



तमिलनाडु केन्द्रीय विश्वविद्यालय
(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)
CENTRAL UNIVERSITY OF TAMIL NADU
(Established by an Act of Parliament, 2009)
नीलक्कुडी परिसर/Neelakudi Campus,
कंगलान्चेरी/Kangalancherry, तिरुवारूर/Thiruvarur - 610 101
Website: www.cutn.ac.in Email: ntrecruitment@cutn.ac.in

RECRUITMENT OF NON – TEACHING POSITIONS
Employment Notice No: CUTN/ NT / 04/ 2017

DIRECT RECRUITMENT FOR FILLING UP THE VACANT POSTS OF GROUP 'A',
'B' & 'C' NON-TEACHING CADRES OF THE CENTRAL UNIVERSITY OF TAMILNADU.

Applications are invited online from eligible Indian Nationals for direct recruitment for filling up of the following vacant posts of Group 'A', 'B' & 'C' Administrative cadres of the Central University of TamilNadu, through common open written Examination.

Details of Vacancies

Sl. No	Name of the Posts	Group	Pay Band & Grade Pay	No. of Posts	Sub – Total
1.	Librarian	A	Rs. 37400-67000+GP. Rs. 10000	1– UR	1
2.	Deputy Librarian	A	Rs. 15600-39100+GP. Rs. 8000	1-UR	1
3.	Assistant Director (Official Language)	A	Rs. 15600-39100+GP. Rs. 5400	1– UR	1
4.	Public Relations Officer	A	Rs. 15600-39100+GP. Rs. 5400	1-UR	1
5.	Private Secretary	B	Rs. 9300-34800+GP. Rs. 4600	2-UR, 1-OBC (One Post reserved for PWD)	3
6.	Section Officer	B	Rs. 9300-34800+GP. Rs. 4600	2–UR	2
7.	Security Officer	B	Rs. 9300-34800+GP. Rs. 4600	1-UR	1
8.	Nurse	B	Rs. 9300-34800+GP. Rs. 4600	1–UR	1
9.	Personal Assistant	B	Rs. 9300-34800+GP. Rs. 4200	2-UR, 1-ST	3
10.	Assistant	B	Rs. 9300-34800+GP. Rs. 4200	1-SC	1
11.	Professional Assistant (Library)	B	Rs. 9300-34800+GP. Rs. 4200	1-UR	1
12.	Hindi (Jr) Translator	B	Rs. 9300-34800+GP. Rs. 4200	1-UR	1
13.	Security Inspector	C	Rs. 5200-20200+GP. Rs. 2800	1-UR	1
14.	Technical Assistant (Laboratory)	C	Rs. 5200-20200+GP. Rs. 2800	1–UR, 1-OBC	2
15.	Semi Professional Assistant (Library)	C	Rs. 5200-20200+GP. Rs. 2800	1-SC	1
16.	Pharmacist	C	Rs. 5200-20200+GP. Rs. 2800	1-OBC	1
17.	Library Assistant	C	Rs. 5200-20200+GP. Rs. 2800	1-UR	1
18.	Laboratory Assistant	C	Rs. 5200-20200+GP. Rs. 2000	1-UR	1
19.	Lower Division Clerk	C	Rs. 5200-20200+GP. Rs. 1900	4-UR , 1-OBC, 1-SC (One Post reserved for PWD)	6
20.	Driver	C	Rs. 5200-20200+GP. Rs. 1900	3-UR	3
21.	Hindi Typist	C	Rs. 5200-20200+GP. Rs. 1900	1-UR	1
22.	Lower Division Clerk (Caretaker)	C	Rs. 5200-20200+GP. Rs. 1900	2-OBC	2
23.	Cook	C	Rs. 5200-20200+GP. Rs. 1900	3-UR	3
24.	Kitchen Attendant	C	Rs. 5200-20200+GP. Rs. 1800	1-OBC	1

25.	Peon / Office / MTS	C	Rs. 5200-20200+GP Rs. 1800	1-UR	1
26.	Multi-Tasking Staff	C	Rs. 5200-20200+GP Rs. 1800	1-UR	1
27.	Laboratory Attendant	C	Rs. 5200-20200+GP Rs. 1800	1-UR	1
28.	Medical Attendant/ Dresser	C	Rs. 5200-20200+GP Rs. 1800	1-OBC	1

Abbreviation: UR – Unreserved. OBC – Other Backward Class. (Non - Creamy Layer) SC – Scheduled Caste. ST – Schedule Tribe. Other than the above mentioned category, other priority categories of candidates, can also apply.

(*) Subject to variations on to the discretion of the University. The University reserves its right either to enhance or to reduce the numbers of vacancies notified depending upon the actual requirement at the time of selection and also to cancel the recruitment process. No interim enquiry will be entertained.

NOTE:

1. The Candidates belongs to MBC, EBC, BCM & BT Category could apply under OBC category only and on selection necessary certificate should be produced in support of their claim. Specimen format to be produced by OBC is available in the Recruitment section of University website.
2. Candidates belong to OBC category but coming in the ‘Creamy Layer’ are not entitled OBC reservation. They should indicate their category as ‘General (GEN)’.
3. The essential / desirable qualifications and experience / age criteria to the above posts are as under:

Post No. 01		
1	Name of the Post	Librarian
2	Number of Post	One
3	Classification	Technical Service Group "A"
4	Pay Band	Rs.37,400-67,000
5	Academic Grade Pay	Rs.10,000
6	Whether selection post or non-selection post	Not applicable
7	Age limit for direct recruitment	Preferably below 57 years
8	Educational and other qualifications required for direct recruits	<p><u>Essential:-</u></p> <ol style="list-style-type: none"> 1. A Master's Degree in Library Science / Information Science /documentation with atleast 55% of marks or its equivalent grade of B in the UGC seven point scale and consistently Good Academic Record. i.e. Candidate must have obtained at least 50% marks in each of the two public examination / degrees immediately preceding the Master's degree. 2. 13 years of experience as Deputy Librarian in a University Library or 18 years of experience as a college librarian. 3. Consolidated API Score as per the UGC regulation 2016 (4th Amendment) 4. Evidence of Innovative Library service and organization of published work. <p style="text-align: center;">Or</p> <ol style="list-style-type: none"> 1. Deputy Librarian completing service of three years in the AGP of Rs.9000/- and otherwise eligible as per conditions prescribed by the UGC and if any by the University. <p><u>Desirable:-</u> M.Phil. / Ph.D. degree in Library Science / Information Science / Documentation / Archives and Manuscript keeping.</p>

Post No. 02		
1.	Name of the Post	Deputy Librarian
2.	Number of posts	One
3.	Classification	Technical Service Group 'A'
4.	Pay Band + Grade Pay	Rs. 15600-39100 + GP Rs. 8000
5.	Age limit for direct recruitment	Not exceeding 50 years
6.	Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Master's Degree in Library Science/Information Science/documentation with at least 55% of marks or its equivalent grade of B in the UGC seven point scale and consistently Good Academic Record. i.e. Candidate must have obtained at least 50% marks in each of the two public examination/degrees immediately preceding the Master' Degree. 2. 5 years of experience as Assistant Librarian in a University Library or a college library or equivalent. 3. Consolidated API score as per the UGC regulation 2016. 4. Evidence of Innovative Library service and organization of published work and professional commitment. 5. Good Knowledge of computer applications. <p>Desirable: M.Phil/Ph.D. degree in Library Science/Information Science/ Documentation/Archives and Manuscript keeping/ Computerizing of library.</p>

Post No. 03		
1	Name of the Post	Assistant Director (Official Language)
2	Number of Post	One
3	Classification	Administrative Service Group "A"
4	Pay Band	Rs.15600-39100
5	Grade Pay	Rs.5400
6	Whether selection post or non- selection post	Not applicable
7	Age limit for direct recruitment	Not exceeding 40 years
8	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level. [OR] Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level. [OR] Master's Degree of a recognized University in any subject other than Hindi or English with Hindi Medium and English as a compulsory or elective subject or as the medium of examination at the degree level. [OR] Master's Degree of a recognized University in any subject other than Hindi or English with English Medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level. [OR] Master's Degree of a recognized University in any subject other than Hindi or English with Hindi and English as compulsory or elective subjects or either of two as a medium of examination and the other as a compulsory or elective subject at the degree level. 2. Three years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature

		<p>under Central/ State Governments/ Autonomous Body/ Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions. [OR]</p> <p>Three years' experience of teaching in Hindi and English or research journalism in Hindi or English under Central/State Governments/ Autonomous Body/Statutory Organizations/PSUs/Universities or recognized research or educational Institutions or reputed organization.</p> <p>Desirable:</p> <p>Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized Board. Knowledge of Sanskrit / Tamil or any other Indian Language.</p>
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Post No. 04		
1	Name of the Post	Public Relations Officer
2	Number of Posts	One
3	Classification	Administrative Service Group "A"
4	Pay Band	Rs.15600-39100
5	Grade Pay	Rs.5400
6	Whether selection post or non-selection post	Not applicable
7	Age limit for direct recruitment	Not exceeding 40 years
8	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>1. Master's degree in Public relations / Mass Communications and Journalism with atleast 55% marks or its equivalent grade of "B" in the UGC 7 point scale. OR</p> <p>Master's degree with atleast 55% marks or its equivalent grade of "B" in UGC 7 point scale and a Degree / Diploma in Public relations / Journalism / Media relations or equivalent.</p> <p>2. Five years relevant experience in the editorial department / Centre of any established Newspaper, National News Agency or Television or Film Media / Educational institution / Govt. dept. / PSU.</p> <p>3. Knowledge of computer applications.</p> <p>Desirable:</p> <p>Knowledge of one or more additional Indian/foreign languages.</p>

Post No. 05		
1	Name of the Post	Private Secretary
2	Number of Posts	Three
3	Classification	Administrative Service Group "B"
4	Pay Band	Rs.9300-34800
5	Grade Pay	Rs.4600
6	Whether selection post or non-selection post	Non Selection Post
7	Age limit for direct recruitment	Not exceeding 35 years
8	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelor's Degree in any discipline from a recognized University.</p> <p>(ii) Stenography speed of 100 wpm & English Type-writing speed 45 wpm</p> <p>(iii) Three years as Personal Assistant in the Scale of Rs.9, 300-34,800/- with Grade pay Rs.4, 200/- PSU / Government Department / Research Institution or in a University recognized by the UGC.</p> <p>Desirable: Capacity to work in a fully computerized environment. Knowledge of Hindi typewriting</p>

Post No. 06		
1	Name of the Post	Section Officer
2	Number of Posts	Two
3	Classification	Administrative Service Group "B"
4	Pay Band	Rs.9300-34800
5	Grade Pay	Rs.4600
6	Whether selection post or non- selection post	Non-Selection Post
7	Age limit for direct recruitment	Not exceeding 35 years
8	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelor's Degree in any discipline from a recognized University.</p> <p>(ii) Five Years' Experience as Upper Division Clerk in the Scale of Rs.5,200 - 20,200/- with Grade pay Rs.2,400/- / Three years as Assistant in the Scale of Rs.9, 300 – 34,800/- with Grade pay Rs.4, 200/- in Government Department / Research Institution / National Institutions under Government of India or in a University recognized by the University Grants Commission.</p> <p>Desirable: Capacity to work in a fully computerized environment.</p>

Post No. 07		
1	Name of the Post	Security Officer
2	Number of Posts	One
3	Classification	Administrative Services Group "B"
4	Pay Band	Rs.9300-34800
5	Grade Pay	Rs.4600
6	Whether selection post or non- selection post	Not applicable
7	Age limit for direct recruitment	Not exceeding 45 years
8	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelor's Degree or equivalent qualification from a recognized University</p> <p>(ii) At least 15 years' experience in Police / Para – Military forces / Armed Forces of the Union and should have held a post not below the rank of Subedar / Sub-Inspector (Executive) or an equivalent position with exemplary service.</p> <p>(iii) Holding a valid Driving License (LMV / Motor cycle).</p> <p>Desirable: Completion of a course in firefighting or unarmed combat course in Army or Para-military force.</p>

Post No. 08		
1	Name of the Post	Nurse
2	Number of Posts	One
3	Classification	Health Service Group "B"
4	Pay Band	Rs.9300-34800
5	Grade Pay	Rs.4600
6	Whether selection post or non- selection post	Not Applicable
7	Age limit for direct recruitment	Not exceeding 35 years
8	Educational and other qualifications required for direct recruits	i. B.Sc. Nursing from a recognized University/ Institution. OR Diploma in General Nursing and Midwifery (GNM). ii. Registered as Nurse in the Indian Nursing Council or its affiliated State Nursing Council. iii. Relevant experience of two years in reputed Hospital.

Post No. 09		
1	Name of the Post	Personal Assistant
2	Number of Posts	Three
3	Classification	Administrative Service Group "B"
4	Pay Band	Rs.9300-34800
5	Grade Pay	Rs.4200
6	Whether selection post or non- selection post	Not applicable
7	Age limit for direct recruitment	Not exceeding 35 Years
8	Educational and other qualifications required for direct recruits	Essential: (i) Any Bachelor's Degree in any discipline from recognized University (ii) Shorthand speed of 80 wpm & English Type-writing speed 45 wpm (iii) Five years as Stenographer in the Scale of Rs.5200-20,200/- with Grade pay Rs.2,400/- in PSU / Government Department / Research Institution or in a University recognized by the UGC. Desirable: Capacity to work in a fully computerized environment. Knowledge of Hindi typewriting

Post No. 10		
1	Name of the Post	Assistant
2	Number of posts	One
3	Classification	Group 'B' Administrative
4	Pay Band + Grade Pay	PB-2. Rs. 9300-34800 + Rs. 4200
5	Age limit for direct recruitment	Not exceeding 35 years
6	Educational and other qualification required for direct recruits	(i) A Bachelor Degree from Recognized University. (ii) Three years experienced as Upper Division Clerk in scale of Rs. 5200-20200+GP Rs.2400 (or) Five years' experience as Lower Division Clerk in the scale of Rs. 5200-20200+GP Rs. 1900 in Govt./University/PSU/Autonomous Bodies. (iii) Proficiency in Computer Operations. Desirable: Experience in Administrative /Accounts/Academic matters. Capacity to work in a fully computerized environment.

Post No. 11		
1	Name of the Post	Professional Assistant (Library)
2	Number of Posts	One
3	Classification	Technical service Group "B"
4	Pay Band	Rs.9300-34800
5	Grade Pay	Rs.4200
6	Whether selection post or non- selection post	Selection Post
7	Age limit for direct recruitment	Not exceeding 35 years
8	Educational and other qualifications required for direct recruits	i) Bachelor's Degree in Library Science / Information science. ii) Five years relevant experience in a University / College Library. (OR) i) Any Master's Degree with a Diploma in Library Science / Master's Degree in Library Science ii) Two years relevant experience in a University/ College library

Post No. 12		
1.	Name of the Post	Hindi (Jr) Translator
2.	Number of post	One
3.	Classification	Group 'B' Administrative
4.	Pay Band + Grade Pay	PB-2. Rs. 9300-34800 + Rs. 4200
5.	Age limit for direct recruitment	Not exceeding 35 years
6.	Educational and other qualification required for direct recruits	<p>Essential:</p> <p>1. Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level. [OR]</p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level. [OR]</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English with Hindi Medium and English as a compulsory or elective subject or as the medium of examination at the degree level. [OR]</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English with English Medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level. [OR]</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English with Hindi and English as compulsory or elective subjects or either of two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p style="text-align: center;">AND</p> <p>(ii) Diploma/Certificate course in Translation from English to Hindi and Vice-versa. (or) Two years' work experience in Hindi – English – Hindi translation work in any Central / State Government office, including Government of India Undertaking</p>

Post No. 13		
1	Name of the Post	Security Inspector
2	Number of Posts	One
3	Classification	Administrative Services Group "C"
4	Pay Band	Rs.5200-20200
5	Grade Pay	Rs.2800
6	Whether selection post or non- selection post	Not applicable
7	Age limit for direct recruitment	Not exceeding 35 years
8	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>(i) Bachelor's Degree or equivalent qualification from a recognized University</p> <p>(ii) At least 10 years of experience in Police / Para – Military forces / Armed Forces of the Union and should have held post not below the rank of Subedar / Sub-inspector (Executive) or an equivalent position with exemplary service.</p> <p>(iii) Holding a valid Driving License (LMV / Motor cycle).</p> <p>Desirable:</p> <p>Completion of a course in firefighting or unarmed combat course in Army or Para-military force.</p>

Post No. 14		
1	Name of the Post	Technical Assistant (Laboratory)
2	Number of Posts	Two
3	Classification	Technical Service Group "C"
4	Pay Band	Rs.5200-20200
5	Grade Pay	Rs.2800
6	Whether selection post or non- selection post	Non-Selection Post
7	Age limit for direct recruitment	Not exceeding 30 Years
8	Educational and other qualifications required for direct recruits	<p>B.Sc. with relevant Science subject (Physical / Chemical / Biological or Life Sciences / Materials Sciences / Earth science / Computer Science) with 55% or equivalent marks with two years of experience in relevant Science Laboratory in Government / University/ PSU / Autonomous Bodies.</p> <p>Desirable:</p> <p>M.Sc. with relevant Science subject (Physical / Chemical / Biological or Life Sciences / Materials Sciences / Earth science / Computer Science) with 55% or equivalent marks.</p>

Post No. 15		
1	Name of the Post	Semi Professional Assistant (Library)
2	Number of post	One
3	Classification	Technical service Group "C"
4	Pay Band + Grade Pay	Rs. 5200-20200 + Rs. 2800
5	Age limit for direct recruitment	Not exceeding 30 years
6	Educational and other qualification required for direct recruits	1. Bachelor's Degree in Library Science/Information science with two years relevant experience in a University/College Library.

		<p>2. Knowledge of Computer Application. Desirable</p> <p>1. Mater in Library & Information Science/ Master in Library Science or Equivalence.</p> <p>2. PG Diploma in Library Automation and networking or PGDCA.</p> <p>3. Experience of working in Library in University / NIT</p>
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Post No. 16		
1.	Name of the Posts	Pharmacist
2.	Number of posts	One
3.	Classification	Health Services Group 'C'
4.	Pay Band	Rs. 5200-20200 + GP Rs. 2800
5.	Age limit for direct recruitment	Not exceeding 30 years
6.	Educational and other qualification required for direct recruits	<p>Essential:</p> <p>1. A Bachelor's Degree in Pharmacy from recognized University.</p> <p>2. Two years of experience in relevant field in Government/University/PSU/Autonomous Bodies/ Hospitals/clinics.</p> <p>3. Proficiency in Computer Operations.</p> <p>4. Registered with the State Pharmacy Council.</p>

Post No. 17		
1	Name of the Post	Library Assistant
2	Number of Posts	One
3	Classification	Technical service Group "C"
4	Pay Band	Rs.5200-20200
5	Grade Pay	Rs.2000
6	Whether selection post or non- selection post	Non-Selection Post
7	Age limit for direct recruitment	Not exceeding 30 years
8	Educational and other qualifications required for direct recruits	<p>i) Bachelor's Degree in Library Science / Information science.</p> <p>ii) Two years relevant experience in a University/ College / Institute library</p>

Post No. 18		
1.	Name of the Posts	Laboratory Assistant
2.	Number of posts	One
3.	Classification	Health Services Group 'C'
4.	Pay Band	Rs. 5200-20200 + GP Rs. 2000
5.	Age limit for direct recruitment	Not exceeding 30 years
6.	Educational and other qualification required for direct recruits	<p>Essential:</p> <p>1. A Bachelor's Degree in Science subjects from recognized University.</p> <p>2. One year of experience in science laboratory in Government/University/PSU/Autonomous Bodies.</p> <p>Desirable:</p> <p>1. Experience in handling laboratory</p>

		equipments and computers. 2. Proficiency in Computer Operations.
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Post No. 19		
1	Name of the Post	Lower Division Clerk
2	Number of Posts	Six
3	Classification	Administrative Service Group "C"
4	Pay Band	Rs.5200-20200
5	Grade Pay	Rs.1900
6	Whether selection post or non- selection post	Not applicable
7	Age limit for direct recruitment	Not exceeding 30 Years
8	Educational and other qualifications required for direct recruits	i) A Bachelor's Degree from recognized University ii) Type writing Lower / Junior grade in English speed of 30 wpm. iii) Proficiency in Computer Operations Desirable: Capacity to work in a fully computerized environment.

Post No. 20		
1	Name of the Post	Driver
2	Number of Posts	Three
3	Classification	Administrative Service Group "C"
4	Pay Band	Rs.5200-20200
5	Grade Pay	Rs.1900
6	Whether selection post or non- selection post	Not applicable
7	Age limit for direct recruitment	Not exceeding 30 Years
8	Educational and other qualifications required for direct recruits	Essential: 1. SSLC / Equivalent 2. Valid Driving License for Heavy Vehicles having no adverse endorsement 3. Three years' experience in driving Motor car / Heavy vehicle Desirable: Knowledge of Motor mechanism

Post No. 21		
1	Name of the Post	Hindi Typist
2	Number of Posts	One
3	Classification	Administrative Service Group "C"
4	Pay Band	Rs.5200-20200
5	Grade Pay	Rs.1900
6	Whether selection post or non- selection post	Not applicable
7	Age limit for direct recruitment	Not exceeding 30 Years
8	Educational and other qualifications required for direct recruits	1. A Bachelor's Degree from recognized University 2. Typewriting Lower / Junior grade in English & Hindi with speed of 30 wpm. 3. Proficiency in Computer applications Desirable: Capacity to work in a fully computerized environment.

Post No. 22		
1	Name of the Post	Lower Division Clerk (Caretaker)
2	Number of Posts	Two
3	Classification	Administrative Service Group "C"
4	Pay Band	Rs.5200-20200
5	Grade Pay	Rs.1900
6	Whether selection post or non- selection post	Not applicable
7	Age limit for direct recruitment	Not exceeding 30 Years
8	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree / Three years diploma in Hotel Management from recognized University / Institute. 2. Two years of experience in Hostel / Guest house maintenance in University / College / Institute. <p>Desirable:</p> <p>Proficiency in Computer Operations</p>

Post No. 23		
1	Name of the Post	Cook
2	Number of Posts	Three
3	Classification	Administrative Group "C"
4	Pay Band	Rs.5200-20200
5	Grade Pay	Rs.1900
6	Whether selection post or non- selection post	Not applicable
7	Age limit for direct recruitment	Not exceeding 30 Years
8	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. HSC (10+2) pass from a recognized board. 2. Should have experience in cooking Indian/Western dishes. 3. Five years of experience of working in the kitchen of Hostel - Mess/Canteen/Guest house in a reputed organization / Govt. / PSU / reputed Hotel. <p>Desirable:</p> <p>Diploma / Certificate in cookery</p>

Post No. 24		
1	Name of the Post	Kitchen Attendant
2	Number of Posts	One
3	Classification	Administrative service Group "C"
4	Pay Band	Rs.5200-20200
5	Grade Pay	Rs.1800
6	Whether selection post or non- selection post	Not applicable
7	Age limit for direct recruitment	Not exceeding 30 Years
8	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>HSC (10+2) / Equivalent examination</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Two years of experience working in the kitchen of hostel – mess / canteen / guest house in a University / College 2. Diploma / Certificate in cookery

Post No. 25 & 26		
1	Name of the Posts	(a) Peon / Office Attendant / MTS – 1 Nos (b) MTS (Multi-Tasking Staff) – 1 Nos
3	Classification	Administrative Services Group “C”
4	Pay Band	PB-1. Rs. 5200-20200 + GP Rs. 1800
5	Age limit for direct recruitment	Not exceeding 30 years
6	Educational and other qualification required for direct recruits	Essential: 1. HSC (10+2)/Equivalent examination. 2. Two years of experience working preferably in a University/Educational Institution. Desirable: 1. A Bachelor’s degree. 2. Ability to read & write in English.

Post No. 27		
1	Name of the Posts	Laboratory Attendant
2	Number of posts	One
3.	Classification	Technical Service Group ‘C’
4.	Pay Band	Rs. 5200-20200 + GP Rs. 1800
5.	Age limit for direct recruitment	Not exceeding 30 years
6.	Educational and other qualification required for direct recruits	Essential: 1. H.Sc (10+2) with Science as one of the subjects. 2. One year of experience in relevant science laboratory in Government/University/PSU/Autonomous Bodies. Desirable: 1. Experience in handling laboratory equipment and computers. 2. Proficiency in Computer Operations.

Post No. 28		
1	Name of the Posts	Medical Attendant/Dresser
2	Number of posts	One
3	Classification	Health Service Group ‘C’
4	Pay Band	Rs. 5200-20200 + GP Rs. 1800
5	Age limit for direct recruitment	Not exceeding 30 years
6	Educational and other qualification required for direct recruits	Essential: 1. H.Sc (10+2) with Science as one of the subjects. 2. Two years of experience in Hospital.

AGE LIMIT:

The prescribed age limit (s) to each of the category of posts shall be as on **21.03.2017** – the last date for applying through on-line. Age limit is relaxable in respect of MBC, SC, OBC, EBC, BCM, BT, Widows / Divorced Women / Women judicially separated from their husband and who are not re-married, and In-service officials and Meritorious Sports persons as detailed below:-

Category	Relaxation of Upper Age Limit
OBC	3 years
SC / ST	5 years
Widows/Divorced Women/Women judicially separated from their husbands and who are not re-married.	5 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC and 3 years for OBC).
Departmental candidate with three years continuous service in Central Government/ In-service	Relaxable for Government servants up to 40 years (43 for OBC officials and 45 for SC officials) in accordance with the instructions for orders issued by Central Government,

applicant	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 Department will be useful for efficient discharge of duties in the post for which selection is made.
PWD (Physically Handicapped)	10 years relaxation is applicable to those applicants who have 40 % or above disability.
Ex-Servicemen	After deducting the military service plus 3 years from the actual age (In respect of reserved applicant, over and above the admissible relaxation of 5 years for Scheduled Caste / Scheduled Tribe and 3 years for OBC).
Meritorious Sports Persons	5 years (in respect of reserved applicants, over and above the admissible relaxation of 5 years for SC / ST and 3 years for OBC). Applicable only for candidates applying under MSP quota.

WIDOWS / DIVORCED WOMEN / WOMEN JUDICIALLY SEPARATED FROM THEIR HUSBAND AND WHO ARE NOT RE-MARRIED.

The applicants who apply against the reservation provided for widows/Divorced Women/Women judicially separated from their husbands and who are not re-married, should necessarily submit a Certificate issued by an Officer of the Revenue Department not below the rank of Tahsilidar to the effect that they are not re-married.

General Instruction for the Persons with Disabilities

Name of the Post	Number of Post	Physical Requirements	Categories of disabled suitable for jobs
Private Secretary	01	S.ST.BN.MF.RW	OL.BL.OA.B.LV
LDC	01	S.ST.W.MF.SE.RW.C	BL.OL.B.LV.HH

S-Sitting, ST- Standing, BN- Bending, MF-Manipulation by fingers, RW- Reading and Writing, W- Walking, SE-Seeing, C- Communication, OL- One Leg, BL- Both leg, OA- One Arm, B- Blind, L.V- Low Vision, HH- Hearing Handicap (Reference Annexure to GI., Ministry of Social Justice and Empowerment, Notification. No.16-70/2014-DD.III, dt. the 18.jan 2007)

MODE OF RECRUITMENT/PATTERN OF WRITTEN EXAMINATION:-

1. For the positions at Sl. No. 1, 2, 3 & 4 by personal interview.
2. The Govt. of India has decided to dispense with the interviews to all Group 'B' Non – Gazetted and Group 'C' posts with effect from 1st January, 2016. The new method for recruitment to posts would be OMR/Computer Based Objective Type Multiple Choice Written Examinations.
3. For the positions from Sl. No 5 to 28 the selection shall be made through Written Test based on curriculum.
4. Eligible candidates will be shortlisted for written examination.

Final merit list will be drawn on the basis of performance in written Examination. In case two or more candidates secure same marks in the written examination, the tie will be resolved on the basis of (a) date of birth with the older candidate being placed higher in merit (b) Alphabetical order of the first name of the candidates.

DATE AND VENUE OF EXAMINATION:

The exact date, time and venue of the examination will be intimated in due course in the University Website.

HOW TO APPLY AND LAST DATE FOR APPLICATION:

Applicants fulfilling the eligibility criteria as mentioned above may apply online only through the official website **from 16.02.2017 10.00 a.m. to 15.03.2017 5.00 p.m.**

Opening Date of Online Application	21.02.2017
Closing Date of Online Application	21.03.2017
Last date for receipt of Printed Application	30.03.2017

PROCEDURE FOR IN-SERVICE APPLICANTS:

All in-service applicant need to submit the application through the proper channel along with No Objection Certificate from the Employer.

GENERAL INSTRUCTIONS TO THE CANDIDATES

PART - I

Applicants should read the following instructions carefully before applying:

1. Application fee and Intimation charges (For all the advertised posts).

Sl. No	Category	Charges (Non-Refundable)	Amount Rs.
1.	SC/ST	Intimation Charges only	100
2.	Gen/OBC/In-Service candidates	Application Fee including intimation charges	600

• **CUTN Regular Employees are exempted from Paying the Application Fees**

2. Mode of applying for the Competitive Examination for Recruitment to the advertised posts is only through online. The in service candidates/applicants are to submit their application through proper channel to **The Registrar, Tamil Nadu, Central University, Neelakudi Campus, Kangalancherry Post, Thiruvarur, Tamil Nadu 610101**. The envelope should be superscribed with “**Application for the Post of _____**”.
3. Avoid registering multiple online applications. All duplicate applications will be treated cancelled.
4. **Photograph & Signature uploading:** Applicants are Instructed to scan their Recent passport size colour photograph & Signature in an A4 sheet with 150 dpi resolutions in JPG image file format [maximum file size: 150kb]. Read/view the Photograph & Signature (Text/Video) guidelines in the Instruction page of this University’s online portal www.cutn.ac.in
5. The applicants have to register with their Names, Father’s Name, Date of Birth and Mobile Number in the online portal of the University for applying through online. Then they will be receiving a One Time Password (OTP) through SMS in the mobile number provided while registration and the same should be entered in the online portal for receiving the **Username** and **Password** through SMS. Thereafter, the applicants have to login into the online portal using the **Username** and **Password** for applying to the advertised posts.
6. The applicants are also advised to Change the default Password received in their mobile at first login. It is the applicant’s responsibility to take ownership of the password and should not be disclosed to anyone. Otherwise the liabilities arouse upon will be the applicant’s risk.
7. The applicants will be allowed to view, print & check the status of their application and download the Hall Ticket by login into the online portal using the username and password they received in their Registered Email ID. Hence, they are advised to keep the **Username and Password safe** for future reference until the recruitment process is over.
8. The information/data furnished by the applicants in the online application are final and cannot be altered later after applying.

9. The applicants are advised to have a copy of the online generated application for their reference.
10. The applicants who are applying needs to send the Hard Copy of the Application along with all Supporting Documents on or before **05.00pm on 30.03.2017. Failing to which lead to rejection of the application.**
11. Any corrigendum / addendum will be published only in the CUTN website.
12. Original Certificates are required to be produced by the provisionally short-listed candidates after the notification of results of this recruitment examination, only at the time of Certificate Verification.
13. All the communications with regard to this recruitment will be published in the University Website www.cutn.ac.in . Applicants are advised to access the website regularly for information. They are advised to keep, the Mobile number given in the online application active for sending SMS connected with this recruitment.
14. After scrutiny, the status of the application will be indicated in the Website **www.cutn.ac.in**. The applicants are advised to check the official website to know their application status.
15. The decision of the University as to the eligibility or otherwise of the applicant for admission to the Examination shall be final.
16. No correspondence will be entertained with regard to the recruitment process. Candidates are advised to verify the status of their Application/Hall Ticket etc. through online only.
17. The eligible applicants can download their Hall Ticket from the Website www.cutn.ac.in by using the “**User Name and Password**” received through email while registration.
18. The admission to the examination is only provisional; Success in the examination confers no right to appointment. The appointment is subject to verification of educational qualification/residence/community and any other special category claimed by the individual including medical fitness.
19. Change of Address and Mobile number, if any, after submission of application should invariably be intimated to the Department. Otherwise the Department will not be responsible for any delay/non-delivery of letters/SMS messages.
20. No request for change of Exam Centre will be entertained. The candidates are required to produce the following documents at the time of test/Examination: Printout of one line application identifies proof (Aadhaar Card/Voters Identity Card/Pan Card/Passport/Driving license). The individual not in possession of the above mentioned photo ID proof will not be allowed to appear in the Examination.
21. No TA/DA will be paid for attending this Competitive Examination. The University is not responsible for any damage in case of injury/death of candidate during test/Examination.
22. University reserves the right for implementing any change in the process.
23. **HELP LINE:**
For any clarification, if needed, in filling online application, please contact the Help Line Number (+91) 9442488406 on **all working days** between **9.30. a.m.** and **5.00 p.m.** and Email: - ntrecruitment@cutn.ac.in

PART - II

To claim SC/ST/OBC (Non-Creamy Layer) Reservation

1. Relaxation of respective category will only be given to those cases where vacancies are available in the respective category for the applied post. If vacancies of the respective category are not available in the post and candidate is not taking relaxation of his/her category, he will be treated as General/UR category candidate. Where vacancies of OBC/SC/ST category is not available and candidate does not fulfill the criteria of General/UR category candidate, candidature of such candidate will be rejected at any stage. However, applications of Ex-

Servicemen candidate will be accepted irrespective of their category or vacancy in particular category.

2. **Process of Certification and Format of Certificates:** Candidates who wish to be considered against vacancies reserved or seek age relaxation must submit requisite certificate from the competent authority issued on or before the prescribed date, in the prescribed format whenever such certificates are sought by the University. Otherwise, their claim for SC/ST/OBC/EX-SM/PH status will not be entertained and their candidature/applications will be rejected. The formats of the certificates are in the University's Recruitment Notification. Candidates claiming OBC status may note that the caste certificate should include creamy layer status have been obtained within three years before the closing date. The SC/ST/OBC candidates who apply against Gen (UR) vacancies are not eligible for the age and other concessions meant for SC/ST/OBC. OBC candidates seeking reservations of OBC are required to submit a certificate regarding OBC & Non Creamy Layer Status issued by civil authorities.

NOTE: The closing date of Application forms will be treated as the date of reckoning for OBC status as mentioned above.

3. The caste/category certificate should be in a format applicable for Central Government jobs. The formats of the certificates are available in the University website. Certificates in any other format will-not be accepted. OBC certificate in the creamy layer status should have been obtained within three years before the closing date for receipt of application. Candidates are warned that they may be permanently debarred from the examination conducted by CUTN/other Universities in case they fraudulently claim SC/ST/OBC status.

NB: For details of eligibility criteria, qualifications, and application forms etc, please visit the University's website: www.cutn.ac.in. Merely fulfilling the basic selection criterion does not automatically entitle a person to be called for interview. In case of receipt large number of applications, short listing would be done based on merit. The decision of the appointing authority regarding selection or rejection will be final. The crucial date for determining the age limit shall be the closing date of the receipt of application. Any dispute with regard to the selection/recruitment process will be subject to the jurisdiction of the Hon'ble High Court of Judicature at Madras/Chennai.

Registrar - CUTN

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE:

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

(i) PHOTOGRAPH IMAGE :

- Photograph must be a recent passport style colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background.
 - Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there is no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. - Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

(ii) SIGNATURE IMAGE:

- The applicant has to sign on white paper with Black Ink pen.

- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20KB

(iii) SCANNING THE PHOTOGRAPH & SIGNATURE:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color - File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 20KB(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

(iv) If the file size and format are not as prescribed, an error message will be displayed.

(v) While filling in the Online Application Form the candidate should fill in all his details on Page 1. After verifying that the details he has filled in are correct and clicking on the 'Submit/Next' button a link will be provided on Page 2 of the online application form to upload his photograph and signature.

(vi) Procedure for Uploading the Photograph and Signature (i) There will be two separate links for uploading Photograph and Signature (ii) Click on the respective link "Upload Photograph / Signature" (i) Browse & Select the location where the Scanned Photo / Signature file has been saved. (iv) Select the file by clicking on it (v) Click the 'Upload' button

(vii) Your Online Application will not be registered unless you upload your photo and signature as specified.

Note: (a) In case the face in the photograph or signature is unclear the candidate's application may be rejected. (b) Candidates are advised to take a printout of their system generated online application forms after registering. (c) In case the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.