



Website: <http://www.cict.in>
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செம்மொழித் தமிழாய்வு மத்திய நிறுவனம்

(தன்னாட்சி நிறுவனம், கல்வி அமைச்சகம், இந்திய அரசு)
செம்மொழிச் சாலை, பெரும்பாக்கம், சென்னை - 600 100

CENTRAL INSTITUTE OF CLASSICAL TAMIL

(An Autonomous Institution under Ministry of Education, Government of India)
Chemmozhi Salai, Perumbakkam, Chennai – 600 100

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 should reach '**The Director, Central Institute of Classical Tamil, Chemmozhi Salai, Perumbakkam, Chennai – 600 100**' within 30 days from the date of publication of the advertisement in the institute website duly superscribing in the envelope as Application for the post of "Finance Officer".
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.

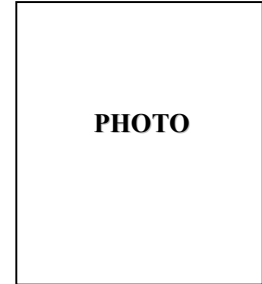
PROFORMA OF APPLICATION

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