



தமிழ்நாடு கெந்திரிய விஸ்வவித்யாலயம்  
(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)  
**CENTRAL UNIVERSITY OF TAMIL NADU**  
(Established by an Act of Parliament, 2009)  
नीलक्कुडी/Neelakudi, तिरुवारूर/Thiruvārūr- 610 005  
☎ :04366-277256 / Email: recruitment@cutn.ac.in

**APPLICATION FORMAT FOR NON TEACHING POSTS**

(Use separate format for each post)

(Please read carefully the instructions given in the eligibility criteria before filling the format)

Appln. No.  
(For office use)

1. Employment Notification No : **CUTN/03/2019**
2. Post applied for :
3. Details of fees paid (Non-refundable) : Amount (Rs.)

Paste a recent  
passport size  
photograph

A. If Payment is made through Demand Draft:

| Demand Draft No. | Date | Bank Name/Code | Branch |
|------------------|------|----------------|--------|
|                  |      |                |        |

(Please write your name, address & post applied on the reverse of the Demand Draft)

B. If Payment is made through SBI Collect(online) (**Please enclosed the copy of the receipt**):

| Receipt No. | Date of Payment | Amount paid |
|-------------|-----------------|-------------|
|             |                 |             |

4. a) Name in full (in **BLOCK** letters) :
- b) Father's / Husband's Name :
- c) Whether belonging to : SC( ) ST( ) OBC( ) PWD( ) General( ) EWS( )  
(Please enclose attested copy of caste / proof of disability certificate issued by the competent authority)
- d) Religion :
- e) Place of birth :
- f) Date of birth (Christian era) : DD/ MM/ YYY
- g) Age (in years as on last date of receipt of application) :

5. Address for Communication :

|  |  |
|--|--|
| <b>Permanent address</b><br>(with phone number and e-mail address) * | <b>Address for correspondence / Present address</b> (with phone number and e-mail address) |
|  |  |
| Email id:  |  |
| Mobile No:   |  |

\* Interview intimation will also be sent by e-mail, therefore candidates are advised to give three-mail Id used by them at present.

6. Educational Qualification (commencing with Matriculation). Attach self-attested photo copies of Certificates (Originals to be produced when called for interview)

| Sl. No | Examination passed | University/Board | Year | Class/ Division/ Grade | % of marks | Subject offered |
|--------|--------------------|------------------|------|------------------------|------------|-----------------|
|        |                    |                  |      |                        |            |                 |
|        |                    |                  |      |                        |            |                 |
|        |                    |                  |      |                        |            |                 |
|        |                    |                  |      |                        |            |                 |
|        |                    |                  |      |                        |            |                 |
|        |                    |                  |      |                        |            |                 |
|        |                    |                  |      |                        |            |                 |
|        |                    |                  |      |                        |            |                 |

7. Details of employment (beginning with the present post) \*

| Office / Institution employed | Date of Joining | Date of leaving | Post held | Scale of pay with Grade Pay | Basic pay Rs. | Total Salary (Gross) Rs. |
|-------------------------------|-----------------|-----------------|-----------|-----------------------------|---------------|--------------------------|
|                               |                 |                 |           |                             |               |                          |
|                               |                 |                 |           |                             |               |                          |
|                               |                 |                 |           |                             |               |                          |
|                               |                 |                 |           |                             |               |                          |
|                               |                 |                 |           |                             |               |                          |

(Please enclose self - attested photo copies of certificates/proof in support of employment)  
(\*please attach a separate sheet for job description)

8. (a) Do you fulfil the essential qualifications and experience as specified in the eligibility criteria:

**YES / NO**

(b) Are you fulfilling the Job requirement meant for the post applied?

**YES / NO**

9. If any other relevant particulars not covered in the above columns, please provide:

10. Are you an employee of Central / State Govt. / PSU / Autonomous Govt. Body?

**YES / NO**

If YES, please provide details of the same.

11. Do you have a near relative among the staff of this University?

**YES / NO**

If **YES**, Please furnish the details in the table given below:

| Name of the Person | Designation | Relationship with the candidate |
|--------------------|-------------|---------------------------------|
|                    |             |                                 |

12. Are you a member of any Professional body?

**YES / NO**

If **YES**, Please furnish the details.

13. Name & Address of two Referees.  
(These should be persons resident of India and in case the candidate is in employment, he/she should give his/her most recent employer as one of the referee)

**REFEREE 1**

a) Name :  
Designation or Position :  
Present Address :  
Phone / Mobile No :  
Email ID :

**REFEREE 2**

b) Name :  
Designation or Position :  
Present Address :  
Phone / Mobile No :  
Email ID :

14. Time required for joining, if selected :

**CHECK LIST**

|    |  |  |
|----|--|--|
| 1. | Application Fee  |  |
| 2. | Self - attested 10 <sup>th</sup> , 12 <sup>th</sup> Marks statements     |  |
| 3. | Self - attested UG, PG Degree Certificates                               |  |
| 4. | UG, PG Mark Statements   |  |
| 5. | Community Certificate, if applicable                                     |  |
| 6. | Experience Certificates  |  |
| 7. | Certificate from the present Employer, in case the candidate is employed |  |
| 8. | Any other certificates   |  |

**DECLARATION**

"I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/distorted. I am aware that, if at any time I am found to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice. Moreover, if any information is found incorrect/wrong, I shall be liable for action as decided by the University authority".

Signature of the applicant

Place :  
Date :

Name in **BLOCK** letters:

**FORWARDING OF APPLICATION- THROUGH PROPER CHANNEL**  
**(APPLICABLE ONLY FOR CANDIDATES IN EMPLOYMENT)**

1) Sri/Smt./Dr\_\_\_\_\_ is a permanent / temporary employee of this organization holding the post of \_\_\_\_\_ w.e.f \_\_\_\_\_ which carries the pay (present Basic Pay with GP / AGP) \_\_\_\_\_ in the Pay Band \_\_\_\_\_ and his/her application is forwarded for necessary action. If selected, he/she will be relieved immediately on his/her selection.

2) The Date of birth, qualification and experience and other details furnished by Shri / Smt. / Dr\_\_\_\_\_ in application form have been verified and found correct as per service records available in this office. It is certified that Shri / Smt. / Dr\_\_\_\_\_ is fulfilling the essential qualification mentioned in the advertisement.

3) The integrity of Shri / Smt./ Dr\_\_\_\_\_ is \_\_\_\_\_.

4) No vigilance or disciplinary case is either pending or contemplated against the official concerned and also undertaken to intimate if any, after forwarding of this application.

Signature of forwarding authority

Place:

Name & Designation :

Date:

OFFICE STAMP / SEAL