

APPLICATION NO.:

தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

TAMIL NADU OPEN UNIVERSITY

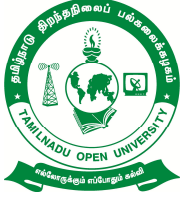
(Established by the Government of Tamil Nadu)

(Recognized by UGC with 12B Status)

No. 577, Anna Salai, Saidapet, Chennai – 600 015.

Phone: (91-44) 2430 6645 / 6600 Fax: (91-44) 2430 6640

email : registrar@tnou.ac.in ; website : www.tnou.ac.in



Advt. No.....

Dated :

Application for the post of

DD No.	Date:
Name of the Bank	Branch:
Amount Rs.	

**Affix recent Passport
Size Colour
Photograph with
Self-Attestation**

1. Name in BLOCK LETTERS :.....

2. Father's/Husband's Name:.....

3. Date of Birth:

DD	MM	YEAR

Age : Years
(completed)

4. Nationality

Sex	
M	F

Marital Status	
Married	Unmarried

(strike out whichever is not applicable)

5. Nativity.....District.....State.....

6. Postal Address (Address for Communication) in BLOCK LETTERS with Pin Code

Phone/Mobile No..... email ID.....

7. Permanent Address

Phone/Mobile No..... email ID.....

8. Do you belong to Scheduled Caste/Scheduled Tribe/BC/MBC? If so, state the name of Caste/Tribe. (Enclose the latest Community Certificate)
9. If differently abled, give details (Enclose an attested copy of the Certificate)
10. **Languages known:**

S.No.	Name of the Language	Read	Write	Speak
1.				
2.				
3.				
4.				

11. **Educational Qualifications: (Add Separate Sheets if necessary)**

S. No.	Examination Passed	Name of the University Board	Division with % of Marks Obtained	Year of Passing
1.				
2.				
3.				
4.				
5.				
6.				
7.				

12. **Driving License :**

S. No.	Driving License (Category wise)	Name of the Authority	Valid from	Valid upto
1.				
2.				
3.				
4.				
5.				

13. Brief Service Particulars: if any (Add Separate Sheets if necessary)

S. No.	Name of the Organisation	Post held	Duration		Years of experience	Scale pay	Nature of the Duties
			From	To			
1.							
2.							
3.							
4.							
5.							

14. A. Present post held under the Central Government/ State 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

D. Basic Pay expected if selected

E. If Selected when do you expect to join the post

15. Have you been Debarred or punished for adopting unfair means in any Examination by Institution / Board or University? If so please specify

16. Have you been Imprisoned by any court of Law for any Criminal or Civil Act? If so, Give Details

17. Any Other Information you may wish to furnish. (You may enclose annexure if necessary)

18. Awards and Medals Won. (You may enclose annexure if necessary)

DECLARATION BY THE APPLICANT

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. At any time, I am found to have concealed / distorted any material information; my appointment shall be liable to be summarily terminated without notice / compensation.

Place:

Date:

Signature of the Candidate

EMPLOYER'S ENDORSEMENT

This is to certify that _____ is working as _____
from _____ onwards on regular basis in our Institution. The above details given by him/her are verified and found correct as per our records. It is further certified that no vigilance / disciplinary case and departmental enquiry is either pending or contemplated against him/her. The integrity of the employee is also certified.

Date:

Place:

Signature of the Employer with Office Seal

Check List of enclosure: (Tick in the appropriate column)

S. No.	Enclosure (Except D.D. attach attested xerox copies only)	Attached	Not Attached
1.	Demand Draft		
2.	Self attested Photograph affixed and signed		
3.	Age Proof - Birth Certificate		
4.	SSLC First Page		
5.	Community Certificate		
6.	Copies of Certificates in support of Educational Qualification		
7.	Professional / Technical Qualifications		
8.	No Objection Certificate if already employed		

TAMIL NADU OPEN UNIVERSITY
GENERAL INSTRUCTIONS TO THE CANDIDATES – NON-TEACHING POST

Application form, details of qualifications and instructions to the candidates are available at (www.tnou.ac.in). Application forms can be obtained in person from the Registrar on requisition accompanied by a crossed Demand Draft to the value of Rs.500/- and 250/- for SC/ST candidates (non-refundable) towards the cost of application fee. However, SC/ST applicants should produce a self-attested copy of the Community Certificate obtained from the competent authority to avail themselves of concession. Applications can be downloaded from www.tnou.ac.in and if the application is downloaded, a Demand Draft to the value of the above mentioned fees is to be sent along with the application form. All Demand Drafts should be taken on / after the date of advertisement in favour of **“The Registrar, Tamil Nadu Open University”** payable at **Chennai**.

1. Qualifications and other conditions are as prescribed and notified by the Government of Tamil Nadu.
2. Contributory Pension Scheme will be applicable for the new entrants and also for the staff who were recruited on or after 1.4.2003 (G.OMs.No.439/Fin/2004, dated 6.8.2004).
3. Applications without application fee and self-attested copies of testimonials will be summarily rejected.
4. Persons who want to avail themselves of 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.
5. The prescribed qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.
6. The University reserves the right to shortlist the candidates by adopting conventional procedures and fill or not fill-up the post without assigning any reasons whatsoever.
7. The candidates already in service should submit their applications through proper channel. Otherwise they should produce No Objection Certificate obtained from the employer at the time of interview, failing which the applicant will not be interviewed.
8. The candidate should submit the Community Certificate issued by the Competent Authority.
9. The candidates should submit the Service Certificate issued by the Competent Authority.
10. Enquiries regarding the application shall not be entertained.
11. All certificates must be produced in original at the time of interview.
12. Qualification / Experience as on the last date of submission of the application will only be taken into consideration.
13. Candidates must be Indian Nationals.

14. Candidates who satisfy the conditions prescribed to the satisfaction of the University authorities should be prepared to appear before the University Staff Selection Committee for an interview at their own cost.
15. 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 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.
16. It will be open to the University not to fill up any of the post now advertised.
17. 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.
18. The service conditions and other terms of appointment in the University shall be subject to the approval of the Syndicate of the Tamil Nadu Open University.
19. Candidates who are selected shall be liable for transfer to any other post within the jurisdiction of the University.
20. Evidence of Degree / Diploma Certificate and all the testimonials should be brought in original at the time of interview. Copies of Certificates, mark-sheets, testimonials, etc., should be attached with the application duly self-attested by the applicant and must be produced at the time of interview and at the time of joining, if selected. The selected candidates shall produce, in original, the Matriculation or equivalent certificate as proof of the date of birth. No other evidence will be accepted.
21. Applications received after the last or without complete information will be rejected.
22. No interim queries regarding test / interview / selection will be entertained.

The envelope containing the filled in application should carry the superscription "**Application for the post of OFFICE ASSISTANT CUM DRIVER in the category of GT at Tamil Nadu Open University**" on the left hand top corner. The applications should be sent to "**The Registrar, Tamil Nadu Open University, No.577, Anna Salai, Saidapet, Chennai-600 015, Tamil Nadu, India**" either by Registered Post or submitted in person, so as to reach the same to this Office on or before **10.09.2018 upto 5.45 pm**. Applications received after the last date will not be considered.

REGISTRAR