



## TAMIL NADU VETERINARY AND ANIMAL SCIENCES UNIVERSITY

APPOINTMENT OF REGISTRAR FOR THE YEAR – 2024  
(for the Officer of the Government not lower than the rank of  
Deputy Secretary to Government of Tamil Nadu)

### INSTRUCTIONS TO THE APPLICANT

- Application must be sent in the prescribed format only with the proof for Key to score. No column of the application form should be left blank/unfilled. If any column is not applicable, please write Not Applicable or “N.A” or draw a line across it. Candidates must ensure that their application reaches the University on or before the specified date and time. No document will be accepted or considered by the University after submission of application form by the candidate and no subsequent request for its change will be considered or granted. Incomplete/unauthenticated application/and those received after the due date shall be rejected.
- The post advertised is provisional and the University reserves the right to fill or not to fill the post advertised. Eligible candidates will be called for to appear for the selection process/interview at their own expense at the venue and date notified by the University.
- Self attested copies of Date of Birth, Degree Certificates, Community Certificate issued by competent authority, proof of passing of Departmental examination, etc. are to be submitted along with application.
- Xerox copies of documents / certificates are essentially required to be enclosed on the date of submission of application as per the application & Key to Score of Selection of Registrar, failing which the applicant claim for Score shall not be considered. Relevant orders need to be placed for relevant claims.
- Passport size photograph is to be affixed in the appropriate space(s) in the application form.
- Applicants should submit a “Write up” on his/her achievements with detailed and specific particulars accomplished during the past three years along with the proposed plan of action in the new post and the same to be placed in a Confidential Cover addressed to the Vice-Chancellor and submitted to the Registrar along with application.

- Candidates called for interview on the basis of the information provided in the application submitted by them will be required to submit original relevant documents at the time of the interview in support of the claims made in the application.
- Certificate(s) from the Head(s) for the entire experience claimed, clearly mentioning the duration of employment at each mentioned service (date, month & year) indicating the basic pay have to be sent by the Controlling Officer. The certificate(s) should also mention the nature of duties performed / experience gained in the post with duration.
- Marks for Additional Assignments can be claimed only if the period is more than six months for a particular year. Proof for additional assignments has to be attached for each year for which score has been claimed.
- Proof for Editorial Committee in Journals / Govt. Publications preferably the Journal / Govt. Publication page indicating the Editorial Committee has to be attached for each year for which score has been claimed.
- Marks for MoU under Institutional Building Category will be awarded only for facilitation of Memorandum of Understanding with Other Institutions. (Proof for having facilitated the MoU to be attached)
- Marks as per Key to Score can be claimed only once for each activity.
- Candidates selected for the post of “**REGISTRAR**”, the term of appointment shall be three years or he completes the age of 58 years\*.  
*(\*The maximum age limit for the tenure of the post of Registrar is subject to vary corresponding to any amendments made in future)*
- The candidates those who have been selected for the post of Registrar will be eligible for Residential amenities at University Head Quarters, Madhavaram Milk Colony, Chennai, as applicable on rental basis.

The duly filled in application in the prescribed format, along with all the required documents with soft copy (CD) shall be submitted through the Officer(s) concerned so as to reach “The Registrar, TANUVAS, Madhavaram Milk Colony Chennai-600 051” on or before **19.07.2024 at 05.00 P.M.** (In case the closing date happens to be a public holiday the next working day will be the last date for receiving of application). The University will not be responsible for any postal delay or loss.

**REGISTRAR**