



TAMIL NADU NATIONAL LAW UNIVERSITY
Navalurkuttappattu, Dindigul Main Road
Tiruchirappalli – 620 027, Tamil Nadu, India
Phone Off: 0431-2692000/2692111; Fax: 2692099
E-mail: registrar@tnnlu.ac.in Website: www.tnnlu.ac.in

Administrative & Technical Positions

Advertisement No: 37/REGR/TNNLU/2019

Date: 03.03.2019

APPLICATION FOR THE POST OF (Please specify)

1. Name :

2. Age & Date of Birth* :

3. Father's Name

Mother's Name :

4. Permanent Address :

5. Address for Communication :

Phone No :

Mobile No. :

E-mail ID` :

6. Nationality :

7. Religion :

Affix self- attested recent Passport Size Photograph

Post Code

8. Category : SC/ST/BC(OBCM)/BCM/MBC&DC/Differently Abled
Persons/Gen

9. Educational Qualification* : 10th Standard Onwards

S.No	Course	Year of Passing	University/Board	Percentage of Marks

10. Technical Qualification (Typewriting, Computer, etc.)* :

11. If employed, name of the present post, employer :

Scale of Pay and Pay drawn

12. Experience*: (Add additional sheets if necessary)

S.No	Name of the Organization	Post held	Period			Reason for applying here
			Y	M	D	

13. Details of Demand Draft:

Name of the Bank :

D.D. No. & Date :

Amount :

14. Any other information :

I here declare that I have carefully read and understood the instructions and particulars supplied to me, and that all entries in this form, as well as, in attached sheets are true to the best of my knowledge and belief. At any stage if any of the information furnished by me is found to be false or incorrect, suitable action may be taken against me. If selected, I promise to abide by the rules and regulation of the Tamil Nadu National Law University.

Date :

Signature:

Place:

Note: (*) Enclose copies of relevant certificates failing which application will be summarily rejected.

TAMIL NADU NATIONAL LAW UNIVERSITY

Recruitment for Administrative and Technical Posts

Advertisement No: 37/REGR/TNNLU/2019

Date: 03.03.2019

General Instructions to Candidates

1. All candidates should have fulfilled the minimum eligibility on the date of application.
2. Only candidates with the requisite qualifications acquired from recognized University/institutions need apply. The Degree qualification prescribed for these posts, where applicable, should have been obtained by passing the required qualification in the order of studies, viz., SSLC+ HSC or its equivalent + UG Degree and the Diploma qualification prescribed for these posts, where applicable, should have been obtained after passing S.S.L.C/H.S.C from the recognised Institutions..
3. The posts of direct recruitment are based on rules of reservation laid down under the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, and candidates must fulfill the necessary requirements under this said Act,
4. The prescribed Application Form and the details of the advertisement can be downloaded from the Tamil Nadu National Law University website www.tnnlu.ac.in
5. Application for each post must be placed in a **SEPARATE COVER** and the name of the post/post code must be clearly written on the cover. The University shall not be responsible for any misplacement, omission etc. if two or more applications are put in one cover by the candidate.
6. Candidates applying for more than one post must apply separately and pay fees separately. Further, applications will not be allowed to be withdrawn nor would the fees be refunded or kept in reserve for any future recruitment.
7. It is not possible to send individual acknowledgement. Those who want acknowledgment may send their applications by registered post with A/D.
8. If an application is not prepared strictly as per advertised format then the application will be summarily rejected.
9. Receipt of filled in Application Form without the self-attested copies of all relevant certificates will be rejected. The University shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate. The University shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated without prejudice to any other action initiated by the University
10. Applications received after the stipulated date or incomplete in any respect or not readable easily will not be entertained and no further correspondence will be made in this regard.
11. Application submitted for a particular post is not transferable to any other post.

12. SC/ST/Differently Abled Persons candidates are exempted from payment of application fee. Rest of the candidates shall submit a Demand Draft for ₹150 drawn from any Nationalised bank in favour of The Registrar, Tamil Nadu National Law University payable at Tiruchirappalli. The DD should be drawn on or after the date of advertisement but before the last date prescribed for the receipt of the applications.
13. Local candidates can also remit the application fee in University through Challan at UCO Bank, TNNLU Branch. Name of the A/c Holder – The Registrar, Tamil Nadu National Law School Account No. - 16560110029565 and submit copy of the Challan.
14. Candidate shall write his/her Name, Post Code and Post Applied on the reverse side of the Demand Draft without fail.
15. All Certificates, Degrees, NOC and other documents must be produced in originals at the time of interview, if called for the same. Failure to do produce these may result into ineligibility to appear for the interview.
16. Maximum age limit will be taken into account as on the closing date mentioned for receipt of applications.
17. Candidates already in service in India should send their application through proper channel. An advance copy may be sent directly if necessary, along with original demand draft meant for application fee. However, in such cases the candidates called for interview will have to produce No Objection Certificate or original applications duly forwarded by the competent authority of their institutions, failing which he/she shall not be allowed to appear before the Selection Committee.
18. A candidate, who has applied earlier informally and sent his/her bio-data/academic vitae earlier to the Vice-Chancellor or any other competent authority of the University as well as candidates currently in contractual/temporary employment in the University, must apply by following the stated procedures.
19. The candidates applying against reserved posts are required to attach the self-attested copies of relevant certificate issued by the Competent Authority
20. Mere fulfilling of the conditions does not guarantee that the applicants will be shortlisted for interview.
21. The University shall conduct Written and/or Practical Tests and only those candidates who qualify the said tests will be called for interview.
22. Selection will be made in two successive stages i.e., (i) Written Examination and (ii) Interview. Based on the marks obtained by the candidates in the Written Examination, the tentative list of eligible candidates for Certificate Verification will be announced in the University's website. After verification of the original certificates, the eligible candidates will be summoned for an Interview following the rule of reservation of appointment.
23. Final selection will be made on the basis of total marks obtained by the candidates in the Written Examination and Interview taken together subject to the rule of reservation of appointment. A candidate's appearance in the Written Examination and in the Interview is compulsory. A candidate who has not appeared in the Written Examination or Interview will not be considered for selection, even if he/she secures qualifying marks in the Written Examination.

24. The written examination for all Group A and Group B posts will be for two hours duration comprising 80 questions for a maximum of 40 marks overall covering the areas indicated against each post in the table below. For Group C and D posts, the Examination will be of one hour duration comprising 40 questions for a maximum of 40 marks overall covering the areas indicated against each post in the table below.
25. The written examinations shall be held only at the Tamil Nadu National Law University campus. The University reserves the right to add additional centres in any city in Tamil Nadu as required.
26. There will be no negative marking in the written examination
27. Candidates must obtain at least 35 percentage marks in the written examination to be eligible to be called for the interview. (SC/ST/BC(OBCM)/BCM/MBC&DC/Differently Abled Persons candidates must obtain 30 percentage marks in the written examination to be eligible to be called for interview. Merely obtaining the minimum mark will not render a candidate eligible to be called for interview. Only the candidates securing the top 5 marks in the written examination for each category/community for which the post is earmarked shall be called for interview.
28. The marks for the written examination shall be fixed at 40 marks and 10 marks shall be kept aside for interview.
29. Candidates appearing for written examination or called for interview shall do so at their own expenses. No TA/DA shall be paid. No accommodation will be provided in the University Guest House.
30. The University reserves the right to restrict the number of candidates to be called for interview by applying any other criteria/benchmark in addition to the required essential qualifications, the same will be followed for calling applicants for interview
31. The number/nature of posts advertised may vary, and the University reserves the right not to fill up some or all the posts advertised, if the circumstances so warrant.
32. The University reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of applications.
33. The University reserves the right to offer a lower rank position against a higher rank position or on contract basis depending on the suitability of the candidate.
34. The University reserves the right to modify/withdraw/ cancel any communication made to the candidate in case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter.
35. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
36. The University reserves the right to consider the applications received after the last date, in exceptional cases.
37. No correspondence/queries will be entertained from candidates regarding postal delays, conduct and result of interview, and reasons for not being called for interview.

38. Any addendum/ corrigendum / notification shall be posted only on the University website. It shall be the responsibility of the candidates to visit the University website: www.tnnlu.ac.in on regular basis.
39. Canvassing in any form will disqualify the candidates.
40. All Correspondence from the University including interview call, if any shall be sent to the e-mail supplied by the candidate. All communication regarding examination and interview shall be done via email at the email address provided.
41. A completed application should have:

i) Duly filled in Application Form which is to be downloaded from the University website.

ii) A Demand Draft for ₹150 (SC/ST/Differently Abled Persons are exempted from payment of application fee) drawn from any Nationalized Bank payable at Trichy in favor of “Registrar, Tamil Nadu National Law University”.

iii) **Self Attested copies of:**

- a) Age proof.
b) SSLC/ Matric or equivalent certificate.
c) HSC / PUC/ or equivalent certificate.
d) Diploma / Degree Certificates.
e) SC/ST/BC (OBCM)/BCM/MBC & DC/Differently Abled Persons certificate in appropriate format, if applicable.
f) Experience certificate, if any.
g) NOC from the employer, if applicable.
h) Recent proof for salary drawn, if any.
i) Any other relevant documents.

42. Completed application with all the required enclosures must reach:

The Assistant Registrar (Admin)
Recruitment Cell
Tamil Nadu National Law University
Navalurkuttappattu,
Dindigul Main Road, Tiruchirappalli – 620 027
Tamil Nadu

Last date for receipt of filled in application is **April 05, 2019.**

ASSISTANT REGISTRAR (Admin)

Recruitment for Administrative and Technical Posts
Advertisement No: 37/REGR/TNNLU/2019
Date: 03.03.2019

Table: Syllabus for Respective Posts

Category of post and Classification of post	Mode of Direct Recruitment
Assistant Registrar Group A	<ol style="list-style-type: none"> 1. Written examination comprising General Knowledge, Knowledge of English, University administration 2. Interview
Assistant Section Officer Group B	<ol style="list-style-type: none"> 1. Written examination comprising General Knowledge, Knowledge of English and Tamil 2. Interview
Data Entry Operator(Assistant)/Computer operator Group C	<ol style="list-style-type: none"> 1. Written examination comprising General Knowledge, Knowledge of Computers 2. Interview
Steno Typist Group C	<ol style="list-style-type: none"> 1. Written examination comprising General Knowledge, Knowledge of Computers 2. Interview
Assistant (General) Group C	<ol style="list-style-type: none"> 1. Written examination comprising General Knowledge, Knowledge of English and Tamil 2. Interview
Accountant-Assistant Group C	<ol style="list-style-type: none"> 1. Written examination comprising General Knowledge, Knowledge of Commerce, English and Tamil 2. Interview

TAMIL NADU NATIONAL LAW UNIVERSITY
TIRUCHIRAPPALLI

Name of Post: ASSISTANT REGISTRAR
PAY SCALES, MINIMUM QUALIFICATIONS AND EXPERIENCE

Number of Post	<i>02 (Gen - 01, Scheduled Caste (Arunthathiyars on preferential basis – Women (Destitute widow) – 01))</i>
Level in pay matrix	Level 22: ₹ 56100 – 177500
Mode of Selection	Direct Recruitment
Age Limit	<i>Not Exceeding 45 years</i>
Educational Qualification & Other Requirements	<i>(i) Master's Degree in any discipline with at least 55% marks or its equivalent grade. (ii) 5 years as Section Officer in any University, Government or Public Sector Institution. (iii) A Degree in Law is preferable</i>
Other Conditions	The qualifications and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the Government of Tamil Nadu/ Tamil Nadu National Law University from time to time.

TAMIL NADU NATIONAL LAW UNIVERSITY
TIRUCHIRAPPALLI

Name of Post: ASSISTANT SECTION OFFICER
PAY SCALES, MINIMUM QUALIFICATIONS AND EXPERIENCE

Number of Post	<i>02 (Gen - 01, Scheduled Caste (Arunthathiyars on preferential basis – Women (Destitute widow) – 01))</i>
Level in pay matrix	Level 13: ₹ 35900 – 113500
Mode of Selection	Direct Recruitment
Age Limit	<i>Not Exceeding 45 years</i>
Educational Qualification & Other Requirements	<i>(i) Degree in any discipline with at least 55% marks or its equivalent grade. (ii) 3 years as Assistant in any University, Government or Public Sector Institution.</i>
Other Conditions	The qualifications and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the Government of Tamil Nadu/ Tamil Nadu National Law University from time to time.

TAMIL NADU NATIONAL LAW UNIVERSITY
TIRUCHIRAPPALLI

Name of Post: DATA ENTRY OPERATOR (ASSISTANT)/COMPUTER OPERATOR
PAY SCALES, MINIMUM QUALIFICATIONS AND EXPERIENCE

Number of Post	<i>01 (Gen - 01)</i>
Level in pay matrix	Level 10: ₹ 20600 – 65500
Mode of Selection	Direct Recruitment
Age Limit	<i>Not Exceeding 40 years</i>
Educational Qualification & Other Requirements	<i>(i) Degree in any discipline with one year Diploma in Computer Application.</i> <i>(ii) Typewriting Senior Grade in English & Tamil</i> <i>(iii) 3 years experience as Data Entry Operator/ Computer Operator in any University, Government or Public Sector Institution.</i>
Other Conditions	The qualifications and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the Government of Tamil Nadu/ Tamil Nadu National Law University from time to time.

TAMIL NADU NATIONAL LAW UNIVERSITY
TIRUCHIRAPPALLI

Name of Post: STENO TYPIST
PAY SCALES, MINIMUM QUALIFICATIONS AND EXPERIENCE

Number of Post	<i>02 (Gen - 01, Scheduled Caste (Arunthathiyars on preferential basis - Women (Destitute widow) - 01))</i>
Level in pay matrix	Level 10: ₹ 20600 – 65500
Mode of Selection	Direct Recruitment
Age Limit	<i>Not Exceeding 40 years</i>
Educational Qualification & Other Requirements	<p><i>(i) Pass in HSSC</i></p> <p><i>(ii) Must have passed Govt. Technical Examinations in Typewriting and Shorthand</i></p> <p><i>1. By the Higher Grade in Tamil and English, or</i></p> <p><i>2. By the Higher Grade in Tamil and Lower Grade in English, or</i></p> <p><i>3. By the Higher Grade in English and Lower Grade in Tamil</i></p> <p><i>Preference will be given to candidates with qualifications in item (1.) followed by item (2.) and then for candidates with qualifications in item (3.)</i></p> <p><i>Preference will be given to the candidates who have work experience of 3 years in any University, Government or Public Sector Institution.</i></p>
Other Conditions	The qualifications and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the Government of Tamil Nadu/ Tamil Nadu National Law University from time to time.

TAMIL NADU NATIONAL LAW UNIVERSITY
TIRUCHIRAPPALLI

Name of Post: ASSISTANT (GENERAL)
PAY SCALES, MINIMUM QUALIFICATIONS AND EXPERIENCE

Number of Post	<i>02 (Gen - 01, Scheduled Caste (Arunthathiyars on preferential basis - Women (Destitute widow) - 01))</i>
Level in pay matrix	Level 10: ₹ 20600 – 65500
Mode of Selection	Direct Recruitment
Age Limit	<i>Not Exceeding 40 years</i>
Educational Qualification & Other Requirements	<p><i>(i) A Degree in any discipline</i></p> <p><i>(ii) Must have passed Govt. Technical Examinations in Typewriting and Short Hand</i></p> <p><i>1. By the Higher Grade in Tamil and English, or</i></p> <p><i>2. By the Higher Grade in Tamil and Lower Grade in English, or</i></p> <p><i>3. By the Higher Grade in English and Lower Grade in Tamil</i></p> <p><i>Preference will be given to candidates with qualifications in item (1.) followed by item (2.) and then for candidates with qualifications in item (3.)</i></p> <p><i>(iii) Experience as Junior Assistant for 3 years in any University, Government or Public Sector Institution.</i></p>
Other Conditions	The qualifications and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the Government of Tamil Nadu/ Tamil Nadu National Law University from time to time.

TAMIL NADU NATIONAL LAW UNIVERSITY
TIRUCHIRAPPALLI

Name of Post: ACCOUNTANT - ASSISTANT
PAY SCALES, MINIMUM QUALIFICATIONS AND EXPERIENCE

Number of Post	<i>01 (Gen - 01)</i>
Level in pay matrix	Level 10: ₹ 20600 – 65500
Mode of Selection	Direct Recruitment
Age Limit	<i>Not Exceeding 40 years</i>
Educational Qualification & Other Requirements	<i>(i) A Degree in Commerce (ii) Typewriting in Junior Grade in English (iii) At least 3 years' experience as Junior Assistant in account department of any University, Government or Public Sector Institution.</i>
Other Conditions	The qualifications and other conditions prescribed in the advertisement are subject to the regulations/norms stipulated by the Government of Tamil Nadu/ Tamil Nadu National Law University from time to time.