तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुड़ी/Neelakudi, तिरुवारूर/Thiruvarur- 610 005.

CUTN/TE/06/2026/ Dated: 04.11.2026

Advertisement for Temporary Engagement Position

Applications are invited from eligible candidates for the position of e-Office Assistant at Central University of Tamil Nadu on temporary engagement basis. The details of positions are as follows.

Post No.	Name of the Position	Consolidated Remuneration per month (Rs.)	Maximum Age	Total no. of positions
1	e-Office Assistant	25,000/-	35	02

The following are the essential and desirable qualifications for the positions:

S. No	Name of the Post	Essential and Desirable Qualifications & Experience for the positions
1	e-Office Assistant	**Essential Qualification & Experience**: B.E. or B.Tech. in Computer Science/ Information Technology/ Computer Engineering/ Electronics and Communication or Master of Computer Applications (MCA) with one year experience in eOffice Software/ eGovernance Applications/ Database management or coding (SQL, Python, Java, PHP, JavaScript, HTML, CSS) **Period of Engagement** The initial engagement is for a period of six months, subject to further extension.

General Instructions/Information to Candidates:

1. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility experience criteria etc. laid down in the advertisement before applying for the post. Since all the applications will be screened on the basis of data submitted by the candidate in the application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

2. The applicants should go through all instructions, carefully and ensure that they fulfill all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional subject to satisfying of the eligibility conditions.

3. Candidates should carefully fill up all the details required in the application form including age, Education Qualification, details of valid Community/ PwD Certificates etc., as no correspondence regarding change of details will be entertained. If any of their claims is found to be incorrect, it will lead to rejection of their candidature.

4. Candidates should submit self-attested photo copies of required certificates and other documents, in support of their claims in the applications such as age, community (in the prescribed format), educational qualifications, experience etc., along with application.

5. The prescribed essential qualifications/experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Interview. The University may conduct written test if required, before interview.

6. The University reserves the right to restrict the number of candidates called for interview to a reasonable limit on the basis of qualifications, level of relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements.

7. The University has the right to decide the mode of screening and testing the applicant for shortlisting and selection.

8. The number of positions indicated in the notification is tentative. The University reserves the right not to fill any or all positions advertised.

9. Candidates shall have to produce original documents at the time of appearing in Interview.

10. The qualification prescribed should have been obtained from recognized University/Institutions.

11. No TA/DA shall be paid to the candidates attending the Written Test/ Interview.

12. Applications received incomplete/not on prescribed format/without self-attested copies of relevant documents will not be considered.

13. Candidate should submit in case of his/her selection the following documents in original along with a set of self-attested copies of the originals, otherwise the candidature will not be considered for further selection process. a. 10^{th} standard and 10+2 Mark sheets b. Degree/Diploma Certificates c. Degree/Diploma Mark lists d. Documentary evidence for experience e. ID Proof (Aadhaar Card / Passport) f. Supporting documents for their claims in the application

14. Any dispute with regard to selection process will be subject to court having jurisdiction over Thiruvarur.

15. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. Interim enquiries will not be entertained. If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.

16. These are purely temporary positions. The engagement does not confer any right for regularization or permanent employment.

17. Candidates are advised to visit University website www.cutn.ac.in periodically for updates regarding recruitment process.

18. The applications in the prescribed proforma along with self-attested copies of certificates are to be sent by scanned copy by email to recruitment@cutn.ac.in or by post/courier to Joint Registrar, Recruitment Cell, Central University of Tamilnadu, Thiruvarur, Tamil Nadu - 610 005 on or before **20.11.2026**.

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REGISTRAR
CUTN