

**तमिलनाडु केन्द्रीय विश्‍वविद्यालय**

*(संसद द्वारा पारित अधिनियम 2009के अंतर्गत स्थापित)*

**CENTRAL UNIVERSITY OF TAMIL NADU**

*(Established by an Act of Parliament, 2009)*

नीलक्‍कुड़ी परिसर/Neelakudi Campus,कंगलान्चेरी/Thiruvarur - 610 005

**APPLICATION FORMAT FOR NON TEACHING POST**

(Use separate format for each post)

(Please read carefully the instructions given in the eligibility criteria before filling the format)

|  |
| --- |
| Appln. No.(*For office use*) |

Paste a recent passport size photograph

1. Employment Notification No : **CUTN/02/2018**
2. Post applied for :

Subject (Technical /Lab Assistant) :

1. Mode of application : Regular / Deputation

 (tick any one)

1. Details of Fees paid : Amount (Rs.)

 (Non-refundable)

1. If Payment is made through Demand Draft:

|  |  |  |  |
| --- | --- | --- | --- |
| Demand Draft No. | Date | Bank Name/Code | Branch |
|  |  |  |  |

*(Please write your name, address & post applied on the reverse of the Demand Draft)*

1. If Payment is made through SBI Collect(online) (**Please enclosed the copy of the receipt**):

|  |  |  |
| --- | --- | --- |
| Receipt No. | Date of Payment | Amount paid |
|  |  |  |

1. a) Name in full (in **BLOCK** letters) **:**

b) Father’s / Husband’s Name **:**

c) Whether belonging to **:** SC ( ) ST ( ) OBC ( ) PWD ( ) UR ( )

(Please enclose attested copy of caste / disability proof certificate issued by the competent authority)

d) Religion :

e) Place of birth :

f) Date of birth (Christian era) : **D D/ M M/ Y YYY**

g) Age (in years as on last date of receipt of application) :

1. Address for Communication :

|  |  |
| --- | --- |
| **Permanent address**(with phone number and e-mail address) \* | **Address for correspondence / Present address** (with phone number and e-mail address) |
|  |  |
| Email id: |  |
| Mobile No: |  |

\*Interview intimation will also be sent by e-mail, therefore candidates are advised to give the

e-mail Id used by them regularly.

1. Educational Qualification (commencing with Matriculation). Attach self-attested copies of Certificate (Originals to be produced when called for interview)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No | Examination passed | University/Board | Year | Class/Division/Grade | % of marks | Subject offered |
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1. Details of employment (beginning with the present post)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Office /Institution employed | Date of Joining | Date of leaving | Post held | Scale of pay with Grade Pay | Basic payRs. | Total Salary (Gross)Rs. |
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(Please enclose self - attested copies of certificates/proof in support of employment)

(\*please attach a separate sheet for job description)

1. (a) Do you fulfil the essential qualifications and experience as specified in the eligibility

 criteria:

  **YES / NO**

 (b) Are you fulfilling the Job requirement meant for the post applied?

**YES / NO**

1. If any other relevant particulars not covered in the above columns, please provide:
2. Are you an employee of Central / State Govt. / PSU / Autonomous or any other Govt.

 Body?

**YES / NO**

 If YES, please provide details of the same.

1. **Do you have a near relative among the staff of this University? YES / NO**

if YES, Please furnish the details given below:

 Name & designation of the person:

 Relationship with the candidate:

13**.** **Any vigilance / Disciplinary case is pending against you? YES / NO**

If YES, Please furnish the details given below:

Name & designation of the person:

Relationship with the candidate:

14**. Any legal case is pending against you in any of the court(s) / Police station? YES / NO**

If YES, Please furnish the details given below:

Name & designation of the person:

Relationship with the candidate:

15**. Time required for joining / reporting for duty :**

 **(in case of selection)**

1. Are you a member of any Professional body?

**YES / NO**

 If **YES**, Please furnish the details.

1. Name &Address of two Referees.

(These should be persons resident in India and in case the candidate is in employment, he/she should give his/her most recent employer as one of the referee)

**REFEREE 1**

1. Name :

Designation or Position :

Present Address :

Phone / Mobile No :

Email ID :

**REFEREE 2**

1. Name :

Designation or Position :

Present Address :

Phone / Mobile No :

Email ID :

1. Time required for joining, if selected :

CHECK LIST

|  |  |  |
| --- | --- | --- |
| 1. | Application Fee  |  |
| 2. | Self - attested 10th, 12th Marks statements |  |
| 3. | Self - attested UG, PG Degree Certificates |  |
| 4. | UG, PG Mark Statements |  |
| 5. | Community Certificate, if applicable |  |
| 6. | Experience Certificates |  |
| 7. | Certificate from the present Employer, in case the candidate is in service |  |
| 8. | Any other certificates |  |

**DECLARATION**

"I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/distorted. I am aware that, if at any time I am found to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice. Moreover, if any information is found incorrect/wrong, I shall be liable for action as decided by the University authority”.

Signature of the applicant

Place :

Date : Name in **BLOCK** letters:

**FORWARDAL OF APPLICATION- THROUGH PROPER CHANNEL**

**(APPLICABLE ONLY FOR IN SERVICE CANDIDATES)**

1. Sri/Smt./Dr\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a permanent / temporary employee of this organization holding the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ w.e.f \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which carries the pay (present Basic Pay with GP / AGP) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Pay Band \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and his/her application is forwarded for consideration and necessary action. If selected, he/she will be relieved immediately on his/her selection.
2. The Date of birth, qualification and experience and other details furnished by Shri / Smt. / Dr\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in application form have been verified and found correct as per service records available in this office. It is certified that Shri / Smt. / Dr\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is fulfilling the essential qualification mentioned in the advertisement.
3. The integrity of Shri / Smt./ Dr\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is beyond doubt.
4. No vigilance or disciplinary case is either pending or contemplated against the official concerned and also undertake to intimate if any, after forwarding of this application.
5. Copies of up-to-date ACR/APR dossier (for the last three years) of Shri / Smt. / Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are enclosed or will be forwarded in due course. (Applicable for candidate applying on deputation only).

 Signature of forwarding authority

Place: Name & Designation :

Date: OFFICE STAMP / SEAL