Pharmacy Council of India.</li> <li>ii. Registered as Pharmacist under the Pharmacy Act, 1948.</li> </ol> <p><b>Experience:</b> At least 3 years' relevant working experience.</p> <p><b>Deputation/Absorption:</b> From persons in equivalent grade/cadre in Central/State Govt. Public Sector Undertaking/University/ Local bodies, employed on regular basis and possessing the qualifications prescribed for direct recruitment.</p> <p>In case of selection on deputation basis he/she will be governed by GoI instructions on deputation/foreign service and norms of Pondicherry University.</p>
20	Assistant	<p><b>Age limit:</b> 30 Years</p> <p><b>Essential Qualificaiton:</b></p> <ol style="list-style-type: none"> <li>(1) A Bachelor Degree from recognized University/ Institutions</li> <li>(2) Two years' experience as LDC or equivalent cadre on regular basis in Central / State / Quasi Govt. / University / Research Institution / Autonomous organization, etc.</li> <li>(3) Typewriting Lower/Junior grade in English (30 WPM)</li> </ol> <p><b>Desirable:</b> Knowledge of Computer Operations</p>
21	Technician (Civil)	<p><b>Age limit:</b> 30 years</p> <p><b>Essential Qualification:</b></p> <p>10<sup>th</sup> standard pass and ITI certificate in the requisite Trade with 5 years' experience</p>
22	Laboratory Assistant (Physics Department)	<p><b>Age limit:</b> 30 years</p> <p><b>Essential Qualification:</b></p> <p>Bachelor's degree in Physical Sciences with at least 55% of marks from recognized University / Institute.</p> <p><b>Desirable :</b> Three years of experience in the relevant field.</p>
23	Junior Assistant	<p><b>Age limit:</b> 30 years</p> <p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"> <li>i. A Bachelor Degree from recognized University / Institutions</li> <li>ii. Typewriting Lower/Junior grade in English (35 wpm)/ Hindi (30 wpm)</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>i. Knowledge in Computer operations [MSWORD/Excel/...]</li> <li>ii. Typewriting in Tamil</li> </ol>
24	Hindi Typist	<p><b>Age limit:</b> 30 Years</p>
		<p><b>Essential Qualification:</b></p> <ol style="list-style-type: none"> <li>i. 10+2 or equivalent qualification from a recognized Board.</li> <li>ii. Hindi Typing @ 30 w.p.m. (30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)</li> </ol> <p><b>Desirable:</b> Working knowledge of Computer</p>

**CONTRACT/TENURE BASIS (5 years):**

1	Director (DDE)	Age limit: 55 years
		<b><u>Essential Qualification:</u></b>  i. A Master's Degree with at least 55% of the marks or its equivalent grade of "B" in the UGC seven point scale. ii. Ph.D., in any discipline. iii. At least 15 years of experience as Assistant Professor in the Academic Level-11 and above or with 8 years of service in the Academic Level-12 and above including as Associate Professor along with experience in Educational Administration. (or) Comparable experience in research establishment and/or other institutions of higher education. (or) 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.
2	Technical Officer – I (on Contractual basis) (5 year Tenure basis)	Age limit: 35 years
		<b><u>Essential Qualification:</u></b>  M.Sc. / B.E / B.Tech. in Electrical / Electronics / Instrumentation or related area with at least 55% marks or its equivalent grade wherever applicable.  <b><u>Desirable :</u></b>  M.E/M.Tech./Ph.D. in Electrical / Electronics/ Instrumentation (or) related area.
3	Technician Grade-IV (on contractual basis)	Age limit: 30 years
		<b><u>Essential Qualification:</u></b>  A Bachelor's Degree in Electronics / Electrical / Mechanical Engineering.  [OR] Diploma in Electronics / Electrical / Mechanical Engineering with 3 years' relevant experience in industry/research laboratory / Higher Educational Institutions



புதுவைப் பல்கலைக்கழகம்  
PONDICHERY 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/update/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](mailto: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](mailto:recruitment@pondiuni.ac.in)