



तमिलनाडुकेन्द्रीयविश्वविद्यालय
(संसदद्वारापारितअधिनियम 2009 केअंतर्गतस्थापित)
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/

Date: 30-09-2022

RECRUITMENT ON STATUTORY AND NON-TEACHING POSTS

Employment Notice No: CUTN/NT/02/2022

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 /Deputation:

S.No	Name of the post	7 th CPC Pay Matrix	No. of posts and category
1	Registrar* (Direct/Deputation)	Group A, Pay level - 14	1-UR
2	Controller of Examinations*(Direct/Deputation)	Group A, Pay level - 14	1-UR

On Deputation:

S.No	Name of the post	7 th CPC Pay Matrix
3	Internal Audit Officer* (Deputation)	Group A, Pay level - 12

* The appointment will be for a term of 3 years, subject to further yearly extension for maximum 2 years or upto to the age of 62 years, whichever is earlier.

Eligibility Criteria (post wise):

1	Name of Post	Registrar
2	Classification	Group – A
3	7 th CPC Pay Matrix	Pay Matrix Level -14
4	Age Limit for Direct Recruits	57 Years
5	Education and other qualifications required for direct recruits	<p>a. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>b. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p>or</p> <p>c. Comparable experience in research establishment and/or other Institutions of higher education</p> <p>or</p> <p>d. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Desirable:</p> <p>1. Ph.D. Degree</p> <p>2. Experience in handling administrative, legal and academic administrative matters in Central Institutions.</p>

1	Name of Post	Controller of Examinations
2	Classification	Group – A
3	7 th CPC Pay Matrix	Pay Matrix Level -14
4	Age Limit	57 Years
5	Education and other qualifications required	<p>a. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>b. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p>or</p> <p>c. Comparable experience in research establishment and/or other Institutions of higher education</p> <p>or</p> <p>d. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Desirable:</p> <p>1. Ph.D. Degree</p> <p>2. Experience in handling academic administrative matters/computer based tests in Central Institutions.</p>

1	Name of Post	Internal Audit Officer
2	Classification	Group – A
3	7 th CPC Pay Matrix	Pay Matrix Level - 12
4	Age Limit	56 years
5	Education and other qualifications required	<p>Deputation: By drawing officers belonging to Audit and Accounts Services or other similar organized Accounts Services in Central / State Govt., holding analogous posts on regular basis.</p> <p>OR</p> <p>With three years regular service in PB-3(Rs.15600-39100) +Grade Pay Rs.6, 600/-(Level-11) in the area of Audit and Accounts in any Govt. Department / Autonomous Bodies.</p> <p>OR</p> <p>With five years regular service in PB-3 (Rs.15600-39100) + Grade pay Rs.5, 400/-(Level-10) in the area of Audit and Accounts in any Govt. Department / Autonomous Bodies.</p>

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, 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 as per norms, Leave Travel Concession are available as per University rules.
3. For candidates appointed under deputation, the terms and conditions of deputation shall be as mutually agreed.

B. TERMS & CONDITIONS:

1. The applicant must be a citizen of India and below the age as prescribed against each as on the last date for receipt of applications **i.e.30-10-2022.**
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 30-10-2022.** 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 interview. Relaxation in age and qualification will not be considered for candidates belonging to SC/ST/OBC categories

applying for Unreserved posts [Ref. DoPT Office Memorandum No. 36011/1/98-Estt.[Res] dated 1/7/1998].

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 only will 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 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 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, application not in prescribed format etc.) will not be entertained.
8. Candidates working in Government /Government Universities /Govt. Autonomous bodies / Public Sector Undertakings should upload No Objection Certificate and Vigilance clearance certificate issued by the employer and send print out of their application with the same. Candidates applying for deputation have to send the print out of application through proper channel only (in the absence of which the application will not be considered) and arrange to send the ACRs/APARs for the last five years.
9. Age, qualifications and experience will be reckoned as on the last date for online application **i.e. 30-10-2022**. Legible copies of all certificates must be attached with the print out of the application.
10. 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.

11. 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 UGC/Government of India as amended from time to time.
12. 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 and /or Interview.
13. Candidates selected on direct recruitment basis will not be allowed to join the University on Extraordinary leave from parent organization.

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, screening, 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 for a period of three years, subject to further extension for maximum two years, based on performance.
2. Candidates should apply first through Samarth portal indicating the option as “Deputation” and then arrange to send the printout of application through proper channel along with copies of ACR/APAR for the last five years. For candidates who have selected “Deputation” option, if ACR/APAR for the last five years are not received from the parent organization, their candidature will not be considered.
3. The upper age limit for candidates applying for recruitment under deputation shall not exceed 57 years for the post of Registrar and Controller of Examinations and 56 years for the post of Internal Audit Officer.

E. MODE OF SELECTION:

Screening followed by Interview/Interaction.

F. FILLING UP OF APPLICATION FORM:

1. Applicants are required to apply online through Samarth Portal (cutnnt.samarth.edu.in) by e-application. The portal closes at 23:59 Hrs on **30-10-2022 (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 Certificates, etc.,) and send it to the address **“The Joint Registrar, Recruitment cell, Central University of Tamil Nadu, Neelakudi, Thiruvarur – 610 005, Tamil Nadu” to reach on or before 10-11-2022.**Please write on the top-left side of the envelope **”Application for the post of _____”**. Application sent in plain paper, email, fax etc. or applications not submitted through Samarth portal 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.

Opening of Online Portal	01-10-2022 (00:00 Hrs)
Closing of Online Portal	30-10-2022 (23:59 Hrs)

G. APPLICATION FEE:

1. **Application Fee: Rs.750/- for all the posts. PWD candidates and CUTN employees are exempted from payment of application fees [appropriate certificate to be attached]. Application fee is exempted for posts applied for deputation.**
 - (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 print out of the application form. 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 [direct recruitment] and filled application form along with enclosures have to be submitted for each post, in case candidate wants to apply for more than one post.
 - (iii) Applications not accompanied by full prescribed fee will not be considered and will summarily be 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, to avoid technical errors or any other unforeseen situations.

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: 30-09-2022

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

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