Photo

தமிழ்நாடு ஆசிரியர் கல்வியியல் பல்கலைக்கழகம்
TAMIL NADU TEACHERS EDUCATION UNIVERSITY

APPLICATION FORM FOR NON-TEACHING POSTS

Write in English and CAPITALS: Use only Blue/Black Ball Point Pen

Before filling this application please read the terms and conditions and other instructions to candidates carefully. Completed form with copies of self-attested Certificates shall be sent to the Registrar, Tamil Nadu Teachers Education University, Chennai-600 005, on or before the due date indicated in the advertisement.

Advertisement No: ……………..   **Date:** ………………..

APPLICATION FOR THE POST OF	

Fee Particulars			
D.D No.		Date	
Name of Bank		Branch	
Amount	**Rs. /- (Rupees ………………………………………………………..)**		

1.	Name in full (in Block Letters and Write the initial at the end)	TAMIL	
		ENGLISH	
2.	Father's Name/Husband's Name		
3.	Date of Birth and Age		
4.	Place of Birth - District & State		
5.	Nationality & Religion		
6.	Gender		Male / Female

7.	Marital Status	
8.	a. Community: (GT/BC/BC(M)/MBC/DNC/SC/SC(A)/ST	
	b. Specify the Caste	
9.	Details of Differently Abled Persons Certificate No., Date of Issue	
10.	Details of Destitute Widows Certificate No., Date of Issue	
11.	a. Address for Communication	
	b. Permanent Address	
	c. Telephone No. (if any) with STD Code & Mobile No.	
	d. E-mail ID (if available)	
12.	Mother Tongue	
13.	Medium of Instruction in School & College Level	
14.	Whether studied Tamil in Higher Secondary level.	
15.	Other Languages Known	
	Read	
	Write	
	Speak	

16.	a. Educational Qualifications starting from X Std./SSLC (including PGDCA)						
Sl. No.	Institution Studied	Name of the University/ Board	Year of Study	Part/ Full Time	Degree / Diploma / Certificates Passed	Year of Passing	Class or Grade / % of Marks obtained
1.							
2.							
3.							
4.							
5.							
6.							
b. Technical Qualifications (Typewriting, Shorthand, Computer Courses, etc.)							
1.							
2.							
3.							
4.							

17.	Experience Regarding Previous and Present Employment								
Sl. No.	Name of the Organization	Post held	Scale of Pay & Present Pay	Nature of Duty	Period of Employment				
					From	To	Y	M	D
Total									

18.	a.	Present post held under the Central Government / Autonomous Bodies and Scale of Pay and the date from which the post is held	
	b.	Present Basic Pay drawn	
	c.	Date of next increment	
	d.	If selected when do you expect to join the post	
19.		Have you been Debarred or punished for adopting unfair means in any Examination by Institution / Board or University? If so please specify.	
20.		Have you ever been terminated from the previous service? If yes furnish details	
21.		Is there any pending Court Case(s) against you? If yes furnish details	
22.		Awards and Medals won (you may enclose annexure if necessary)	
23.		Any other information that you may wish to furnish (you may enclose annexure if any)	
24.		Is there any commitment to serve in any organization? If so give details	
25.		List of two referees, not related and know well about you, with their addresses, who can certify your administrative/professional competency, conduct and character.	1. 2.

Note: Self-attested xerox copies of certificates issued by the competent authority shall be enclosed for Sl.Nos.3, 8, 9, 10, 13, 16(a), 16(b) and 17, and wherever applicable, without fail.

<u>DECLARATION BY THE APPLICANT</u>

I certify that the information furnished above are true and correct in all respects to the best of my knowledge and belief. Should there be any incorrect or false information in the above application or that may come to light in due course, I will bind myself for such action as the University may decide.

Signature:

Place:

Date:

<u>Recommendation of the Head of the Department / Office</u>

Forwarded to the Registrar, Tamil Nadu Teachers Education University, Chennai-600 005.

The particulars furnished in the application have been verified with relevant documents and found correct.

Signature
(Seal)   **Head of the Department/Office**

<u>Checklist of Enclosures</u>**:**

1. Self-Attested Photograph affixed and Signed
2. Copies of Certificates (self-attested), in support of Educational / Technical Qualifications and any meritorious achievements
3. Experience Certificate (self-attested)
4. Self-attested copy of Community Certificate (BC/BC(M)/MBC/DNC/SC/SC(A)/ST)
5. Proof of Date of Birth (self-attested)
6. Certificate for having studied in Tamil Medium
7. Differently Abled/Destitute Widow, if applicable
8. Gazette copies for any change of name
9.
10.

தமிழ்நாடு ஆசிரியர் கல்வியியல் பல்கலைக்கழகம்
TAMILNADU TEACHERS EDUCATION UNIVERSITY
(Established under Tamil Nadu Act 33 of 2008)
Lady Willingdon College Campus, Kamarajar Salai, Chennai - 600 005
EMPLOYEMENT NOTIFICATION

The Tamil Nadu Teachers Education University invites applications for recruitment of the following Non-teaching posts. The candidates shall submit eight copies of application in the prescribed format along with the copies of certificates in support of their qualifications to the University

Advt. No.	Name of the Post	Pay Band	Number of Posts with communal reservations				Total
			GT	SC/ SC(A)	MBC/ DNC	BC	
1 18.12.2015	Deputy Registrar	Rs.15600-39100+GP 6600	1	1-SC(A) (W) (PSTM)	-	-	2
2 18.12.2015	Assistant Registrar	Rs.15600-39100 + GP 5400	1 + 1-(W)	1-SC(A) (W) (PSTM)	1	1	5
3 18.12.2015	Personal Assistant to Vice-Chancellor	Rs.15600-39100 + GP 5400	1	-	-	-	1
4 18.12.2015	System Analyst	Rs.9300-34800 + GP 4400	1	-	-	-	1
5 18.12.2015	Superintendent	Rs.9300-34800 + GP 4800	2 + 1-(W)	1-SC(A) (W) (PSTM) + 1- SC	1 + 1 (W)	2 + 1 (W)	10
6 18.12.2015	Assistant (including PC to Registrar & COE)	Rs.5200-20200 + GP 2800	2 + 1 (W-DW) + 1 – PSTM	1–SC(A) (W-DW) (PSTM) + 1-SC + 1–SC (W-DW)	1 + 1- (W-DW)	2 + 1 (W-DW)	12
7 18.12.2015	Junior Assistant cum Computer Operator	Rs.5200-20200 + GP 2400	2 + 1-(W-DW)	1-SC(A)-(W-DW) (PSTM) + 1-SC	1 + 1- (W-DW)	2 + 1 –(W-DW)	10
8 18.12.2015	Office Assistant	Rs.4800-10000 + GP 1300	2 + 1-(W-DW)	1-SC(A)-(W-DW) (PSTM) + 1-SC	1 + 1-(W-DW)	2 + 1-(W-DW)	10
9 18.12.2015	Drivers	Rs.5200-20200 + GP 2400	1	1-SC(A)(DW) (PSTM)	1	1	4

GT – General Turn; SC-Scheduled Caste; SC(A) Scheduled Caste (Arunthathiyar on preferential basis); MBC – Most Backward Class; DNC-Denotified Communities; BC-Backward Class; W-Women; DW-Destitute Widows; PSTM – Persons Studied in Tamil Medium.

The format of application is available in the University website. The candidates may download the form and submit the application with a crossed Demand Draft for Rs.500/- and Rs.250/- in the case of SC/ST and Differently Abled Persons (with photocopy of the Community Certificate and a Certificate issued by the District Disabled Rehabilitation Officer respectively). Downloaded application form from the University website alone shall be accepted.

The last date for the submission of filled in application is 11.01.2016 upto 05.00 p.m.

For further details, qualifications and general instructions visit our website: www.tnteu.in.

The University reserves the right to fill or not to fill up the posts without assigning any reasons thereof.

Place: Chennai – 600 005.   **REGISTRAR**

PRESCRIBED QUALIFICATIONS

Non-Teaching Posts

1. Deputy Registrar: Rs.15600-39100+GP 6600

    a.   A Masters Degree with atleast 55% marks/'B' Grade of the UGC seven point scale.

    b.   Five years experience as Assistant Professor with experience in education/ administration and/or other institutions of higher learning.

<div align="center">(Or)</div>

15 years total experience in the University administration of which 5 years as Assistant Registrar.

    c.   Age: Should have completed 35 years but not above 45 years.

(For SC/ST and Differently-Abled Candidates the maximum age limit is 50 years)

For Promotion - Assistant Registrar with 5 years of experience and possessing qualification as (a) above)

2. Assistant Registrar: Rs.15600-39100 + GP 5400

    a.   A Masters Degree with atleast 55% of marks/'B' Grade of the UGC seven point scale.

    b.   Age: Should not exceed 40 years
(For SC/ST and Differently-Abled Candidates the maximum age limit is 45 years)

For Promotion – (a) Superintendent / Section Officer with 5 years of experience in the same cadre, (b) Pass in Account Test for Subordinate Officers – Part 1&II

3. Personal Secretary to Vice-Chancellor: Rs.15600-39100 + GP 5400

    a.   Any Master's Degree (55% or 'B' Grade)

    b.   PG Diploma in Computer Application.

    c.   Shorthand-Tamil and English Higher Grade.

    d.   Administrative experience of not less than five years.

Desirable: Experience of working in Computer based technologies in Visual Basic, Oracle and Web Technologies.

    e.   Age Should not exceed 40 years
(For SC/ST and Differently-Abled Candidates the maximum age limit is 45 years)

4. System Analyst: Rs.9300-34800 + GP 4400

    a.   B.E (Computer Science/ Electronics / MCA / M.Sc. Computer Science).

    b.   Experience as Programmer for not less than two years.

    c.   Knowledge in Visual Basic, Oracle and Web Technology with two years experience.

    d.   Age: Should not have completed 35 years. Maximum age limit for BC/MBC is 40 years and for SC/ST and Differently Abled candidates is 45 years.

5. Superintendent: Rs.9300-34800 + GP 4800

    a.   A first or second class Bachelor's Degree (Master Degree Preferable 50% or 'B' Grade).

    b..   At least five years of regular service in the post of Junior Assistant cum Computer Operator.

    c.   Knowledge of Tamil to the extent of carrying official correspondence and drafting reports.

    d.   Age: Should have completed 35 years. Maximum age limit for BC/MBC is 40 years and for SC/ST and Differently Abled candidates is 45 years

        For Promotion from the category of Assistant

6. Assistant including PC to Registrar and COE: Rs.5200-20200 + GP 2800

    a.   A Bachelor's Degree

    b.   PG Diploma in Computer Applications.

        Desirable: Experience of working in Computer Operations.

    c.   Knowledge of Tamil to the extent of carrying official correspondence and drafting reports.

    d.   Age: Should not have completed 30 years

        For SCs/SC(A)s, ST, MBC/DC, BC, BC(Muslims), DW of all castes − No maximum Age Limit

        For Promotion - Must be approved probationer in the cadre of Junior Assistant cum Computer Operator with minimum of 7 years of service. Must have qualification in Account Test Part-I for subordinate officers.

7. Junior Assistant: Rs.5200-20200 + GP 2400

    a.   A Bachelor's Degree

    b.   PG Diploma in Computer Applications.

           Desirable: Experience of working in Computer Operations.

    c.   Knowledge of Tamil to the extent of carrying official correspondence and drafting reports.

    d.   Age: Should not have completed – 30 years

           For MBCs/DCs, BCs and BC(M)s – 32 Years, and for SC/SC(A)s, STs and DW of all castes – 35 years

           No maximum age limit for candidates belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs, BCMs and Destitute Widows of all castes who possess a General Educational Qualification which is higher than the Minimum General Educational Qualification (i.e. PG Degree)

8. Office Assistant: Rs.4800-10000 + GP 1300

    a.   A Pass in X Std.

    b   Cycle riding

    c.   Knowledge of Tamil

    d.   Age: Should not have completed 35 years. Maximum age limit for BC/MBC is 40 years and for SC/ST and Differently Abled is 45 years.

9. Driver: Rs.5200-20200 + GP 2400

    a.   A pass in X Std.

    b.   Possession of licence for driving heavy vehicles and First Aid Certificate.

    c.   Experience in driving light/ heavy vehicles for 4 years.

    d.   Age and educational qualification may be relaxed in the case of relevant ITI Certificate holders with experience of driving heavy vehicles

    e.   Age should be between 30 to 50 years.

TERMS AND CONDITIONS OF APPOINTMENT AND OTHER INSTRUCTIONS TO CANDIDATES INFORMATION

1. Candidates must be Indian Nationals

2. Candidates who satisfy the conditions prescribed to the satisfaction of the University authorities should be prepared to appear before the University Staff Selection Committee for interview at their own cost.

3. Candidates may be called for an interview as per the list prepared by the Screening Committee appointed for the purpose and approved by the Vice-Chancellor/the Syndicate Sub-Committee performing the duties of the Vice-Chancellor. The summoning of the candidate for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.

4. The University reserves the right to fill up or not to fill up the posts now advertised.

5. Any attempt by the candidate, either directly or indirectly to influence the Selection Committee or other authorities of the University will disqualify the candidate for the post.

6. The service conditions and other terms of appointment in the University shall be subject to the approval of the Syndicate of the Tamil Nadu Teachers Education University.

7. Candidates who are selected shall be liable for transfer to any place within the jurisdiction of the University.

8. Selection of candidates already in employment will be subject to the employer's agreement to relieve them.

9. The applications of the candidates who are not eligible for the posts they apply and those who are rejected by the Screening Committee will be rejected without any notice.

GENERAL INSTRUCTIONS
(CANDIDATES APPLYING FOR NON-TEACHING POSTS)

1. The prescribed application form along with the instructions to the candidates can be downloaded from the University website www.tnteu.in. Candidates should submit the application form along with a crossed Demand Draft for Rs.500/-, and Rs.250/- for SC/ST and Differently-Abled Candidates (on production of photocopy of the Community Certificate and Certificate issued by the District Disabled Rehabilitation Officer respectively), drawn in favour of **The Registrar, Tamil Nadu Teachers Education University payable at Chennai** on or before the prescribed time and date. Applications unaccompanied by the Demand Draft will be rejected without any notice. Downloaded application form from the University website alone shall be accepted.

2. The application form shall be filled in, complete in all respects, giving correct information. Defective and incomplete applications and those with wrong or false information will also be rejected, without any notice.

3. Persons who are already working in State or Central Government or any other organization should send their applications through proper channel. Any delay in sending the applications through proper channel is not the responsibility of the University. Advance copies of the applications reaching the Registrar, Tamil Nadu Teachers Education University, Kamarajar Salai, Chennai-600 005, within the prescribed time limit shall only be entertained provided the original application forwarded through proper channel reaches the Registrar before the candidates are called for interview or the Screening Committee takes up scrutiny of applications.

4. For in-service candidates (on consolidated) of this University, the date on which they joined this University service shall be the date for the purpose of reckoning the upper age limit.

5. Candidates must attach attested copies of testimonials from competent officials and must also give name and address of two persons in India to whom references can be made. If he / she has been in employment he / she should either give his / her present or most recent employer or immediate superior, as a referee or submit a recent testimonial from him / her. He / She should also submit self-attested copy of the entry relating to his / her date of birth, from the Matriculation or Secondary School Leaving Certificate, self-attested copies of his / her Degree Certificate or and Diploma, Certificates and other testimonials.

6. The candidates who are found eligible for the post applied will be short listed based on their performance in the Written Test / Skill Test.

7. Evidence of Degree / Diploma Certificate and testimonials should be submitted in original at the time of interview.

8. Applicants for the post are required to forward their applications (8 copies) in the prescribed format.

9. Applications from candidates who are in service will be considered only if forwarded through proper channel. In such cases, advance copies (7 numbers) of applications should be sent direct to the Registrar on or before the last date prescribed.

10. The Photo affixed in the applications is to be self-attested.

11. Separate application is required for each post.

12. Filled in Applications should reach the office of **the Registrar, Tamil Nadu Teachers Education University, Kamarajar Salai, Chennai-600 005 on or before 11.01.2016 upto 5.00p.m.**

13. The University will not held responsible for any postal delay under any circumstances.

REGISTRAR