



தமிழ்நாடு கெந்திரிய விஸ்வவித்யாலயம்
(சंसदद्वारा 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:7-131/2023-Rect/

Date: 20-10-2023

RECRUITMENT ON NON-TEACHING POSTS

Employment Notice No: CUTN/NT/03/2023

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 th CPC Pay Matrix	No. of posts and category	Total
1	Deputy Registrar	Group A, Pay level - 12	1-UR	1
2	Personal Assistant	Group B, Pay level - 6	1-OBC	1
3	Upper Division Clerk	Group C, Pay level - 4	1-UR 1-EWS	2
4	Laboratory Assistant	Group C, Pay level - 4	1-UR	1
5	Lower Division Clerk	Group C, Pay level - 2	1-OBC 1-ST	2
Total				7

Suitability for PWD applicants with assistive aids:

- 1. Deputy Registrar, Upper Division Clerk, Lower Division Clerk :** LD-OA, OL, OAL, BL , HH, LV, B, DW, CP without Int.Disability, MUD, AAV, LC, MD from the above categories (Except HH plus B).
- 2. Personal Assistant:** LD-OA, OL, OAL, BL, HH, LV, DW, CP without Int.Disability, MUD, AAV, LC, MD from the above categories, SLD.
- 3. Laboratory Assistant:** LD-OA, OL, OAL , HH, LV, DW, CP without Int.Disability, MUD, AAV, LC, MD from the above categories.

(Note: LD- Locomotor Disability, OA-One Arm, OL-One Leg, OAL -One Arm & Leg, BL – Both Legs, BLOA - Both Legs & One Arm ; D-Deaf , HH-Hard of Hearing ;LV- Low Vision,B-Blind; DW-Dwarfism ,CP- Cerebral Palsy, MUD-Muscular Dystrophy, AAV- Acid Attack Victims, LC-Leprosy Cured, SLD- Specific Learning disability ,A-Autism, MI-Mental illness).

Eligibility Criteria (post wise):

1	Name of Post	Deputy Registrar
2	Classification	Group – A
3	7 th CPC Pay Matrix	Pay Matrix Level -12
4	Age Limit	50 Years
5	Education and other qualifications required	Essential: i) Masters’s Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. ii) Nine years of Experience as Assistant Professor in the Academic Level – 10 and above with experience in educational administration. OR Comparable experience in research establishment and/ or other institutions of higher education. OR 5 years of administrative experience as Assistant Registrar or in an equivalent post. Desirable: Relevant Experience in the areas of Establishment/Examinations/Finance/ Academic.

1	Name of Post	Personal Assistant
2	Classification	Group – B
3	7 th CPC Pay Matrix	Pay Matrix Level – 6
4	Age Limit	35 years
5	Education and other qualifications required	Essential: 1. A Bachelor’s Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English/Hindi with minimum speed of 100 wpm. 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. Desirable: Proficiency in English and good communication skills. Skill Test Norms on Computer: Dictation: 10 minutes @ 100 wpm Transcription: 40 minutes English/55 minutes Hindi

1	Name of Post	Upper Division Clerk
2	Classification	Group – C
3	7 th CPC Pay Matrix	Pay Matrix Level – 4
4	Age Limit	32 years
5	Education and other qualifications required	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from any recognised 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	7 th CPC Pay Matrix	Pay Matrix Level – 4
4	Age Limit	32 years
5	Education and other qualifications required	<p>Essential : (i) Bachelors' Degree in Science or any other degree in the relevant field* from a recognized Institute/ University OR Three years diploma in relevant field*. Desirable: Two Years' Experience in Laboratory of Academic / Research Institution. * <i>Relevant field in this advertisement means Sciences/Engineering.</i></p>

1	Name of Post	Lower Division Clerk
2	Classification	Group – C
3	7 th CPC Pay Matrix	Pay Matrix Level – 2
4	Age Limit	30 years
5	Education and other qualifications required	<p>Essential:</p> <ol style="list-style-type: none"> i) A Bachelor's Degree from any recognized Institute/University. ii) English Typing @ 35 wpm or Hindi Typing @ 30 wpm (35wpm and 30 wpm correspond to 10500KDPH/9000KDPH on an average of 5 key depressions for each work. iii) Proficiency in Computer Operations

Age limit for direct recruitment:

The prescribed age limit (s) to each of the category of posts shall be as on **18-11-2023** – the last date for submitting the application. Age limit for direct recruitment is relaxable as detailed below:-

Category	Relaxation of Upper Age Limit
ST	5 years
OBC	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
CUTN employees with minimum three years of service	10 years (for all categories)
Persons with disabilities	10 years
Ex-Servicemen	Military Service plus 3 years (for all categories). Resultant age relaxable by maximum 3 years from upper age limit.

Note: Except for PWD candidates, no age relaxation in upper age limit is admissible for OBC/SC/ST/EWS candidates applying for posts under UR category.

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.

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. **18-11-2023**

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. **18-11-2023**. 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.
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 indicated 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 along with fee payment receipt shall 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, 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 / Government Autonomous Bodies / Public Sector undertakings should upload No Objection Certificate with online application.
9. Age, Qualifications and Experience will be reckoned as on the last date (for receipt of filled in application i.e. **18-11-2023** 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 **18.11.2022**.
11. Candidates applying for the post reserved for EWS shall submit EWS certificate in the Government of India format (Annexure) valid for 2023-2024
12. In case of any disputes/suits or legal proceedings against the University, the Jurisdiction shall be restricted to the Courts in Thiruvavur/ High court, Chennai.
13. 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.
14. 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.
15. 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, conduct of written test, mode of selection, number of candidates called for interview and conduct of interview (in case of Group A post) 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.2 to 5, 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 [posts for which Skill tests are to be conducted will be notified separately]. 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.

In case of post at Sl. No. 1, Interview. The University may conduct written test before interview, if necessary.

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) by e-application. The portal closes at 23:59 Hrs on **i.e. 18-11-2023 (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, Reservation/Relaxation category 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 25-11-2023.**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.

Opening of Online Portal	20-10-2023 (00:00 Hrs)
Closing of Online Portal	18-11-2023 (23:59 Hrs)

G. APPLICATION FEE:

1. **Application fee: Rs.750/- for all candidates applying for UR/OBC/EWS posts; Fee exempted for ST candidates applying for ST posts. CUTN employees and PWD candidates 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 form. The transaction ID/UTR number with the date of payment shall be entered in the Samarth Portal on the space provided thereon.

Candidates claiming fee exemption shall mention “Fee Exempted” in the fee details space of the respective page of Samarth Portal.

- (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 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 to the University well in advance without waiting till the last date, to avoid technical difficulty 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: 20.10.2023

**Sd/-
Registrar**

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.

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS.

Certificate No.....

Date:.....

VALID FOR THE YEAR.....

This is to certify that Shri/Smt./Kumari..... son/daughter/wife of.....permanent resident ofVillage/StreetPost Office..... District.....in the State/ Union Territory..... Pin Code.....whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year His/her family does not own or possess any of the following assets***

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari.....belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....

<p>Recent Passport size attested photograph of the applicant</p>
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Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

****Note 2:** The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

*****Note 3:** The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.