



திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
SERKKADU, VELLORE – 632 115

APPLICATION FORM FOR NON-TEACHING POSTS

Write in English and CAPITALS. Use only Blue/Black Ball point Pen.

Please affix your
recent passport size
photograph with
signature

Before filling this application please read the terms and conditions and other instructions to candidates carefully. Completed form with copies of Certificates duly attested by a Gazetted Officer should be sent to Thiruvalluvar University, before the due date indicated in the advertisement.

Advertisement No:

Dated:

APPLICATION FOR THE POST OF

Fee Particulars:

D.D. No:

Date:

Name of Bank:

Amount: Rs.

1. NAME: (Write the initial at the end) :
(Name in Tamil) (பெயர் தமிழில்) :
2. FATHER'S / HUSBAND'S NAME :
3. DATE OF BIRTH AND AGE :
(supported by certificate evidence)
4. Place of Birth (District, State) :
5. NATIONALITY :
6. SEX : Male / Female
7. Marital Status :
8. Religion :
9. Community (OC/BC/ MBC/SC/ST) :
(Enclose Attested copy of Community Certificate):
10. Physically challenged / Destitute Women :
11. (a) ADDRESS FOR CORRESPONDENCE: :
Postal Address
(b) Telephone No. (if any) with STD :
Code
12. Mother Tongue :

13. Vernacular Language in School/College :
 14. Whether studied Tamil in Higher Secondary level. :
 15. Other Languages known :
 read :
 write :
 speak :

16. Educational/Technical Qualifications:

(Attach attested copies of Certificates/Mark Sheets in support of each degree or diploma or certificate course)

S.No.	Institution studied	Name of the University/Board	Year of Study	Part/full time	Degree/ Diploma/ Certificates passed	Year of Passing	Class or grade/ % of Marks obtained

17. Experience regarding previous and present employment:

S.No.	Name of the organization	Post held	Scale of pay & present pay	Nature of duty	Period of employment				
					From	To	Y	M	D
Total									

18. a) Present post held under the Central Government/Autonomous Bodies and Scale of Pay and the date from which the post is held

b) Present Basic pay drawn

c) Date of next increment

d) If selected when do you expect to join the post

19. Have you been Debarred or punished for adopting unfair means in any Examination by Institution / Board or University? If so please specify

20. Have you ever been terminated from the previous service? If yes furnish details

21. Any pending Court Case(s) against you? If yes furnish details

22. Awards and Medals won (you may enclose annexure if necessary)

23. Any other Information you may wish to furnish: (you may enclose annexure if necessary)

24. Is there any commitment to serve any organisation? :

If so give details

25. List three referees, well known about you, with their addresses, who can certify your administrative / Professional Competency : 1.

2.

3.

Declaration by the Applicant

I certify that the information furnished above are true and correct to the best of my knowledge and belief. Should there be any incorrect or false information having been furnished or that may come to light in due course, I bind myself for such action as the University may decide.

Signature:

Place:

Date:

RECOMMENDATION OF THE HEAD OF THE DEPARTMENT/OFFICE

Forwarded to the Registrar, Thiruvalluvar University, Vellore.

The particulars furnished were verified with Service Register and found correct.

Head of the Department / Office

Checklist of Enclosures:

- (1) Self attested Photograph affixed and signed
- (2) Copies of Certificates (attested by a Gazatted Officer), in support of Educational/Technical Qualifications
- (3) Experience Certificate(attested by a Gazatted Officer)
- (4) Copy of Category certificate(attested by a Gazatted Officer) for SC/ST/BC/MBC Candidates
- (5) Proof of Date of Birth (attested by a Gazatted Officer)
- (6)
- (7)
- (8)
- (9)
- (10)

THIRUVALLUVAR UNIVERSITY
SERKKADU, VELLORE-632 115

TERMS AND CONDITIONS OF APPOINTMENT AND OTHER INSTRUCTIONS TO CANDIDATES INFORMATION:

1. Candidates must be Indian Nationals.
2. Candidates who satisfy the conditions prescribed to the satisfaction of the University authorities should be prepared to appear before the University Staff Selection Committee for interview at their own cost.
3. Candidates may be called for an interview as per the list prepared by the Screening Committee appointed for the purpose and approved by the Vice-Chancellor. The summoning of the candidate for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
4. It will be open to the University not to fill up any of the posts now advertised.
5. The University reserves the right to fill up larger number of posts than the number advertised.
6. Any attempt by the candidate, either directly or indirectly to influence the Selection Committee or other authorities of the University will disqualify the candidate for the post.
7. The service conditions and other terms of appointment in the University shall be subject to the approval of the Syndicate of the Thiruvalluvar University.
8. Candidates who are selected shall be liable for transfer to any other place within the jurisdiction of the University.
9. Selection of candidates already in employment will be subject to the employer's agreement to relieve them.

GENERAL INSTRUCTIONS:

1. The prescribed application form along with the instructions to the candidates can be downloaded from the University website www.thiruvalluvaruniversity.ac.in. Candidates should submit the application form along with a crossed Demand Draft (except SC/ST)–Rs.250/- for SC/ST and Differently-Abled candidates – Rs.100/- (on production of photocopy of the Community Certificate and A certificate issued by the District disabled rehabilitation Officer respectively) drawn in favour of **The Registrar, Thiruvalluvar University, Serkkadu payable at Vellore** on or before the prescribed time and date. Applications unaccompanied by the Demand Draft will be rejected.
2. The application form shall be filled in, complete in all respects, giving correct information. Defective and incomplete applications and those with wrong or false information will be rejected.
3. Persons who are already working in State or Central Government or any other organization should send their applications through proper channel. Any delay in sending the applications through proper channel is not the responsibility of the University. Advance copies of the applications reaching The Registrar, Thiruvalluvar University, Serkkadu, Vellore - 632 115, within the prescribed time limit shall be entertained provided the original application forwarded through proper channel reaches the Registrar before the candidates are called for interview or the Screening Committee needs.

4. Candidates must attach attested copies of testimonials from persons well acquainted with his / her works and character and must also give name and address of three persons in India to whom references can be made. If he / she has been in employment he / she should either give his / her present or most recent employer or immediate superior, as a referee or submit a recent testimonial from him / her. He /She should also submit an attested copy of the entry relating to his / her date of birth, from the Matriculation or Secondary School Leaving Certificate, attested copies of his/her Degree certificate or and Diploma, certificates and other testimonials.
5. The candidates found eligible for the post applied will be short listed based on their performance in the Written Test/Skill Test.
6. Evidence of Degree/Diploma certificate and testimonials should be brought in original at the time of interview.
7. Applicants for the post are required to forward their applications (8 copies) in the prescribed format.
8. Applications from candidates who are in service will be considered only if forwarded through proper channel. In such cases, advance copies (7 numbers) of applications should be sent direct to The Registrar so as to avoid delay. Applicants, if required, should prepare to come for an interview at Vellore at their own cost.
9. The Photo affixed in the applications is to be attested.
10. Separate application is required for each post.
11. Filled-in Applications should reach the office of **The Registrar, Thiruvalluvar University, Serkkadu, Vellore-632 115 on 16.03.2016 upto 5.00 p.m.**

REGISTRAR