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## செம்மொழித் தமிழாய்வு மத்திய நிறுவனம்

(தன்னாட்சி நிறுவனம், மனித வள மேம்பாட்டு அமைச்சகம், இந்திய அரசு)

சாலைப் போக்குவரத்து நிறுவனம், 100 அடி ரோடு, தரமணி, சென்னை - 600 113

## CENTRAL INSTITUTE OF CLASSICAL TAMIL

(An autonomous Institution under Ministry of Human Resource Development, Government of India, New Delhi)  
LMV Building, The Institute of Road Transport Corporation, 100 Feet Road, Taramani, Chennai - 600113

### **Filling up of the post of Finance Officer in CICT, Chennai.**

Applications are invited in the prescribed PROFORMA available in the CICT website from eligible officers under the Central/State Governments / Universities / Recognized Research Institutions/PSUs/Statutory, Semi Govt. or Autonomous for filling up of the post of **FINANCE OFFICER** as per the terms and conditions of CICT.

1. **Name of the post:** *Finance Officer*
2. **Salary:** Rs.15,600 – Rs.39,100 : **Grade Pay:** Rs.6,600/- (Pre-revised scale).
3. **No. of Vacancies:** One
4. **Place of Posting:** Chennai
5. **Age Limit:** Not exceeding 56 years as on the date of calling of application.
6. **Eligibility by transfer on deputation / Contract:** From amongst officers of Central/State Governments or Union Territories or Autonomous organizations/Statutory Bodies of Central or State Governments.
  1. Holding analogous posts on a regular basis; or
  2. With 5 years regular service in the scale of pay of Rs.15,600-39100 with G.P. of 5,400/- (pre-revised) or equivalent or
  3. With 8 years regular service in the scale of pay of Rs.8,700-34,800 with G.P. of 4,800/- (pre-revised) or equivalent; and
7. **The following essential qualifications/experience/skills are required:**
  - i. B.Com with SAS /Master Degree in Commerce / Finance / Accounts / MBA (Fin) / ACA / AICWA or in related areas.

At least 5 years experience in Accounting and Audit in Central Government/ Autonomous/PSUs

- ii. Good communication and computer skills.
- iii. Demonstrated experience of managing finance including book-keeping, understanding maintenance of ledger entries, cash book, account entries and bank reconciliation, financial statements, maintaining cash controls, preparing the payroll and personnel administration, purchasing, maintaining accounts payable and managing office operation, Internal Audit etc.,
- iv. Computer knowledge, computerized accounting programs, accounts payable and accounts receivables, generally accepted accounting principles, fund accounting, preparation of financial statements, preparation of financial reports, administration of employee benefits, payroll systems and reporting, office administration.
- v. Command of Tamil and English (spoken and written)

8. **Tenure of Appointment:** 3 years

**Deputation/Re-employment:**

Period of deputation including period of deputation in another ex-cadre posts held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed three years.

The term may be extended at the discretion of the Central Government up to a maximum of five years or until the incumbent attains superannuation prescribed for Central Government employees, whichever is earlier.

- 9. Duly filled applications in all respects should reach *The Director, Central Institute of Classical Tamil, No.40, 100 Feet Road, Taramani, Chennai – 600 113 on or before 13.03.2018* duly superscribing in the envelope as Application for the post of “Finance Officer” .
- 10. Incomplete applications will not be considered.
- 11. The Institute reserves the right to restrict the number of candidates to be called for the interview.
- 12. The Institute reserves the right to reject any or all the applications without assigning any reasons, what so ever.

**PROFORMA OF APPLICATION**

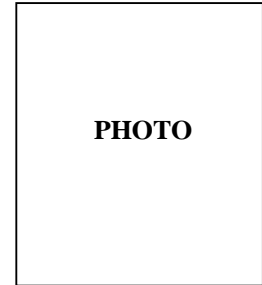
**For the Post of \_\_\_\_\_**

1. Name (in Block Letters) \_\_\_\_\_

2. Date of Birth \_\_\_\_\_

3. Date of Retirement under Central/State Govt. Rules

\_\_\_\_\_



4. Educational Qualifications:

<b>Sl. No.</b>	<b>Degree/Diploma</b>	<b>Board/ University</b>	<b>Year</b>	<b>Subject</b>	<b>% of Marks</b>	<b>Remarks</b>

5. Address for Communication: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

6. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature.

Office/ Institution	Post Held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

7. Nature of present employment i.e. :  
Ad-hoc or Temporary or Quasi-Permanent or Permanent
8. In case the present employment is held on deputation/contract basis, please state :
- a) The date of initial appointment :
- b) Period of appointment on deputation /contract :
- c) Name of the parent office / organization to which you belong :
9. Additional details about present employment Please state whether working under (indicate the name of your employer against the relevant column) :
- Central Govt. :
- State Govt. :
- Autonomous Organization :
- Government Undertaking :
- Universities :
- Others :
10. Please state whether you are working in the same Department :

11. Are you in Revised Scale of Pay?  
If yes, give the date from which the revision took place and also indicate the pre-revised scale.
12. Total emoluments per month now :  
Drawn
13. Additional information, if any, :  
which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)  
(Note: Enclose a separate sheet, if the space is insufficient)
14. Whether belongs to SC/ST/OBC :
15. Remarks (The candidates may indicate information with regard to (i) Awards/Scholarship/Official Appreciation and (ii) any other information.  
(Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

**Signature of the Candidate**

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

**FORWARDING NOTE BY THE EMPLOYER**

It is certified that:

1. Information given in the above proforma is correct as per the service records of the applicant.
2. The applicant is clear from vigilance angle.
3. The integrity of the applicant is beyond doubt.
4. That no major/minor penalty has been imposed on the applicant during the last (10) years.
5. The cadre controlling authority of the applicant has given clearance to enable him/her apply for the post.
6. Attested copies of the last five (5) years of the applicant's Annual Confidential Report/Annual Performance Appraisal Report has been enclosed while forwarding this application.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Controlling Authority  
Designation**