

TAMIL NADU NATIONAL LAW UNIVERSITY (TNNLU)

Brief note

The Tamil Nadu National Law University (TNNLU) established during the academic year 2013-14 is presently offering two under-graduate five year integrated programmes, viz., B.A. LL.B.(Hons.) and B.Com. LL.B.(Hons.), and a One Year LL.M Programme.

Duties and responsibilities of the Registrar

The powers and responsibilities of the Registrar are as prescribed in the TNNLU Act [9 of 2012] and also in the Tamil Nadu National Law University Duties and Powers of Officers and Service Regulations 2016 .

The Registrar is in overall charge of the administration of the University and Office and therefore is required to take all necessary steps for the efficient working of the Office subject to the approval of the Vice-Chancellor.

The Registrar shall be responsible to the Vice-Chancellor, the academic head and Principal Executive Officer of the University, in the exercise of the powers and duties prescribed and therefore shall act subject to the direction and control of the Vice-Chancellor.

The Tamil Nadu National Law University being a residential University, the Registrar is required to reside at the Quarters available in the Campus.

Instructions to Candidates

1. The last date for receipt of application is 10.7.2019 – 5.00 p.m.
2. Four copies of filled-in application in the prescribed format with all required enclosures in each copy of the application should be sent to The Vice-Chancellor, Tamil Nadu National Law University, Dindugal Main Road, Navalurkuttapattu Village, Tiruchirappalli 620027 superscribing the envelope as Application for the post of Registrar .
3. Application should be sent through proper channel. However, an advance copy may be sent so as to reach within the above deadline.
4. Candidates who are unable to process their application through proper channel may submit a No Objection Certificate from the present employer if called for interview.
5. All relevant certificates / documents (self-attested) should be enclosed with all four copies of application.
 - a) Proof of Age with Copy of the SSLC/First page of SSLC Book.
 - b) Degrees (with year of passing and university in which the degree where taken).
 - c) Other Academic Distinctions, Publications, if any.
 - d) Name and Address of Two Persons from whom a reference can be made.
 - e) A Self Declaration stating there is NO CRIMINAL Case pending against the applicant.
6. Incomplete application in any respect or applications without required enclosures will be rejected.
7. No correspondence from the candidates will be entertained in connection with the process of selection. Canvassing in any form will entail disqualification of candidature.
8. Addendum, if any, to the recruitment notification and all other subsequent information will only be published in the TNNLU website. Therefore, candidates are advised to visit TNNLU website for latest information.
9. The decision of the University in all matters will be final. The University reserves the right to cancel the process of the recruitment at any stage without assigning any reason.

Vice Chancellor

RECRUITMENT NOTIFICATION FOR THE POST OF REGISTRAR

ELIGIBILITY CONDITION

1	Name of the Post	Registrar
2	Tenure	Three Years
3	Eligibility	An academicians in the field of law not lower in the rank than that of the Principal of Government Law College or a Professor of a University who has put in a service in such capacity for a period of not less than three years or an Officer in the Government not lower in rank than that of the Deputy Secretary to Govt, Law Department.
4	Last date for submission of filled-in application	July 10, 2019 – 5.00 p.m. [FOUR COPIES OF APPLICATION WITH ALL REQUIRED ENCLOSURES IN EACH COPY OF THE APPLICATION]
5	Mode of submission of filled-in application	Through Proper Channel If delay in forwarding the application is anticipated, Advance Copy may be sent so as to reach within the deadline
6	Address to which filled-in application is to be sent / submitted	The Vice-Chancellor, Tamil Nadu National Law University, Dindugal Main Road, Navalurkuttapattu Village, Tiruchirappalli 620027, Tamil Nadu

Note: Incomplete applications and applications received after the last date will summarily rejected.

8		Educational Qualifications [<i>Use separate sheet if required</i>]			
Examination passed	Board / University	Major Subject / Specialisation	Month & Year of passing	% of Marks/ Grade	Class / Division/ GPA
Title of the Ph.D Thesis					
9	Publications				
	No. of papers in refereed research journals [<i>Mention the number and use separate sheet to provide details</i>]				
	No. of books or Chapter in books (Title/Publisher/Year of publication) [<i>Add separate sheet to provide details</i>]				
10	Participation in academic Seminars / Conferences / Workshop [<i>Mention the number and add separate sheet to provide details</i>]				
11	Present position along with Pay Band and Grade Pay / Pay Matrix	Pay Band:- Rs..... Grade Pay:- Rs..... Pay Matrix:-Rs.....			
12	Date of promotion to the present position				
13	Posts held earlier [<i>Add separate sheet to provide details</i>]				
14	Total Experience – Teaching				
	Total Experience – Research				
	Total Experience – Administration				

15	Innovations / best practices introduced in administration, if any <i>[Add separate sheet to highlight the innovation / best practices and its success / implication in the administration]</i>	
16	Whether any disciplinary proceedings has ever been initiated against you	YES / NO
	If YES please provide details <i>Add separate sheet if required</i>	
17	If selected, how much time you will require for joining	
18	Languages known – To Speak To Read & Speak To Speak, Read and Write
19	Any other information Please include all information relating to your administrative experience, which you think are relevant to the post applied and which are not specifically included in the above columns <i>Add separate sheet if required</i>	
20	Briefly state your strengths for heading the administration of TNNLU <i>[Add separate sheet if required]</i>	
21	Address for Communication	
	Phone – Land Line	
	Mobile Number	
	E-mail	

Declaration

I declare that all the statements / information furnished in this application are true to the best of my knowledge and belief. I am fully aware that in the event of any information furnished being found false or incorrect at any stage, my application / candidature is liable to be summarily rejected at any stage and if I am already appointed, my services are liable to be terminated without any notice as per the decision of the Executive Council of Tamil Nadu National Law University.

Place:

Date :

Full Signature of the Candidate

List of Enclosures:

1.
2.
3.
4.
5.
6.
7.
8.

FORWARDING NOTE OF THE HEAD OF THE INSTITUTION

Prof./Dr./Thiru/Tmt.....

is working in this institution as

from..... and his/ her application for the post of Registrar,

Tamil Nadu National Law University (TNNLU) is forwarded for consideration. In the event of his / her selection to the post, he / she will be permitted to join TNNLU on deputation on terms and conditions.

Date :

Signature of the Head of the Institution with seal