INSTRUCTIONS TO CANDIDATES TO FILL IN THE APPLICATION FORM

1. Separate application for MVSc, PhD [Veterinary / Food Technology (Food Technology in Processing Technology, Food Technology in Process Engineering, Food Technology in Safety and Quality) / Biotechnology], MTech (Food Technology / Dairy Technology / Dairy Chemistry / Poultry Technology), MSc (Biotechnology) and PG Diploma in Companion Animal Practice, Dairy Processing and Quality System, Small Animal Emergency and Critical Care Medicine and Molecular Biotechniques needs to be submitted.

2. **In service candidates from Directorate of Animal Husbandry and Veterinary Services, Tamil Nadu are eligible to apply for MVSc and PhD degree programmes in disciplines of Veterinary and Animal Sciences** as per the G.O. letter No. MS. No.134/AH7/2016, dated 16.09.2016 of the Secretary to Govt. Animal Husbandry, Dairying and Fisheries (AH-7) Dept. Chennai – 9. However, the candidates need to attend the examinations and separate rank list will be generated for eligible candidates.

3. Candidates should carefully read the prospectus before filling up the application form online. All the required documents / certificates should be scanned and kept ready. All rows / columns in the application should be correctly and completely filled in.

    Candidates may submit applications online at https://adm.tanuvas.ac.in (or) https://tanuvas.ac.in on or before **15.11.2023, 5.00 PM.**

    ONLY ONLINE APPLICATION WILL BE ACCEPTED. OTHER FORMATS OF APPLICATION WILL SUMMARILY BE REJECTED.

4. If for any reason (for want of more details), the candidate is not able to fill in all the required columns at a stretch, he / she may SAVE the application for future access. Upon saving the application, the candidate may login again for editing the contents later and submission of application before the due date.

5. After filling in all the relevant columns in the application, the candidates may recheck the details provided by them before submission through PREVIEW.

6. Candidates should ensure that correct amount of ONLINE APPLICATION FEE (Rs.600 /- for SC & ST and Rs.1200/- for other candidates for each application) paid by using the method viz. a) Credit Card b) Debit Card and c) Internet Banking in the ONLINE PAYMENT GATEWAY.

   PAYMENT BY ANY OTHER MODE WILL NOT BE ACCEPTED.

7. After submission of application by online, the candidate will receive an SMS and e-mail that his / her application(s) is (are) submitted successfully.

8. After the receipt of this SMS / email, the candidates may take a print out of the application submitted online. Candidates not receiving the SMS / e-mail even after 48 hours post submission may contact the Admission Committee through e-mail: **pgadmissionhelpdesk@tanuvas.org.in**

9. No addition, deletion or alteration of any particulars relating to the application is permitted after submission of the application by online.

10. After submitting the application online, the candidates who are employed (State/Central/SAU's/Public sector organizations) alone should take the print out of the uploaded documents and send "**Through Proper Channel**" so as to reach the Chairman, Admission Committee (PG), Tamil Nadu Veterinary and Animal Sciences University, Madhavaram milk colony, Chennai - 600 051 on or before: **15.11.2023, 5.00 PM.**

11. **In-service candidates alone are advised to submit their application by online and send hardcopy of the application to University "Through Proper Channel" sufficiently early.** The University will not take any responsibility for postal delay. Applications received after the prescribed due date and time will not be considered on any account.

12. **Candidates are requested to study the prospectus carefully before filling up the application form.**

13. Candidates possessing the minimum qualifications as prescribed in the prospectus alone will be considered.

14. **The cut-off date for all the eligibility conditions is <u>15.11.2023</u>.**

15. Those who are claiming community reservation should furnish the certificate obtained from the competent authority. However, the employees of Tamil Nadu Veterinary and Animal Sciences University and Government of Tamil Nadu can enclose copy of first page of their Service Register as proof of community claim.

16. **Employees of Tamil Nadu Veterinary and Animal Sciences University / State or Central Government or Other organizations should send hard copy of the applications submitted online "Through Proper Channel" (or) submit a No Objection Certificate.**

17. **COMMON ENTRANCE EXAMINATION FOR ALL POST GRADUATE DEGREE / DIPLOMA COURSES**

    ❖ **The Entrance Examination Hall Ticket and Counselling information letter can be downloaded online at** https://adm.tanuvas.ac.in (or) https://tanuvas.ac.in **only by the eligible candidates.**

    ❖ Admission to Entrance Examination does not confer on the candidate the right of admission to the course.

    ❖ Candidates appearing for the Entrance Examination will have to come to the Examination Centre on their own expense and make their own arrangement for stay.

❖ Candidates coming 30 minutes after the commencement of the Entrance Examination and also not possessing the hall ticket will not be permitted to appear for the Entrance Examination.

❖ No candidate shall be allowed to leave the examination hall before 30 minutes of closure of the entrance examination. Once a candidate leaves the hall, he/she will not be permitted to re-enter the examination hall.

18. Selected candidates should join the course on or before the specified date, failing which their names will be deleted and resultant vacancies will be filled up by other eligible wait listed candidates through Counselling.

19. Candidates selected for admission will have to give a declaration and an undertaking at the time of admission.

20. The following original documents must be submitted at the time of admission:

   i) Provisional/Degree certificate of Bachelor's and Master's degree
   ii) Transfer Certificate/Migration Certificate
   iii) Conduct Certificate from the Head of the Institution last studied
   iv) Mark Sheets / Report Cards / Transcript Card of Bachelor's and Master's degree
   v) Community Certificate
   Failure to submit any of the above documents will make the candidate ineligible for admission.

21. All the candidates admitted for any PG Programme should abide by the Academic Rules and Regulations prescribed in the Act, Statutes, Regulations and Rules (ASRR) of the University, which may be subject to revision from time to time.