

ALAGAPPA UNIVERSITY, KARAIKUDI – 630 003

(Established by an Act of the Govt. of Tamil Nadu and recognised by UGC -
Accredited with "A+" Grade by NAAC (CGPA:3.64) in Third Cycle)

ADVERTISEMENT NO. APPT/01/2017

Instructions to the Candidates

<i>Name of the Post</i>	<i>No. of Post</i>	<i>Community Roster</i>
Registrar	1 (One)	GT (General Turn)

Note : The appointment will be on tenure basis for a period of **3 years**

Essential Qualification:-

1. An academician not lower in rank than that of a University Professor.
2. Should have completed 50 years but not 55 years at the time of application for the initial recruitment.
3. Knowledge of Tamil to the extent of carrying official correspondence and drafting reports.

Pay Band : Rs.37400-67000 with a Grade Pay of Rs.10000

Important Instructions

1. Candidates should send their filled-in applications **in Eight copies**
2. Candidates already in service should send their applications **through proper channel.**
3. Candidates should enclose the **attested Xerox copies** of the certificates for the proof of their age, educational qualifications, experience etc.
4. A relaxation of **5%** will be provided, from 55% to 50% of the marks, at the Master's degree level for the **SC/ST, Differently-abled** (Physically and visually differently-abled) and **Other Backward Class (OBC)** (Non-creamy layer) categories.
5. A relaxation of **5%** will be provided, from 55% to 50% of the marks, to the Ph.D. degree holders who have passed their Master's degree prior to **19th September 1991.**
6. Minimum eligibility does not vest any right on the candidate to be called for interview. The candidates will be short-listed, based on higher qualifications/ accomplishments of the available applicants. Only such short-listed candidates will be called for interview.

7. The University reserves the right to fill-up or not to fill-up the post notified.
8. Canvassing in any form will be a disqualification.

9. Cost of Application Form	<u>For SC/ST</u>	<u>For Others</u>
In person	Rs.300/-	Rs.500/-
By Post	Rs.320/-	Rs.520/-

10. Candidates can also download the application form and instructions to the candidates from <http://www.alagappauniversity.ac.in>. Such downloaded filled-in Applications should accompany the prescribed Application Fee of Rs.500/- (for general)/Rs.300/- (for SC/ST candidates) by means of Demand Draft drawn in favour of “The Registrar, Alagappa University” payable at “Karaikudi”.
11. The application fee once paid will not be refundable under any circumstances.
12. The filled-in applications which are not in the prescribed format will be rejected and no intimation in this regard will be sent to the candidates.
13. Late applications will not be taken into consideration and the University will not be responsible for the delay in transit.
14. The candidates are instructed to ensure their eligibility for the post applied as per the prescribed qualifications before submitting their application.
15. Percentage equivalence of Grade points for a Seven points Scale:

Grade	Grade Point	Percentage Equivalent
‘O’ - Outstanding	5.50 – 6.00	75 – 100
‘A’ – Very Good	4.50 – 5.49	65 – 74
‘B’ – Good	3.50 – 4.49	55 – 64
‘C’ – Average	2.50 – 3.49	45 – 54
‘D’ – Below Average	1.50 – 2.49	35 – 44
‘E’ – Poor	0.50 – 1.49	25 – 34
‘F’ - Fail	0.0 – 0.49	0 – 24

16. Last date for receipt of filled-in applications **17.07.2017**.

Place : Karaikudi
Date : 21.06.2017

Registrar i/c.