



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi Campus,

कंगलान्चेरी/Kangalancherry, तिरुवारूर/Thiruvārūr - 610 101

RECRUITMENT OF NON-TEACHING POSITIONS

Employment Notice No: CUTN/NT/05/2017

The Central University of Tamil Nadu, an Institution established by an Act of the Parliament, 2009 invites applications for the following Non-Teaching posts on deputation basis,

S.No	Name of the post	Pay band & Grade Pay	No. of posts	Total post
1	Finance Officer (Direct / Deputation)	Rs.37,400 – 67,000 + GP - Rs.10,000/-	1 (UR)	1
2	Deputy Registrar (Deputation on leave vacancy)	Rs.15,600 – 39,100 + GP - Rs.7,600/-	1 (UR)	1
3	Internal Audit Officer (Deputation)		1 (UR)	1
Total:				03

Eligibility Criteria

1. Finance Officer (1 UR) (Direct /Deputation)*	Rs. 37,400 – 67,000 (Grade Pay: Rs.10,000/-)	Essential:- <ol style="list-style-type: none">1. A Master's Degree with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale.2. The candidate must have Good Academic Record. i.e. Candidate must have obtained at least 50% marks in each of the two public examination / degrees immediately preceding the Master's degree.3. 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in Financial administration (OR) Comparable experience in research establishment and/or other institutions of higher education (OR) 15 years of financial administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the Scale of Rs.15,600 - 39,100/- with Grade pay Rs.7,600/- or holding analogous post. Desirable:- <p>Persons possessing Master's degree in Business Administration (Finance / Commerce) or possessing CA/ ICWA qualification.</p> Age Limit: 57 years
2. Deputy Registrar (1 UR) (Deputation on leave vacancy)	Rs.15,600 – 39,100 (Grade Pay: Rs.7,600/-)	Essential:- <ol style="list-style-type: none">1. Officers holding nine years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration. (OR) Comparable experience in research establishment and / or other institutions of higher education. (OR) five years of administrative experience as Assistant Registrar or in an equivalent post. Desirable:-

		Relevant Experience in the areas of Administration / Establishment/ Examinations / Finance / Academic / Purchase with Good Knowledge of Computer Applications. Age Limit: No age limit.
3. Internal Audit Officer (UR-1) (Deputation*	Rs.15,600 – 39,100 (Grade Pay: Rs.7,600/-)	Essential:- 1. Officers holding analogous posts on regular basis from the office of AG/ CAG or five years regular service in the pay band of Rs.15600-39100 with GP of Rs.5400 / three years of experience in the GP of Rs.6600 from Central / State Government/ Universities / Public Sector Undertaking & other Autonomous bodies 2. Good Knowledge of computer Applications Age Limit: 55 years

*- The deputation period will be for a term of 5 years or upto the age of 62 years, whichever is earlier.

GENERAL INFORMATION AND CONDITIONS

A. BENEFITS UNDER THE UNIVERSITY:

1. The post carries usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA) (in case not occupied the quarters), Transport Allowance (TA) etc. as admissible to the Central Government employees and as made applicable to the University by UGC / MHRD/ Govt. of India.
2. In addition to the above benefits such as applicability of New Pension Scheme 2004 (introduced by Government of India vide G.I., M.F, (CGA,) O.M. No 1(7)(2)/2003/TA/11 dated 07-01-2004 read with O.M. No. 1(7)(2)/2003/TA/67-74 dated 04-02-2004 as amended from time to time), reimbursements of Medical Expenses, Leave Travel Concession, Conveyance Advance and House Building Advance are available as per the Govt. of India /UGC/MHRD/University rules.

B. OTHER CONDITIONS:

1. The applicant must be a citizen of India and preferably below the age as prescribed against each as on the last date for receipt of applications i.e 16.06.2017.
2. All applicants must fulfill the essential qualification of the post and other conditions stipulated in the notification as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post. No enquiry asking for advice as to eligibility will be entertained.
3. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. The educational qualification obtained by a candidate should be in pattern of 10+2+3+2 or 10+2+4+2 or 10+2+5 or 11+1+3+2.
4. The duly constituted Screening Committee will adopt uniform criteria for short-listing the candidates. The University, at its discretion, may restrict the number of Candidates to a reasonable limit by anyone or more of the following methods as decided by a duly constituted Screening Committee:
 - a. on the basis of either qualifications or experience higher than the minimum prescribed in the advertisement; or
 - b. on the basis of experience in the relevant field; or
 - c. by counting experience before or after the acquisition of essential qualifications

The candidate should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with documents. It is the responsibility of the candidate to check his eligibility before applying.

5. The number of vacancies of the post indicating in this employment notification is tentative. The University reserves the right to fill any consequential vacancies and to increase/decrease the number of posts at the time of selection and make appointments accordingly. The University also reserves right to withdraw any of the posts from the recruitment process, if the circumstances so warrant.
6. Mere fulfillment of the eligibility criteria is not enough for a candidate to be called for interview. The screening committee recommendations and competent authorities decision will be final.
7. The application should be accompanied by self-attested photocopies of the relevant educational qualifications, experience, etc. The prescribed qualifications should have been obtained through recognized Universities / Institutions etc. In regard to support of educational qualifications, only the mark sheets in lieu of Educational qualifications will not be accepted by the University. Copy of the degree certificates should also be enclosed.
8. Incomplete applications (i.e. unsigned or not accompanied with prescribed fee, recent photograph, self-attested copies of educational qualifications, mark sheets, not in prescribed format etc. or received after prescribed closing date for any reason whatsoever such as envelop wrongly addressed, delivered elsewhere, postal delay, etc.) will not be entertained. Any enclosure received separately subsequent to the receipt of application will not be connected therewith. No interim correspondence will be entertained from any candidate.
9. Candidates working in Universities / Government / Autonomous Bodies / Public Sector undertakings should send their applications through their employers with the certificate from the employer stating clearly that in the event of their selection for the post, they will be relieved from their respective post within one month of the receipt of the appointment orders. However, advance copy of their applications may be sent before the closing date, which will be considered only if the original application is received through proper channel within 20 days from last date for receipt of applications.
10. Qualifications and Experience as mentioned in the Employment Notification will be reckoned as on 16.06.2017.
11. It would be open to the University to consider the names of suitable persons who may not have applied, but recommended by experts in their respective fields.
12. The panel of selected / wait listed candidates will be valid for one year from the date of selection.
13. In case of any disputes/suits or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts in Thiruvavur, which is the Headquarters of the University.
14. The appointment will be subject to the Provisions of the Central Universities Act, 2009 Statutes, Ordinances and other rules applicable to the University and Guidelines received from the Government of India as amended from time to time.
15. The University shall verify the antecedents or document submitted by the candidate at any time of appointment or during the tenure of service. In case it is found that the documents submitted by the candidate are fake, then his/her services shall be terminated and disciplinary / criminal proceedings will be initiated.
16. Candidates shortlisted to be called for interview will be communicated individually by email and/or post, etc. No correspondence will be made with applicants who are not short-listed.
17. If the original application through proper channel is not received by the University before the last date mentioned in the employment notification the candidate / applicant will have to submit 'NO OBJECTION CERTIFICATE' obtained from his / her employer to the University at the time of interview, if he/she is called for interview.
18. **CANVASSING IN ANY FORM OR BRINGING OF ANY INFLUENCE, POLITICAL OR OTHERWISE, WILL BE TREATED AS DISQUALIFICATION ON THE PART OF THE CANDIDATE.**
19. **ALL UPDATES TO THIS EMPLOYMENT NOTIFICATION INCLUDING CORRIGENDUM, IF ANY, WILL BE HOSTED ON OUR WEBSITE ONLY.**

C. RELAXATION AND CONCESSION:

1. The University reserves the right to relax any of the qualifications and/or experience in exceptional cases, or in the case of persons already holding analogous positions in a University/research institution or in the case of person having direct relevant qualification and some relevant experience in the similar/feeder cadre positions in Central Universities or Institutions of National Importance. The candidates shall not claim it as a matter of right.
2. The decision of the University relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or their representative.
3. Outstation candidates called for interview shall be paid to and from single second class Rail fare / actual bus fare from the normal place of their residence or that declared in the application or from the place of departing station in India, whichever is nearer to the place of interview.

D. On DEPUTATION:

1. The duration of deputation for the post of Finance Officer and Internal Audit Officer will be for a period of five years only and for the post of Deputy Registrar is purely on leave vacancy.
2. Candidates should apply only through proper channel and arrange to enclose copies of ACR / APAR for the last three years duly attested.
3. Deputation on certain terms is possible: University may invite persons with good references and credentials for the interview. At least two references who, the university will contact at any stage of the selection process. **If the candidate is in service, the forwarding part of the application should state that "No disciplinary proceedings in pending or contemplated" that subsequent to the selection and prior to joining if any disciplinary action is initiated, the university withdraws the offer. Notwithstanding anything in the above, the University reserves the right to explore all avenues to get a suitable candidate for the post.**
4. If the services are borrowed from Government or any other organization /Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.

E. FILLING UP OF APPLICATION FORM:

1. Applicants are required to download the prescribed application form available in the website i.e. www.cutn.ac.in. Application should be submitted in the prescribed application form only. Application sent in plain paper, email, fax etc. will summarily be rejected.
2. Separate filled in Application Form for each post along with enclosures has to be submitted in case candidates wish to apply for more than one post.
3. Applicants are advised to submit the applications to the University well in advance, without waiting till the last date to avoid postal delay or any other unforeseen problems.
4. University reserves the right of either filling / not filling the post.
5. Only selected candidates will be intimated personally.

G. HOW TO APPLY:

1. Application Form shall be filled-in by the applicant and sent to the University duly following the instruction given below:

- (a) Affix full signature on the Application.
- (b) Paste (do not staple/pin) a recent passport size colour photograph in the space provided on the application.
- (c) Enclose self-attested photocopies (not originals) of certificates along with the application in support of your Date of birth, qualifications, experience, etc., as mentioned in the Application.

Write 'Enclosure Sl.No.____' (as mentioned/filled in the application) at the right top corner of each copy of the certificate/document enclosed. Applications without enclosures in support of education qualification & experience will be summarily rejected and not considered for short listing.

(d) Get endorsement of your Employer on the last page of the application.

2. Finally, after attending to the requirements as mentioned above, send the application along with all the enclosures to **“Recruitment cell, Central University of Tamil Nadu, Neelakudi Campus, Kangalancherry post, Thiruvarur – 610 005, Tamil Nadu, India” on or before 16.06.2017 (i.e. the last date of receipt of filled in applications).**

3. Please write on the top-left side of the envelope **“Application for the post of _____.”**

NOTE: In case the applicant is in service and delay is expected in getting endorsement of the employer concerned on the original application and in sending it to the University, the applicant may submit Advance Copy of the application with all enclosures to the address given above directly (with or without employer's endorsement on the Advance Copy).

If the original application through proper channel is not received by the University before the last date mentioned in the employment notification under B (7), the candidate / applicant will have to submit 'NO OBJECTION CERTIFICATE' obtained from his / her employer to the University at the time of interview, if he/she is called for interview.

**Sd-
Registrar**

Date: 04.05.2017