



Website:<http://www.cict.in>
Email: director@cict.in

Phone:044-22540125

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 the Ministry of Education, Government of India)

Chemmozhi Salai, Perumbakkam, Chennai – 600 100

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 the Central Institute of Classical Tamil (CICT), Chennai, an Autonomous body under the Ministry of Education, Govt. of India.

1. Registrar - One post
2. The details of the post and eligibility conditions are given in Annexure - I. Proforma application is given in Annexure--II.
3. The officer selected for appointment will be treated as on deputation or contract 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. The application should reach **The Director, Central Institute of Classical Tamil, Chemmozhi Salai, Perumbakkam, Chennai – 600 100** 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 Government bodies should submit their application through the proper Channel along-with the 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. An advance copy of the application may be submitted to the Institute.
6. Incomplete applications and those not accompanied by ACRs 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 the applications without assigning any reasons whatsoever.

Annexure -I

- i. **Name of the post:** Registrar, Central Institute of Classical Tamil (CICT), Chennai.
- ii. **Scale of Pay:** Pay 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. **Method of recruitment :**By transfer on deputation or contract

vi. Educational and other qualifications:

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 of regular service in the scale of pay Level- 11 as per 7th CPC or equivalent with administrative experience;
or
3. With 8 years of regular service in the scale of pay Level -10 as per 7th CPC or equivalent with administrative experience
and

Possessing following essential qualifications:

1. A Post graduate degree from a recognized University or its equivalent grade.
2. At least 10 years of Administrative experience in an educational institution;
or
Comparative experience in research establishment and/or other institutions of higher education.

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

Desirable Qualifications: 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 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:
- _____
- _____
- _____

Passport size colour
Photograph taken
within last 3 months

- 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 |
|--------|--------|--------------------------|---------------|-----------------|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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 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

Seal: