

Tamilnadu State Council for Science and Technology
DOTE Campus, Chennai 600 025

Applications are invited from eligible candidates for the following posts:

- | | |
|---------------------|-------------------------------------|
| 1. Steno –Typist | 2 GT (Priority)-1, SCA (Priority)-1 |
| 2. Assistant | 1 GT (Priority) |
| 3. Typist | 1 GT (Priority) |
| 4. Driver | 1 GT (Priority) |
| 5. Office Assistant | 2 GT (Priority)-1, SCA (Priority)-1 |

Qualifications for direct recruitment :

<u>Category of Post</u>	<u>Qualifications</u>
1) Steno-typist	: Diploma in Commercial Practice awarded by the State Board of Technical Education with Typewriting and Short-hand as Electives at Higher Grade level ;

OR

Minimum general educational qualification with Type-writing English Higher Grade plus Shorthand English Higher Grade ; with Tamil Typewriting Lower Grade.

NOTE : Preference will, however, be given to those with a Degree as additional qualification.

Scale of pay : 5200-20200 (GP 2800)

- | | |
|--------------|---|
| 2) Assistant | : A Bachelor's Degree from any Indian University After appointment as Assistant he or she should also pass the Account Test for subordinate officers – Part I conducted by the Tamilnadu Public Service Commission before the completion of the period of probation. Provided that appointment to the post of Assistant shall also be made by transfer on promotion from the approved probationers of the holders of the posts of
Junior Assistant
Steno Typist
Typist |
|--------------|---|

and who have passed the account test for subordinate officers Part-I conducted by the Tamilnadu Public Service Commission. Provided that only the stenotypist & typist who have put in not less than five years of service in the respective category shall be eligible for appointment by transfer, as Assistant.

Scale of pay : 5200-20200 (GP 2800)

3) Typist : Minimum general educational qualification with Typewriting English Higher Grade plus Typewriting Tamil Lower Grade (or) Typewriting English Lower Grade plus Typewriting Tamil Higher Grade.

NOTE : Preference will, however, be given to those with a Degree as additional qualification.

Scale of pay : 5200-20200 (GP 2400)

Age : No person shall be eligible for appointment by direct recruitment to the above posts, if he/she has attained the age of 28 years on the 1st July of the year in which he/she is recruited, provided that a candidate belonging to a Scheduled Caste or a Scheduled Tribe, who possesses the minimum general educational qualification, shall be eligible for recruitment, if he/she has not completed the age of 33 years on the said date.

4) Driver (i) Studied upto VIII standard in a recognized school.
(ii) Must possess a valid licence for driving a light transport vehicle issued by the competent authority with an elementary knowledge of auto mechanism.
(iii) Must possess practical experience in driving for a period of not less than three years.

Scale of pay : 5200-20200 (GP 2400)

Age : Should not have completed 30 years of age as on 1st July of the year of recruitment.

The candidates belonging to SC/ST shall however be eligible for recruitment if they have not completed 35 years of age as on 1st July of the year of recruitment.

- 5) Office Assistants (i) Studied upto VIII Standard in recognized School.
(ii) Should be able to ride a bi-cycle in the case of posts of Office Assistant & Messenger.

Scale of pay : 4800-10000 (GP 1300)

Age : Should not have completed 28 years of age as on 1st July of the year during which recruitment is made by the Council.

The candidates belonging to SC/ST shall however be eligible for recruitment if they have not completed 33 years of age as on 1st July of the year of recruitment.

Mode of Recruitment :

- a) Appointment to the post shall be made by direct recruitment from among the candidates sponsored by the Employment Exchange and through advertisement
- b) There shall be a Selection Committee consisting of the Member Secretary, a Senior Scientific Officer and a Scientific Officer. The Committee shall interview the candidates, examining their relative merit, ability & suitability for the post through a practical and / or written / oral tests as the case may be and select the names of person fit for appointment. The list of Selected candidates will be put up to the President / Chairman of the Executive Committee for approval.

Appointing Authority : Executive Committee.

Reservation of Appointments :

The rule relating to reservation of appointments referred to in the Rule 22 of the Tamilnadu State & Subordinate Rules of the Govt. of Tamil Nadu shall apply for appointment to the post by direct recruitment.

Member Secretary

*GT= General Turn SC/ST = Scheduled Caste, Scheduled Tribe,

MBC = Most Backward Class, BC = Backward Class

SCA = Scheduled Caste Arunthathiyar

INSTRUCTIONS TO THE CANDIDATES

1. Separate application is required for each post applied for.
2. Candidates must be Indian Nationals.
3. Candidates who satisfy the conditions prescribed to the satisfaction of the State Council should be prepared to appear before selection committee for an interview at their own cost.
4. Candidates may be called for an interview as per the list prepared by the Screening Committee appointed for the purpose and approved by the Executive Committee. The summoning of the candidates for the 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.
5. It will be open to State Council not to fill up any of the posts now advertised.
6. The Council reserves the right to fill up more number of posts than the number advertised.
7. Any attempt by the candidate either directly or indirectly to influence the Selection Committee or other authorities of the State Council will disqualify the candidate for the post.
8. The pay scales are interchangeable at the discretion of the State Council. In addition to pay, the post carries allowances as per the Tamilnadu State Government rules. Higher start in the prescribed scales may be given for deserving cases on the recommendation of the Selection Committee.
9. The service conditions and other terms of appointment in the State Council shall be subject to the approval of the Executive Committee.
10. Selection of candidates already employed will be subject to the employer's agreement to relieve them.
11. Candidates with educational pattern 10+2+3 / 10+3+2 /10+3+3 /11+1+3 /11+2+3 only will be considered for the posts concerned.
12. In case, the number of applications received is 5 times more than the number of vacancies, a test/ suitable procedures will be followed to short list the candidates.
13. Persons who are already working in the State or Central Government/ University/College/ Public Sector undertakings/ industry should send their

application through proper channel. Any delay in sending the applications through proper channel is not the responsibility of the State Council.

14. The application form shall be filled in complete in all respects giving correct information. Defective and incomplete application and those with wrong or false information will be summarily rejected.
15. Evidence of Degree/ Diploma certificates and all the testimonials should be brought in original at the time of interview. Copies of the certificate mark sheets testimonials etc. should be attached with the application duly self attested by the applicant and originals must be produced at the time of interview and at the time of joining. If selected the selected candidate shall produce in original the SSLC/ Matriculation or equivalent certificate as proof of date of birth. No other evidence will be accepted.
16. Applications received after the last date or without complete information will be rejected.
17. No interim queries regarding test/ interview/ selection will be entertained.
18. Applications from persons already employed will be considered only if forwarded through the present employer.
19. Submission of filled in applications in person will not be accepted by the Council.

Applications in prescribed form **in duplicate** may be sent to the Member Secretary, Tamilnadu State Council for Science and Technology, DOTE Campus, Chennai 600 025 together with a Demand Draft for Rs.500/- (Rs.250/- for SC/ST candidates) drawn in favour of "Member Secretary, Tamilnadu State Council for Science and Technology" payable at Chennai. Prescribed forms can be down loaded at www.tanscst.nic.in

Last date for receipt of filled in applications : 15.02.2016

Member Secretary

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MBC = Most Backward Class, BC = Backward Class

SCA = Scheduled Caste Arunthathiyar

7. அறிந்த மொழிகள்
LANGUAGES KNOWN

1.

பேச
To Speak

எழுத
Write

படிக்க
Read

2.

3.

8. மாற்றுத் திறனாளியா? / Differently Abled ?
(ஆம் எனில், விவரம் இணைக்கவும்)
(If Yes, Please enclose the details)

ஆம்

இல்லை

9. பாலினம் / SEX :

ஆண் / Male

பெண் / Female

10 திருமணமானவரா / MARITAL STATUS

திருமணமாகாதவர்
UNMARRIED

திருமணமானவர்
MARRIED

11. வகுப்பு / COMMUNITY : OC / BC / MBC / DNC / SC / SC(A) / ST

(சுய சான்றொப்பமிடப்பட்ட நகலை இணைக்கவும்) (Please enclose self Attested Photocopy)

12. a) தொடர்பு கொள்வதற்கான முகவரி : (குங்கள் பெயர் மற்றும் தந்தையின் பெயர் இங்கு குறிப்பிட வேண்டாம்)

ADDRESS FOR CORRESPONDENCE : (Do not write your name or father's name)

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அஞ்சல் குறியீடு
Pin Code

12 b) தொலைபேசி எண் / கைபேசி எண்
TELEPHONE NUMBER / MOBILE NUMBER

மின் அஞ்சல் முகவரி :
E.Mail Address

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13. கல்வித் தகுதி / EDUCATIONAL QUALIFICATION :
அ) கல்வி / ACADEMIC :

வ எண். Sl.No.	தேர்வு தேர்ச்சி விவரம் Examination Passed	வருடம் Year	மதிப்பெண் / தர வகுப்பு பிரிவு / தர வரிசை Marks / Grade Class/ Rank	கல்வி நிலையம் / பல்கலைக் கழகம் Institution / University

13 (ஆ) தட்டச்சு நிலை / Typing Grade
(நிர்வாகப் பணி விண்ணப்பதாரர்களுக்கு மட்டும்)

இளநிலை
Lower

முதுநிலை
Higher

தமிழ்
Tamil

ஆங்கிலம்
English

13 (இ) கணினிக் கல்வியறிவு / அனுபவம் :
Computer Knowledge / Experience

14 (அ) தொழில் நுட்பம் / TECHNICAL :

வ எண். Sl.No.	தேர்வு தேர்ச்சி விவரம் / Examination Passed	வருடம் Year	மதிப்பெண் / தர வகுப்பு பிரிவு/ தர வரிசை Marks / Grade Class / Rank	கல்வி நிலையம் / குழு Institution / Board

14 (ஆ) அனுபவம் / EXPERIENCE :

வ எண். Sl.No.	பணியாற்றும் அல்லது பணியா ற்றிய நிறுவனத்தின் பெயரும் பதவியின் பெயரும். தற்காலிகம் / நிரந்தரம் Name of the post holding / held with name of the Institution. Temporary / Permanent	பணி இயல்பு பற் றிய விவரங்கள் Nature of Duties	கால அளவு Duration		மொத்த வருடங்கள் Total No. of Years
			முதல் From	வரை To	

15. பிற தகவல்கள் / ANY OTHER INFORMATION :

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16. இணைக்கப்பட்டுள்ள சான்றிதழ்களின் பட்டியல் : (வரிசையில் ✓ சரி என்ற குறி இடுக)

CHECK-LIST OF ENCLOSURE : (Tick in the Appropriate Column)

வ. எண். Sl.No.	இணைப்பு (சுய சான்றொப்பமிட்ட நகல்கள் மட்டும்) Enclosure (Self-attested photocopies only)	இணைக்கப்பட்டுள்ளது Attached
1.	வயதுச் சான்று – பிறப்புச் சான்றிதழ் / Age Proof – Birth Certificate	
2.	பள்ளிக்கல்விச் சான்றிதழ் – முதல் பக்கம் / SSLC First page	
3.	சாதிச் சான்றிதழ் / Community Certificate	
4.	உயர்நிலைப் பள்ளி / மேனிலைப் பள்ளி / பட்டயம்/ இளங்கலை/ முதுகலைச் சான்றிதழ்கள் / இளநிலை ஆய்வறிஞர் / முனைவர் SSLC / +2 / Diploma / UG / PG Degree Certificates / M.Phil / Ph.D	
5.	தடை இன்மைச் சான்று (பணியில் இருப்பின்) No Objection Certificate if already employed	

6.	இறுதியாகப் பெற்ற ஊதியச் சான்று (பணியில் இருப்பின்) Last Pay Drawn Certificate if already employed	
7.	இருப்பிடச் சான்று / Proof of Address	
8.	நன்னடத்தைச் சான்று / Conduct Certificate	
9.	வேலை வாய்ப்பு அலுவலக பதிவு அட்டை Employment Registration Card	
10	தட்டச்சு, கணினிக் கல்வி சான்றிதழ்கள் Typewriting , Computer Education Certificates	
11	முன்னுரிமைக்கான சான்றிதழ் Priority Certificate	

உறுதி மொழி / DECLARATION

மேலே கொடுக்கப்பட்டுள்ள அனைத்து விபரங்களும் சரியானவை மற்றும் உண்மையானவை எனச் சான்றளிக்கின்றேன்.

I declare that all the information given above are true and correct to the best of my knowledge.

நாள் / DATE :

விண்ணப்பதாரரின் கையொப்பம்
SIGNATURE OF THE CANDIDATE

அலுவலக உபயோகத்திற்கு மட்டும் : FOR OFFICE USE ONLY

விண்ணப்பதாரரின் அசல் (உண்மை) சான்றிதழ்கள் நேர்முகத் தேர்வின் போது சரிபார்க்கப்பட்டது

ORIGINAL CERTIFICATES SUBMITTED BY THE CANDIDATE AT THE TIME OF
INTERVIEW WERE VERIFIED

உறுப்பினர் செயலர்
Member Secretary