



DRAVIDIAN UNIVERSITY

SRINIVASAVANAM, KUPPAM (A.P)-517426

INSTRUCTIONS TO APPLICANTS

1. A copy of the Advertisement is displayed on the Dravidian University Website.
2. Separate application shall be submitted for each post along with registration fee prescribed as per the Notification / Instructions. Registration fee once paid will not be refunded.
3. The candidate is required to fill in the proforma enclosed to the application form invariably, giving full details of his/her academic record, etc. If the space provided in the application for the qualifications to be furnished in respect of each column is not sufficient, a separate sheet may be attached and the information noted marking the column number against it.
4. Attested True copies of all the testimonials, details of educational qualifications, Date of Birth Certificate, Caste Certificate, Experience Certificate etc, shall be enclosed to the application. All the Original certificates shall be compulsorily produced at the time of the interview for verification and also at the time of joining, if selected.
5. Indian Postal Orders/Bank Challans and Money Orders will not be accepted. The University is not responsible for any postal delay and lost while in transit.
6. Applicants who are employed shall send their applications through proper channel.
7. If the applicant is selected for the post, he / she will be appointed to the post on the minimum pay of the time scale attached to the post and no protection of last pay drawn in the previous employment will be given unless the Selection Committee which selects him / her specifically recommends such protection and the appointing authority accepts it.
8. Experience and qualifications will be reckoned as on the last date prescribed for the submission of filled-in applications to the University. Good and clear photocopies of all certificates must be attached to the application.
9. Canvassing in any form will be construed as a disqualification.
10. Applications received after the due date or incomplete or not conforming to the prescribed format in any respect will not be considered and no communication will be entertained in this regard. Any postal delay will not be considered.

11. If the authorities decide to interview the candidate, he / she should arrange to be present at the place fixed on the date and time specified at his / her own expenses.
12. A candidate who is found to have furnished false particulars or suppressed material information or found involved in unlawful activities shall be disqualified and if appointed, will be liable to be dismissed without any notice.
13. If any candidate is found convicted by a Court of Law involving illegal activities at a later date and such appointment shall be cancelled automatically without any notice.
14. The selected candidates will be governed by **Contributory Pension Scheme** made applicable to all the new appointed candidates, as per G.O.Ms.No. 653, 654 & 655, Finance (Pen) Department, dated 22.09.2004.
15. **The University reserves to itself the right to fill or not to fill any or all the above posts.**
16. Filled-in applications, form of particulars (10 copies), along with API Score sheet in all respects should be sent to the **Registrar, Dravidian University, Kuppam – 517426, (A.P.) India** by Registered Post / Speed Post with acknowledgement due so as to reach the University office **on or before 01.02.2018 by 5.00 PM** together with a Crossed Demand Draft for Rs. _____/-(Rupees _____ only) towards Registration Fee drawn not earlier than _____ in favour of **The Registrar, Dravidian University, Kuppam, payable at Andhra Bank, DU Branch**, superscribed on the cover as **“Application for the Post of _____ in the Department of _____”**.
17. There is no provision for the sale of application at the University or elsewhere. Application along with detailed instructions has to be downloaded from the University website: www.dravidianuniversity.ac.in

REGISTRAR