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செம்மொழித் தமிழாய்வு மத்திய நிறுவனம்

(தன்னாட்சி நிறுவனம், மனித வள மேம்பாட்டு அமைச்சகம், இந்திய அரசு)
சாலைப் போக்குவரத்து நிறுவன வளாகம், நூறுடிச்சாலை, தரமணி, சென்னை - 600 113

CENTRAL INSTITUTE OF CLASSICAL TAMIL

(An autonomous Institution under Ministry of Human Resource Development, Government of India, New Delhi)
The Institute of Road Transport Campus, 100 Feet Road, Taramani, Chennai - 600 113

F.No.11-264/CICT/FO/2016-17/

Date: 29.11.2016

Filling up of the post of Finance Officer under CICT, Chennai.

Applications are invited from eligible candidates for filling up the post of Finance Officer on deputation/contract basis under Central Institute of Classical Tamil (CICT), Chennai, an autonomous body under Ministry of Human Resource Development.

1. **Finance Officer** - Rs.15600-39100 plus Grade pay of Rs.6600/-(Pre-revised scale) - One post.
2. The details of the post and eligibility conditions are given in Annexure I. Proforma of application is given at Annexure-II.
3. The officers selected for appointment will be treated as on deputation or on 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 should reach ***The Director, Central Institute of Classical Tamil, IRT Campus, 100 Feet Road, Taramani, Chennai - 600 113*** within 21 days from the date of issue of this Circular, duly superscribing in the envelope as Application for the post of "Finance Officer".
5. The applicants who are in Central Govt./State Govt. Service/aq Autonomous Bodies/Union Territories or other Govt. Bodies should submit their application through proper Channel along-with 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.
6. Incomplete applications and those not accompanied by ACR dossiers 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 all the applications without assigning any reasons, what so ever.

Annexure I

- i. **Name of the post:** *Finance Officer*, Central Institute of Classical Tamil (CICT), Chennai.
- ii. **Scale of Pay:** Rs.15600-39100 plus Grade Pay of Rs.6600. (Pre-revised scale)
- iii. **No. of Vacancies:** One
- iv. **Place of Posting:** Chennai
- v. **Age limit:** Not exceeding 56 years as on the date of calling of application.
- vi. **Eligibility by transfer on deputation or on contract:** 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 regular service in the scale of pay of Rs.15,600-39100 with G.P. of 5,400/- (pre-revised) or equivalent or
 3. With 8 years regular service in the scale of pay of Rs.8,700-34,800 with G.P. of 4,800/- (pre-revised) or equivalent; and

The following essential qualification and experience are required on deputation and contract:

Possessing a degree from a recognized university or equivalent with 5 years experience in administration, budget and accounts work.

- vii. **Tenure of Appointment:** Not exceeding 3 years.

Deputation/Re-employment:

Period of deputation including period of deputation in another ex-cadre posts held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed three 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. Date of Birth (in Christian era) _____

3. Date of retirement under Central/State Government Rules

PHOTO

4. Educational Qualifications

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. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post _____

Contd/...

7. 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)

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
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. 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 vigilance angle.
3. The integrity of the applicant is beyond doubt.
4. That no major/minor penalty has been imposed on the applicant during the last (10) years.
5. The cadre controlling authority of the applicant has given clearance to enable him/her 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