



PERIYAR UNIVERSITY

Reaccredited with "A" Grade by NAAC
PERIYAR PALAKALAI NAGAR
SALEM – 636 011

Applications are invited in the prescribed form for the following posts in the Periyar University Constituent Arts & Science College at Harur.

S. No.	Post	Advt. No.	Vacancy	Category		
1	Bursar	PU/R/R6/012776/2016/1	1	GT-1	-	-
2	Superintendent	PU/R/R6/012776/2016/2	1	GT-1	-	-
3.	Assistant	PU/R/R6/012776/2016/3	2	GT-1	SC (A) -1	-
4	Junior Assistant	PU/R/R6/012776/2016/4	2	GT-1	SC (A) -1	-
5	Computer Programmer	PU/R/R6/012776/2016/5	1	GT-1	-	-
6	Library Assistant	PU/R/R6/012776/2016/6	1	GT-1	-	-
7	Office Assistant	PU/R/R6/012776/2016/7	2	GT-1	SC (A) -1	-

Prescribed application form, together with information and instructions to the candidates containing details of qualifications and other information can be downloaded from the University website www.periyaruniversity.ac.in. The candidates shall send the application duly enclosing a demand draft drawn in favour of "THE REGISTRAR, PERIYAR UNIVERSITY, SALEM-11" payable at SALEM for Rs. 500/- (Rs.250/- for Tamil Nadu SC/ST/PH Candidates) **dated not earlier than THE DATE OF ADVERTISEMENT** towards application fee along with required enclosures to THE REGISTRAR, PERIYAR UNIVERSITY, PERIYAR PALKALAI NAGAR, SALEM-636 011.

Last date for receipt of filled in application is 30.07.2016. Submission will not be entertained beyond 5.00 p.m. on the last date.

Note:

1. The University reserves the right to shortlist the candidates as per the prevailing norms and also fill or not fill-up the post without assigning any reason whatsoever.
2. Preference will be given to Arunthathiyars as per rules. In case qualified candidates in this category are not available, candidates from Scheduled Castes other than Arunthathiyars shall be considered for selection on the basis of merit. Preference will be given to women candidates as per rules.
3. 3% reservations for differently abled persons will be followed as per Tamilnadu Government reservation norms.

Date: 14.07.2016

Place: Salem-11

REGISTRAR



PERIYAR UNIVERSITY

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SALEM – 636 011

INFORMATION AND INSTRUCTIONS TO CANDIDATES

Recruitment Advertisement No.: PU/R/R6/012776/ 2016/ 1 to 7.

Last Date for Receipt of Applications **30.07.2016 by 5.00 p.m.**

CONTENTS

1. Details of Vacant Posts
2. Qualification and Experience
3. Scale of Pay
4. General Informations and Instructions
5. Application Form



PERIYAR UNIVERSITY

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1. Details of Vacant Posts

PERIYAR UNIVERSITY ARTS & SCIENCE CONSTITUENT COLLEGE HARUR

VACANCY POSITION

S. No.	Post	Advt. No.	Vacancy	Category		
1	Bursar	PU/R/R6/012776/2016/1	1	GT-1	-	-
2	Superintendent	PU/R/R6/012776/2016/2	1	GT-1	-	-
3	Assistant	PU/R/R6/012776/2016/3	2	GT-1	SC (A) -1	-
4	Junior Assistant	PU/R/R6/012776/2016/4	2	GT-1	SC (A) -1	-
5	Computer Programmer	PU/R/R6/012776/2016/5	1	GT-1	-	-
6	Library Assistant	PU/R/R6/012776/2016/6	1	GT-1	-	-
7	Office Assistant	PU/R/R6/012776/2016/7	2	GT-1	SC (A) -1	-

2. Qualification and Experience

S.No.	Name of the Post	Qualification and Experience
1	Bursar	Must have passed Post Graduate Degree in Public Administration (or) Post Graduate Degree in Business Administration (MBA) with Specialization in Finance. Experience: Eight years of experience in the relevant field.
2	Superintendent	1. Graduate (55% or B Grade) 2. A pass in Account test for sub-ordinate officer Part-I 3. Typewriting Senior Grade in English & Tamil. 4. Diploma in Computer Applications. Experience: Eight years of administrative experience in educational institutions.
3	Assistant	1. B.Sc. (Comp. Sci) or B.C.A. or PG Dip. in Computer Applications. 2. Typewriting Tamil & English Senior grade. 3. Knowledge of Tamil to the extent of carrying out official correspondence and drafting reports. 4. Knowledge in Visual Basic, Oracle & Web Technology with 2 Years Experience. Experience: Four years of administrative experience in educational institutions.
4.	Junior Assistant	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.
5	Computer Programmer	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.
6	Library Assistant	1. Graduate in Library Science. 2. Previous experience in a College Library for not less than 3 years. 3. Diploma in Computer Applications. 4. Typewriting Tamil and English Junior grade.
7	Office Assistant	1. A Pass in +2 2. Bi-cycle Riding

3. Scales of Pay / Allowances

The Scales of pay applicable to various posts are as follows:

S.No.	Post	Scale of Pay
1.	Bursar	Rs.15,600-39,100 + GP 5,400 (PB3)
2.	Superintendent	Rs.9,300-34,800 + GP 4,800 (PB2)
3.	Assistant	Rs.5,200-20,200 + GP 2,800 (PB1)
4.	Junior Assistant	Rs.5,200-20,200 + GP 2,400 (PB1)
5.	Computer Programmer	Rs.9,300-34,800 + GP 4,400 (PB2)
6.	Library Assistant	Rs.4,800-10,000+GP 1,300 (PB1A)
7.	Office Assistant	Rs.4,800-10,000+GP 1,300 (PB1A)

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 INFORMATIONS AND INSTRUCTIONS:

1	The applicants should possess 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 candidates) 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 filled in application is 30.07.2016 . 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	These posts come under the category of positions meant for the constituent college at HARUR.
5	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.
6	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.
7	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.
8	Applications incomplete in any respect and those received after the due date will be rejected.
9	Applications from persons who do not possess the minimum prescribed qualification for the post will be rejected.
10	Interim correspondence in connection with the application will not be entertained.
11	Appointment on deputation will not be considered under any circumstances.
12	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.
13	Applicants should be prepared to come for an interview at SALEM at their own cost.
14	Request for change of date of interview will not be considered.
15	The decision of the Appointing Authority on the Selection shall be final and no appeal or correspondence shall be entertained in this regard.

16	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.
17	Canvassing in any form will be a disqualification.
18	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.
19	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.
20	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 Tibetan 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 Tankaika 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.

21. 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.

22. 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 (Arunthathiyars)/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 lists shown in the Annexure 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.

23. Age :

Should not exceed 40 years (45 years for SC/ST and Differently abled.)

24. Additional requirement for the post of Bursar

Name of the Post	Standard of Vision	Form of Certificate of Physical Fitness
Bursar	Standard-III or Better	Form prescribed for Executive Post.

25. 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 14.07.2016

REGISTRAR



PERIYAR UNIVERSITY

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PERIYAR PALKALAI NAGAR,
SALEM- 636 011

Please affix
your recent
passport size
photograph with
signature

PERIYAR UNIVERSITY CONSTITUENT ARTS & SCIENCE COLLEGE HARUR

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 :

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(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) :

GT	SC	SC(A)	BC	BC(M)	MBC	DNC	ST
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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.