

# CENTRAL INSTITUTE OF CLASSICAL TAMIL

(An autonomous Institute under Ministry of Human Resource Development, Govt. of India)

IRT Campus, 100 Feet Road, Taramani, Chennai – 600 113.

Website: [www.cict.in](http://www.cict.in)

## Employment Notice No.4/Non-Academic/2019

Central Institute of Classical Tamil (CICT) invites applications from eligible Indian National, who fulfill the prescribed qualification, experience, age and other conditions for filling up the following posts, as per the details given below:-

### (A) DIRECT RECRUITMENT

Sl. No.	Name of the Post	No. of Post	Pay Band and Grade Pay	Age Limit
1.	Personal Secretary	3(UR)	PB2 9300-34800 GP Rs.4200	18-27 (Relaxable upto 40yrs for Govt. servant)
2.	Assistant Librarian	1 (UR)	PB2 9300-34800 GP Rs.4200	-do-
3.	Steno Grade II	2 (UR)	PB 9300-34800 GP Rs.4200	-do-
4.	UDC	1 (UR)	PB2 9300-34800 GP Rs.2400	-do-
5.	LDC	1 (UR)	PB1 5200-20200 GP Rs.1900	-do-

### (B) DEPUTATION:

Sl. No.	Name of the Post	No. of Post	Pay Band and Grade Pay	Age Limit
1.	Office Superintendent	1 (UR)	PB2 9300-34800 GP Rs.4200	Not more than 56 years

The details of the posts, educational qualification, experience, age as per the GOI and application format are available in the Institute's website [www.cict.in](http://www.cict.in). Applications completed in all respect along with requisite application fee and all necessary documents should reach within 31 days of publication of this advertisement to The Director, Central Institute of Classical Tamil (CICT), IRT Campus, 100 Feet Road, Taramani, Chennai – 600 113”

**DIRECTOR**

# CENTRAL INSTITUTE OF CLASSICAL TAMIL

(An autonomous Institute under Ministry of Human Resource Development, Govt. of India)

IRT Campus, 100 Feet Road, Taramani, Chennai – 600 113

Website: [www.cict.in](http://www.cict.in)

Notification No.3/Non-Academic/2019, dated 17.7.2019

Central Institute of Classical Tamil (CICT), as an autonomous institute under Ministry of Human Resource Development (MHRD), Government of India invites applications in the prescribed format from eligible Indian National for the following posts:

## (A) DIRECT RECRUITMENT

Sl. No.	Name of the Post	No. of Post	Pay Band and Grade Pay	Age Limit	Educational and other Qualifications required
1.	Personal Secretary	3 (UR)	PB2- (9300-34800) Grade Pay 4200	18-27 years (Relaxable upto 40 years for Central Govt. servants)	1. 12 Class or equivalent pass from a recognized Board/ University 2. Skill test of Dictation in English/Tamil for ten minutes @ 100 words per minute and transcription in English/Tamil, only on computer in forty (40) minutes.
2.	Assistant Librarian	1 (UR)	PB2-(9300-34800) Grade Pay 4200	-do-	<u>Essential:</u> Bachelor's degree in Library Science  <u>Desirable:</u> Certificate in computer course recognized by All India Council for Technical Education (AICTE)/Department of Electronics Accreditation of Computer Courses (DOEACC) or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEA
3.	Steno Grade II	2 (UR)	PB 9300-34800 GP Rs.4200	-do-	1. 12 Class or equivalent pass from a recognized Board/ University 2. Skill test of Dictation in English/Tamil for ten minutes @ 100 words per minute and transcription in English/Tamil, only on computer in forty (40) minutes.

4.	UDC	1 (UR)	PB2 9300-34800 GP Rs.2400	-do-	Degree of a recognized University or equivalent
5.	LDC	1 (UR)	PB1 5200-20200 GP Rs.1900	-do-	1. 12 Class or equivalent pass from a recognized Board/University 2. Skill test only on computer in English Typing @ 35 words per minute corresponding to 10,000 key depressions per hour on an average of five key depressions for each word.

**B. DEPUTATION**

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>No. of Post</b>	<b>Pay Band and Grade Pay</b>	<b>Age Limit</b>	<b>Educational and other Qualifications required</b>
	Office Superintendent	1 (UR)	PB2-(9300-34800) Grade pay 4200	Not more than 56 years	Central/State Govt. Staff holding analogous posts in the Grade pay of Rs.4200/- in the Administrative Branch of the Secretariat/Audit/Accounts Department or UDC (Grade Pay of Rs.2400/-) or equivalent posts with eight years regular service in the Grade including five years experience in Administration Branch with knowledge of cash, audit/accounts and budget work.

The format of application and other instructions are provided in Annexure A to this notification. Completed applications along with application fee of Rs.100/- drawn in favour of Director, CICT payable at Chennai with all necessary documents should reach within 31 days from of date of publication of this advertisement to “The Director, Central Institute of Classical Tamil, IRT Campus, 100 Feet Road, Taramani, Chennai 600 113”. Application Fee is exempted for SC/ST/PWD candidates.

**DIRECTOR**

**CENTRAL INSTITUTE OF CLASSICAL TAMIL, CHENNAI**

(An autonomous Institute under Ministry of Human Resource Development, Government of India)

IRT Campus, 100 Feet Road, Taramani, Chennai – 600 113

**APPLICATION FOR NON-ACADEMIC POSTS**

1.	Post Applied	:		PHOTO
2.	Advertisement No.	:		
3.	Name in Full (Capital letters) (as in SSLC Certificate)	:		
4.	Date of Birth (Enclose copy of SSLC Certificate)	:		
5.	Nationality	:		
6.	Sex	:		
7.	(a) Category (b) Ex-servceman (ES) (c) Person with Disability [Attach certificate(s)]	:	SC / ST / OBC / GEN (Tick appropriate Category) YES / NO YES / NO	
8.	Address for Communication	:		
9.	Permanent Address	:		
10.	Name of Father / Husband	:		

11. Details of Education Starting from SSLC onwards:						
Academic Qualification	Discipline	University/Institute / Board	Year & Month of Entry	Year & Month of Leaving	Full Time / Part Time / Correspondence	Mark & Class
12. Additional Qualification / Course, if any (Typewriting, Shorthand, Computer Course, Apprentice programs completed etc.,)						
Course	Duration	Certificate / Organization		Whether Govt.		Mark & Class
13.Experience in Chronological order upto the present:						
Organization	Designation	From	To	Scale of Pay / Total Pay	Nature of Work	

<p>14. Details of Demand Draft (Rs. 100) attached</p> <p>(Drawn in favour of 'Director, CICT payable at <b><u>CHENNAI:</u></b>)</p>	<p>:</p>	
<p>15. (a) Present Employment</p> <p>(b) Nature of Work</p> <p>(c) Time Required to join, if offered the Post</p>	<p>:</p> <p>:</p> <p>:</p>	
<p>16. Names, Designation and address with phone, Email ID of three Referees (with whom you have interaction during your work or study period)</p>		
<p>17. Any other relevant information (attach additional sheets if necessary)</p>		
<p>18. I hereby declare that the information given above is true and correct to the best of my knowledge and belief and I fully understand that if it is found at a later date that any information given in the application is incorrect / false or if I do not satisfy the eligibility criteria, my candidature / appointment is liable to be cancelled / terminated.</p> <p>Place:</p> <p>Date:</p> <p style="text-align: right;">Signature of the Applicant</p>		

19. Endorsement of the Present Employer:

The application of Dr. Mr/Ms. \_\_\_\_\_(Name and designation of the applicant for the post of \_\_\_\_\_ at Central Institute of Classical Tamil, Chennai is forwarded to the Director, Central Institute of Classical Tamil, IRT Campus, 100 Feet Road, Taramani, Chennai – 113. It is to certify that no disciplinary vigilance case is pending or contemplated against the official. APAR for the last five years dully attested has been enclosed with the application.

Date:

Signature and seal of the Head of the Organisation

Enclosures:

Number of Sheets attached

- |   |       |
|---|-------|
| i) Attested copies of SSLC & HSC                        | _____ |
| ii) Attested copies of Degree/Diploma/others            | _____ |
| iii) Attested copies of previous employment certificate | _____ |
| iv) Attested copies of SC/ST/OBC/PD/ES certificates     | _____ |
| v) Demand Draft for Rs.100/-                            | _____ |
| vi) Any other information                               | _____ |
| Total No. of sheets excluding main application          | _____ |

*Submit the hard copy by post or in person to:*

The Director  
Central Institute of Classical Tamil  
IRT Campus, 100 Feet Road  
Taramani,  
Chennai - 600 113

**INSTRUCTIONS TO CANDIDATES**  
**APPLYING FOR NON-ACADEMIC POSITIONS IN**  
**CENTRAL INSTITUTE OF CLASSICAL TAMIL,**  
**CHENNAI- 600 113.**

**(Notification No. 4/Non-Academic/2019)**

The applicants are requested to kindly go through the following instructions, regarding qualifications and experience for each post before filling up of the application.

1. The qualification, experience, age etc. shall be reckoned as on last date for submission of application (which shall be one month from the date of notification of the advertisement).
2. The age limit shall be relaxed by 5 years for SC / ST and by 3 years for OBC/PwDs / Ex- Servicemen.
3. The candidates selected shall be on probation for a period of two years from the date of appointment.
4. All candidates selected for appointment shall be governed by the New Pension Scheme of Government of India. Retirement / Terminal benefits for all the posts shall be as per Government of India norms.
5. The candidate applying for more than one post must use separate application form for each post along with required demand draft in original and send them in separate covers super-scribed with the name of the post applied for.
6. Candidates belonging to SC/ST/OBC/PwD are required to attach with the application latest community certificate in the format as prescribed by the Government of India.
7. Applications for all posts should be accompanied with a non-refundable demand draft for Rs.100/- in favour of **Director, CICT Chennai** payable at **Chennai**. The issue of the demand draft shall be within the period of duration of the advertisement. The demand draft enclosed with the application shall not be refunded or adjusted under any circumstances. No other mode of payment shall be accepted and such applications shall be rejected forthright and payment made shall be forfeited. SC / ST / PwD candidates are exempted from fees and are not required to submit demand draft.
8. Candidates are required to forward their application in the prescribed format accompanied by required demand draft, evidence of age, community, educational qualifications, experience and all other supporting documents for information stated in the application. The copies of the documents enclosed shall be duly attested.
9. Persons who are serving in Government / Semi-government / PSUs should send their application through proper channel. They can however send advance copy together with original demand draft. Candidates who are employed in other organizations should also send their application through proper channel. In case the applications are not forwarded through proper channel they should submit NO OBJECTION CERTIFICATE at the time of interview.



10. The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for test or interview. Fulfillment of qualifications per-se does not entitle a candidate to be called for test or interview. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final.
11. Incomplete applications / applications without relevant supporting enclosures / without prescribed demand draft / applications not in prescribed format will be rejected outright.
12. Institute is not responsible for postal delay and interim correspondence will not be entertained and replied to.
13. **Canvassing in any form will be a disqualification**
14. Application complete in all aspects should be addressed to **The Director, Central Institute of Classical Tamil, IRT campus, 100 Feet Road, Taramani, Chennai-600113** and should be **super scribed on the left hand top corner** of the envelope with the details of the posts applied for.
15. The prescribed application shall be downloaded from the Institute's website [www.cict.in](http://www.cict.in)
16. Completed applications with all necessary documents should reach **within 31 days from the date of publication of this advertisement.**
17. Application for Deputation posts shall be submitted within 60 days from the date of publication of the advertisement.