

F. No. 8-22/2019/L-II
Government of India
Ministry of Human Resource Development
Department of Higher Education
Language Division



Shastri Bhawan, New Delhi
Dated 9th May, 2019

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.

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/- (pre-revised scale).

2. 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 eligible candidate(s) may also attach a "Copy of the Forwarding Note" (as attached) alongwith the application form mandatorily.

Yours faithfully,

(V. Sripathi)

Under Secretary to the Government of India
Tel : 23072112

Encl: As above.

To:- With the request to recommend/forward the eligible candidates for the post of Director, CICT, Chennai.

1. Secretaries of all Ministries and Departments of the Government of India
2. Chief Secretaries of all States/UTs
3. Vice-Chancellors of all Central Universities.
4. Vice Chancellors of all Tamil Universities.
5. University Grant Commission, New Delhi for circulating to all Universities under UGC.

Copy to :-

1. PS to HRM/PS to Secretary (HE) for information.
2. Director, CICT, Chennai along with **English version** of the advertisement with the request for immediately releasing the same for the post in the Employment News and newspapers (shortlisted by the DAVP) all over the country. As the post relates to Classical Tamil Language, the advertisement may also be issued in the Tamil dailies viz. Dinamani, Dinamalar and Daily Thanthi advising the candidates to get further details including application proforma, etc from the Employment News (dated.....) MHRD's website (www.mhrd.gov.in) and CICT's (www.cict.in) website.

(V. Sripathi)

Under Secretary to the Government of India
Tele: 011-23072112

Services-II Branch
Diary No. 68014
Date 24/05/19

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. 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).

Educational Qualifications & Experience:-

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 2 years regular service in the scale of pay of Rs. 16400-20000 (pre revised) or equivalent
Or
3. With 3/8 years regular service in the scale of pay of Rs. 14300-18300/Rs. 12000-16500 ((pre revised).
and

Possessing following essential qualifications:

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

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.

Desirable Qualifications

- (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.

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).

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. V. Sripathi, Under Secretary (Languages), Department of Higher Education, Ministry of Human Resource Development, Room No.206, 'C' - Wing, Shastri Bhawan, New Delhi - 110115** within **30 days** from the date of publication of the advertisement for the above post in the Employment News. The applicants, who applied against earlier advertisement, if interested, should apply afresh.

Tenure of Appointment: The tenure of the appointment is for three years. However, extendable to the maximum of five years.

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 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 _____

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 duties of (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 :
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: _____