

INSTRUCTIONS TO THE CANDIDATES

- Online mode of application submission shall alone be entertained. Application form sent in any other mode will not be considered.
- Read the Notification carefully before filling the on-line application.
- Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications for the post(s) laid down in the Notification.
- Registration fee once paid is not refundable. Applicants, in their own interest, should check their eligibility for specific post before remitting the registration fee.

Instructions for filling the application:

1. Before start filling the application through on-line mode, the candidate should keep ready, the following details/ documents:
 - a. Valid E-mail ID and Mobile Number.
 - b. Scanned copy of the recent passport size color Photograph (not older than 3 months). (in JPEG/JPG format, not exceeding 50 kb)
 - c. Scanned signature. (in JPEG/JPG format, not exceeding 50 kb)
 - d. Mandatory certificates and documents [SSLC / HSC or equivalent thereto / Typewriting, etc. as well as for the category opted for Priority / PSTM (Persons Studied in Tamil Medium) / Destitute Widow / Differently abled / Ex-serviceman / Community certificate, etc] as mentioned in the Notification (in JPEG/JPG/PDF format, not exceeding 300 kb each)
2. Applicants shall first register in the web-portal (tanuvas1.ucanapply.com). The candidate should fill up all the desired information i.e. Personal Details, Contact Details etc. correctly. On completion of registration, the candidate will receive a message in the registered mobile and e-mail id conveying his/her login ID and password. The candidate has to log in using the credentials sent to him/her in order to fill up the details in application form. **Please note that the E-mail ID, Date of Birth and Gender of the candidate cannot be changed once registered.**
3. **Separate application shall be submitted for the different posts called for. Candidates may apply for multiple posts, as per eligibility.**

4. Filling all mandatory fields is required to make your application complete. Incomplete applications will not be considered and will be **REJECTED**.
5. While filling the online application, if your browser closes unexpectedly or if you are logged out, login again using the same credentials to complete the application for submission.
6. The Online application consists of several tabs. After completing each tab, you should click on **“Save and Proceed”** button to save the information and move to the next tab. After filling of all the tabs, the candidate can finally submit his/her application. ***Please note that candidates cannot make any changes after final submission.***
7. Once the application is submitted, candidates will automatically be redirected to Bill Desk payment gateway to remit the requisite registration fee through Debit Card/Credit Card/ Cash Card/Net Banking/UPI. Candidate may generate payment acknowledgement slip for future reference. **Please note that the candidate who is eligible and opts for more than one special category, he/she should apply once with requisite registration fee for all the special categories opted.**

General Instruction for Applicants:

1. If the candidate is already working in Government / Quasi Government / University / PSU / Local bodies, if he/she after successful submission, shall download and print a PDF of the Application and after signing it and having it forwarded to **“The Registrar, TANUVAS, Madhavaram Milk Colony, Chennai-600 051”** through his/her employer, along with the proof for payment of requisite registration fee, so as to reach TANUVAS by 22.12.2020 up to 5 p.m. Other candidates need not send the online generated Application to the University.
2. The University shall verify the antecedents or documents submitted by the candidate at the time of appointment or later. In case, if it is found/detected that the documents submitted by the candidate are false/fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/her services shall be terminated, as per existing norms.
3. The University reserves the right to cancel the advertised post(s) at any time due to administrative reasons without assigning any reason there for. The University has a right to fill up more/less posts or not to fill up the posts now called for.
4. 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 order.

5. Relaxations and concessions for persons belonging to SCs, SCAs, STs, BCs, MBC/DCs and BCMs / special categories / having higher educational qualification will be applicable in accordance with reservation policy of the Government of Tamil Nadu and subsequent clarification/directives issued from time to time to this effect.
6. All the candidates belonging from other State / Union Territories (i.e. other than Tamil Nadu) will be treated under General Turn category only and they should remit the registration fee prescribed to the General Turn candidates of Tamil Nadu state.
7. The reservation for the order of priority is as per the existing norms in the Government of Tamil Nadu.
8. The categories of differentially abled candidates for employment for the posts called for are subject to the pending clarification from the Government.
9. The Ex-serviceman once recruited to a post in any class or service or category, cannot claim the concession of being called an Ex-Serviceman for his/her further recruitment in TANUVAS.
10. If a candidate belongs to others (OC) category and serving in Government / Quasi Government / University / PSU / Local bodies for five years and above, he/she is not eligible to apply.
11. The candidates should enclose a valid proof issued by the Government for claiming of equivalent qualification for their educational qualification.
12. Mere eligibility and/or appearing for written examination will not entitle a candidate for being called for counselling. Further, selection criteria including written examination will be conducted for short-listing the candidates to be called for counselling.
13. Canvassing in any form will be a disqualification of their candidature.
14. No interim correspondence/communication shall be entertained.
15. The decision of the University shall be final in the selection process.

Any queries/clarifications on filling the application / technical issues shall be addressed only to recruitment@tanuvas.org.in and no other means in this regard will be entertained.

**For updates on the recruitment process, keep looking the
webportal (tanuvas1.ucanapply.com) / website of the University (www.tanuvas.ac.in)**
