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செம்மொழித் தமிழாய்வு மத்திய நிறுவனம்

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

சாலைப் போக்குவரத்து நிறுவன வளாகம், நூறடிச்சாலை, தரமணி, சென்னை - 600 113

CENTRAL INSTITUTE OF CLASSICAL TAMIL

(An autonomous Institution under Ministry of Human Resource Development, Government of India, New Delhi)
The Institute of Road Transport Campus, 100 Feet Road, Taramani, Chennai – 600 113

Filling up of the Post of Registrar in CICT, Chennai

Applications are invited from eligible candidates for filling up the following post on deputation at Central Institute of Classical Tamil (CICT), Chennai, an Autonomous body under Ministry of Human Resource Development, Govt. of India.

1. Registrar (Rs.15600-39100 plus Grade Pay of Rs.7,600/-) - One post
2. The details of the post and eligibility conditions are given in Annexure I. Proforma application is given at Annexure-II.
3. The officer selected for appointment will be treated as on deputation as the case may be and will be governed as per existing GoI rules.
4. Duly filled in applications in Proforma Annexure II complete in all respects and forwarded through proper channel should reach **The Director, Central Institute of Classical Tamil, The Institute of Road Transport Campus, 100 Feet Road, Taramani, Chennai – 600 113** within 30 days from the date of the advertisement superscribing in the envelope as 'Application for the post of "Registrar"' through Registered Post or Speed Post.
5. The applicants who are in Central Govt./State Govt. Service/Autonomous Bodies/Union Territories or other Govt. Bodies should submit their application through proper Channel along-with Integrity Certificate and a certificate to the effect that no disciplinary proceedings are pending or contemplated against the officer. A.C.Rs. of the last 5 years may also be forwarded along with the application. Advance copy of application may be submitted within due date.
6. Incomplete applications and those not accompanied by ACR dossiers will not be considered.
7. The Institute reserves the right to restrict the number of candidates to be called for the interview.
8. The Institute reserves the right to reject any or all the applications without assigning any reasons, what so ever.

Annexure I (1)

- i. **Name of the post:** Registrar, Central Institute of Classical Tamil (CICT), Chennai.
- ii. **Scale of Pay:** (15600-39100 plus Grade Pay of Rs.7,600/-), (Level-12 as per 7th CPC)
- iii. **No. of vacancies:** One
- iv. **Age Limit:** Not exceeding 56 years as on the date of calling of application.
- v. **Transfer on deputation:**

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.10,000-15200/- (Level 11 as per 7th CPC (pre-revised) or equivalent with administrative experience;
or
 3. With 8 years regular service in the scale of pay of Rs.8000-13500/- (Level 9 as per 7th CPC) (pre-revised) with administrative experience; and
- vi. **The following essential qualifications and experience are required in both cases of deputation.**
1. A post graduate degree from a recognized University with at least 55% marks or its equivalent grade of B in the UGC seven point scale.
 2. At least 10 years Administrative experience in an educational institution;
or
Comparative experience in research or establishment and / or other institutes of higher education.

Explanation: "Administrative Experience" means experience in administrative capacity in a Government, local body or autonomous organization, preferably connected with the area of education/languages

Desirable Qualification: Working knowledge of Tamil Language.

- vii. **Tenure of Appointment:** Not exceeding 3 years. The term may be extended at the discretion of the Central Government up to a maximum of five years from the date of appointment or until the incumbent attains superannuation prescribed for Central Government employees, whichever is earlier.

PROFORMA OF APPLICATION

For the Post of _____

1. Name and Address (in Block Letters) _____

2. a. Date of Birth (in Christian era DD/MM/YYYY) _____

b. Age : _____ Years _____ Months _____ Days

c. Address for Communication:

d. Permanent Address:

e. Email id: _____ Landline phone: _____

Alternate email id (if any): _____ Mobile No. _____

3. Date of retirement under Central/State Govt Rules: (DD/MM/YYYY): _____

4. Educational Qualifications (SSLC Onwards)

Sl. No	Degree	Institution / University	Year of Entry	Year of Leaving	Percentage & Class

Passport size colour
Photograph taken
within last 3 months

5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification as been treated as equivalent to the one prescribed in the Rules, state the authority for the same)

	Qualifications/Experience required	Qualifications/Experience possessed by the officer
Essential		
(1)		
(2)		
(3)		
Desirable		
(1)		
(2)		
(3)		

6. State clearly whether in the light of entries made by you above, you meet the requirement of the post _____

7. Details of Employment, in chronological order.

Office/ Institution	Post Held	From (dd/mm/yy)	To (dd/mm/yy)	Scale of Pay And Basic Pay	Nature of duties (in detail)

8. Nature of present employment i.e. :
Ad-hoc or Temporary or Quasi-Permanent or Permanent
9. 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 :
10. 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 :
11. Please state whether you are working in the same Department :
12. 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. :
13. Total emoluments per month now Drawn with Basic pay + Grade Pay :
14. 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) :
15. Whether belongs to SC/ST/OBC :

16. References: Mention three experts / supervisors : with whom you have worked earlier (Name/ Designation/ Address/ Email id)

17. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv)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

Name:

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 or since inception in this office.
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: _____

Signature of Controlling Authority

Date: _____

Designation

Seal: