



TAMIL NADU NATIONAL LAW UNIVERSITY

(A University established by Tamil Nadu Act No.9 of 2012)
Tiruchirappalli 620 027, Tamil Nadu

RECRUITMENT FOR THE POST OF REGISTRAR

Applications are invited for the post of Registrar (Level 14 – Rs.1,44,200/- - Rs.2,18,200/-) for a term of three years. For eligibility conditions, application format and other details please visit our website <https://tnnlu.ac.in> Last date of receipt of application is 01.10.2022.

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 rank than that of the Principal of a Government Law College or a Professor of a University who has put in 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 Government, Law Department.
4	Last date for submission of filled-in application	01.10.2022 -5.00 p.m. [Four Copies of the Application with all required enclosures with the 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, Dindigul Main Road, Navalurkuttapattu Village, Tiruchirappalli 620 027.

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

TAMIL NADU NATIONAL LAW UNIVERSITY (TNNLU)

Duties and responsibilities of the Registrar

The powers and responsibilities of the Registrar are as prescribed in the TNNLU Act [9 to 2012] and also in the Tamil Nadu National Law University Duties and powers of Officers and Service Regulations 2016 published on 15.06.2016 and 20.10.2021.

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 be act subject to the direct or direction and control of the Vice-Chancellor.

The Tamil Nadu National Law University being a residential University, the Registrar has to reside in the Quarters on the Campus.

Instructions to Candidates

1. The last date for receipt of application is 01.10.2022 – 5.00pm.
2. Four copies of filled-in applications 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, Dindigul Main Road, Navalurkuttapattu Village, Tiruchirappalli 620027 superscribing the envelope as Application for the post of Registrar.
3. Applications 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 applications.
 - a) Proof of Age with Copy of the SSLC/First page of SSLC Book.
 - b) Degrees (with year of passing and name of the University which awarded the degrees).

- c) Other Academic Distinctions, Publications, if any.
 - d) Name and Address of Two Persons for references.
 - e) A Self Declaration stating there is No CRIMINAL Case pending.
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 the 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



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Dindigul Main Road, Tiruchirappalli 620 027, Tamil Nadu, India
Phone: Off 0431-2692101; E-mail: vicechancellor@tnnl.ac.in; www.tnnlu.ac.in

APPLICATION FOR THE POST OF REGISTRAR

[Four copies of application with all required enclosures to be attached with each set is to be submitted so as to reach on or before 01.10.2022]

<u>FOR OFFICE USE ONLY</u>	
Date of receipt:	
Whether received through proper Channel? YES/NO	Affix recent Passport Size Photograph
Whether the application is an advance copy? YES/NO	

1	Name of the Candidate in full [in CAPITAL LETTERS]						
2	Date of Birth [as per University Records]						
		Date	Month	Year			
	Age as on 02.09.2022Years;Months;Days					
3	Gender	Male		Female		TG	
4	Name of the Father						
5	Name of the Mother						

6	Nationality	
7	Religion	
8	Community [Please specify the community and enclose copy of the Community Certificate (in case of communities other than General Category)]	

9 Educational Qualifications [Use separate sheet if required]

Examination Passed	Board / University	Major Subject / Specification	Month & Year of Passing	% of Marks/ Grade	Class/ Division / GPA

Title of the Ph.D Thesis

10	Publications	
	No. of papers in referred research journals [Mention the number and use separate sheet to provide details]	
	No. of books or Chapter in books (Title/Publisher/Year of Publication) [Add separate sheet to provide details]	
11	Participation in academic Seminars/Conferences/Workshop [Mention the number and add separate sheet to provide details]	
12	Present position along with Pay Band and Grade Pay / Pay Matrix	Pay Band:- Rs..... Grade Pay:- Rs..... Pay Matrix:- Rs.....
13	Date of promotion to the present position	
14	Posts held earlier [Add separate sheet to provide details]	
15	Total Experience – Teaching	

	Total Experience – Research	
	Total Experience - Administration	
16	Innovations / Best practices introduced in Administration, if any [Add separate sheet to highlight the innovation / best practices and its success / implication in the administration]	
17	Whether any disciplinary proceedings has ever been initiated against you	YES / NO
	If YES please provide details [Add separate sheet if required]	
18	If selected, how much time you will require for joining	
19	Languages known To Speak : To Read & Write: To Speak, Read & Write:

20	<p>Any other information Please include all information in relation to your administrative experience, which you think are relevant to the post applied and which are not specifically included in the above columns [Add Separate Sheet if required]</p>	
21	<p>Briefly state your strengths for heading the administration of TNNLU [Add separate sheet if required]</p>	
22	<p>Address for Communication</p>	
	<p>Phone- Land Line</p>	
	<p>Mobile Number</p>	
	<p>E-mail</p>	

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.
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3.
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8.

FORWARDING NOTE OF THE HEAD OF THE INSTITUTION

<p>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.</p>

Date:

Signature of the Head of the Institution with seal
