



CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament 2009)

Thanjavur Road, Thiruvarur – 610 004

Phone: 04366-220258 Fax: 04366 225312

RECRUITMENT OF NON-TEACHING POSITION

Employment Notice No: 02/2013

The Central University of Tamil Nadu, an Institution established by an Act of Parliament, invites applications for the following Non-Teaching post on Regular / Deputation basis.

Sl. No	Name of the post	Pay band & Grade Pay	No. of posts
1	Registrar	Rs. 37,400 – 67000 + Grade Pay: Rs.10,000/-	1 UR
2	Controller of Examination	Rs. 37,400 – 67000 + Grade Pay: Rs.10,000/-	1 UR

For further details and application procedure, please visit our website www.cutn.ac.in . Last date for receipt of application is **20/07/2013**.

Date: 23/05/2013

**Sd/-
Registrar**

Regular / Deputation basis (GROUP – A POST)

1. Registrar <i>(Post will be vacant w.e.f 16.07.2013)</i>	Rs. 37,400 – 67,000 Grade Pay: Rs.10,000/-	<p><u>Essential:</u></p> <p>(i). Master’s degree with atleast 55% marks or its equivalent grade of “B” in the UGC 7 point scale. (ii). The candidate must have Good Academic Record. (iii). 15 years experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration (OR) Comparable experience in research establishment and/or other institutions of higher education (OR) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the Scale of Rs.15,600 - 39,100/- with Grade pay Rs.7,600/- or holding analogous post.</p> <p><u>Desirable:</u></p> <p>Master’s degree in Management/Law/any course of administration or in information technology with experience of using it in management functions in Universities or Higher Education Institutions.</p> <p><u>Application Fee:</u></p> <p>SC/ST/Women/PWD Candidates – Rs. 500/- & for others Rs.750/-</p> <p><u>Age Limit:</u> 55 years</p>
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2. Controller of Examination	Rs. 37,400 – 67,000 Grade Pay: Rs.10,000/-	<p><u>Essential:</u></p> <p>(i). Master's degree with atleast 55% marks or its equivalent grade of "B" in the UGC 7 point scale.</p> <p>(ii). The candidate must have Good Academic Record.</p> <p>(iii). 15 years experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">(OR)</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">(OR)</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the Scale of Rs.15,600 - 39,100/- with Grade pay Rs.7,600/- or holding analogous post.</p> <p><u>Desirable:</u></p> <p>Master's degree in Management/Law/any course of administration or in information technology with experience of using it in management functions in Universities or Higher Education Institutions.</p> <p><u>Application Fee:</u></p> <p>SC/ST/Women/ PWD Candidates – Rs. 500/- & for others Rs.750/-</p> <p><u>Age Limit:</u> 55 years</p>
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Note:

1. Appointment to the above position shall be for a term of five years or upto the age of sixty two years, whichever is earlier. Appointment on deputation basis will also be considered.
2. All those applicants who are presently working in a pensionable establishment will be considered on deputation basis as per terms & conditions contained in MHRD letter no. F. No. 8-9/2008-TS.I dated 28/12/2012 amended time to time.
3. Applicants submitting their application on deputation basis are exempted from payment of application fees.



CENTRAL UNIVERSITY OF TAMIL NADU
THANJAVUR ROAD
THIRUVARUR - 610 004

APPLICATION FORMAT FOR NON TEACHING POST

Use separate format for each post

(Please read carefully the instructions given in the eligibility criteria before filling the format. All entries should be in the candidate's own handwriting)

1. Employment Notification No: **02/2013**
2. Post applied for :
3. Mode of application: - Regular / Deputation basis

Paste a recent
stamp size
Photograph

4. Details of Fees paid: Amount (Rs) Date of payment

A. If Payment is made through Indian Overseas Bank Deposit Challan:

Transaction No.	Branch Name/Location	Branch Code

B. If Payment is made through NEFT (where IOB Branch is not available)

UTR Number	Bank Name	Branch Name/location with code

(Please write your Name, address & post applied on reverse of deposit/NEFT challan) .

5. a) Name in full (in capital letters) :
- b) Father's / **Husband's Name** :
- c) Whether belonging to: SC () ST () OBC () PWD () UR ()
(Please enclose attested copy of caste / disability proof certificate issued by the competent authority)
- d) Religion:-
- e) Place of birth: f) Date of birth (Christian era): ____/____/_____
(DD / MM / YYYY)
- g) Age (in years as on last date of receipt of application):

5.

(a) (1) Permanent address (with phone number and e-mail address) *	(b) Address for correspondence (with phone number and e-mail address)

*Interview intimation will also be sent by e-mail, therefore candidates are advised to give the e-mail Id used by them regularly.

6. Educational Qualification (commencing with Matriculation). Attach self attested copies of Certificate (Originals to be produced when called for interview)

Sl. No	Examination passed	University/Board	Year	Class/ Division/ Grade	% of marks	Subject offered

7. 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.	Job Description *

(Please enclose self attested copies of certificates/proof in support of employment)
(*Attach separate sheet, if needed)

8. (a) Do you fulfill 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?

9. Any other relevant particulars not covered in the above columns:

10. Do you have a near relative among the staff of this University?

If, so, state:

Name of the Person	Designation	Relationship with the candidate

11. Are you a member of any Professional body? If so, give details
(Attach separate Sheet if necessary)

12. Name & address of two referees (These should be persons resident in India and in case the candidate is in employment, he/she should give his/her most recent employer as one of the referee)

- a) Name
Occupation or Position:
Address with Phone Number & e mail id

- b) Name
Occupation or Position:
Address with Phone Number & e mail id

13. Time required for joining, if selected.

I hereby declare that all the statements made in this application form and enclosures are true to the best of my knowledge and belief. If any information is found incorrect/wrong, I shall be liable for action as decided by the University authority.

Place:
Date:

Signature of the applicant
Name:

Recommendation of the employer (for in service candidates)

- 1) Sri/Smt/Dr..... is a permanent / temporary employee of this organization holding the post ofw.e.f which carries the pay scale of Rs.and his/her application is forwarded for consideration and necessary action. If selected, he/she will be relieved within 6 weeks of 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.
- 3) The integrity of Shri / Smt / Dr is beyond doubt.
- 4) No vigilance or disciplinary case is either pending or contemplated against the official concerned and also undertake to intimate if any, after forwarding of this application.

Place:
Date:

Signature of forwarding authority
Seal

Instructions for filling up of applications form:-

1. Relaxation in Educational Qualification and Good Academic Record for reserved posts.

Note: Under the term 'Good Academic Record' the candidate must have obtained at least 50% marks in each of the two public examinations/degrees immediately preceding the Master's degree/Bachelor's degree (whichever applicable).

A relaxation of 5% may be provided at the graduate and master's level for the Scheduled Caste / Scheduled Tribe/ Persons with Disabilities (Physical and/or visual disabilities) categories for the purpose of eligibility and for assessing good academic record in direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based on only the qualifying marks without including any grace mark procedures.

2. SEVEN POINT SCALE

GRADE	GRADE POINT	PERCENTAGE EQUIVALENT
'O' = Outstanding	5.50-6.00	75-100
'A' = Very Good	4.50-5.49	65-74
'B' = Good	3.50-4.49	55-64
'C' = Average	2.50-3.49	45-54
'D' = Below Average	1.50-2.49	35-44
'E' = Poor	0.50-1.49	25-34
'F' = Fail	0-0.49	0-24

3. Application Form: Download the prescribed application form from {<http://www.cutn.ac.in>} Application has to be submitted in the prescribed application form only.

4. Registration Fee:

Rs. 500 for SC/ST/ Women/ PWD candidates and for others Rs. 750/-.

MODE OF PAYMENT:- (Candidate may avail any one of the mode of Payment)

Where Indian Overseas Bank (IOB) Branch is available:

The challan for making the payment is to be downloaded from our website www.cutn.ac.in. Applicable fees, is to be deposited in any of your nearby Indian Overseas Bank Branch after duly filling the downloaded challan. The Challan contain three parts, first part will be retained by bank, second part duly Stamped by bank with transaction number & date is to be enclosed with application and third part is to be retained by applicant for future reference. Transaction number mentioned by bank in the challan with other details is to be filled in Sl. No. 4A of the application.

OR

Where IOB Branch is not available:

Fee may be remitted/ transferred through any NEFT enabled scheduled bank by obtaining the challan for NEFT from the respective bank & filling up the following details:

Account Number : 226601000000014
 Account Name : Central University of Tamil Nadu
 IFSC Code : IOBA0002266
 Name of Payee Bank & Branch : INDIAN OVERSEAS BANK, THANDALAI (2266)
 Payee Bank Address : COLLECTORATE ANNEXE, THANJAVUR ROAD
 THIRUVARUR- 610004
 Type of account : SAVINGS BANK

Unique Transaction Number (UTR no.) is to be obtained from bank and filled with other details in Sl. No. 4B of the application & copy of NEFT counterfoil is to be enclosed with application.

- IOB Deposit Challan / NEFT counterfoil should be placed / tagged at the top of the application.
- Applications not accompanied by the full prescribed fee will not be considered and summarily rejected. No representation against such rejection will be entertained.
- 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.
- 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.
- No fees for applicants applying on deputation, candidates applying in regular / contract mode should remit fees as prescribed.

5. Submission of Application Form:

Application Form shall be filled-in by the applicant and sent to the University as under:	
5.1	Affix full signature on the Application – This is treated as original application.
5.2	Please write Name of the Post applied for candidates name and full postal address on the reverse of the IOB Deposit Challan / NEFT counterfoil without fail.
5.3	Paste (do not staple/pin) a passport size colour photograph in the space provided on the application.
5.4	Enclose good Photostat copies (not originals) of certificates to the application in proof of all information (date of birth, qualifications, experience, caste etc.) furnished in the Application. Write 'Enclosure Sl.No. ____' (as mentioned/filled in the application) at the right top corner of each copy of the certificate/document enclosed to the application. Applications without enclosures will be summarily rejected and not considered for short listing.
5.5	<p><u>Persons already in service must submit their applications through proper channel. While forwarding applications of in-service candidates, Head of the Institutions should certify that the applicants are free from Administrative and Vigilance angle and that no vigilance proceedings are pending or contemplated.</u></p> <p><u>Get endorsement of your Employer on the last page of the application (in case the applicant is in service).</u></p> <p>However, above requirements shall not be insisted upon in case of candidates not working in regular positions (i.e. candidates working on ad-hoc/temporary/daily wages/hourly paid/contract basis.)</p>
5.6	<p>Finally, after attending to the requirements as mentioned from 5.1 to 5.5 above, send the application along with all the enclosures to [Please write on the top-left side of the envelope the Name of the Post, reserved post or unreserved post etc.]</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> Recruitment cell, Central University of Tamil Nadu, Thanjavur Road, Thiruvarur – 610 004, TAMIL NADU, India </div> <p>on or before 20/07/2013.</p> <p>NOTE: In case the applicant is in service, and delay is expected in getting endorsement of the employer concerned on the original application and in sending it to the University, the applicant may submit Advance Copy of the application, with all enclosures, to the address given above directly (with or without employer's endorsement on the Advance Copy). In such cases, the IOB Deposit Challan / NEFT counterfoil towards registration fee should be enclosed to the Advance Copy. A Xerox copy of the IOB Deposit Challan / NEFT counterfoil may be enclosed to the original application being sent through proper channel/employer. If the original application through proper channel is not received by the University by the last date mentioned in the employment notification, the candidate / applicant will have to submit 'NO</p>

	OBJECTION CERTIFICATE' obtained from his / her employer to the University at the time of interview, if he/she is called for interview.
5.7	Separate IOB Deposit Challan / NEFT counterfoil 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. Application without enclosures in support of education qualification & experience will not be considered for shortlist.
5.8	Last date for receipt of application is 20/07/2013 .

Instructions on Eligibility and additional information

1. Citizenship:

A Candidate must be a citizen of India.

2. Age Limit:

Maximum age of 55 years.

For certain age concessions admissible to various categories please go through Instructions No. 5. For others, age limit will be strictly adhered to save in exceptional circumstances. Age will be reckoned as on last date for receipt of application.

3. Duration of Deputation:- Deputation will be for a period of five years only.

4. Minimum Educational Qualifications:

All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement / notification. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

NOTE-I: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for test / interview.

NOTE-II: Where the number of applications received in response to an advertisement is large and it will not be convenient or possible for the University to Test / Interview all the Candidates, the University, at their discretion, may restrict the number of Candidates to a reasonable limit by anyone 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; or
- (d) By holding a test.

The candidate should, therefore, mention all the qualifications and experience in the relevant field over and above the minimum qualifications and should attach attested/self certified copies of the Certificates including mark-sheets in support thereof.

Note-III: In regard to proof of Educational Qualifications, only the mark-sheets in lieu of Educational Certificates will not be accepted by the University. Copy of degree certificates should also be enclosed.

5. Caste Certificate

The candidates applying should clearly state to which category they belong. They should also enclose a certificate issued by a Competent Authority in the prescribed format as proof to this effect, without which applications will not be considered.

Candidate applying for the post(s) reserved for OBC, must submit an attested copy of certificate of Creamy Layer-exclusion in the prescribed form issued by Mandal Revenue Officer / Competent Authority, vide column 3 of GOI, Deptt. Of Personnel and Training O.M.No. 36012/22/93 – Estt.(SCT) dated 8.9.1993 and modified vide DOPT's O.M.No.36033/3/204-Estt.(Res) dated 9.3.2004, and as amended from time to time, without which applications will not be considered.

The form of caste certificate to be produced by Other Backward Class candidates must be in the format as prescribed by the Government of India otherwise the application will be summarily rejected without further consideration. The candidates may visit the www.ncbc.nic.in to see the prescribed format and other details.

6. Age Relaxations:

(i) AGE RELAXATION FOR SCHEDULED CASTE / SCHEDULED TRIBE / OTHER BACKWARD CLASS / PWD FOR RESERVED POSTS.

(a) The upper age limit is relaxable to the candidates belonging to the Scheduled Caste / Scheduled Tribe – 5 Years; b) Other Backward Class – 3 Years; & Physically Handicapped (PH) – 10 Yrs. (General category)

(b) In case the Persons with Disabilities belong to SC/ST/OBC category, such SC/ST-cum-PH candidates are eligible for 15 years' relaxation and OBC-cum-PH candidates are eligible for 13 years' relaxation in the upper age limit prescribed for General category. The persons claiming age relaxation under this sub-para should produce a certificate from the competent authority of Govt. Hospital/Medical Board in support of their claims. In any case, the appointment of these candidates will be subject to their being found medically fit in accordance with the standards of medical fitness as prescribed by the Government for each individual posts to be filled by Direct Recruitment.

6. The prescribed qualifications and experience are minimum and the mere fact that a candidate possesses the same will not entitle him / her for being called for test / interview. The University reserves the right to restrict the no. of candidates to be called for written test/interview on the basis of their qualifications and experience higher than the minimum prescribed as decided by the Competent Authority taking into consideration the recommendations of a duly constituted Screening Committee. Call letters for attending Test / Interview will be sent only to the short-listed candidates by Speed Post or Registered Post or Courier Service. No correspondence will be made with applicants who are not short-listed.

7. 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 some relevant experience in the similar/feeder cadre positions in Central Universities or Institutions of National Importance. The candidates shall not claim it as a matter of right.

8. The number of vacancies of the post indicating in this employment 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 right to withdraw any of the posts from the recruitment process, if the circumstances so warrant.

9. Outstation candidates called for Interview will be reimbursed equivalent to return SECOND CLASS railway fare towards journey expenses within India, on production of tickets.
10. Canvassing in any form on behalf of any candidate will disqualify such candidate.
11. Candidates already in service should submit their application through proper channel.
12. Experience and qualifications will be reckoned as on the last date (for receipt of filled in application) as mentioned in the Employment Notification. Legible copies of all certificates must be attached to the application.
13. Incomplete applications will be summarily rejected.
14. The University will not be responsible for any postal delay at any stage.
15. Those who joined/joining University services on or after 1st January, 2004 are covered under new pension scheme 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.
16. The University may offer lower post to a candidate who may have applied for a higher post in case suitable candidates are not available for the advertised post.
17. It would be open to the University to consider the names of suitable persons who may not have applied, but recommended by experts in their respective fields.
18. The panel of selected wait listed candidates will be valid for one year from the date of selection.
19. 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.
20. 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.
21. Applicants are advised to submit the applications to the University well in advance, without waiting till the last date to avoid postal delay or any other unforeseen problems.
22. The University shall verify the antecedents or document submitted by a candidate at any time of appointment or during the tenure of service. In case it is found that the documents submitted by the candidates are fake, then his/ her services shall be terminated.

Sd/-
REGISTRAR

Place: Thiruvavur

Date: 23/05/2013