

F. No. 8-51/2013/L-II  
Government of India

Ministry of Human Resource Development  
Department of Higher Education  
Language Division

PONDICHERRY UNIVERSITY VC's Secretariat	
Date of Receipt	01/07/13
Entry No.	493



Shastri Bhawan, New Delhi  
Dated 19<sup>th</sup> June, 2013

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**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 filling up 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) in pay band PB-4 Rs. 37,400-67,000 + Grade Pay of Rs. 10,000/-

- The details of the post and eligibility conditions alongwith proforma for application are enclosed.
- 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.
- 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.
- 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.
- Incomplete applications and those not accompanied by ACR dossiers will not be considered.

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Reqd. *Chakraborty*  
21/7/2013


Yours faithfully,  
*[Signature]*  
19/06/2013

(Pramod Kumar Saha)  
Deputy Secretary to the Government of India  
Tel : 23073639

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, Soochna 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 advertisement may be released immediately by the DAVP.

  
(Pramod Kumar Saha)  
Deputy Secretary (Languages)  
Tele: 011-23073639  
Fax No.011-23384669

## **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.education.nic.in](http://www.education.nic.in)

**Pay Scale:** Pay Band PB-4 Rs.37,400-67,000/- plus Grade Pay of Rs.10,000/-

#### **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 P.K. Saha, Deputy Secretary (Languages), Department of Higher Education, Ministry of Human Resource Development, Room No.424, 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.

**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 July,2013.

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## 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  
\_\_\_\_\_



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 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 :
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: \_\_\_\_\_