

TAMILNADU STATE COUNCIL FOR SCIENCE AND TECHNOLOGY
DOTE Campus, Chennai 600 025

Applications are invited from eligible candidates for the following posts:

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|--------------------------------|-------------------|
| 1. Typist | :1 (GT) |
| 2. Junior Assistant | :2 (GT-1 & SCA-1) |
| 3. Driver | :1 (GT-1) |
| 5. Office Assistant-cum-Driver | :1 (GT-1) |
| 6. Office Assistant | :2 (GT-1 & SCA-1) |

Qualifications for direct recruitment :

| <u>Category of Post</u> | <u>Qualifications</u> |
|-------------------------|--|
| 1) 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. Preference will, however, be given to those with a Degree as additional qualification. |
| Scale of pay | : 19500-62000 (level 8) |
| 2) Junior Assistant | : A Bachelor's Degree from any Indian University |
| Scale of pay | : 19500-62000 (level 8) |

Age : No person shall be eligible for appointment by direct recruitment to the above posts, if he/she has attained the age of 30 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 35 years on the said date.

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| 4) Driver | (i) Studied up to VIII standard in a recognized school. (ii) Must possess a valid license 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. |
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Scale of pay : 19500-62000 (level 8)

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 Assistant-cum-Driver
- (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.
 - (iii) Must possess a valid license for driving a light transport vehicle issued by the competent authority with an elementary knowledge of auto mechanism.
 - (iv) Must possess practical experience in driving for a period of not less than three years.

Scale of pay : 15700-50000 (level-1)

- 6) Office Assistants
- (i) Studied up to 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 : 15700-50000 (level-1)

Age : Should not have completed 30 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 35 years of age as on 1st July of the year of recruitment.

Mode of Recruitment :

Appointment to the post shall be made by direct recruitment from among the candidates sponsored by the Employment Exchange and through advertisement

Member Secretary

*GT= General Turn SC/ST = Scheduled Caste, Scheduled Tribe,
MBC = Most Backward Class, BC = Backward Class (other than Muslim)
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 more, 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. Advance copy will not be considered.

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 : 07.01.2021, 5.45 pm

Member Secretary

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MBC = Most Backward Class, BC = Backward Class (other than Muslim)
SCA = Scheduled Caste Arunthathiyar

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TELEPHONE NUMBER / MOBILE NUMBER

E.Mail Address

13. fšé ¢ j FÂ / EDUCATIONAL QUALIFICATION :

m) fšé / ACADEMIC :

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13 (M) j EI çR ãi y / Typing Grade
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Lower

KJ ãi y
Higher

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Tamil

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English

13 (İ) fâ å j fšé açÎ / mDgt« :
Computer Knowledge / Experience

14 (m) bj hêš EŁg« / TECHNICAL :

| t v© . Sl.No. | nj ®Ī nj ®ċÁ é tu« / Examination Passed | tUI « Year | kÂŕbg© / j u t Fŕð ĀĈĪ / j u t ċi r Marks / Grade Class / Rank | fšé ĩi ya« / FG Institution / Board |
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14 (M) mDgt « / EXPERIENCE :

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|---------------------|--|---|---------------------|------------|-------------------------------------|
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15. Āw j f t š f Ÿ / ANY OTHER INFORMATION :

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16. Ī i z ĳ f Ÿ g f L Ÿ s r h ĳ ĳ j æ f è ĳ g f o a š : (t ĳ i r æ š √ r ĳ v d F ĳ i f)

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

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| 1. | Āw Ÿ ò ĳ r h ĳ ĳ j æ / Proof of date of Certificate | |
| 2. | g Ÿ è ĳ f š é ĳ r h ĳ ĳ j æ / SSLC certificate | |
| 3. | r h Ā ĳ r h ĳ ĳ j æ / Community Certificate | |
| 4. | ca® ĩ y Ÿ g Ÿ è / n k â i y Ÿ g Ÿ è / g f l a « / Ī s š f i y / K J f i y ĳ r h ĳ ĳ j æ f Ÿ / Ī s ā i y M Ē t ĳ P® / K i d t® SSLC / +2 / Diploma / UG / PG Degree Certificates / M.Phil / Ph.D | |
| 5. | j i l Ī ĳ i k ĳ r h ĳ W (g â æ š Ī U Ÿ Ā ĳ) No Objection Certificate if already employed | |
| 6. | Ī W Ā h f Ÿ b g % w C Ā a ĳ r h ĳ W (g â æ š Ī U Ÿ Ā ĳ) Last Pay Drawn Certificate if already employed | |
| 7. | Ī U Ÿ Ā ĩ ĳ r h ĳ W / Proof of Address | |
| 8. | e ĳ d ĩ ĳ i j ĳ r h ĳ W / Conduct Certificate | |
| 9. | n t i y t h Ē Ÿ ò m Y t y f g Ā ĩ m ĩ l Employment Registration Card | |
| 10 | j ĩ l ĳ R , f â â ĳ f š é r h ĳ ĳ j æ f Ÿ Typewriting , Computer Education Certificates | |
| 11 | Demand draft No: _____ Date: _____ Rs. _____ t i u n t h i y v © . nj Ā U : | |

cWÂ bkhê / DECLARATION

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

ehŸ / DATE :

é © z ¥gj huç< i fbah¥g«
SIGNATURE OF THE CANDIDATE

mY tyf cgnahf ̂%F kℓL« : FOR OFFICE USE ONLY

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

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Member Secretary