



TAMIL NADU VETERINARY AND ANIMAL SCIENCES UNIVERSITY

APPOINTMENT OF UNIVERSITY OFFICERS FOR THE YEAR - 2025

INSTRUCTIONS TO THE APPLICANT

- Application must be sent in the prescribed format only. For each post a separate application form is to be sent. No two applications should be bound or tied together. However, only one set of proof for Key to score can be submitted for more than one application. 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 number of posts advertised is provisional and can be varied as per the requirement of the University. The University reserves the right to fill or not to fill any or all 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, VCI Membership on current date, proof of passing of ASRR 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 University Officer, failing which the applicant claim for Score shall not be considered. Relevant USO 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 furnish the performance appraisal details in the format downloaded from the TANUVAS website along with the filled in application.

- 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 applications 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) of Colleges / Directorates for the entire experience claimed, clearly mentioning the duration of employment at each college / station / centre (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.
- Teaching faculty working for Technical Assistance as per University order can claim score for their service under ‘PERFORMANCE’ as below: DR, DCAPS & DCAHS under category of Research; DEE under category of Extension; CE, DDE, Registrar and Vice-Chancellor under category of Teaching.
- 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. A certificate for ensuing years of USO has to be certified by the concerned University Officers.
- Proof for Editorial Committee in Journals preferably the Journal 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 University Officer post shall be liable for transfer to any other post in that category within the jurisdiction of the University.

- The left over service of 3 years indicated in qualifications is as on the date of selection of candidates.
- Candidates selected for the University Officer post shall hold the office for a tenurial period of three years.
- The candidates those who have been selected for the post of University Officers at Chennai will be eligible for Residential amenities at University Head Quarters, Madhavaram Milk Colony, Chennai, as applicable on rental basis.
- The posts (Dean, MVC & Director, CAHS) called for are subject to outcome of the disciplinary action against then University Officers. TANUVAS has rights to cancel the notification at any point of time

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 **24.10.2025, 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
