



## INSTRUCTIONS TO CANDIDATES AND TERMS AND CONDITIONS

### Instructions

1. A separate application with separate registration fee is required for each post
2. The application form for submission shall be filled in, complete in all respects, giving correct information. Defective and incomplete applications and those with wrong or false information will also be rejected.
3. The application form duly filled in along with a crossed Demand Draft for Rs.1000/- and in case of SC/ST Rs.500/- drawn in favour of the Finance Officer, Tamil Nadu Veterinary and Animal Sciences University, Chennai should be sent so as to reach the Registrar of the University before the prescribed time and date. Applications received after the due date shall stand rejected automatically. It is the responsibility of the candidates to ensure that their application reach before the last date. Application without Demand Draft will also be rejected.
4. Persons who are already working in State or Central Government or any other organization should send their applications through proper channel / employer. Any delay in sending the application through proper channel / employer is not the responsibility of this University. Advance copies of the applications reaching the Registrar, Tamil Nadu Veterinary and Animal Sciences University, Madhavaram Milk Colony, Chennai-600 051, within the prescribed time limit will be entertained. However, in such cases the candidates called for interview must produce no objection certificate or original application duly forwarded by the competent authority, failing which he / she will not be allowed to attend the interview.
5. Candidates may send copies of testimonials from persons intimately acquainted with his / her work and character and must also give name and address of three persons to whom references can be made. If he / she has been in employment he / she should either give his / her present or more recent employer or immediate superior as a referee or submit a recent testimonial from him / her. He / she should also submit an self attested photo copy of an entry relating to his / her date of birth from the Matriculation or Secondary School Leaving Certificate besides self attested copies of his / her Degree Certificates, Diploma and testimonials.
6. If a candidate desires to name as referee any person residing outside India he / she should write to that person asking him to send the testimonial directly to the Registrar, Tamil Nadu Veterinary and Animal Sciences University, Madhavaram Milk Colony, Chennai-600 051, Tamil Nadu, India. In the testimonial a statement of his / her opinion concerning the candidate's character and suitability for the post is required. Such testimonials received will be treated as confidential.
7. Degree / Diploma Certificates, testimonials and any other proof should be brought in **original only at the time of interview. However, self attested photocopies should be enclosed with the application.**
8. Candidates who apply for teaching posts in Basic Sciences and Veterinary and Animal Sciences Faculties, for which B.V.Sc., / B.V.Sc. & A.H., is a mandatory qualification should produce a valid registration certificate from State Veterinary Council / Veterinary Council of India in original at the time of interview. **However, photocopy should be enclosed along with the application. Candidates not having a valid registration certificate from above agencies will not be allowed to appear for interview. Their application will be rejected.**

9. Eligible candidates will be informed about the date, time and place of interview through intimation. However, University does not take any responsibility for non-receipt or delayed receipt of the intimation by the candidates.
10. Applicants for the post of Assistant Professor and equivalent cadre should indicate clearly whether they have qualified the NET and a copy of self attested evidence should be attached if applicable.
11. Questions / Clarification shall be addressed only to [igac@tanuvas.org.in](mailto:igac@tanuvas.org.in) . No other means in this regard will be entertained.

### **Terms and Conditions**

1. Candidates must be Indian Nationals.
2. Candidates who are in abroad may apply with a draft / pay order towards the Registration fee of us\$100 for each post applied.
3. Candidates who satisfy the conditions prescribed by the University should be prepared to appear before the University Staff Selection Committee for an Interview at their own cost.
4. Candidates should appear personally for interview on the appointed day without absenting themselves. Interview date and time will not be modified whatsoever the reason may be. **There is no other means of interview other than the personal appearance of the candidate before the committee.** 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.
5. It will be open to the University not to fill up any of the posts now advertised.
6. The University reserves the right to fill up larger number of posts than the number of posts mentioned in the advertisement.
7. 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 applied.
8. All technical posts of equivalent pay scales are interchangeable, within the broad disciplines / departments, at the discretion of the University.
9. The Service conditions and other terms of appointment in the University shall be subject to the approval of the Board of Management of the Tamil Nadu Veterinary and Animal Sciences University.
10. Candidates selected for the posts shall be liable for transfer to any other post in that category within the jurisdiction of the University.
11. Selection of candidates already in employment will be subject to the employer's agreement to relieve them.
12. Candidates requesting leave to complete their ongoing degree programme will not be consider immediately, since the recruitment done for immediate need.