



# 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

F.No:7-124/2021-Rect/23

Date: **16-02-2022**

## RECRUITMENT ON NON-TEACHING POSTS

### Employment Notice No: CUTN/NT/01/2022

Central University of Tamil Nadu, an institution established by an Act of Parliament, invites applications from eligible candidates for the following Non-Teaching posts through Samarth portal:

### For Direct Recruitment:

S. No	Name of the post	7 <sup>th</sup> CPC Pay Matrix	No. of posts	Total
1	Public Relations Officer	Pay level - 10	UR	1
2	Assistant Registrar	Pay level - 10	OBC	1
3	Section Officer	Pay level - 7	UR	1
4	Personal Assistant	Pay level - 6	UR	2
<b>Total</b>				<b>5</b>

### **Suitability for PWD applicants:**

- 1. Public Relations Officer:** Locomotor Disability(LD)-One Arm(OA), One Leg(OL), One Arm & Leg(OAL) affected, Hard of Hearing (HH), Low Vision(LV), Blind(B), Dwarfism(DW), Cerebral Palsy(CP) without Int.Disability, Muscular Dystrophy(MUD), Acid Attack Victims(AAV), Leprosy Cured(LC), MD from the above categories except Deaf, HH plus B).
- 2. Assistant Registrar:** Locomotor Disability(LD)-One Arm(OA), One Leg(OL), One Arm & Leg(OAL), Both Leg(BL) affected, Hard of Hearing (HH), Low Vision(LV), Blind(B), Dwarfism(DW), Cerebral Palsy(CP) without Int.Disability, Muscular Dystrophy(MUD), Acid Attack Victims(AAV), Leprosy Cured(LC), MD from the above categories (Except HH plus B).
- 3. Section Officer:** Locomotor Disability(LD)-One Arm(OA), One Leg(OL), One Arm & Leg(OAL), Both Leg(BL) affected, Hard of Hearing (HH), Low Vision(LV), Blind(B), Dwarfism(DW), Cerebral Palsy(CP) without Int.Disability, Muscular Dystrophy

(MUD), Acid Attack Victims(AAV), Leprosy Cured(LC), MD from the above categories (Except HH plus B).

- 4. Personal Assistant:** Locomotor Disability(LD)-One Arm(OA), One Leg(OL), One Arm & Leg(OAL), Both Leg(BL) affected, Hard of Hearing (HH), Low Vision(LV), Blind(B), Dwarfism(DW), Cerebral Palsy(CP) without Int.Disability, Muscular Dystrophy(MUD), Acid Attack Victims(AAV), Leprosy Cured(LC), MD from the above categories and specific Learning Disability.

**Eligibility Criteria (post wise):**

1	Name of Post	<b>Public Relations Officer</b>
2	Classification	Group – A
3	7 <sup>th</sup> 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><b>Essential:</b></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;"><b>OR</b></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><b>Desirable:</b> Knowledge of Hindi Language</p>

1	Name of Post	<b>Assistant Registrar</b>
2	Classification	Group – A
3	7 <sup>th</sup> CPC Pay Matrix	Pay Matrix Level -10
4	Age Limit	40 Years
5	Education and other qualifications required	<p><b>Essential:</b> Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p>

1	Name of Post	<b>Section Officer</b>
2	Classification	Group – B
3	7 <sup>th</sup> CPC Pay Matrix	Pay Matrix Level - 7
4	Age Limit	35 years

5	Education and other qualifications required	<b>Essential:</b> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree in any discipline from any recognised Institute/ University.</li> <li>2. 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.</li> <li>3. Proficiency in Computer Operation, noting and drafting.</li> </ol>
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1	Name of Post	<b>Personal Assistant</b>
2	Classification	Group – B
3	7 <sup>th</sup> CPC Pay Matrix	Pay Matrix Level - 6
4	Age Limit for Direct Recruits	35 Years
5	Education and other qualifications required for direct recruits	<b>Essential :</b> <ol style="list-style-type: none"> <li>1. A Bachelor's Degree in any discipline from any recognised Institute/ University.</li> <li>2. Proficiency in Stenography in English/ Hindi with minimum speed of 100wpm.</li> <li>3. Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively.</li> <li>4. Knowledge of Computer Applications.</li> <li>5. Two years experience as Stenographer in Central State Govt. Organisations/ University Research Institution or Central/ State autonomous Institution.</li> </ol> <b>Desirable:</b> Proficiency in English and good communication skills. <b>Skill Test Norms on Computer:</b> Dictation: 10 minutes @ 100 wpm Transcription: 40 minutes English/55 minutes Hindi

**Age limit for direct recruitment:**

The prescribed age limit (s) to each of the category of posts shall be as on **19-03-2022** – the last date for submitting the application. Age limit for direct recruitment is relaxable as detailed below:-

Category	Relaxation of Upper Age Limit
OBC(for the post of Assistant Registrar only)	3 years
Candidates with three years continuous service in Central Government (presently working in Central Government)	Relaxable up to 5 years (for all categories) for Government Servants in accordance with the instructions 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 Central Government service will be useful for efficient discharge of duties in the post for which selection is made.

Meritorious Sports Person	5 years (8 years for OBC-for the post of Assistant Registrar only)
CUTN employees with minimum three years of service	5 years (for all categories)
Persons with disabilities	10 years (13 years for OBC-for the post of Assistant Registrar only) (subject to condition that the maximum age of the applicant on <b>19-03-2022</b> does not exceed 56 years).
Ex-Servicemen	Military Service plus 3 years (for all categories). Resultant age relaxable by maximum 3 years from upper age limit.

### **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 provided staff quarters), Transport Allowance (TA) etc., as made applicable to the University by UGC / MHRD from time to time.
2. In addition to the above benefits, National Pension System 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 as per norms, Leave Travel Concession are available as per University rules.

#### **B. TERMS & 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. 19-03-2022**.
2. All applicants must fulfill the essential qualifications for the post and other conditions stipulated in the notification as on the last date of receipt of the applications i.e. **19.3.2022**. 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. CUTN employees are also required to submit the application through proper channel.
3. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for written test/interview [in case of Group-A post]. If needed, the University may conduct written test for Group-A post before interview.
4. A 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 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.

5. 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/cancel any of the posts from the recruitment process, if the circumstances so warrant. Vice Chancellor's decision will be final in this regard.
6. Application has to be done through Samarth portal only. Link is available in the University website. After applying online, the candidates shall take a printout of the application and send by post/courier to the University. Hard copies of applications should be accompanied by self-attested photocopies of the relevant educational qualifications, experience, relaxation, etc. The prescribed qualifications should have been obtained from recognized Universities / Institutions etc. With regard to support of educational qualifications, only the mark sheets in lieu of educational qualifications will not be accepted. Copy of the degree certificates should also be enclosed.
7. Incomplete applications (i.e. unsigned or without fee remittance, self-attested copies of educational qualifications, mark sheets, not in prescribed format, etc.,) will not be entertained.
8. Candidates working in Government Universities / Government / Autonomous Bodies / Public Sector undertakings should send hard copies of their applications ONLY with No Objection Certificates issued by the employer uploaded online during e-application.
9. Age, Qualifications and Experience will be reckoned as on the last date (for receipt of filled in application i.e. **19.3.2022** as mentioned in the notification. Legible copies of all certificates must be attached with the application. Candidates in Central Government service seeking age relaxation have to upload service certificate indicating date of birth and length of service.
10. Candidate applying for the post(s) reserved for OBC, must submit a self-attested copy of caste certificate specifically mentioning **Creamy Layer-exclusion** in the format prescribed by Govt. of India, issued by competent authority, vide Column 3 of G.O.I. Dept. of Personnel and Training O.M.No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide DOPT's O.M.No.36033/3/2004-Estt.(Res) dated 9.3.2004, and revised vide O.M. No.36033/3/2004-Estt.(Res) dated 14.10.2008, and subsequent amendments without which applications will not be considered. The form of Caste Certificate must be in the format as prescribed by the Govt. of India, which is enclosed as **Annexure**. Certificate should have been issued on or after **16.02.2021**.

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 not genuine, 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 already applied against earlier advertisements need to apply again, if interested.

### **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 relevant experience in the similar/feeder cadre positions in Central Universities or Institutions of National importance. However, such candidates cannot 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. MODE OF SELECTION:**

For the post mentioned in Sl.No.3 to 4, the University shall conduct written test at one or two stages,

- (i) A qualifying test (Paper I) consisting of the objective-type questions carrying 100 marks, and /or
- (ii) The Descriptive-type test (Paper II) carrying 100 marks.

The minimum qualifying marks to be secured in Paper I shall be 40%, in case tests are conducted in two stages. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test, wherever applicable. The marks allocated for the skill test shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit of the candidates shall be drawn based on the performance in Paper II (Descriptive test) only, subject to qualifying the skill test.

For post at Sl.no. 1 and 2, the University may hold written test if necessary, before interview.

In case of two candidates scoring identical marks, the candidate older in age will be considered as higher in merit.

#### **E. FILLING UP OF APPLICATION FORM:**

1. Applicants are required to apply online through Samarth Portal ([cutnnt.samarth.edu.in](http://cutnnt.samarth.edu.in)) by e-application. The portal closes at 23:59 Hrs on **19-03-2022** (**Last date of receipt of applications**). After successfully submitting the online e-application, the applicant shall take a print out of it, attach all relevant enclosures (Educational, Experience, Relaxation Certificates, etc.,) and send it to the address **“The Joint Registrar, Recruitment cell, Central University of Tamil Nadu, Neelakudi, Thiruvavur – 610 005, Tamil Nadu” to reach on or before 29-03-2022**. Please write on the top-left side of the envelope **”Application for the post of \_\_\_\_\_”**. Application sent in plain paper, email, fax etc. will summarily be rejected.
2. Separate e-application for each post along with separate enclosures has to be submitted in case candidate wishes to apply for more than one post.

<b>Opening of Online Portal</b>	<b>17-2-2022 (00:00 Hrs)</b>
<b>Closing of Online Portal</b>	<b>19-3-2022 (23:59 Hrs)</b>

#### **F. APPLICATION FEE:**

1. **Application Fee: Rs.500/- for PWD candidates and Rs.750/- for UR/SC/ST/OBC/EWS candidates. CUTN Employees are exempted from payment of application fees.**

(a) Payment can be made through online with the following link:  
<https://www.onlinesbi.com/sbicollect/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/sbicollect/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 **“Other Payments”** from drop down menu **“Select Payment Category”** and select **“Recruitment 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/or other Banks Net Banking or Credit Cards/other Payment Modes-UPI,SBI Collect Challan through SBI Branch. Transaction charges shall be borne by the remitting person.

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

- (i) The fee sent through Demand Draft, 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 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.
2. Applicants are advised to submit the applications well in advance without waiting till the last date.

**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 the University 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.**

**Date: 16-02-2022**

**Sd/-  
Registrar (i/c)**

All email queries may be addressed to the Id: recruitment@cutn.ac.in



ANNEXURE

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS / ADMISSION TO CENTRAL  
EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt./ Kumari \_\_\_\_\_ son/ daughter of  
\_\_\_\_\_ of village / town \_\_\_\_\_ in District / Division  
\_\_\_\_\_ the State / Union Territory \_\_\_\_\_ belongs to the  
\_\_\_\_\_ community which is recognised as a backward class under the  
Government of India, Ministry of Social Justice and Empowerment's Resolution No:  
\_\_\_\_\_ dated \_\_\_\_\_\*.

Shri / Smt./Kumari \_\_\_\_\_ and / or his / her family ordinarily reside(s) in  
the \_\_\_\_\_ District / Division of the  
\_\_\_\_\_ State / Union Territory.

This is also to certify that he/she does not belong to the persons/ sections (Creamy Layer)  
mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel &  
Training O.M. No. 36012/22/93 –Estt. (SCT) dated 8.9.1998\*\*

District Magistrate  
Deputy Commissioner etc.

Dated:

Seal

\* -The authority issuing the certificate may have to mention the details of Resolution of  
Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* -As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the  
Representation of the People Act, 1950.

The authorities competent to issue Caste Certificates are indicated below:

- (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner /  
Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate /  
Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.