



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा 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:7-124/2021-Rect/859

Date: 01.12.2021

RECRUITMENT ON NON-TEACHING POSTS [Backlogs]

Employment Notice No: CUTN/NT/01/2021

Central University of Tamil Nadu, an institution established by an Act of Parliament, invites applications from eligible candidates for the following Non-Teaching posts [backlogs];

For Direct Recruitment:

S. No	Name of the post	7 th CPC Pay Matrix	No. of posts	Total
1	Hindi Officer	Pay level - 10	SC-PWD*	1
2	Private Secretary	Pay level - 7	OBC	1
3	Personal Assistant	Pay level - 6	OBC-PWD**	1
4	Upper Division Clerk	Pay level - 4	SC	1
Total				4

* Any of the categories i) Hard of Hearing(HH), ii) Low Vision(LV), Blind(B), iii) Locomotor Disability#, iv) Multiple Disabilities from the above categories and Dwarfism(DW), Cerebral Palsy(CP) without Int.disability, Muscular Dystrophy(MUD), Acid Attack Victims(AAV), Leprosy Cured(LC) (Except HH plus B) & Specific Learning disability)

#Suitable for One Arm (OA), One Leg (OL), One Arm and Leg(OAL), Both Leg(BL) Both Leg & One Arm(BLOA) affected

** Any of the categories i) Hard of Hearing(HH), ii) Low Vision(LV), iii) Locomotor Disability@ iv) Multiple Disabilities from the above categories and Dwarfism(DW), Cerebral Palsy(CP) without Int.disability, Muscular Dystrophy(MUD), Acid Attack Victims(AAV), Leprosy Cured(LC)) and specific Learning Disability)

@ Suitable for One Arm (OA), One Leg (OL), One Arm and Leg (OAL), Both Leg(BL) affected

Eligibility Criteria (post wise):

1	Name of Post	Hindi Officer
2	Classification	Group – A
3	7 th CPC Pay Matrix	Pay Matrix Level -10

4	Age Limit for Direct Recruits	40 Years
5	Education and other qualifications required for direct recruits	<p>Essential:</p> <p>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;</p> <p>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;</p> <p>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;</p> <p>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 a medium of a examination at the degree level;</p> <p>OR</p> <p>Masters' Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as a Compulsory or elective subject or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level.</p> <p>AND</p> <p>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 under Central / State Govt. / Autonomous Body / Statutory Organization / PSU / Universities or recognized research or educational institutes.</p> <p>OR</p> <p>Three Years experience of teaching in Hindi and English or research in Hindi or English under Central / State Govt. / Autonomous Body / Statutory Organizations/ PSUs/ Universities or recognized research or educational institutions.</p> <p>Desirable:</p> <p>Studied one of the language other than Hindi included in the 8th schedule of the Constitution at 10th level from a recognized board.</p>

1	Name of Post	Private Secretary
2	Classification	Group – B
3	7 th CPC Pay Matrix	Pay Matrix Level - 7
4	Age Limit	35 years

5	Education and other qualifications required	<p>Essential:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree from a recognised University/ Institute. 2. At least 03 Years' experience as Personal Assistant in a University / Research establishment /Central /State Govt./PSU and other autonomous bodies. 3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi. 4. English/Hindi Type speed: 35 wpm in English or 30 wpm in Hindi. 5. Knowledge of computer applications. <p>Desirable: Proficiency in English & good communication skills.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 120 wpm/100 wpm Transcription: 50 minutes (English) / 60 minutes (Hindi)</p>
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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	<p>Essential:</p> <ol style="list-style-type: none"> 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. <p>Desirable: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 100 wpm Transcription: 40 minutes English/55 minutes Hindi</p>

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:</p> <p>Experience in Administration/ Accounts/ Academic matters. Capacity to work in a fully computerized environment.</p>
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Age limit for direct recruitment:

The prescribed age limit (s) to each of the category of posts shall be as on **31.12.2021** – the last date for submitting the application. Age limit for direct recruitment is relaxable in respect of OBC/SC/ST, Widows/Divorced Women/Women judicially separated from their husband and who are not re-married and Meritorious Sports persons and detailed below:-

Category	Relaxation of Upper Age Limit
OBC	3 years
SC	5 years
Widows /Divorced Women/women Judicially separated from their husbands and who are not re-married	For the post of UDC only- Maximum age limit 40 years [including age relaxation admissible for SC category].
Candidates with three years continuous service in Central Government	Relaxable up to 5 years 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 (10 years for SC, 8 years for OBC)
CUTN employees with minimum three years of service	5 years (for all categories)
Persons with disabilities	10 years (15 years for SC and 13 years for OBC (subject to condition that the maximum age of the applicant on 31.12.2021 does not exceed 56 years).

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

The applicants who apply for the relaxation 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 Tahsildar to the effect that they are not re-married.

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.31.12.2021**.
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. **31.12.2021**. 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 [in case of Group-A post]. If needed, the University may conduct written test for Group-A post before 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 of the post indicating 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. The application should be accompanied by self-attested photocopies of the relevant educational qualifications, experience, etc. The prescribed qualifications should have been obtained from recognized Universities / Institutions etc. With regard to support of educational qualifications, only the mark sheets in lieu of educational qualifications will not be accepted. Copy of the degree certificates should also be enclosed.
7. Incomplete applications (i.e. unsigned or not accompanied with prescribed fee, recent photograph (not later than six months), self-attested copies of educational qualifications, mark sheets, not in prescribed format etc. or received after prescribed closing date for any reason whatsoever (such as envelop wrongly addressed, delivered elsewhere, postal delay, etc.) will not be entertained. Any enclosure received separately subsequent to the receipt of application will not be entertained.
8. Candidates working in Universities / Government / Autonomous Bodies / Public Sector undertakings should send their applications ONLY through their employers. However, advance copy of their applications may be sent before the closing date, which will be considered only if the original application is received through proper channel within 10 days from last date for receipt of applications (i.e. on or before **10.1.2022**).
9. Age, Qualifications and Experience will be reckoned as on the last date (for receipt of filled in application **i.e. 31.12.2021** as mentioned in the notification. Legible copies of all certificates must be attached with the application.
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 **01.12.2020**.
11. 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.
12. 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.
13. 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.

14. 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, mode of selection, and conduct of interview 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.

E. MODE OF SELECTION:

For the post mentioned in Sl.No.2 to 4, 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. 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.

For post at Sl.no. 1, the University may hold written test if necessary, before interview.

In case of two candidates scoring identical marks, the candidate older in age will be considered as higher in merit.

F. FILLING UP OF APPLICATION FORM:

1. Applicants are required to download the prescribed application form available in the website i.e. www.cutn.ac.in [please click here to download the application form] Application should be submitted in the prescribed application form only. Application sent in plain paper, email, fax etc. will summarily be rejected.
2. Separate filled in application form for each post along with enclosures has to be submitted in case candidates wish to apply for more than one post.

G. APPLICATION FEE:

1. **Application Fee: Rs.500/- for SC/ST/PWD candidates and Rs.750/- for OBC candidates. CUTN Employees are exempted from payment of application fees.** Candidates applying on deputation are exempted from payment of application fee.
2. **MODE OF PAYMENT:**(Candidate may avail any one of the following payment mode)
 - (a) By way of **Demand Draft** in favour of “**Central University of Tamil Nadu**” payable at Thiruvavur. Please write your name and address at the reverse of Demand Draft.
 - (b) 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 application form. The receipt number with the date of payment shall be entered in the application form on the space provided thereon.

- (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.
3. 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 situations.

H. HOW TO APPLY:

1. Application form shall be filled-in by the applicant (either neat hand written or typed) and send to the University duly following the instruction given below:
 - (a) Affix full signature on the Application.
 - (b) Write the name of the post applied, candidate name and full postal address on the reverse of the Demand Draft without fail.
 - (c) Paste (do not staple/pin) a recent passport size colour photograph in the space provided on the application.
 - (d) Enclose self-attested photocopies (not originals) of certificates along with the application in support of your date of birth, qualifications, experience, etc., as mentioned in the application.
 - (e) Enclosures shall be arranged in chronological order (Payment Challan/Demand Draft Application form, SSLC, HSC, UG/ PG/ Experiences etc)

Write 'Enclosure Sl. No._____' (as mentioned/filled in the application) at the right top corner of each copy of the certificate/document enclosed. Applications without enclosures in support of educational qualification & experience will be summarily rejected and not considered for short listing.

 - (f) Get endorsement of your Employer on the last page of the application (in case the applicant is employed)
However, this 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.)
2. Finally, after attending to the requirements as mentioned above, send the application along with all the enclosures to **“The Joint Registrar, Recruitment cell, Central University of Tamil Nadu, Neelakudi, Thiruvarur – 610 005, Tamil Nadu” on or before 31.12.2021 (i.e. the last date of receipt of filled in applications).**
3. Please write on the top-left side of the envelope **“Application for the post of _____.”**

NOTE: In case the applicant is employed 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. In such cases, the Demand Draft / SBI Collect on line receipt towards application fee should be enclosed with the Advance Copy. A copy of the Demand Draft/ SBI Collect on line receipt may be enclosed to the original application being sent through proper channel/employer.

In case candidate is not under government service at the time of application but subsequently secures employment, the relevant information shall be submitted to this office immediately without waiting for the outcome of the Written test/Interview. Utmost care should be taken while filling up the application.

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: 01.12.2021

**Sd/-
Registrar (i/c)**

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.