

## GENERAL INSTRUCTIONS FOR NON-TEACHING POSTS

1. Application form duly filled by the candidate must be supported by self-attested copies of documents.
2. Candidates shall have to produce all original certificates at the time of appearing for Interview.
3. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for Interview. Where the number of applications received in response to the advertisement is large and it will not be convenient or possible to interview all the candidates, the Selection Committee of the University at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience and if necessary, a Screening Test will be conducted.
4. Candidates applying for more than one post are required to submit separate application form for each post and pay processing fee for each application.
5. The reservation norms are applicable as per the rules laid down by the Government of Tamil Nadu.
6. Candidates claiming reservation must submit appropriate certificates alongwith the applications issued by the competent authority in the format prescribed by the Government of Tamil Nadu. Those who fail to submit the required certificates(s) will be treated as General Category, subject to fulfillment of other terms and conditions.
7. The candidates applying under Differently Abled Category are required to submit the Disability Certificate issued by the competent authority in the prescribed format.
8. The University reserves its right to modify/withdraw/cancel any communication made at any time without assigning any reason. The University reserves the right either to fill or not to fill the posts without assigning any reason whatsoever.
9. The University reserves its option to verify the antecedents or documents submitted by candidates and in case of detection of infirmity or suppression of fact reserves its right to reject the application at any time which may lead to termination of service also.
10. In-service candidates are required to send the applications through proper channel. In case of any difficulty, advance copy may be sent within the time prescribed subject to production of **NO OBJECTION CERTIFICATE** at the time of interview.
11. The candidates must ensure receipt of the applications on or before the last date notified in the advertisement. Applications received after the last date will be summarily rejected. The University will not be responsible for postal delay, if any. No correspondence in this regard will be entertained.
12. Incomplete applications or applications submitted without proper signature of the candidate or without enclosures or demand draft will summarily be rejected.

13. Canvassing in any form on behalf of any candidate will disqualify the candidature.
14. Application format specified shall be downloaded from the University website:  
[www.tndalu.ac.in](http://www.tndalu.ac.in):
- (a) Duly filled in application form in prescribed format in two sets with the self-attested enclosures.
  - (b) along with the processing fee of Rs.590/- (Rupees Five Hundred and Ninety only) and in case of SC/ST/PWD Rs.295/- (Rupees Two Hundred and Ninety Five only) (inclusive of GST) by way of Demand Draft drawn on or after 26.12.2021 in favour of 'The Registrar, The Tamil Nadu Dr.Ambedkar Law University, Chennai' shall reach **the Registrar, the Tamil Nadu Dr.Ambedkar Law University, "Poompozhil", No.5, D.G.S.Dinakaran Salai, Chennai - 600 028 on or before 19.01.2022 at 5.45 p.m.**
15. The candidate shall clearly superscribe at the top of the envelope the post to which they are applying.
16. No TA/DA will be paid to candidates called for interview.

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