

F. No. 8-34/2017/L-II
Government of India
Ministry of Human Resource Development
Department of Higher Education
Language Division

Shastri Bhawan, New Delhi
Dated 1st September, 2017

OFFICE MEMORANDUM

Subject:- Filling up the post of Director, Central Institute of Classical Tamil (CICT), Chennai in pay band PB-4 Rs. 37,400-67,000+ Grade Pay 10,000/- regarding.

CS (Surry)
M
109015
13-9-17
Applications are invited from eligible candidates for the post of Director, Central Institute of Classical Tamil (CICT), Chennai (a fully funded autonomous body under the Department of Higher Education, Ministry of Human Resource Development), Government of India in pay band PB-4 Rs. 37,400-67,000 + Grade Pay of Rs. 10,000/-.

SPS (Bury)
14/9/17
The details of the post and eligibility conditions alongwith proforma for application are enclosed and available in the website of MHRD (www.mhrd.gov.in) and CICT, Chennai (www.cict.in).

3. The candidate selected for appointment will be treated on deputation/contract as the case may be and will be governed as per extant rules of the Government of India. The candidate once selected will not be allowed to withdraw.

4. The vacancy may please be circulated amongst suitable persons and applications (in duplicate) in the prescribed proforma along with complete and up-to-date Annual Confidential Reports/APAR of suitable persons who could be spared in the event of their selection, may please be sent to the undersigned within 60 days from the date of issue of advertisement for the above post in the Employment News/Rozgar Samachar.

5. While forwarding the applications, it may please be verified and certified that the particulars furnished by the candidates are correct and no disciplinary action is pending or contemplated against the officer. The integrity of the officer may also be certified.

6. Incomplete applications and those not accompanied by ACR dossiers will not be considered.

Yours faithfully,



(R. Sitarama Murthy)

Deputy Secretary to the Government of India

Tel : 23380207

Encl: As above.

Copy to:-

1. All Ministries and Departments of the Government of India
2. Chief Secretaries of all States/UTs
3. Vice-Chancellors of all Central Universities.
4. University Grant Commission, New Delhi for circulating to all Universities under UGC.
5. Ministry of Information and Broadcasting, Shastri Bhavan, New Delhi for arranging suitable publicity in Air Media about the vacant post.
6. PS to HRM/PS to Secretary (HE).
7. Director, CICT, Chennai.
8. Director General, DAVP, Phase IV, Soodhna Bhawan, CGO complex, New Delhi, along with **English and Hindi versions** of the advertisement for immediately releasing the advertisement for the post in the Employment News, Rozgar Samachar and newspapers (shortlisted by the DAVP) all over the country. The advertisement to be published in the newspaper (as per DAVP list) all over the country would **exclude** the application proforma. As the post relates to Classical Tamil Language, the advertisement may also be issued in the Tamil dailies viz. Dinamani, Dinamalar and Daily Thanthi. **Note-2 of the advertisement** advising the candidates to get further details including application proforma, by referring to the advertisement for the above post published in the Employment News and Rozgar Samachar dated _____ is to be included **only in the advertisement to be released in newspapers- throughout the country** by incorporating the date of advertisement published in the Employment News/Rozgar Samachar. The estimate towards the cost of advertisement in Employment News/Rozgar Samachar and in other newspapers may please be given so that the cheque for the required amount can be sent to DAVP.


(R. Sitarama Murthy)

Deputy Secretary to the Govt of India
Tele: 011-23380207

CENTRAL INSTITUTE OF CLASSICAL TAMIL (CICT)

(An autonomous body fully funded by the Ministry of Human Resource Development, Government of India)

LMV Building, The Institute of Road Transport Campus, 100 Feet Road
Taramani, Chennai-600113

ADVERTISEMENT FOR THE POST OF DIRECTOR

Applications are invited for the post of Director, Central Institute of Classical Tamil (CICT), Chennai, an autonomous body fully funded by the Ministry of Human Resource Development, Government of India from persons possessing qualifications and experience mentioned below in the prescribed proforma published in the Employment News/Rozgar Samachar. The application form can also be downloaded from the M/o HRD's website www.mhrd.gov.in and CICT, Chennai's website www.cict.in

Pay Scale: Pay Band PB-4; Rs.37,400-67,000/- plus Grade Pay of Rs.10,000/- (pre-revised).

Qualifications & Experience:-

Essential:

- (1) Doctorate degree in Tamil or Linguistics (with Tamil background) from a recognized University or equivalent.
- (2) Eighteen (18) years experience of teaching and /or Research in a recognized College/University including five (5) years administrative experience in an educational institution.

(Explanation: 'Administrative experience means experience as Head of an academic institution including Head of Department in a College or University OR experience in administrative capacity in a Government local body or autonomous organization preferably connected with the area of education/languages.

- (3) Evidence of published papers in the field of Tamilology and especially in Classical Tamil.

Desirable:

- (1) Experience of guiding doctoral candidates or research projects in the field of Tamil language or literature.
- (2) Proficiency in more than one Indian language and English.

Method of Recruitment:

By deputation/contract from among officers under the Central/State Government/Union Territories/Autonomous organizations/Statutory bodies of Central/State Govts:-

1. holding analogous posts on a regular basis, OR
- (2) With two (2) years regular service in the pre-revised scale of pay of Rs. 16400-20000 or equivalent, OR
- (3) With three (3) years regular service in the pre-revised scale of pay of Rs. 14300-18300 or with eight (8) years regular service in the pre-revised scale of pay of Rs. 12000-16500.

Age limit: Not exceeding 56 years (The age would be reckoned as on the closing date for receipt of applications against the advertisement for the post in the Employment News/Rozgar Samachar).

Last Date: Duly filled in applications complete in all respects and forwarded through Proper Channel by the concerned University/College/Department, etc. should reach **Shri R. Sitarama Murthy, Deputy Secretary (Languages), Department of Higher Education, Ministry of Human Resource Development, Room No.207, 'C'- Wing, Shastri Bhawan, New Delhi - 110115** within **60 days** from the date of publication of the advertisement for the above post in the Employment News/Rozgar Samachar. The applicants, who applied at an earlier date, if interested, should apply afresh. In no case, the previous application will be considered.

Note-1:- The applicants who are in Central Govt./State Govt. Service/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.

Note -2 :- For getting further details including application proforma, candidates may refer to the advertisement for the above post published in the Employment News and Rozgar Samachar dated September ,2017.

PROFORMA OF APPLICATION

Application for the post of Director, Central Institute of Classical Tamil (CICT), Chennai.

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 has 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 _____

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)

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 :
16. Remarks (The candidates may indicate : information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/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 ten (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.

Countersigned by the authorized signatory on behalf of the employer

(Seal of the authorized signatory)

Place: _____

Date: _____