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## சென்மொழித் தமிழாய்வு மத்திய நிறுவனம்

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

நூறடிச்சாலை, தரமணி, சென்னை - 600 113

## CENTRAL INSTITUTE OF CLASSICAL TAMIL

(An autonomous Institution under Ministry of Human Resource Development, Government of India)  
100 Feet Road, Taramani, Chennai - 600 113

F.No.11-264/CICT/FO/2017-18/

Date: 09.06.2017

### *Filling up of the post of Finance Officer on contract 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 or other organizations or recently retired officers for filling up of the post of **FINANCE OFFICER** on contract as per the terms and conditions of CICT.

1. **Name of the post:** *Finance Officer*, Central Institute of Classical Tamil (CICT), Chennai.
2. **Salary :** Consolidated
3. **No. of Vacancies:** One
4. **Place of Posting:** Chennai
5. **Age Limit:** Not exceeding 62 years
6. **Nature of Appointment:** Purely on contract for a period of six months, can be extended based on the performance and requirement of the Institute.
7. **The following essential qualifications/experience/skills are required:**
  - i. B.Com with SAS /Master's 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 English and other local languages (spoken and written)
8. Duly filled applications in all respects should reach ***The Director, Central Institute of Classical Tamil, No.40, 100 Feet Road, Taramani, Chennai – 600 113*** within 20 days from the date of this advertisement duly superscribing in the envelope as Application for the post of “Finance Officer” .
  9. Incomplete applications will not be considered.
  10. The Institute reserves the right to restrict the number of candidates to be called for the interview.
  11. The Institute reserves the right to reject any or all the applications without assigning any reasons, what so ever.

## PROFORMA OF APPLICATON

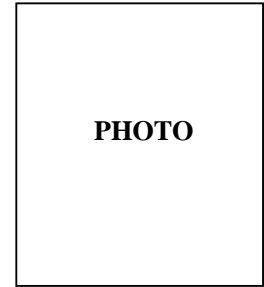
For the Post of \_\_\_\_\_

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

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

3. Date of Retirement/Retired

\_\_\_\_\_



4. Educational Qualifications:

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

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. Details of Last Pay drawn & :  
Pension received

8. 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 separate sheets, if needed)

9. Remarks (The candidates may indicate information with regard to (i) Awards/Scholarship/Official Appreciation and (ii) any other information. (Note: Enclose separate sheets, if needed)

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**

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