

## CENTRAL INSTITUTE OF CLASSICAL TAMIL

(An autonomous Institute under Ministry of Human Resource Development, Govt. of India)

IRT Campus, 100 Feet Road, Taramani, Chennai-600113.

Website : [www.cict.in](http://www.cict.in)

### Employment Notice No. 2/Non-Academic/2012

Central Institute of Classical Tamil (CICT) invites applications from eligible Indian Nationals, who fulfill the prescribed qualification, experience, age and other conditions for filling up the following posts, as per the details given below:-

#### (A) DIRECT RECRUITMENT :

SI No.	Name of the Post	No. of post	Pay Band and Grade Pay	Age Limit
1	Web Designer	1 (UR)	PB3 15600-39100 GP Rs.5400	Not exceeding 35 years
2	Personal Secretary	3 (UR)	PB2 9300-34800 GP Rs.4200	18-27 (Relaxable upto 40 years for Govt. servants)
3	Assistant Librarian	1 (UR)	PB2 9300-34800 GP Rs.4200	-do-
4	Steno Grade II	2 (UR)	PB2 9300-34800 GP Rs.4200	-do-
5	UDC	2 (UR)	PB2 9300-34800 GP Rs.2400	-do-
6	LDC	5 (4-UR, 1-OBC)	PB1 5200-20200 GP Rs.1900	-do-

#### (B) DEPUTATION :

SI No.	Name of the Post	No. of post	Pay Band and Grade Pay	Age Limit
1	Office Superintendent	2 ( UR)	PB2 9300-34800 GP Rs.4200	Not more than 56 years
2	Junior Accounts Officer	1 (UR)	PB2 9300-34800 GP Rs.4200	Not more than 56 years

The details of the posts, educational qualification, age, experience and application format are available in the Institute's website [www.cict.in](http://www.cict.in). Applications completed in all respect along with requisite application fee and all necessary documents should reach within 30 days of publication of this advertisement to "The Director, Central Institute of Classical Tamil (CICT), IRT Campus, 100 Feet Road, Taramani, Chennai-600113".

**DIRECTOR**

# CENTRAL INSTITUTE OF CLASSICAL TAMIL

**IRT Campus, 100 Feet Road, Taramani, Chennai-600113.**

**Notification No. 1/NON-ACADEMIC/2012, dated: 12.10.2012**

Central Institute of Classical Tamil (CICT), an autonomous institute under Ministry of Human Resource Development (MHRD), Government of India invites applications in the prescribed format from suitable Indian Nationals for the following posts:

## A. DIRECT RECRUITMENT:

Sl No.	Name of the Post	No. of post	Pay Band and Grade Pay	Age Limit	Educational and other Qualifications required
1	Web Designer	1 (UR)	PB3 15600-39100 GP Rs.5400	Not exceeding 35 years	MSc (Comp Science) / MCA First Class (60% marks) with two years experience or B.E/B.Tech. Computer Science / IT with two years experience in programming and development of software packages. <b>Desirable:</b> <i>Well qualified persons with experience in 3-4 years in Network &amp; Web Design and admission, e learning &amp; online examinations, training, software development, database management, .NET technology etc.</i>
2	Personal Secretary	3 (UR)	PB2 9300-34800 GP Rs.4200	18-27 years (Relaxable upto 40 years for Central Govt. servants)	1. Class 12 or equivalent pass from a recognized Board / University 2. Skill Test of Dictation in English / Tamil for ten minutes @ 100 words per minute and transcription in English/Tamil, only on computer in 40 minutes
3	Assistant Librarian	1 (UR)	PB2 9300-34800 GP Rs.4200	-do-	<b>Essential :</b> Bachelor's degree in Library Science <b>Desirable:</b> Certificate in Computer course recognized by All India Council for Technical Education (AICTE) / Department of Electronics Accreditation of Computer Courses (DOEACC) or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC
4	Steno Grade II	2 (UR)	PB2 9300-34800 GP Rs.4200	-do-	1. Class 12 or equivalent pass from a recognized Board / University 2. Skill Test of dictation in English / Tamil for ten minutes @ 100

					words per minute and transcription in English/Tamil, only on computer in 40 minutes
5	UDC	2 (UR)	PB2 9300-34800 GP Rs.2400	18-27 years	Degree from a recognized university or equivalent.
6	LDC	5 (4-UR, 1-OBC)	PB1 GP Rs.1900	18-27 years	1. Class 12 or equivalent pass from a recognized Board / University 2. Skill Test only on computer in English Typing @ 35 words per minute corresponding to 10,000 key depressions per hour on an average of five key depressions for each word.

**B. DEPUTATION**

Sl No.	Name of the Post	No. of post	Pay Band and Grade Pay	Age Limit	Educational and other Qualifications required
1	Office Superintendent	2-UR	PB2 9300-34800 GP Rs.4200	Not more than 56 years	Central / State Government staff holding analogous posts in the Grade Pay of Rs.4200/- in the Administrative Branch of the Secretariat/Audit/Accounts Department or UDC (Grade Pay Rs.2400/-) or equivalent posts with eight years service in the Grade including five years experience in Administration Branch with knowledge of cash, audit / accounts and budget work.
2	Junior Accounts Officer	1-UR	PB2 9300-34800 GP Rs.4200	Not more than 56 years	-do-

The format of application and other instructions are provided in **Annexure A** to this notification. Completed applications along with application fee of Rs.100/- drawn in favour of Director, CICT payable at Chennai with all necessary documents should reach within 30 days from date of publication of this advertisement to **“The Director, Central Institute of Classical Tamil, IRT Campus, 100 Feet Road, Taramani, Chennai-600113”**. Application Fee is exempted for SC / ST / PwD candidates.

**DIRECTOR  
CICT**

**CENTRAL INSTITUTE OF CLASSICAL TAMIL, CHENNAI**

(An autonomous Institute under Ministry of Human Resource Development, Government of India)

IRT Campus, 100 Feet Road, Taramani, Chennai-600 113.

**APPLICATION FOR NON-ACADEMIC POSTS**

1. Post Applied	:		Affix Photograph with light background (5cm x 4.5cm)
2. Advertisement No	:		
3. Name in Full (Capital Letters) (as in SSLC Certificate)	:		
4. Date of Birth (Enclose copy of SSLC Certificate)	:	Age:	
5. Nationality	:		
6. Sex	:		
7. (a) Category	:	SC / ST / OBC / GEN (Tick appropriate Category)	
(b) Ex-serviceman (ES)	:	YES / NO	
(c) Person with Disability (Attach certificate(s))	:	YES / NO	
8. Address for Communication	:		
		State:	
		Pin:	
		Phone:	
		Mobile: Email	
9. Permanent Address	:		
10. Name of Father / Husband	:		



14. Details of Demand Draft (Rs.100) attached:  (Drawn in favour of 'Director, CICT, payable at <b><u>CHENNAI</u></b> .)	:	
15. (a) Present Employment (b) Nature of Work (c) Time Required to join, if offered the post	:  :  :	
16. Names, Designation and Address with Phone, Email ID of three Referees (with whom you have interaction during your work or study period)		
17. Any other relevant information (attach additional sheets if necessary):		
18. I hereby declare that the information given above is true and correct to the best of my knowledge and belief and I fully understand that if it is found at a later date that any information given in the application is incorrect / false or if I do not satisfy the eligibility criteria, my candidature / appointment is liable to be cancelled / terminated. Place: Date:  <div style="text-align: right;">Signature of the Applicant</div>		

19. Endorsement of the Present Employer :

The application of Mr. / Ms. \_\_\_\_\_ (Name and Designation of applicant) for the post of \_\_\_\_\_, at Central Institute of Classical Tamil, Chennai is forwarded to the Director, Central Institute of Classical Tamil, IRT Campus, 100 Feet Road, Taramani, Chennai-600 113. It is to certify that no disciplinary vigilance case is pending or contemplated against the official. APAR for the last five years dully attested has been enclosed with the application.

Date:

Signature of the Head of the Organization with seal

**Enclosures:**

**Number of Sheets  
attached**

(i) Attested copies of SSLC & HSC	___
(ii) Attested copies of Degree / Diploma / others	___
(iii) Attested copies of previous employment certificate	___
(iv) Attested copies of SC /ST/OBC/PD/ES certificates	___
(v) Demand Draft for Rs 100/-	___
(vi) Any other information	___
<b>Total no. of sheets excluding main application</b>	___

*Submit the hard copy by post or in person to:*

**The Director  
Central Institute of Classical Tamil  
IRT Campus, 100 Feet Road  
Taramani,  
Chennai-600 113**

**INSTRUCTIONS TO CANDIDATES**  
**APPLYING FOR NON-ACADEMIC POSITIONS IN**  
**CENTRAL INSTITUTE OF CLASSICAL TAMIL,**  
**CHENNAI-600 113.**

**(Notification No. 2/Non-Academic/2012)**

The applicants are requested to kindly go through the following instructions, regarding qualifications and experience for each post before filling up of the application.

1. The qualification, experience, age etc. shall be reckoned as on last date for submission of application (which shall be one month from the date of notification of the advertisement).
2. The age limit shall be relaxed by 5 years for SC / ST and by 3 years for OBC/PwDs / Ex- Servicemen.
3. The candidates selected shall be on probation for a period of two years from the date of appointment.
4. All candidates selected for appointment shall be governed by the New Pension Scheme of Government of India. Retirement / Terminal benefits for all the posts shall be as per Government of India norms.
5. The candidate applying for more than one post must use separate application form for each post along with required demand draft in original and send them in separate covers super-scribed with the name of the post applied for.
6. Candidates belonging to SC/ST/OBC/PwD are required to attach with the application latest community certificate in the format as prescribed by the Government of India.
7. Applications for all posts should be accompanied with a non-refundable demand draft for Rs.100/- in favour of **Director, CICT Chennai** payable at **Chennai**. The issue of the demand draft shall be within the period of duration of the advertisement. The demand draft enclosed with the application shall not be refunded or adjusted under any circumstances. No other mode of payment shall be accepted and such applications shall be rejected forthright and payment made shall be forfeited. SC / ST / PwD candidates are exempted from fees and are not required to submit demand draft.
8. Candidates are required to forward their application in the prescribed format accompanied by required demand draft, evidence of age, community, educational qualifications, experience and all other supporting documents for information stated in the application. The copies of the documents enclosed shall be duly attested.
9. Persons who are serving in Government / Semi-government / PSUs should send their application through proper channel. They can however send advance copy together with original demand draft. Candidates who are employed in other organizations should also send their application through proper channel. In case the applications are not forwarded through proper channel they should submit NO OBJECTION CERTIFICATE at the time of interview.
10. The Institute reserves the right to place a reasonable limit on the total

number of candidates to be called for test or interview. Fulfillment of qualifications per-se does not entitle a candidate to be called for test or interview. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final.

11. Incomplete applications / applications without relevant supporting enclosures / without prescribed demand draft / applications not in prescribed format will be rejected outright.

12. Institute is not responsible for postal delay and interim correspondence will not be entertained and replied to.

**13. Canvassing in any form will be a disqualification**

14. Application complete in all aspects should be addressed to **The Director, Central Institute of Classical Tamil, IRT campus, 100 Feet Raod, Taramani, Chennai-600113** and should be **super scribed on the left hand top corner** of the envelope with the details of the posts applied for.

15. The prescribed application shall be downloaded from the Institute's website [www.cict.in](http://www.cict.in)

16. Completed applications with all necessary documents should reach **within 30 days from the date of publication of this advertisement.**

17. Application for Deputation posts shall be submitted within 60 days from the date of publication of the advertisement.