

நிதி அலுவலர் பதவிக்கான விளம்பரம்

விளம்பர எண்: செதமநி/1/2026

நாள்: 16.05.2026



செம்மொழித் தமிழாய்வு மத்திய நிறுவனம்
சென்னை – 600 100

விண்ணப்பங்கள் வரவேற்கப்படுகின்றன

செம்மொழித் தமிழாய்வு மத்திய நிறுவனத்தில் பகராண்மை அல்லது ஒப்பந்த (on Deputation or contract) அடிப்படையில் கீழ்க்காணும் பதவிக்கு விண்ணப்பங்கள் வரவேற்கப்படுகின்றன.

வ.எண்	பதவி	எண்ணிக்கை	ஊதியம்
01.	நிதி அலுவலர்	1	நிலை-11

நிறைவு செய்யப்பட்ட விண்ணப்பங்கள் 'பதிவாளர், செம்மொழித் தமிழாய்வு மத்திய நிறுவனம், செம்மொழிச் சாலை, பெரும்பாக்கம், சென்னை – 600100' என்ற முகவரிக்கு இவ்விளம்பரம் வெளியிட்ட நாளிலிருந்து 30 நாட்களுக்குள் அனுப்புதல் வேண்டும். காலம் தாழ்ந்து வரும் விண்ணப்பம் ஏற்கப்படமாட்டாது. மேலும் விவரங்களுக்கு இணைக்கப்பட்டுள்ள ஆவணத்தைப் பார்க்கவும்.

பதிவாளர்

ADVERTISEMENT FOR THE POST OF FINANCE OFFICER

Advertisement No: CICT/1/2026

Dated: 16.05.2026



**Central Institute of Classical Tamil
Chennai – 600 100**

CALL FOR APPLICATIONS

The Director, Central Institute of Classical Tamil, Chennai Invites applications for the following position on deputation or contract basis.

Sl. No.	Positions	No. of Post	Pay scale
01.	Finance officer	1	Level -11

The Last date to receive the applications is within 30 days from the date of publication of the advertisement. The application received after the last date will not be accepted. The filled applications are to be sent '**The Registrar, Central Institute of Classical Tamil, Chemmozhi Salai, Perumbakkam, Chennai – 600100**'. For more details kindly refer the attached document.

REGISTRAR



செம்மொழித் தமிழாய்வு மத்திய நிறுவனம்

(தன்னாட்சி நிறுவனம், கல்வி அமைச்சகம், இந்திய அரசு)
செம்மொழிச் சாலை, பெரும்பாக்கம், சென்னை - 600100

CENTRAL INSTITUTE OF CLASSICAL TAMIL

(An Autonomous Institution under the Ministry of Education, Government of India)
Chemmozhi Salai, Perumbakkam, Chennai - 600100

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. **Scale of Pay:** Pay Level-11 as per 7th CPC
3. **No. of Vacancies:** One
4. **Age Limit:** Not exceeding 56 years as on the date of advertisement.
5. **Method of recruitment:** By transfer on deputation or contract.

6. Educational and other qualifications:

From amongst officers of Central / State Governments or Union Territories or Autonomous organizations/Statutory Bodies of Central or State Governments.

- i. Holding analogous posts on a regular basis;
or
- ii. With 5 years of regular service in the scale of pay Level - 9 as per 7th CPC or equivalent;
or
- iii. With 8 years of regular service in the scale of pay Level - 8 as per 7th CPC or equivalent;
And
- iv. Possessing a degree from a recognized university or equivalent with 5 years' experience in administration, budget and accounts work. Deputation/Re-employment Period of deputation, including the period of deputation in another ex-cadre post, held immediately preceding this appointment in the same or some other organization/department of the Central Government, shall ordinarily not exceed three years.

7. 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 or until the incumbent attains superannuation prescribed for Central Government employees, whichever is earlier.

8. Duly filled applications in all aspects may be sent by Post to **‘The Registrar, Central Institute of Classical Tamil, Chemmozhi Salai, Perumbakkam, Chennai – 600100’** on or before **15.06.2026**.
9. Forwarding of incomplete applications and canvassing in any form in this regard by the candidate will be summarily rejected.
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 the applications without assigning any reasons whatsoever.

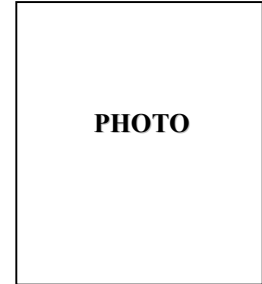
PROFORMA OF APPLICATION

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:

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. 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 the vigilance angle.
3. The integrity of the applicant is beyond doubt.
4. 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 to 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