



தமிழ்நாடு கெந்திரிய விஸ்வவித்யாலய
(சंसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)
CENTRAL UNIVERSITY OF TAMIL NADU
(Established by an Act of Parliament, 2009)
नीलक्कुड़ी Neelakudi तिरुवारूर/Thiruvavarur - 610 005
☎:04366-277256

RECRUITMENT OF NON-TEACHING POSITIONS

Employment Notice No: CUTN/2/2018

The Central University of Tamil Nadu, an Institution established by an Act of Parliament, invites applications from the eligible candidates for the following Non-Teaching posts;

S.No	Name of the post	7 th CPC Pay Matrix	No. of posts	Sub Total
1	Librarian	Pay level -14	UR-1	1
2	Internal Audit Officer (on Deputation)	Pay level-12	UR-1	1
3	Assistant Librarian	Pay (Academic) level-10	UR-1	1
4	Assistant Registrar*	Pay level- 10	UR-2	2*
5	Public Relation Officer	Pay level - 10	UR-1	1
Total				6

* Among two posts, one is on deputation on lien vacancy.

6	Section Officer	Pay level - 7	UR-1	1
7	Private Secretary *	Pay level - 7	UR-2, OBC-1	3
8	Security Officer	Pay level - 7	UR-1	1
9	Assistant	Pay level - 6	OBC-1	1
10	Personal Assistant	Pay level - 6	UR-2, OBC-1	3
11	Hindi (Jr) Translator	Pay level - 6	UR-1	1
12	Senior Technical Assistant (Lab)	Pay level - 6	UR-1	1
13	Senior Technical Assistant (Computer)	Pay level - 6	UR-1	1
14	Professional Assistant (Library)	Pay level - 6	UR-1	1
15	Junior Engineer (Electrical)	Pay level - 6	UR-1	1
Total				14

* One post is reserved for persons with Disabilities

16	Pharmacist	Pay level -5	UR-1	1
17	Technical Assistant	Pay level -5	UR-3, OBC-1	4
18	Semi Professional Assistant (Library)	Pay level-5	UR-1	1
19	Security Inspector	Pay level -5	UR-1	1
20	Upper Division Clerk	Pay level-4	UR-2, OBC-1 & SC-1	4
21	Lab Assistant	Pay level-3	UR-1	1
22	Library Assistant	Pay level-3	UR-1	1

S.No	Name of the post	7 th CPC Pay Matrix	No. of posts	Sub Total
23	Lower Division Clerk	Pay level-2	UR-2, OBC-1 & SC-1	4
24	Hindi Typist	Pay level-2	UR-1	1
25	Cook	Pay level-2	UR-2	2
26	Peon /Office Attendant	Pay level-1	SC-1	1
27	Hostel Attendant	Pay level-1	UR-1	1
28	Medical Attendant/Dresser	Pay level-1	OBC-1	1
Total				23

Eligibility Criteria (post wise):

1	Name of Post	Librarian
2	Classification	Group – A
3	7 th CPC Pay Matrix	Pay Matrix Level -14
4	Age Limit for Direct Recruits	below 55 Years
5	Education and other qualifications required for direct recruits	<p>Essential: A</p> <p>i) Master Degree in Library Science/ Information Science/ Documentation with at least 55% of marks or its equivalent grade of 'B' in the UGC seven point scale and consistently good academic record.</p> <p>ii) At least 13 years' as a Deputy Librarian in University Library or 18 years' experience as a College Librarian.</p> <p>iii) Evidence of innovative Library service and organization of published work.</p> <p>Desirable: M.Phil./Ph.D degree in Library Science/ Information Science/ Documentation/ Achieves and Manuscript Keeping.</p> <p style="text-align: center;">OR</p> <p>Deputy Librarian completing service of 03 years in the AGP of Rs. 9000 and otherwise eligible as per conditions prescribed by the UGC Regulations, 2010 as amended from time to time.</p> <p>Note: Other conditions as per UGC Regulations, 2010</p>

1	Name of Post	Internal Audit Officer (on Deputation)
2	Classification	Group – A
3	7 th CPC Pay Matrix	Pay Matrix Level -12
4	Age Limit for Direct Recruits	56 Years
5	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p>Deputation: By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis.</p> <p style="text-align: center;">OR</p> <p>with three years regular service in PB-3 (Rs.15600-39100) + Grade Pay Rs.6,600/- in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p> <p style="text-align: center;">OR</p> <p>with five years regular service in PB-3 (Rs.15600-39100) + Grade Pay Rs.5,400/- in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.</p>

1	Name of Post	Assistant Librarian
2	Classification	Group – A
3	7 th CPC Pay Matrix	Pay Matrix Level -10 (as per 7 th CPC)
4	Age Limit for Direct Recruits	40 Years
5	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Master’s Degree in Library Science / Information Science / Documentation or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently Good Academic Record with knowledge of computerization of Library.</p> <p>ii) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>However candidates, who are or have been awarded Ph.D. degree in accordance with the “(Minimum Standards and Procedure for Award of Ph.D. Degree). Regulations 2016, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.</p> <p>Desirable: PG Diploma in Library Automation and networking or PGDCA</p>

1	Name of Post	Assistant Registrar
2	Classification	Group – A
3	7 th CPC Pay Matrix	Pay Matrix Level -10
4	Age Limit for Direct Recruits	40 Years

Assistant Registrar Post No: 1

5	Education and other qualifications required for direct recruits	<p>Essential: Master’s Degree with at least 55% of marks or its equivalent grade of ‘B’ in the UGC seven-point scale.</p> <p>Desirable:</p> <ol style="list-style-type: none"> Five years of experience in supervisory level in Finance and Accounts/ Project Monitoring / Project Cell / Hostel Administration / Students affairs of the Educational Institutions/ Universities/ Research Institutions in the erstwhile Scale of Rs.9,300 - 34,800/- with Grade pay Rs.4,600/- or holding analogous post. Knowledge of Computer Applications.
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Assistant Registrar Post No: 2 (on Deputation) Age : Not exceeding the 56 years

5	Education and other qualifications required for direct recruits	<p>Essential: Master’s Degree with at least 55% of marks or its equivalent grade of ‘B’ in the UGC seven-point scale.</p> <p>Desirable:</p> <ol style="list-style-type: none"> Five years of experience in supervisory level in Administration/ Establishment/ Finance/ Examination/ Purchase /Academic of the University in the Scale of Rs.9,300 - 34,800/- with Grade pay Rs.4,600/- or holding analogous post. Knowledge of Computer Applications.
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1	Name of Post	Public Relation Officer
2	Classification	Group – A
3	7 th CPC Pay Matrix	Pay Matrix Level -10
4	Age Limit for Direct Recruits	40 Years
5	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i. Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7 point scale in Journalism and Mass Communication from recognized University / Institute.</p> <p style="text-align: center;">OR</p> <p>Masters' Degree in any discipline with First Division and P.G. Diploma in journalism and Mass Communication from recognized University / Institute</p> <p>ii. At least five years' experience in the editorial department/ Centre of any established English/ Tamil Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English and Tamil.</p> <p>Desirable: Knowledge of Tamil and Hindi</p>

1	Name of Post	Section Officer
2	Classification	Group – B
3	7 th CPC Pay Matrix	Pay Matrix Level - 7
4	Age Limit for Direct Recruits	35 Years
5	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>i) A Bachelor's Degree in any discipline from any recognised Institute/ University.</p> <p>ii) Three Years' experience as Assistant in the Scale of Rs.9300 – 34800/- with Grade pay Rs.4200/- in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions.</p> <p>iii) Proficiency in Computer Operation, noting and drafting.</p>

1	Name of Post	Private Secretary
2	Classification	Group – B
3	7 th CPC Pay Matrix	Pay Matrix Level - 7
4	Age Limit for Direct Recruits	35 Years
5	Education and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from a recognized University/Institute. 2. At least 3 Years' experience as Personal Assistant in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi 4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi. 5. Knowledge of computer applications. <p>Desirable: Proficiency in English & good communication skills.</p>

1	Name of Post	Security Officer
2	Classification	Group – B
3	7 th CPC Pay Matrix	Pay Matrix Level - 7
4	Age Limit for Direct Recruits	35 Years
5	Education and other qualifications required for direct recruits	<p>Essential : Bachelor's Degree from a recognized University/ Institution with five years experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisation of repute with an annual turnover of Rs.200/- Crores.</p> <p style="text-align: center;">OR</p> <p>Persons who have served in the Army or such Uniformed Service at JCO level or equivalent or above, with 10th standard pass or Army class I Examination or an equivalent examination.</p> <p style="text-align: center;">AND</p> <p>Holding a valid Driving License (LMV/ Motor cycle).</p> <p>Desirable: Completion of a course in firefighting or unarmed combat course in Army or Para-military force. Knowledge in Computer applications. should able to speak English, Hindi and Tamil</p>

1	Name of Post	Assistant
2	Classification	Group – B
3	7 th CPC Pay Matrix	Pay Matrix Level - 6
4	Age Limit for Direct Recruits	35 Years
5	Education and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor Degree from a recognized University / Institution. 2. Two Years of experience as UDC or equivalent in the Scale of pay of Rs.5200-20200 and Grade pay of Rs.2400/- in Central/ State Government/ University/ PSU and other Central / State Autonomous Institutions. 3. Speed in English Typing @ 35 wpm or Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations, noting and drafting. <p>Desirable: Experience in Administration/ Accounts/ Academic matters. Capacity to work in a fully computerized environment.</p>

1	Name of Post	Personal Assistant
2	Classification	Group – B
3	7 th CPC Pay Matrix	Pay Matrix Level - 6
4	Age Limit for Direct Recruits	35 Years
5	Education and other qualifications required for direct recruits	<p>Essential :</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English / Hindi with minimum speed of 100wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. 5. Two years experience as Stenographer in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution. <p>Desirable: Proficiency in English and good communication skills.</p>

1	Name of Post	Hindi Translator
2	Classification	Group – B
3	7 th CPC Pay Matrix	Pay Matrix Level - 6
4	Age Limit for Direct Recruits	35 Years
5	Education and other qualifications required for direct recruits	<p>Essential :</p> <p>Master's Degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognised University in any subject other than Hindi or English. With English Medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level</p>

		<p>AND Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking. Desirable: Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized board.</p>
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1	Name of Post	Senior Technical Assistant (Laboratory)
2	Classification	Group – B
3	7 th CPC Pay Matrix	Pay Matrix Level - 6
4	Age Limit for Direct Recruits	35 Years
5	Education and other qualifications required for direct recruits	<p>MCA/M.Sc/B.E/B.Tech/ in Computer Science with 55% or equivalent marks with two years of experience in Government / University/ PSU / Autonomous Bodies. (OR) BCA/B.Sc in Computer Science with 55% or equivalent marks with six years of experience in Laboratory in Government / University/ PSU / Autonomous Bodies. Desirable: i) Experience in handling laboratory computers Good command over English and Hindi or Tamil</p>

1	Name of Post	Senior Technical Assistant (Computer)
2	Classification	Group – B
3	7 th CPC Pay Matrix	Pay Matrix Level - 6
4	Age Limit for Direct Recruits	35 Years
5	Education and other qualifications required for direct recruits	<p>i) Bachelor's Degree in Engineering / Technology in Computer Science and Technology / Electronics and Communication / Information Technology from recognized University or Institute. OR Master of Science in Computer Science from recognized University / Institute. OR Master of Computer Applications from recognised University/ Institute. ii) At least two years experience in relevant field in University/ Research establishment / Central / State Govt. / PSU and other autonomous bodies or Private organization of repute. Desirable: CCNA / CCNP or equivalent certification</p>

1	Name of Post	Professional Assistant (Library)
2	Classification	Group – B
3	7 th CPC Pay Matrix	Pay Matrix Level - 6
4	Age Limit for Direct Recruits	35 Years
5	Education and other qualifications required for direct recruits	<p>Essential :</p> <ol style="list-style-type: none"> 1. Master's Degree in Library & Information Science from any recognised University /Institution with one year experience in the relevant field in a University/Research establishment / Central / State Govt. / PSU and Library of other autonomous Institutions. <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with three years' experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.</p> <ol style="list-style-type: none"> 2. Knowledge of Computer Applications. <p>Desirable: PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p>

1	Name of Post	Junior Engineer (Electrical)
2	Classification	Group – B
3	7 th CPC Pay Matrix	Pay Matrix Level - 6
4	Age Limit for Direct Recruits	35 Years
5	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>Bachelor's Degree of Engineering in relevant field from a recognised Institute/ University with one year relevant experience</p> <p style="text-align: center;">OR</p> <p>Diploma in Engineering in the relevant field and three years' experience in relevant field Central CPWD / State PWD or Similar Organised Services / Statutory or Autonomous Organisations / Central / State Universities / Autonomous Institutions or reputed Private construction company with annual turnover of Rs.200 crores.</p> <p>Desirable: Working knowledge of AUTOCAD, other relevant software.</p>

1	Name of Post	Pharmacist
2	7 th CPC Pay Matrix	Pay Matrix Level - 5
3	Classification	Group – C
4	Age Limit for Direct Recruits	32 Years
5	Education and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> (i) Bachelor's Degree in Pharmacy with at least 50% marks from any recognised Institute/ University recognised by the Pharmacy Council of India with one year experience as Pharmacist in hospital or reputed institution.

		<p style="text-align: center;">OR</p> <p>10+2 or equivalent in Science subjects from a recognized Board with 50% marks in D.Pharm and having 3 years of experiences from a hospital or reputed Institution.</p> <p>(ii) Registered as Pharmacist under the Pharmacy Act 1948</p>
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1	Name of Post	Technical Assistant
2	Classification	Group – C
3	7 th CPC Pay Matrix	Pay Matrix Level - 5
4	Age Limit for Direct Recruits	30 Years
5	Education and other qualifications required for direct recruits	<p>Essential :</p> <p>Graduation in relevant subject/discipline from any recognized Institution/ University with at least 50% marks as per the requirement of the department.</p> <p>At least two years' experience of working in a research laboratory preferably attached with a recognized University or two years' experience in audiovisual Productions/ New Media Technology (NMT) in any Govt. Organisations / PSU/ Govt. Autonomous Institution.</p> <p>Post –UR-1 – Chemistry</p> <p>Post –UR-2- Media and Visual Communication</p> <p>Post –UR-3 – Physics</p> <p>Post – OBC-1- Social Work</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. For the Social Work – Master in Social Work (MSW) is preferable. 2. For other discipline, Master in the relevant field is preferable. 3. Knowledge of Computer Applications

1	Name of Post	Semi Professional Assistant (Library)
2	Classification	Group – C
3	7 th CPC Pay Matrix	Pay Matrix Level - 5
4	Age Limit for Direct Recruits	35 Years
5	Education and other qualifications required for direct recruits	<p>Essential :</p> <ol style="list-style-type: none"> 1. Master's Degree in Library Science and Information Science from any recognised University/Institution <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Library/ Library and Information Science from a recognised Institute/ University with two years relevant experience in a University/ Research Establishment / Central / State Govt./ PSU Autonomous Institutions.</p> <p>Desirable:</p> <p>PG Diploma in Library Automation and Networking or PGDCA.</p>

1	Name of Post	Security Inspector
2	Classification	Group – C
3	7 th CPC Pay Matrix	Pay Matrix Level - 5
4	Age Limit for Direct Recruits	32 Years
5	Education and other qualifications required for direct recruits	<p>Essential : Bachelor's Degree from a recognized University/ Institution with three years' experience as Security Supervisor / Supervisory Position in Security in a Govt. Office, Educational Institute / Private Organisations of repute with an annual turnover of Rs.200/- Crores.</p> <p style="text-align: center;">OR</p> Persons who have served in the Army or such Uniformed service at JCO level or equivalent or above with at least Class 10th standard pass or Army Class I examination or an equivalent examination. <p style="text-align: center;">AND</p> Holding a valid Driving License (LMV / Motor cycle). <p>Desirable: Completion of a course in fire fighting or unarmed combat course in Army or Para-military force.</p>

1	Name of Post	Upper Division Clerk
2	Classification	Group – C
3	7 th CPC Pay Matrix	Pay Matrix Level - 4
4	Age Limit for Direct Recruits	32
5	Education and other qualifications required for direct recruits	<p>Essential :</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from any recognized Institute/ University. 2. Two years' experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies 3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm 4. Proficiency in Computer Operations. <p>Desirable: Experience in Administration/ Accounts/ Academic matters. Capacity to work in a fully computerized environment.</p>

1	Name of Post	Laboratory Assistant
2	Classification	Group – C
3	7th CPC Pay Matrix	Pay Matrix Level - 4
4	Age Limit for Direct Recruits	32 Years
5	Education and other qualifications required for direct recruits	Essential : (i) Bachelors' Degree in Chemistry from a recognized Institute/ University OR Three years diploma in relevant field. Desirable: Two Years' Experience in Laboratory of Academic / Research Institution.

1	Name of Post	Library Assistant
2	Classification	Group – C
3	7 th CPC Pay Matrix	Pay Matrix Level - 3
4	Age Limit for Direct Recruits	30 Years
5	Education and other qualifications required for direct recruits	Essential: i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. ii) Typing speed of 30 words per minute in English. iii) Knowledge of Computer Applications.

1	Name of Post	Lower Division Clerk
2	Classification	Group – C
3	7 th CPC Pay Matrix	Pay Matrix Level - 2
4	Age Limit for Direct Recruits	30 Years
5	Education and other qualifications required for direct recruits	Essential : (i) A Bachelor's Degree from any recognized Institute/ University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.

1	Name of Post	Hindi Typist
2	Classification	Group – C
3	7 th CPC Pay Matrix	Pay Matrix Level - 2
4	Age Limit for Direct Recruits	30 Years
5	Education and other qualifications required for direct recruits	Essential : i. Pass in 12th Standard from recognized Board. ii. 30 words per minute in Hindi Typing Speed. iii. Knowledge of Computer Applications

1	Name of Post	Cook
2	Classification	Group – C
3	7 th CPC Pay Matrix	Pay Matrix Level - 2
4	Age Limit for Direct Recruits	32 Years
5	Education and other qualifications required for direct recruits	<p>Essential: Class 10th from a recognized School Board. Two years' experience in cooking / catering services in educational institutions/ guest houses, reputed hotels, restaurants or similar organisations.</p> <p>Desirable:</p> <ul style="list-style-type: none"> i) ITI Trade certificate in Bakery and Confectionery (one year duration) ii) Experience in preparation of vegetarian and non-vegetarian food items both of South Indian / North Indian cuisine and continental cuisine.

1	Name of Post	Peon/Office Attendant
2	Classification	Group – C
3	7 th CPC Pay Matrix	Pay Matrix Level - 1
4	Age Limit for Direct Recruits	30 Years
5	Education and other qualifications required for direct recruits	<p>Essential : 10th Pass from a recognized Board.</p> <p style="text-align: center;">OR</p> <p>ITI Pass.</p>

1	Name of Post	Hostel Attendant
2	Classification	Group – C
3	7 th CPC Pay Matrix	Pay Matrix Level - 1
4	Age Limit for Direct Recruits	32 Years
5	Education and other qualifications required for direct recruits	<p>Essential: 10th Pass from any State/ Central School / Board</p> <p style="text-align: center;">OR</p> <p>ITI Pass</p> <p>Desirable: At least two years of experience a Hostel / Canteen/ Hotel/ Guest House etc.</p>

1	Name of Post	Medical Attendant / Dresser
2	Classification	Group – C
3	7 th CPC Pay Matrix	Pay Matrix Level - 1
4	Age Limit for Direct Recruits	32 Years
5	Education and other qualifications required for direct recruits	<p>Essential :</p> <ol style="list-style-type: none"> 1. Matriculation or its equivalent examination from any recognized Board. 2. Elementary knowledge of first aid. 3. One year experience in hospital work or handling of dressing wounds. <p>Desirable: 10+2 with Science Biology subject or equivalent from a recognized Board/University.</p>

Age limit:

The prescribed age limit (s) to each of the category of posts shall be as on 20.06.2018 – the last date for submitting the application. Age limit is relaxable in respect of OBC/SC/ST, Widows/Divorced Women/Women judicially separated from their husband and who are not re-married and In-service officials and Meritorious Sports persons and detailed below :-

Category	Relaxation of Upper Age Limit
OBC	3 years
SC	5 years
Widows /Divorced Women/women Judicially separated from their husbands and who are not re-married	5 years (in respect of reserved applicants over and above the admissible relaxation of 5 years for SC and 3 years for OBC)
Departmental candidate with three years continuous service in Central Government /In Service applicant	Relaxable for Government Servants in accordance with the instructions for orders issued by Central Government, provided such Government Servants are working for not less than 3 years in the posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the Department will be useful for efficient discharge of duties in the post for which selection is made

WIDOWS /DIVORCED WOMEN /WOMEN JUDICIALLY SEPARATED FORM THEIR HUSBAND AND WHO ARE NOT RE-MARRIED

The applicants who apply against the reservation provided for widows/Divorced Women/Women judicially separated from their husbands and who are not re-married, should necessarily submit a certificate issued by an officer of the Revenue Department not below the rank of Tahsildar to the effect that they are not re-married.

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 from time to time.
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 University rules.

B. TERMS & CONDITIONS:

1. Earlier advertised and not filled up posts are re-advertised due to administrative reasons. Hence Candidates are advised to apply afresh.
2. 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. 20.06.2018**.
3. 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 i.e **20.06.2018**. 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.
4. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle to candidates to be called for WRITTEN TEST / INTERVIEW.
5. The duly constituted Screening Committee will adopt screening criteria for short-listing the candidates. The University, at its discretion, may restrict the number of Candidates to a reasonable limit by any one 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. Further, it may be noted that post qualification experience will only be considered wherever experience is mentioned in the essential qualification.

6. The number of vacancies of the post indicating in this 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 the right to withdraw any of the posts from the recruitment process, if the circumstances so warrant.
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 (not later than six months), 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.

9. Candidates working in Universities / Government / Autonomous Bodies / Public Sector undertakings should send their applications ONLY 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. Age, Qualifications and Experience will be reckoned as on the last date (for receipt of filled in application **i.e. 20.06.2018** as mentioned in the Notification. Legible copies of all certificates must be attached with the application.
11. In case of any disputes/suits or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts in Thiruvavarur, which is the Headquarters of the University.
12. 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.
13. 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. Further, suppression of information on the application on the date of submission will make the candidate ineligible for screening, written test and/or Interview.
14. Those who have already applied against earlier advertisements shall need to apply again.

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.

D. IN CASE OF DEPUTATION:

1. The duration of deputation will be initially for a period of two years for Internal Audit Officer.

2. Candidates should apply only through proper channel and arrange to enclose copies of ACR / APAR for the last three years.
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. The upper age limit for candidates applying on deputation basis shall not exceed 56 years.

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. [please click here to download the application form] 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. With regard to the post of Librarian the candidate has to submit the API Score Sheet as per the UGC Regulations.

F. APPLICATION FEE:

1. **Application Fee: Rs.500/- for SC/ST/PWD candidates and Rs.750/- for other candidates. CUTN Employees are exempted from the payment of application fees. Candidates applying on deputation are exempted from payment of application fee.**
2. **MODE OF PAYMENT:**(Candidate may avail any one of the following payment mode)
 - (a) By way of **Demand Draft** in favour of “**Central University of Tamil Nadu**” payable at Thiruvarur / Tiruvarur. Please write your name and address at the reverse of Demand Draft.
 - (b) Payment can be made through online with the following link: <https://www.onlinesbi.com/prelogin/icollecthome.htm>

How to pay online:

- a. The following link may be used for paying the fees through State Bank collect: <https://www.onlinesbi.com/prelogin/icollecthome.htm>
- b. Click check box to proceed for payment and click “**Proceed**” button;
- c. Select “**Tamil Nadu**” from drop down menu “**State of Corporate/institution**” and click “**GO**” button;
- d. Select “**Educational Institution**” from the drop down menu “**Type of Corporate/Institution**” and Click “**Go**” button;
- e. Select “**Central University of Tamil Nadu**” from drop down menu “**Educational Institution Name**” and click “**Submit**” button;

- f. Select “Recruitment Application fee” from drop down menu and fill the columns;
- g. Columns with “ * “ are mandatory to fill and click “Submit” button for payment through SBI Net Banking/State Bank ATM-cum-Debit Card or other Banks Net Banking or Credit Card / Debit card of other banks. Convenience charges will be applicable and shall be borne by the remitting person.

Note: The applicant has to take a print out of the receipt and attach along with the application form. The receipt number with the date of payment shall be entered in the application form on the space provided thereon.

- (i) The fee sent through Money Order, Indian Postal Orders, Crossed Cheques, Currency Notes and Treasury Challans will not be accepted by the University and such applications will be treated as without fee and will be summarily rejected.
 - (ii) Separate Payment and filled Application Form along with enclosures have to be submitted for each post, in case a candidate wants to apply for more than one post.
 - (iii) Applications not accompanied by the full prescribed fee will not be considered and summarily rejected. No representation against such rejection will be entertained.
 - (iv) The fees once paid shall not be refunded / adjusted under any circumstances including administrative reasons.
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.

G. HOW TO APPLY:

1. Application Form shall be filled-in by the applicant (either neat hand written or typed) and send to the University duly following the instruction given below:
 - (a) Affix full signature on the Application.
 - (b) Write the name of the post applied, candidate name and full postal address on the reverse of the Demand Draft without fail.
 - (c) Paste (do not staple/pin) a recent passport size colour photograph in the space provided on the application.
 - (d) 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.
 - (e) Enclosures shall be arranged in chronological order (Payment Challan/Demand Draft Application form, SSLC, HSC, UG/PG/Typewriting Certificate/Short hand/Experiences etc)

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.

- (f) Get endorsement of your Employer on the last page of the application (in case the applicant is in service)

However, above requirements shall not be insisted upon in case of candidates not working in regular positions (i.e. candidates working on ad-hoc/temporary/daily wages/hourly paid/contract basis.)

2. Finally, after attending to the requirements as mentioned above, send the application along with all the enclosures to “ **The Assistant Registrar, Recruitment cell, Central University of Tamil Nadu, Neelakudi, Thiruvavur – 610 005, Tamil Nadu**”on or before **20.06.2018 (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). In such cases, the Demand Draft / SBI Collect on line receipt towards application fee should be enclosed to the Advance Copy. A copy of the Demand Draft/ SBI Collect on line receipt may be enclosed to the original application being sent through proper channel/employer.

If the original application through proper channel is not received by the University before the last date mentioned in the employment notification under B (9), 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.

In case candidate is not under the government services and subsequently secure employment, the relevant information shall be submitted to this office as soon as possible without waiting for the outcome of the Written test/Interview. Utmost care should be taken while filling up of the application.

IMPORTANT:

1. No interim correspondence will be entertained from any candidate.
2. All updates to this employment notification including corrigendum, if any, will be hosted on our website only.

CANVASSING IN ANY FORM OR BRINGING OF ANY INFLUENCE, POLITICAL OR OTHERWISE, WILL BE TREATED AS DISQUALIFICATION ON THE PART OF THE CANDIDATE.

S/d
Registrar

Date: 25.05.2018