

Application No:



**தமிழ்நாடு ஆசிரியர் கல்வியியல் பல்கலைக்கழகம்**  
**TAMIL NADU TEACHERS EDUCATION UNIVERSITY**

Photo

**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 application with copies of self-attested Certificates shall be sent to the Registrar, Tamil Nadu Teachers Education University, Chennai-600 097, on or before the due date indicated in the advertisement.

Advertisement No: .....

Date: .....

<b>APPLICATION FOR THE POST OF</b>	
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<b>Fee Particulars</b>			
D.D No.		Date	
Name of Bank		Branch	
Amount	<b>Rs.</b>	<b>/- (Rupees .....)</b>	

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	
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.		<p>1.</p> <p>2.</p>

**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.**

**DECLARATION BY THE APPLICANT**

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:

**Recommendation of the Head of the  
Department / Office**

**Forwarded to the Registrar, Tamil Nadu Teachers Education University,  
Chennai-600 097.**

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

(Seal)

**Signature  
Head of the Department/Office**

**Checklist of Enclosures:**

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

## TAMIL NADU TEACHERS EDUCATION UNIVERSITY

(Established under Tamil Nadu Act 33 of 2008)

Gangai Amman Koil Street, Karapakkam, Chennai - 600 097.

### EMPLOYEMENT NOTIFICATION

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

Sl. No.	Advertisement No.	Name of the Post	Pay	Number of Posts with communal reservations				Total
				GT	SC/SC(A)	MBC/DNC	BC	
1.	Advt.No.1/TNTEU/ R/Non-Teach. Advt./2018/1819	Assistant Registrar	As per Pay Matrix for the Pay Band of Rs.15600-39100 + GP 5400	-	1-SC(A) (W) (PSTM) – C/F	-	-	1
2.	Advt.No.2/TNTEU/ R/Non-Teach. Advt./2018/1819	Superintendents	As per Pay Matrix for the Pay Band of Rs.9300-34800 + GP 4800	1 + 1-(W)	1-SC(A) (W) (PSTM)-C/F + 1- SC – C/F	1 + 1 (W)	2 + 1-(W)	9
3.	Advt.No.3/TNTEU/ R/Non-Teach. Advt./2018/1819	Assistant	As per Pay Matrix for the Pay Band of Rs.5200-20200 + GP 2800	-	-	-	1-(W-DW)	1
4.	Advt.No.4/TNTEU/ R/Non-Teach. Advt./2018/1819	Junior Assistant cum Computer Operators	As per Pay Matrix for the Pay Band of Rs.5200-20200 + GP 2400	1-(PSTM)	1-SC(A)-(W-DW) (PSTM)-C/F + 1-SC(W-DW) + 1-SC – C/F	1-(W-DW)	1-(W-DW)	6
5.	Advt.No.5/TNTEU/ R/Non-Teach. Advt./2018/1819	Office Assistants	As per Pay Matrix for the Pay Band of Rs.4800-10000 + GP 1300	1-(W-DW)	1-SC – C/F	1 + 1-(W-DW)	1-(W-DW)	5
6.	Advt.No.6/TNTEU/ R/Non-Teach. Advt./2018/1819	Drivers	As per Pay Matrix for the Pay Band of Rs.5200-20200 + GP 2400	1-(W-DW)	1-SC(A)(DW) (PSTM)-C/F	1	-	3

1. 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, C/F – Carry Forward Vacancy.
2. If qualified and suitable candidates belonging to SC(A) are not available, the post reserved for SC(A) will be filled up with other SC candidates on merit basis.
3. 4% of the total number of posts is reserved for PWD (Persons with Disability).
4. **The last date for receipt of filled in applications by the University is 27.09.2018 up to 5.00 p.m**
5. **For further details, qualifications and general instructions visit our website: [www.tnteu.ac.in](http://www.tnteu.ac.in)**
6. **The University reserves the right to fill up or not to fill up the above posts without assigning any reasons whatsoever.**

REGISTRAR i/c

## PRESCRIBED QUALIFICATIONS

### Non-Teaching Posts

#### 1. Assistant Registrar: As per Pay Matrix for the Pay Band of 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

#### 2. Superintendent: As per Pay Matrix for the Pay Band of 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.

#### 3. Assistant: As per Pay Matrix for the Pay Band of 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: As prescribed for the similar post in Government service by the TNPSC.

**As per TNPSC the Age Limit:** For SCs/SC(A)s, ST, MBC/DC, BC, BC(Muslims), DW of all castes – No maximum Age Limit

For Others: The maximum Age Limit is 30

**4. Junior Assistant cum Computer Operators: As per Pay Matrix for the Pay Band of 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: As prescribed for the similar post in Government service by the TNPSC.

**As per TNPSC the Age Limit:** Age limit should not exceed 32 years for BC/BC(M)/MBC/DNC, 35 years for SC/SC(A)/ST/Differently-abled and for others 30 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)*

**5. Office Assistants: As per Pay Matrix for the Pay Band of Rs.4800-10000 + GP 1300**

- a. A Pass in X Std.
- b. Cycle riding
- c. Knowledge of Tamil
- d. Age: As prescribed for the similar post in Government service by the TNPSC.

**As per TNPSC the Age Limit:** Age limit should not exceed 40 years for BC/BC(M)/MBC/DNC, 45 years for SC/SC(A)/ST/Differently-abled and for others 35 years.

**6. Drivers: As per Pay Matrix for the Pay Band of 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: As prescribed for the similar post in Government service by the TNPSC.

**As per TNPSC the Age Limit:** Age limit should not exceed 32 years for BC/BC(M)/MBC/DNC, 35 years for SC/SC(A)/ST and for others 30 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 for the post 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 consent 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.ac.in](http://www.tnteu.ac.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 with Demand Draft towards cost of application and attested copies of testimonials will be rejected without any notice. Downloaded application form from the University website alone shall be accepted.
2. **The applications of the candidates with the following discrepancies will be rejected summarily at the admission stage itself without any notice and no communication will be entertained in this regard.**
  - (a) Defective, Incomplete and ineligible applications, (b) Applications without three copies and (c) Applications which are not forwarded through the respective employers (d) The applications received after the last date is over (e) Applications with wrong or false information.

**The last date for receipt of filled in applications is 27.09.2018 upto 5.00p.m. The University will not be responsible for any postal delay. It shall be so arranged that application sent through proper channel is also received in this office on or before the last date prescribed.**
3. Application should be addressed to the **Registrar i/c (by designation only), Tamil Nadu Teachers Education University, Chennai-600 097.**
4. New Contributory Pension Scheme will be applicable for the new entrants and also for the staff who were recruited on or after 01.04.2003. (G.O.Ms.No.439/Fin/2004, dated 06.08.2004).
5. Persons who want to avail the benefit of reservation under the Differently abled category will have to submit the Disability Certificate issued by the Competent Authority in the prescribed format.
6. The prescribed qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. The University reserves the right to shortlist the candidates based on merit.
7. Applications from candidates, who are in service, should be sent through proper channel. The candidates shall send 3 copies of the applications as per the advertisement. They shall bring 6 more copies of the applications for placing before the member of the Selection Committee. The applications through proper channel shall be submitted to the Office of the Registrar, if not already sent. Their application will be considered and they will be permitted for the interview only if their applications are forwarded through proper channel are received in time. If not, such application will be rejected without any notice. Otherwise they should produce No Objection Certificate obtained from the employer at the time of interview, failing which the applicant will not be permitted to appear for the interview.
8. 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.

9. The candidates who are found eligible for the post applied will be short listed based on their performance in the Written Test / Skill Test.
10. Evidence of Degree / Diploma Certificate and testimonials should be submitted in original at the time of interview.
11. The candidate should submit the recent Community certificate issued by the competent authority, if permanent card is not available.
12. Applicants for the post are required to forward their applications (3 copies) in the prescribed format.
13. Applications from candidates who are in service will be considered only if forwarded through proper channel. In such cases, advance copies (3 numbers) of applications should be sent direct to the Registrar on or before the last date prescribed.
14. The Photo affixed in the applications is to be self-attested.
15. Separate application is required for each post.
16. The University will not held responsible for any postal delay under any circumstances.
17. Candidates in service are informed that pay protection in any manner shall not be considered.
18. The experience and the age will be reckoned as on the date of the notification.
19. The applications shall contain the following documents/certificates/credentials.
  - i. Age with Proof of an attested copy of the first page of SSLC Book;
  - ii. Qualifications, degrees [with year/years of passing and University in which the degrees were taken];
  - iii. Present occupation and salary with scale of pay;
  - iv. Language with which the applicant is conversant together with copies of recent testimonials;
  - v. Testimonials from two persons;
  - vii. Name of two persons for reference.  
[Candidates are requested to download the application form from the website and take a xerox copy of the same to fill up all the required information]
  - viii. Self-Attested true copies of certificates of credentials be enclosed along with the application.
  - ix. Service Certificate from the competent authority

**REGISTRAR i/c**