



# TAMIL NADU OPEN UNIVERSITY

No. 577, Anna Salai, Saidapet, Chennai – 600 015.

Phone: (91-44) 2430 6645 / 6600

Fax: (91-44) 2430 6640

email : registrar@tnou.ac.in ; website : [www.tnou.ac.in](http://www.tnou.ac.in)

**ADVT.NO.31/Estt/TNOU/RCT-O.A/2014**

**Date: 23/08/2014**

Tamil Nadu Open University invites Applications from the eligible candidates for the Non-Teaching post as given below:

**OFFICE ASSISTANT – 4 POSTS**

**SC-1  
MBC&DNC-1  
BC-1[Other than Muslim]  
BC-1 [Muslim]**

Qualifications: Applicants should have passed VIII Standard in any recognized School and able to read and write in Tamil. Applicants must be able to ride a bicycle.

Scale of Pay Rs. 4800-10000 + GP 1,300.

Prescribed application can be obtained from the Office of the Registrar, Tamil Nadu Open University, No. 577 Anna Salai, Saidapet, Chennai – 600 015 in person on payment of cash **Rs. 300/-** or by sending a requisition accompanied by a Demand Draft for **Rs. 350/-** drawn in favour of “Tamil Nadu Open University” payable at Chennai. Last Date for receipt of filled-in Application along with all enclosures should reach the University on or before **5 : 00 P.M. on 08/09/2014** superscribing the envelope “**APPLICATION FOR THE POST OF OFFICE ASSISTANT**”.

Note : The University reserves the right to shortlist the candidates by adopting conventional procedures and fill or not fill-up the post without assigning any reasons whatsoever.

**REGISTRAR i/c.**

### INSTRUCTIONS TO THE CANDIDATES

1. Separate application is required for each post applied for.
2. Candidates must be Indian Nationals.
3. Candidates who satisfy the conditions prescribed should be prepared to appear for a written test, if any, and/or interview at their own cost.
4. Candidates may be called for an interview as per the list prepared by the Screening Committee constituted for the purpose by the Vice-Chancellor. The summoning of the candidates for the interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
5. It will be open to the University not to fill up any of the post now advertised.
6. Any attempt, by the candidate, either directly or indirectly to influence the Selection Committee or other authorities of the University will disqualify the candidate for the post.
7. In addition to pay, the post carries allowances as per the TamilNadu State Government rules. Higher start in the prescribed scale may be given for deserving cases on the recommendations of the Selection Committee.
8. The service conditions and other terms of appointment in the University shall be subject to the approval of the Syndicate of the Tamilnadu Open University.
9. Candidates who are selected shall be liable for transfer to any other post within the jurisdiction of the University.
10. Persons who are already working in State or Central Government / University / Public Sector Undertakings should send their applications through proper channel. Any delay in sending the applications through proper channel is not the responsibility of the University. Advance copies of the applications reaching the Registrar, Tamilnadu Open University, Chennai-15 within the prescribed time limit shall be entertained provided original application forwarded through proper channel reaches the Registrar before the candidates are called for interview or the Screening Committee meets.
11. The application form shall be filled-in, complete in all respects, giving correct information. Defective and incomplete application and those with wrong or false information will be summarily rejected.
12. Evidence of Experience and Degree / Diploma certificate and all the testimonials should be brought in original at the time of interview. Attested copies of Certificates, mark-sheets, testimonials, etc., should be attached with the application and must be produced at the time of interview and at the time of joining, if selected. The selected candidates, shall produce, in original, the Matriculation or equivalent certificate as proof of the date of birth. No other evidence will be accepted.
13. Applications received after the last date or without complete information will be rejected.
14. No interim queries regarding test/ interview/ selection will be entertained.