



# तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

**CENTRAL UNIVERSITY OF TAMIL NADU**

(Established by an Act of Parliament, 2009)

नीलक्कुडी/Neelakudi, तिरुवारूर/Thiruvavur- 610 005

☎:04366-277499/277256 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)

Appl. No.  
(For office use)

1. Employment Notification No : **CUTN/NT/01/2021**
2. Post applied for :
3. Mode of application : Regular/Deputation  
(tick any one)
4. 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 enclose the copy of the receipt):

Receipt No.	Date of Payment	Amount paid

5. 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) :  D D / M M / Y Y Y Y
- g) Age (in years as on last date of receipt of application) :

6. Address for Communication :

<b>Permanent address</b> (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 the e-mail Id used by them at present.

7. 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

8. 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)

9. (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**

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

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

**YES / NO**

If YES, please provide details of the same.

12. 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

13. Are you a member of any Professional body?

**YES / NO**

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

14. 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 :

15. 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