PERIYAR UNIVERSITY

Re-accredited with "A" Grade by the NAAC
PERIYAR PALAKALAI NAGAR
SALEM – 636 011.

Applications are invited in the prescribed form for the following posts in the Periyar University, Salem-11.

S.No.	Post	Advt. Number	Communal Reservations						Total Vacancy
			GT	SC(A)	SC	MBC/DNC	BC	BC(M)	
1.	Deputy Director (PRIDE)	PU/R6/2016/01	1	-	-	-	-	-	1
2.	Deputy Controller of Examinations	PU/R6/2016/02	1	-	-	-	-	-	1
3.	Public Relation Officer	PU/R6/2016/03	1	-	-	-	-	-	1
4.	Systems Manager (System Administrator)	PU/R6/2016/04	1	-	-	-	-	-	1
5.	Personal Assistant to Vice-Chancellor	PU/R6/2016/05	1	-	-	-	-	-	1
6.	Analyst	PU/R6/2016/06	1	1 (DW)	-	1	1	-	4
7.	Technician	PU/R6/2016/07	1	1(DW)	-	-	-	-	2
8.	System Programmer (Junior System Administrator)	PU/R6/2016/08	1	-	-	-	-	-	1
9.	Computer Operator (PRIDE)	PU/R6/2016/09	1	-	-	-	-	-	1
10.	Junior Assistant	PU/R6/2016/10	DW-1 + W-4 + 10	DW-1 + 1	W-1 + DW-1 + 5	XS-1 + W-2 + DW-1+ 6	XS-1+ W-3+ DW-1 + 8	DW-1 + 1	49
11.	Typist	PU/R6/2016/11	1	-	-	-	-	-	1

Sl. No.	Post	Reference No.							Total
12.	Telephone Operator	PU/R6/2016/12	1	-	-	-	-	-	1
13.	Lab Assistant	PU/R6/2016/13	DW-1+ W-1+ 4	DW-1	DW-1+ 3	DW-1+ 3	W-1+ DW-1+ 4	1	22
14.	Attender	PU/R6/2016/14	1	-	-	-	-	-	1
15.	Record Clerk	PU/R6/2016/15	1	-	-	-	-	-	1
16.	Office Assistant	PU/R6/2016/16	W-1+ DW-1 3	DW-1	DW-1 + 2	DW-1 + 3	W-1+ DW-1+ 3	1	19
17.	Peon	PU/R6/2016/17	1	-	-	-	-	-	1

GT-General Turn; SC-Scheduled Caste: SC(A)-Scheduled Caste (Arunthathiyar on preferential basis); MBC-Most Backward Class; DNC-Denotified Communities; BC-Backward Class; W-Women; DW-Destitute Widows; XS-Ex-service men

3% reservation is followed for the appointment of persons with disabilities.

The format of application is available in the University website. The candidates may download the form and submit the applications with a crossed Demand Draft for Rs. 500/-and Rs. 250/- in the case of SC/ST and Differently Abled Persons (with photocopy of the Community Certificate and a Certificate issued by the District Disabled Rehabilitation Officer respectively). Down Loaded application form from the University website alone shall be accepted.

The last date for the submission of filled in application is **25.01.2016** upto 5.00 p.m.

For further details qualifications and general instructions visit our website: www.periyaruniversity.ac.in.

The University reserves the right to fill or not to fill up the posts without assigning any reason thereof.

Place: Salem-11.

REGISTRAR

PERIYAR UNIVERSITY
Re-accredited with "A" Grade by the NAAC
PERIYAR PALAKALAI NAGAR
SALEM – 636 011

INFORMATION AND INSTRUCTIONS TO CANDIDATES

Last Date for Receipt of Applications **25.01.2016** *by 5.00 p.m.*

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1. Details of Vacant Posts, Qualification and Experience, and Scale of Pay

2. General Information and Instructions

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1. Details of Vacant Posts, Qualification and Experience, Age and Scale of Pay

S. No	Name of the Post	Scale of Pay	Vacancy	Qualification
1.	Deputy Director (PRIDE)	37400-67000+AGP 9000	**1**	Master's Degree with 55% marks or equivalent grade of B in the seven point scale. (ii) Ph.D. degree (iii)A minimum of eight years of experience of teaching and/or research in an academic /research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution / industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/ policy papers. (iv)Contribution to educational innovation, design of new curricula and courses, and technology– mediated teaching learning process with evidence of having guided doctoral candidates and research students. (v) A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS), set out by UGC
2.	Deputy Controller of Examinations	37400-67000+AGP 9000	**1**	Master's Degree with 55% marks or equivalent grade of B in the seven point scale. (ii) Ph.D. degree (iii)A minimum of eight years of experience of teaching and/or research in an academic /research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution / industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/ policy papers. (iv)Contribution to educational innovation, design of new curricula and courses, and technology– mediated teaching learning process with evidence of having guided doctoral candidates and research students. (v) A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS), set out by UGC

S. No	Name of the Post	Scale of Pay	Vacancy	Qualification	Age
3.	Public Relation Officer	15600-39100 + GP 5400 (PB3)	**1**	1. Good Academic record plus Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. 2. Relaxation applicable as per Govt./ UGC norms. 3. Desirable: Post graduate diploma in Human Resources development / Degree or Diploma in Public relations or an equivalent diploma or a recognized university / institution with knowledge of computer operation. 4. Knowledge of Tamil to extent of carrying out official correspondence and drafting reports.	Should not exceed 40 years (45 years for SC/ST and Differently abled.)
4.	Systems Manager (System Administrator)	15600-39100 + GP 5400 (PB3)	**1**	1. M.E. / M.Tech in Computer Science / Electronics / MCA 2. Experience in Systems Management for not less than two years. 3. Knowledge in Visual Basic, Oracle & Web Tech with 2 years experience.	Should not exceed 40 years (45 years for SC/ST and Differently abled.)
5.	Personal Assistant to Vice-Chancellor	9300-34800 + GP 4400 (PB2)	**1**	1. Any master's Degree (55% or B Grade). 2. A Computer related PG Diploma 3. Shorthand Tamil and English Higher Grade. 4. Administrative experience not less than five years. Desirable: Experience of working in Computer based technologies in Visual Basic, Oracle and Web Technologies.	Should not exceed 40 years (45 years for SC/ST and Differently abled.)
6.	Analyst	9300-34800 + GP 4700 (PB2)	**4**	B.E. Computer Science / B.Tech. (IT) / MCA / M.Sc. Computer Science with two years of experience as System Programmer.	Should not exceed 40 years (45 years for SC/ST and Differently abled.)
7.	Technician	9300-34800 + GP 4700 (PB2)	2	1. Graduate (with 55%) in the discipline concerned. 2. Previous experience of Two years in the laboratory of any educational institution.	Should not exceed 40 years (45 years for SC/ST and Differently abled.)

8.	System Programmer (Junior System Administrator)	9300-34800 + GP 4400 (PB2)	1	1. B.E. (Computer Science / Electronics) / MCA / M.Sc. Computer Science 2. Experience as programmer for not less than two years. 3. Knowledge in Visual Basic, Oracle & Web Tech. with 2 years Experience.	Should not exceed 40 years (45 years for SC/ST and Differently abled.)
9.	Computer Operator- PRIDE	9300-34800 + GP 4200 (PB2)	1	1. A Post graduate in Computer Applications. 2. Experience in Computer Operation not less than 2 years. 3. Diploma in Computer Hardware and networking. 4. Knowledge in Visual Basic, Oracle & Web Tech with 2 years experience.	Should not exceed 40 years (45 years for SC/ST and Differently abled.)
10.	Junior Assistant	5200-20200 + GP 2400 (PB1)	49	1. Any Undergraduate Degree 2. Typewriting Tamil & English Senior grade. 3. Knowledge of Tamil to the extent of carrying out official correspondence and drafting reports.	Should not exceed 40 years (45 years for SC/ST and Differently abled.)
11.	Typist	5200-20200 + GP 2400 (PB1)	1	Any Degree with typewriting higher grade in Tamil and English.	Should not exceed 40 years (45 years for SC/ST and Differently abled.)
12.	Telephone Operator	5200-20200 + GP 2400 (PB1)	1	1. Graduate (55% or B Grade). 2. Certificate in Telephone Operations. 3. Certificate in Telex Operation. 4. Proficiency in Speaking and writing Tamil & English.	Should not exceed 40 years (45 years for SC/ST and Differently abled.)
13.	Lab Assistant	5200-20200 + GP 2400 (PB1)	22	A pass in Degree (with 55%) examinations in the discipline concerned. Desirable: 2 years experience in the laboratory of any educational institution.	Should not exceed 40 years (45 years for SC/ST and Differently abled.)

14.	Attender	5200-20200 + GP 1900 (PB1)	1	1. Graduate 2. Diploma in Computer Applications. 3. Knowledge in Typewriting (Tamil and English)	Should not exceed 40 years (45 years for SC/ST and Differently abled.)
15.	Record Clerk	4800-10000+GP 1300 (PB1A)	1	1. Graduate 2. Diploma in Computer Applications. 3. Knowledge in Typewriting (Tamil and English)	Should not exceed 40 years (45 years for SC/ST and Differently abled.)
16.	Office Assistant	4800-10000+GP 1300 (PB1A)	19	1. A pass in Plus 2 standard. 2. Bi-Cycle riding.	Should not exceed 40 years (45 years for SC/ST and Differently abled.)
17.	Peon	4800-10000+GP 1300 (PB1A)	1	1. A Pass in +2 2. Knowledge of Tamil 3. Bi-cycle / two wheeler Riding	Should not exceed 40 years (45 years for SC/ST and Differently abled.)

❖ The pay carries DA, HRA, CCA and Medical Allowances at the rates in force from time to time.

❖ The employee has to contribute 10% of the Basic Pay, Grade Pay and dearness Allowance every month to the Contributory Pension Fund and the University shall contribute an equal amount. **The employee is not eligible for any other Provident Fund or Pension Fund.**

GENERAL INFORMATION AND INSTRUCTIONS:

1	The applicants should posses the essential and desirable qualifications and experience as on the last date for submission of application.
2	**A candidate intending to apply for a post under more than one category he/she should apply in a separate application form with the prescribed fee. Likewise in the case of a candidate intending to apply to more than one college, separate application form with the prescribed fee must be sent.**
3	Completed application along with Demand Draft for Rs.500/- (Rs. 250/- in the case of Tamil Nadu SC / ST/PWDcandidates) drawn in the favour of THE REGISTRAR, PERIYAR UNIVERSITY and dated not earlier than THE DATE OF ADVERTISEMENT should be sent to THE REGISTRAR, PERIYAR UNIVERSITY, PERIYAR PALKALAI NAGAR, SALEM-636 011 by Registered Post with Acknowledgement Due or by Courier Mail and the envelope containing the application should carry the superscription "Application for the Post of _____" on the left hand top corner. The last date for the receipt of the completed application is **25.01.2016.** Submission beyond 5.00 p.m. is not entertained. The University is not responsible for any postal delay / loss in transit of the application. The completed application may also be dropped in the box at the University Tapal section.
4	Applications from candidates who are employed will be considered only if forwarded through proper channel or on production of "No Objection Certificate" from the employer at the time of interview.
5	Candidates are required to forward their applications in the prescribed form, accompanied by attested copies of degree certificate and other academic distinctions, transfer certificate from the Institution last studied, evidence of age, professional experience, present position, and salary drawn.
6	If qualified and suitable candidates belonging to SC (Arunthathiyar) are not available the post reserved for SC(A) will be filled up with other SC candidate on merit basis.
7	Applications incomplete in any respect and those received after the due date will be rejected.
8	Applications from persons who do not possess the minimum prescribed qualification for the post will be rejected.
9	Interim correspondence in connection with the application will not be entertained.
10	Appointment on deputation will not be considered under any circumstances.
11	In case, the number of applications received is 5 times more than the number of vacancies, a test will be conducted to shortlist the candidates.
12	Applicants should be prepared to come for an interview at SALEM at their own cost.
13	Request for change of date of interview will not be considered.
14	The decision of the Appointing Authority on the Selection shall be final and no appeal or correspondence shall be entertained in this regard.
15	If the interview for any post notified above could not be conducted by the University for any reasons, the registration fee shall be refunded to the candidates concerned.

16	Canvassing in any form will be a disqualification.
17	Orders for appointment for selected candidates will be issued according to the seniority fixed, as per the roster for communal reservation laid down by the Government of Tamil Nadu, for each category of post in the respective department.
18	The selected person shall join duty within the time prescribed by the University and no extension of time for joining will be allowed under any circumstances. Failure to join duty within the stipulated date will result in cancellation of the selection. The University will not enter into any correspondence with the present employers of the selected candidates on any matter related to their relief for joining duty in the University.
19	A Candidate must satisfy the University on the following aspects:-

a) CITIZENSHIP
that he is –

i. A Citizen of India: or

ii. A Subject of Nepal or Bhutan; or

iii. A Tibetian refugee who came over to India before the 1st January 1962 with the intention of permanently settling in India or

iv. A person of Indian Origin who migrated from Pakistan, Burma, Srilanka, Vietnam, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tankanika and Zanzibar) Zambia, Malawi, Zaire and Ethiopia with the intention of permanently setting in India.

v. A Candidate belonging to categories (iii) or (iv) or a subject of Nepal or Bhutan should also obtain a certificate eligibility given by the Government of Tamil Nadu.

vi. A Candidate in whose case a certificate of eligibility is necessary will be admitted to an examination or interview and he will provisionally be appointed subject to the necessary certificate being given to him by the Government of Tamil Nadu.

b) CHARACTER AND ANTECEDENTS
　　that his character and antecedents are such as to qualify him for the appointment;

c) BIGAMY
　　that he does not have more than one living wife or if such person is a woman, she is not married to any person who has a wife living; and

d) CANDIDATES IN UNION/STATE GOVERNMENT SERVICE
　　that on the date of notification for the purpose of direct recruitment he was not in the service of the Indian Union or of a State in India.

Note: -
　　For the purpose of this clause a person will be deemed to be not in the service of the Indian Union or of a State in India.
　　(i) If a period of five years has not elapsed since his first appointment to a service of the Indian Union or of a State in India.
　　(ii) If he belongs to one of the Scheduled Castes or Scheduled Tribes or to one of the MBC/DC and Backward Classes.

e) SOUND HEALTH ETC.,

A candidate must satisfy the appointing authority that he is of sound health, active habits and free from any bodily defect or infirmity unfitting him for the appointment.

20. QUALIFICATION IN TAMIL:

Every candidate on the date of the Commission's Notification for the post should possess an adequate knowledge in Tamil.

Explanation:

For this purpose a person will be deemed to possess an adequate knowledge in Tamil.

In the case of a post for which the educational qualification prescribed is the minimum general educational qualification and above he must have passed the S. S. L. C. Public Examination with Tamil as one of the languages or Studied the High School course in Tamil Medium and passed the S.S.L.C Public Examination in Tamil medium or passed the Second Class Language Test (Full Test) in Tamil conducted by the Tamil Nadu Public Service Commission.

Note:-

Candidates who do not possess adequate knowledge in Tamil may also apply. If selected, they should pass the Second Class Language Test (Full Test) in Tamil within a period of two years from the date of their appointment, failing which they will be discharged from service.

21. RESERVATION OF APPOINTMENTS

Where the rule of reservation of appointments for Scheduled Castes /Scheduled Caste (Arunthathiyars)/ Scheduled Tribes/ Most Backward Classes/ Denotified Communities/Backward Classes (other than Muslim) / Backward Classes (Muslim) is applicable, selection will be made upto the number of appointments reserved for them, so far as qualified and suitable candidates are available. Candidates belonging to the Scheduled Castes,Scheduled Caste (Arunthathiyars),Scheduled Tribes, Most Backward Classes/ Denotified Communities, Backward Classes (other than Muslim) and the Backward Classes (Muslim) will also be eligible for selection against the vacancies to be filled under General turns on the basis of merit and where a Scheduled Caste/Scheduled Caste (Arunththiyars)/Scheduled Tribe, Most Backward Class/Denotified Community or Backward Class (other than Muslim)/Backward Class (Muslim) candidate is selected on the basis of merit against the General turn, the vacancy reserved for them will not in any way be affected. **Ten percent of vacancies out of thirty percent set apart to women candidates in direct recruitment are reserved for Destitute Widows who possess the prescribed qualifications for appointment to any post in Revised pay scales, the minimum of which does not exceed Rs. 5,200 - 20,200 + Grade pay Rs. 2,400/- under the State Government (in the prescribed scale).**

Note:-

"Destitute Widow" shall mean a widow whose total monthly income from all sources shall not be more than Rs.4,000/- (Rupees Four Thousand only), including any family pension or other receipts including income from private practice in the case of professionals. Such candidate should produce a certificate from the R.D.O or the Assistant Collector or the Sub-Collector concerned in the format prescribed. Destitute Widow shall not include a divorcee. A "Destitute Widow" shall include a candidate born outside the State of Tamil Nadu and become a widow after her marriage to a person belonging to the State of Tamil Nadu and shall also include a candidate born in the State of Tamil Nadu and become a widow after her marriage to a person belonging to other State and settled permanently in the State of Tamil Nadu, but shall not include a candidate belonging to other State not covered under the above said categories.

i. Persons belonging to Tamil Nadu and to one of the communities mentioned in the GOVERNMENT alone shall be treated as Scheduled Caste or Scheduled Tribe or Most Backward Classes/Denotified Communities or Backward Classes and Backward Classes(Muslim) as the case may be. Persons belonging to other States shall not be treated as belonging to the Scheduled Caste or Scheduled Tribe or Most Backward

Classes/Denotified Communities or Backward Class and Backward Class (Muslim) even though they may belong to one of the Communities specified in the list.

ii. Persons belonging to Christian Communities, who are converts from any Hindu Community included in the list of Backward Classes will be considered as Backward Classes with effect from 24-2-1986.

iii. A member of the Scheduled Caste on conversion to Christianity will be considered only under Backward Classes (other than Muslim) and not under Scheduled Castes.

22. OTHER CONDITIONS:

1) The Syndicate reserves the right to shortlist the candidates and to fill up or not to fill up the posts without assigning any reason whatsoever.

2) Applications should be made only in the format prescribed by the University.

3) The University will not be responsible for any loss or postal delay in transit.

4) Candidates sending the application by post/speed post/courier should ensure that the Application reaches this University on the prescribed last date. Applications received after the last date will be summarily rejected.

5) Further outstation candidates are informed to get their application forms well in advance and ensure that the filled in applications reaches before the prescribed last date. Late submission of applications will not be entertained.

6) Enquiries on the above subject will not be entertained.

7) Since the selection of candidates is based purely on merit, attempts to canvass or bring influence on the authorities to show favour during selection will be deemed as disqualification and the application of such candidates will be rejected.

8) Staff recruited on or after 1.4.2003 are covered under new Contributory Pension Scheme based on defined contribution (G.O. Ms. No.395 of Finance (Education- I) Department dated 16.09.2003).

9) Candidates already in service should submit their applications through proper channel. Otherwise they should produce NOC obtained from the employer at the time of interview, failing which the applicant will not be interviewed.

10) Candidates should submit Community Certificate issued by the competent authority.

11) **Degree Qualification prescribed should have been obtained after passing SSLC/10th, H.S.C., Bachelor's Degree.**

Place: Salem-11.

Date : 11.01.2016   **REGISTRAR**

PERIYAR UNIVERSITY
PERIYAR PALKALAI NAGAR,
SALEM- 636 011

Advertisement No. _____

Application for the Post of : _____

01.	Name in full (in BLOCK LETTERS)	:	
02.	Father's / Husband's Name	:	
03.	Present Address to which communications should be sent with Mobile Number & E-mail ID.	:	

Mobile No. :

E-mail ID. :

04.	Sex	:	Male / Female
05.	Date of Birth (Supported by certified evidence)	:	

06.	Age as on Date	:	
07.	Nationality	:	
08.	Religion	:	
09.	Community to which the candidate belongs (Community certificate to be enclosed)	:	

OC	SC	SC(A)	BC	BC(M)	MBC	DNC	ST

10.	Physically Challenged / Destitute Women / Ex-serviceman (Supported by certified evidence)	:	
11.	Second Language in the School	:	
12.	Native District	:	
13.	Other Languages Known		

to Read	
to Speak	
to Write	

14. **Educational Qualifications (Supported by Certificate evidence):**

Course	Branch	Year of passing	Class	Board / University	Regular/ Distance/ OUS

15. Technical Examinations Passed : 1.
(Typewriting Examinations)
(Copy of the certificate to be enclosed)

2.

3.

4.

16. Departmental Examinations Passed : 1.
(Copy of the certificate to be enclosed)

2.

3.

4.

17. Experience (Supported by Certificate evidence):

Sl. No.	Post Held	office / Organization	Type of Service	Period of Service				
				From	To	Year	Month	Days
				Total				

18. Present Post and Pay Drawn :

19. Demand Draft Particulars :

DD. No._____ Date : _____

Rs. _____

Bank_____

20. Any other information :

SIGNATURE OF THE APPLICANT

Place:

Date:

List of enclosures:

1.

2.

3.

4.